



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

Whitehouse Road, Oxford, OX1 4NA

Tel No: 01865-248863 Fax No: 01865-248817

Email: [office.3833@st-ebbes.oxon.sch.uk](mailto:office.3833@st-ebbes.oxon.sch.uk)

Website: [www.st-ebbes.oxon.sch.uk](http://www.st-ebbes.oxon.sch.uk)

Headteacher: Mrs Susie Bagnall MEd

### Minutes of the Full Governing Body Meeting

Held on Thursday 26th February 2015 at 7.30pm at the School

#### **Present**

Elizabeth Crawford (Foundation Governor) (EC) – Vice Chair

Susie Bagnall (Headteacher) (SB)

Tara Pullin (Staff Governor) (TP)

Clare Cory (Foundation Governor) (CC)

Pete Wilkinson (Foundation Governor) (PW)

Step Gilroy Lowe (SGL)

Jolyon Harris (Parent Governor) (JHa)

Andrew Godley (Foundation Governor) (AG)

#### **In Attendance**

Clare Whyles (Associate member) (CW)

Jo Horn (Associate member) (JHo)

#### **Apologies**

Janet Rayment (Foundation Governor) (JR) – Chair

Helen Pope (Foundation Governor) (HP)

Michael Moynagh (Foundation Governor) (MM)

Hugh Starkey (LA Governor) (HS)

MINUTE	ACTION
<b>Procedural Matters</b> The meeting started at 7.30pm. The meeting was quorate.	
<b>1. Welcome and Apologies</b> In JR's absence, EC chaired the meeting. The Chair welcomed governors to the meeting. Apologies were received and accepted.	
<b>2. Business Interests to declare</b> None.	
<b>3. Notice of Any Other Urgent Business</b>	

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

None.	
<p><b>4. Minutes of the meeting 9th December 2014</b>  These were approved and published on the website on 17<sup>th</sup> December.</p>	
<p><b>5. Matters arising</b>  AG asked whether the visits protocol was distributed, which was confirmed. EC noted that the Pupil Premium report including summaries from pupil interviews was an excellent and useful document. Reconstitution of the Governing Body will be dealt with as an agenda item later in the meeting. There were no other matters arising.</p>	
<p><b>6. Headteacher's report and Monitor SIDP</b>  The Headteacher's report had been circulated prior to the meeting. SB spoke through the main points, inviting questions.</p> <p><i>To increase the rate of progress of children receiving PP, children with EAL and SEND.</i></p> <p>Data shows the percentage of children in KS2 making better than expected progress is very strong. SB clarified that this data relates to the mid-point in the academic year (week 20/40). The third assessment point will be at the beginning of Term 6 i.e. approximately 12 weeks later, and progress may not be maintained at the same rate. SB also reminded the meeting that progress is not a linear progression. However, SB reiterated that the school is still aiming to exceed national percentages for children making better than expected progress and is in a good position to achieve this.</p> <p>In light of some pupils finding the exam / testing process difficult, AG asked what the school is doing to help these pupils. SB replied that the school makes as many allowances as they are able to, such as allowing breaks, using different rooms for children to work in, providing 'readers' or applying for pupils to have additional time, although this last option has to be formally requested as a special arrangement, the deadline for the submission of such is 27th April.</p> <p>CW also added that the mock SATs help to identify any potential issues and to try out different strategies for different pupils. EC also added that overall there are two main issues for the school, which are how do the children cope with the tests and that the small pupil numbers means that the overall data can be adversely affected by the results of a few children. SB agreed and informed governors that teachers and SLT were constantly moderating assessment and marking.</p> <p><i>To embed the positive behaviour policy (including anti-bullying)</i></p>	

EC explained that this has been discussed by the Personnel and Welfare committee. It is just as important that good behaviour is recognised too. EC also mentioned that there appears to be a high correlation of incidence of inappropriate behaviour and boys. AG said that the discussion of this in the last committee meeting suggested a link between the building work in the playground and poor behaviour and asked whether this was the case and if there had been any improvement since the building work completion. SB the number of incidents have dropped which might indeed suggest a link. AG accepted this and also stated that it should be noted that the effect of the building work on the playground was something outside of the control of the school.

JHa stated that in light of the behavioural issues appearing to be more prevalent in upper KS2, are interventions also focussing on classroom behaviour? SGL replied that they are - the school uses a yellow and red card system for low level poor behaviour.

SB also noted that the school tries to have a positive policy around managing behaviour, using a 'remarkable acts' book to record and recognise positive behaviour and acts. PW asked whether boys are also featuring in the book and to what proportion. SB replied that boys do indeed feature, but she will bring the figures to the next meeting.

*To drive through the school expansion to two form entry including increasing staffing capacity at all levels.*

SB stated that the school are delighted to with the five new or extended classrooms and the new staff room will be a great improvement when it is finished. SB also noted that Diocesan funding has been approved for serious remedial pipework, but not for the hall extension due to significant cutbacks in government funding to the Diocese in the next financial year (2015-2016). The Diocese have said that St Ebbe's hall extension is a high priority for them, and it could start in a year's time if the Diocese are allowed to commit the funding from the 2016-2017 budget before their exact allocation is confirmed. When the hall extension does go ahead the school will lose the use of the hall for 4 - 5 months which will provide some challenges.

SB went on to explain that although the hall is classified as 'basic need' by the LA, it is not 'curriculum basic need' and therefore has to be funded by the Diocese rather than the LA who are generally responsible for funding all 'basic need' projects (including our new UKS2 classrooms). The cost of the hall extension would be around £200,000. SB wants to ensure that St Ebbe's is not disadvantaged in this respect because it is a Church school i.e. would the LA have funded our hall extension if we had been a community school?

JH asked if the school can evidence how often the hall is used as a classroom. SB replied that it is used most of the time for many activities, including

**SB to bring data around entries to remarkable acts book to next F,P&W meeting.**

<p>lessons, PE, assemblies etc.</p> <p>EC asked that 2 governors to work with SB to explore what options we have on the hall extension and requested that they email SB and JR outside of this meeting.</p> <p><i>To strengthen links between school and the parent community</i></p> <p>SB reported that attendance at assemblies has improved and the school is constantly working to arrange and schedule activities to involve parents. Overall positive progress is being made.</p> <p>SB also noted that the parent council is developing positively and JHa echoed this, saying that meetings are becoming much more productive, being able to build on previous meetings discussions.</p>	<p><b>Governors willing to assist in building case to contact SB &amp; JR</b></p>
<p><b>7. Mid-year attainment data</b></p> <p>SB distributed mid-year performance data for Y3, Y4, Y5 &amp; Y6 prior to the meeting. She explained that the data is very strong across the years; all in line or exceeding national are related expectations.</p> <p>JHa asked why the percentage of children making better than expected progress in Y5 Maths stuck out as lower (55%). SB informed governors that maths sets are being closely monitored, and that Y5 pupils were taught maths from all 3 teachers, indicating that this is not an issue with individual teachers. Teachers are currently meeting with Key Stage Coordinators to report on individual pupil progress and to discuss how to accelerate progress where children are not making good progress. Pupil Progress reports will then be discussed at a strategic level by SLT. SB will report in further detail to the next Curriculum committee.</p>	
<p><b>8. Updated SEF</b></p> <p>SB distributed this prior to the meeting and explained that this is a document for governors to read and be aware of in preparation of any OFSTED inspection.</p> <p>With regard to attendance, JHA asked what the position is now. SB replied that she didn't have the figures to hand but still receives a lot of requests for absence for holidays. These are not authorised, but invariably parents still take their children out of school. Mostly attendance for these children remains above 90% but overall school attendance is negatively affected. EC stated that Oxfordshire County Council don't fine parents, unlike many local authorities, so we should look at other Oxford schools and see how they manage it. EC also added that the poor attendance figures aren't a reflection on the school and its performance / quality but rather parents choosing to take their children on holiday during term time. JHa echoed this stating that there were a small number of families who caused a disproportionate affect</p>	

<p>on the overall figures. SB agreed and added that there are strong systems in place for pupils who are poor attenders. JHa said it would be useful if the data could be unpicked between 'holiday absence' and other absences. CC asked whether the schools can evidence its ongoing efforts to address this? SB replied yes, via school and class newsletters. EC also suggested that it should also be raised at the parent forum.</p>	
<p><b>9. Committee Reports</b></p> <p>The following committee minutes were previously distributed prior to the meeting and accepted:</p> <p><i>January 2015 Finance, Personnel and Welfare committee meeting</i>  CC asked for an explanation of 'disqualification by association'. SB explained it is a safeguarding requirement for any staff member to declare any convictions of any person they live with if they work with EYFS children.</p> <p><i>January 2015 Finance Group meeting</i>  SB noted that the school will save £20,000 if work on the hall doesn't commence next year.  On point 4 of the minutes, AG requested that the wording regarding accountability of reporting on Pupil Premium to the Finance Group be tightened. In addition to this, EC explained that the report on PP is very clear on what interventions do and don't work and the PP funding is ring-fenced to for those initiatives identified as successful.</p> <p><i>January 2015 Foundation meeting</i>  EC explained that the school has done extensive work on concerns about whole school assemblies and that they are all now inclusive and appropriate for all. This will continue to be monitored and discussed by governors.</p> <p><i>February 2015 Curriculum &amp; Standards committee meeting</i>  Governors again asked about the apparent discrepancy between school assessment on entry and that of Grandpont Nursery. SB has discussed this with Jo Sloley. JHa insisted there is still a need to discuss further between the school and Grandpont to establish why children appear to be attaining below age related expectations on entry, considering the nursery's outstanding OFSTED ratings.</p> <p>CC asked whether this is a national issue? SB said that it possibly is. SB explained that the early years data is all moderated by the LA very closely so governors can be assured that it is accurate and robust. AG stated that it is his perception that the pupils do well in both settings, but the attainment data on entry to the school seems very low (and children make good progress). CW also mentioned that the profile of children with SEND and EAL in EYFS is increasing and is probably a significant factor.  It was also agreed that it is not a reflection on those teaching EYFS, but it</p>	<p><b>SB/CW to ask Jo Sloley about this apparent discrepancy</b></p>

<p>would be useful to have a narrative statement to explain this anomaly. CC again reiterated there was no criticism of the work at all and governors are very positive about it.</p> <p><i>Homework policy</i> Again, this policy was distributed to governors prior to the meeting. CW asked whether this should be sent to all parents or be just be posted on the website. It was agreed that it should also be publicised via class newsletters and parents will be provided with hard copies on request. The Governing Body formally ratified the policy.</p>	<p><b>Homework policy ratified</b></p>
<p><b>10. Draft Proposal for Instrument of Governance</b> EC explained that JR will be distributing a skills audit for governors to identify strengths and weaknesses of governors who will be in post from September 2015. The results will be discussed at a governing body meeting before the end of the academic year.</p> <p>It was noted that there are 3 main areas of responsibility for governors:</p> <ul style="list-style-type: none"> <li>• Holding SLT to account</li> <li>• Ensure school funding is viable</li> <li>• Overall school governance</li> </ul> <p>CW stated that staff would like to attend governing body meetings as associate members, to bring to bear their perspective of the school and its management. It was agreed that this would be helpful, particularly regarding 'holding SLT to account'. EC also echoed that the governing body would always want to hear the views of staff.</p> <p>SB noted that Foundation governors in the new IoG must be the number of 'other' governors plus 2. JHa suggested that any foundation governors should only be selected by the Diocese once the skills audit of all other governors has been completed.</p> <p>JHa also raised the question that it appears that parent governors would need to be re-elected. EC said yes, but imagines they would technically be automatically re-elected.</p> <p>SB explained that the IoG will take effect from September 2015 and it will now be sent onto the Diocese for their information.</p> <p>The governing body formally ratified the new Instrument of Governance.</p>	<p><b>IoG formally ratified</b></p>
<p><b>11. Parent Council</b> JHa explained that the minutes of the meeting will be published on the website tomorrow. JHa told the meeting there was a lot of discussion around homework and that parent welcomed the clear structure provided by the</p>	

<p>homework policy. JHa also added that it is now proving to be a beneficial forum to engage and consult with parents. CW added that there still needs a little work to make it more of a 'two way conversation', rather than the school always asking what parents want.</p>	
<p><b>12. Buildings Update</b>  SB informed the meeting that a fence is being built around the car park with a new metal gate in the playground fence to allow pupils to enter the premises without crossing any areas that cars enter / exit, improving the safety and security of the pupils.</p>	
<p><b>13. Governor Training</b>  EC informed the meeting that JR has now completed her Governor Chair Leadership Development programme.</p>	
<p><b>14. Correspondence</b>  SB said there ae two complaints currently being dealt with, one about the container at the back of the school and another regarding e-safety.</p>	
<p><b>15. AUOB</b>  None</p>	

*Meeting ended at 9.00pm*