



# ST EBBE'S C.E. (AIDED) PRIMARY SCHOOL

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Headteacher: Mrs Susie Bagnall MEd

## Minutes of the Full Governing Body Meeting Held on Thursday 21st May 2015 at 7.30pm at the School

### Present

- Janet Rayment (Foundation Governor) (JR) – Chair
- Elizabeth Crawford (Foundation Governor) (EC) – Vice Chair
- Andrew Godley (Foundation Governor) (AG)
- Clare Cory (Foundation Governor) (CC)
- Helen Pope (Foundation Governor) (HP)
- Hugh Starkey (LA Governor) (HS)
- Jolyon Harris (Parent Governor) (JHa)
- Steve Hellyer (Foundation Governor) (SH)
- Susie Bagnall (Headteacher) (SB)
- Tara Pullin (Staff Governor) (TP)

### In Attendance

- Terry Georgeson (Clerk)

### Apologies

- Clare Whyles (Associate member) (CW)
- Michael Moynagh (Foundation Governor) (MM)
- Step Gilroy Lowe (SGL) (Non-teaching Staff Governor)
- Pete Wilkinson (Foundation Governor)
- Jo Horn (Associate member)

MINUTE	ACTION
<b>Procedural Matters</b> The meeting started at 7.30pm. The meeting was quorate.	
<b>1. Welcome and Apologies</b> The Chair welcomed governors to the meeting. SH opened the meeting with a prayer. Apologies were received and accepted.	
<b>2. Business Interests to declare</b>	

Signed.....Date.....



<ul style="list-style-type: none"> <li>Marketing skills (related to item 7)</li> </ul> <p><u>Correction to main areas of government responsibility</u>  The Chair corrected statements that had been made at the February meeting re. the main areas of governor responsibility.  These are:</p> <ul style="list-style-type: none"> <li>To ensure clarity of vision, ethos and strategic direction</li> <li>To hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of the staff</li> <li>To oversee the financial performance of the school and make sure its budget is well spent</li> </ul> <p><u>Jo Sloley report on moderation meeting</u>  This paper was distributed prior to the meeting.  Governors stated that the explanation in the report was very clear and correct and suggested considering the value of constant internal moderation reporting while there is external moderation in place.</p> <p><u>Alec Lesley PE Report</u>  The report was not distributed before the meeting. SB explained that it is available to view on the website and it was agreed that this item would be passed to the Curriculum and Standards committee for review.</p>	<p><b>Chair to add to agenda for C&amp;S meeting in June</b></p>
<p><b>6. Headteacher's report</b>  The Headteacher's report had been circulated prior to the meeting. SB explained that all objectives are linked to the SIDP and spoke through the main points, inviting questions.</p> <p>SB stated that she was very pleased with the OFSTED report and would like to record her thanks to all the pupils, staff and governors for all their hard work.</p> <p><u>School Expansion</u>  SB shared the breakdown of number of children on roll. She explained that 40 of these were not present on census day, which has had a significant impact on the budget, and precludes the possibility of having two parallel Year 5 and Year 6 classes next year.</p> <p><u>Staffing capacity</u>  SB explained the breakdown of contracted staff costs and the supply budget, explaining the latter is s very expensive and the aim is to have all teachers contracted. SB also noted that the deadline for teacher resignations is tomorrow (22nd May).</p>	

<p><u>Improving the quality of teaching and learning</u> Includes an improved range of CPD and has set out to extend training for strategic and specialised skills. The school is buying Iris Connect, which is a powerful development tool. The cost is around £2,000 and has been budgeted for.</p> <p><u>To continue to strengthen the impact of all leaders</u> The school is trialling a strategic school improvement enrichment tool called Oxford Owl, for one year at a cost of £250 (also budgeted). Governors asked if this was a loss leader and would it cost the school more in the long run. SB replied that this isn't the case and there is no ongoing obligation beyond the first year.</p> <p><u>To develop a new assessment system to fit with the new national curriculum</u> SB explained that the school is using a summative assessment system which will be sufficient to provide reports. The DfE or OFSTED (or both), may come up with a definitive framework in time. Meanwhile the school will use the NFER maths test for this year which is compatible with the new curriculum but will give results under the 'old' levels, which will buy some time.</p> <p>Governors asked how they will be able to assess the data. SB replied that the school will provide summative data using OPT worksheets and that the whole Cherwell Partnership is using this method. She noted that the formative data will not be fit for purpose.</p> <p><u>Strengthening links between school and community</u> A new school website is being designed and stakeholders will be consulted. A governor is required to represent the school at meetings with the web designer regarding the website. JR agreed to take this role.</p>	<p><b>Chair to attend meetings on Governing Body's behalf</b></p>
<p><b>7. Approval of budget</b> The budget report was distributed prior to the meeting and EC briefly spoke through the main points.</p> <p>EC stated that the budget currently has a surplus of £6,000, but urged caution as this could quickly be used for supply cover / overtime. The school's biggest expenditure is staffing costs. Governors asked what would happen if a deficit budget was submitted. The response was that the school cannot submit a deficit budget, but if the school was to fall into deficit it would be carried over into the next financial year and the local authority would expect this to be corrected in the following year. There is no scope or function for the deficit to be written off.</p> <p>The budget issues are compounded by the local authority-led increase to a two form entry, meaning the school are playing catch up with regard to funding until there is a full 'steady state' two forms across all years.</p>	

<p>This is compounded by the fact that parents have a statutory right to defer starters to the school until January or Easter after enrolment. This means that any pupil who is not in school by the Autumn census date is not counted on the school roll and therefore the school does not receive the £2,900 pupil funding for that child for the entire academic year.</p> <p>Governors suggested that the school should make representation to the local authority explaining this and asking if they can assist in any way.</p> <p>It was agreed that the school needs to encourage parents to choose a September start for their children, with an emphasis on the positives, such as the excellent Early Years provision the school provides. However, it was felt that governors could be more explicit about the funding issues during individual conversations with parents</p> <p>The Chair thanked EC and SB for their hard work compiling the budget and it was accepted. However, governors wished to note their reservations about the future projections regarding school roll numbers.</p> <p>Governors also suggested that the school needs to market itself more using the website and newsletters and through open days and events and develop positive conversations with parents of potential pupils. JR and SB asked governors to send any ideas they have to them.</p>	<p><b>Budget for 2015-16 approved</b></p> <p><b>Governors to send any ideas to JR &amp; SB</b></p>
<p><b>8. Committee reports</b></p> <p><u>Finance, Personnel and Welfare committee</u> This was distributed prior to the meeting. There were no questions.</p> <p><u>Foundation</u> This was distributed prior to the meeting. There were no questions.</p> <p><u>Curriculum and Standards Committee</u> This was distributed prior to the meeting. There were no questions.</p> <p><u>Parent Council</u> This meeting was held immediately before the governing body so there were no minutes completed. JHa gave a brief verbal update stating that the main discussion points were around attendance rates and how to remedy this, with suggestions that pupils with exemplary attendance should be rewarded in order to promote the positive. The council also discussed after school clubs which parents were grateful for, but there has been some issues around late cancellations of classes. Other items discussed were the OFSTED Inspection, the school website and community.</p> <p>JHa will compile the minutes and send them to the clerk for distribution.</p>	<p><b>JHa to send minutes to TG for distribution</b></p>

<p><b>9. Health &amp; Safety and Buildings update</b>  SB expressed her frustration that there are still some snagging issues from the building work, such as the fencing and issues around the school gate. The builders are due to return next week and JR and EC will write to the project manager asking for resolution of these issues.</p> <p>SB also informed the meeting that the installation of keypads for external doors will commence next week.</p>	<p><b>JR &amp; EC to write to project manager requesting a meeting to discuss snagging issues.</b></p>
<p><b>10. Governor Training</b>  The Chair informed the meeting that there is a course provided by the Diocese; "Being a governor at a Church of England school" on June 4<sup>th</sup> and asked governors to contact her if they would like to attend.</p>	<p><b>Governors to contact Chair re. attendance at this course</b></p>
<p><b>11. Correspondence</b>  JHa has resigned as Parent Governor and it has been accepted. A new parent governor election will be arranged next term.</p> <p>TP is resigning due to a change in her role at the school. The Staff Governor will be SGL.</p> <p>CC is also resigning from the end of the school year as her term of office is due to end in the autumn.</p> <p>HP is also standing down from her role as a Foundation governor.</p> <p>The Chair thanked all the above for their hard work and commitment to the school and the contribution they had made to the school's recent OfSTED judgement of 'Good'.</p>	
<p><b>12. Date of next meeting</b>  Date changed to Monday 13th July 2015 at <b>5pm</b>. To follow on from the Staff Governor Tea Party.</p>	<p><b>CC to email governors re. contributions for Tea Party</b></p>
<p><b>13. Any other business</b></p> <ul style="list-style-type: none"> <li>• Staff are having an OFSTED celebratory party and HP asked whether governors would like to make a donation towards it. Any donations should be given to HP.</li> <li>• HP asked that governors respond to the assembly monitoring email</li> <li>• School Fete and official school opening on Saturday July 4<sup>th</sup> from 12.00pm</li> </ul> <p>SH ended the meeting with prayer.</p>	<p><b>Donations to HP</b></p> <p><b>Responses to HP</b></p>

*Meeting ended at 9.10pm*

Signed.....Date.....

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