

**NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL**

*Every Person Matters, Every Moment Counts  
'I can do all this through him that gives me strength'*

**Minutes of the Full Governors' meeting  
held on Wednesday 23 January 2019 at 7.00pm in the School**

**Present:** Mrs Smith (Headteacher) Mrs Thomas  
Lady Hayter (Chair) Miss Townsend  
Dr Connelly Mrs Sheasby  
Mr Pool Mrs Skelton

**Apologies:** Mrs Taylor

**In attendance:** Mrs Willie (Clerk)  
Mr Coopman – Prospective Foundation Governor (Observer)

**ACTIONS**

1.	<b>PREVENT training link to be circulated</b>	<b>Mrs Smith</b>
2.	<b>Safeguarding training link to be circulated</b>	<b>Mrs Smith</b>
3.	<b>Terms of Reference to be finalised and added to governors' area</b>	<b>Mrs Willie</b>
4.	<b>Committee/link governor listing to be updated</b>	<b>Mrs Willie</b>
5.	<b>Teachers' Pay Policy 2018-19 and Disciplinary Policy to be finalised and sent to Mrs Smith</b>	<b>Mrs Willie</b>
6.	<b>Mr Coopman to be sent details of SWAN new governor training</b>	<b>Mrs Smith</b>
7.	<b>Mr Coopman to be sent new governor information</b>	<b>Mrs Willie</b>
8.	<b>Mr Morgan and Mrs Tuffrey to be informed of Easter Service</b>	<b>Lady Hayter</b>
9.	<b>Revd French to be asked to clarify re-appointment of Foundation Governors and if the new incumbent is a governor ex officio</b>	<b>Mrs Smith</b>
10.	<b>Oxfordshire MAT with VA and Community schools to be looked into</b>	<b>Mrs Smith</b>
11.	<b>GovernEd training slides to be loaded onto governors' area</b>	<b>Mr Pool</b>
12.	<b>Lady Hayter to raise Foundation Governor vacancies with Aynho priest</b>	<b>Lady Hayter</b>
13.	<b>Lady Hayter to be provided with details of potential Foundation Governor</b>	<b>Mr Coopman</b>
14.	<b>Mrs Taylor to be informed that Mr Coopman to join S&amp;C committee</b>	<b>Lady Hayter</b>
15.	<b>Staff &amp; Volunteer Disqualification Declaration to be completed</b>	<b>Mrs Taylor</b>
16.	<b>Subject Monitoring Visits to be completed by 5 April 2019</b>	<b>ALL</b>

**1. Prayer**

The meeting opened with prayer led by Lady Hayter.

**2. Welcome & Apologies for Absence**

Lady Hayter welcomed everyone to the meeting and introduced Mr Chris Coopman, prospective Foundation Governor. Apology as noted above which was accepted.

Governors were informed that Mr Mark Hawkins, Parent Governor, resigned with effect from 23 November 2018. Miss Alice Townsend, Foundation Governor, had reached her end of term of office on 10 January 2019. However, the Diocese have extended Miss Townsend's term of office to expire on 19 July 2019, at which time Miss Townsend intends to step down from the governing body.

### 3. Declaration of interest in respect of any items on the agenda

None.

### 4. Urgent items for the agenda (to be taken under AOB)

Admissions

### 5. Minutes of the meeting held on 27 September 2018 & Matters Arising

The minutes having been circulated and read were agreed and signed by Lady Hayter.

#### Matters Arising

Please refer to the table above for outstanding matters.

### 6. Headteacher's Report

Report dated 15 January 2019 had been circulated and was taken as read. The following was highlighted and questions raised:

**Mr Pool asked how Mrs Belcher, newly appointed Bursar, is settling in.** Mrs Smith advised that a Financial Officer from the Local Authority (LA) visited on Monday, which Mrs Belcher found helpful. Mrs Belcher is also attending various courses over the next couple of weeks.

#### Admissions

The closing date for admissions for September 2019 was last week. Mrs Smith believes there are 20 children who have applied who are siblings, in catchment or church applications. It was clarified that the current Published Admission Number (PAN) is 15. Miss Townsend declared an interest as a parent of a Reception child in September 2019.

Lady Hayter had contacted the Diocese who advised of three options, to increase the PAN for a year, to tell parents to go to appeal or to contact the LA to ask if they have a solution. Today an email was received from the Diocese about temporarily increasing the PAN, which also indicated that the LA may agree to a temporary increase. **Mr Connelly asked how this would affect Oak next year.** Mrs Smith explained how Key Stage 1 (KS1) could be structured going forward if the PAN were to be increased. **Mr Coopman asked if this would affect numbers as the children move up the school.** Mrs Smith said that if the PAN is increased for one year only it would not impact on the school. However, if it is decided to increase the PAN permanently to 20 pupils, a new teaching plan would need to be considered. It was noted there are no limits to the size of classes in Key Stage 2 (KS2).

Further to discussion, it was proposed that the PAN be temporarily increased to 20 pupils from September 2019 for a period of one year. With the exception of one governor who abstained, all governors voted in agreement with the proposal, motion carried.

Mrs Smith highlighted that houses for sale in Aynho detail Croughton Primary School as the local school. However, Newbottle & Charlton is the catchment school for Aynho. Mrs Smith added that the number of children attending from Aynho had reduced and this was discussed. Mrs Smith advised she would send an article to link into the Aynho village website to raise awareness of the school.

#### Safeguarding

All staff completed a safeguarding course with further staff training to be completed for PREVENT. Governors to be sent the link so they can undertake the PREVENT training if they wish.

**Action: Mrs Smith**

#### Self-Evaluation/Improvement Plan

Mrs Smith referred to the Self-Evaluation Form (SEF) judgements in the report and notified governors that due to the spelling results, Quality of Teaching, Learning and Assessment is Good

and not Outstanding. Governors were advised that an LA Senior School Improvement Manager is visiting the school on 28 February 2019.

### **Standards**

Documents 'Early Years Cohort Tracker Reception Autumn 2018' and 'Governor Overview – Data – Autumn Term 2018/2019' had been distributed.

**Mr Pool asked about Year 3 data in the table 'On track to achieve E of Y Target'.** Mrs Smith confirmed this year group is of concern, but explained that interventions and support have been put in place for those children identified at the end of Year 2. Three new children have also joined the cohort, which has affected the figures, and support has also been put in place for these pupils. **Mr Pool asked about all children in Year 4 being at 100% for all subjects.** Mrs Smith confirmed that all pupils in Year 4 are on target to make the correct amount of progress.

### **School Development Plan (SDP)**

#### **RE**

As Understanding Christianity was not incorporated in the new syllabus, the Diocese have advised the school not to use the agreed syllabus as they are writing their own. On 7 June 2019 the new syllabus from the Diocese is to be launched. Mrs Smith added that RE is going well.

#### **Science, Technology, Engineering & Mathematics (STEM)**

Mrs Smith briefed on raising the profile of STEM, with a Science Week to be held week commencing 11 March. **Lady Hayter asked if there is a cost associated with this** and was informed that Mr Smith had secured funding of £650 towards this.

#### **Easter Service**

A service is to be held on 24 April at 10.00am in the church. Lady Hayter to advise Mr Morgan and Mrs Tuffrey about the service. **Action: Lady Hayter**

#### **Statutory Inspection of Anglican and Methodist Schools (SIAMS) Self-Evaluation Form (SEF)**

Mrs Smith is attending training on the SEF tomorrow and will then work with Janet Northing to write the SEF. Once completed the areas to work on can be developed and focussed on.

#### **Attendance**

Governors agreed that attendance at 97.9% is very good. Mrs Smith referred to the six (anonymised) pupils highlighted in the report, for which there were concerns with their attendance. Mrs Smith briefed on four of the pupils listed and the reasons for their absence and whether it was authorised or not.

*Confidential discussion held, please refer to confidential minute.*

### **7. Academy Status**

Following the presentation from the Evolve Church Academy Trust at the last meeting, Mr Johnson was to contact Syresham Primary School Governing Body. However, to date no discussions have been held with their governors. Mrs Smith is in contact with Mrs Clough, Headteacher at Syresham Primary School, with a view to both schools joining Evolve together.

Revd Peter French, Deputy Diocesan Director of Education, is visiting in February and academies will be discussed during his visit. Mrs Smith is aware of a Multi-Academy Trust (MAT) in Oxfordshire which is made up of VA and community schools. Mrs Smith to look into this further and raise with the Diocese. **Action: Mrs Smith**

**Miss Townsend asked if discussions have been held with Syresham Primary School.** Mrs Smith said that she and Mrs Clough were to meet with the Chairs of Governors from both schools but to date a meeting has not gone ahead.

## **8. Reports from Committees**

### **a) Strategy (15 November 2018)**

Minutes from the meeting were taken as read with no questions raised.

#### Terms of Reference (TOR) – for approval

It was agreed that the TOR be adopted as presented.

#### Appointment of Educational Visits Governor

Lady Hayter kindly agreed to undertake this role.

### **b) Standards & Curriculum (8 October 2018)**

Minutes from the meeting were taken as read with no questions raised.

#### Member Required

Mr Coopman agreed to join the committee. Lady Hayter to advise Mrs Taylor.

**Action: Lady Hayter**

#### Terms of Reference – for approval

It was agreed that the TOR be adopted as presented.

### **c) Resources (16 October 2018 & 15 January 2019)**

Minutes from the meeting were taken as read with no questions raised.

#### Terms of Reference – for approval

It was agreed that the TOR be adopted as presented.

#### Teachers' Pay Policy 2018-19 – for adoption

It was agreed that the policy be adopted as presented.

#### Disciplinary Policy – for adoption

It was agreed that the policy be adopted as presented.

### **d) Ethos (12 November 2018)**

Minutes from the meeting were taken as read with no questions raised.

#### Terms of Reference – for approval

It was agreed that the TOR be adopted as presented.

### **e) Admissions (26 November 2018)**

#### Admission Policy 2020 – for adoption

It was agreed that the policy be adopted as presented.

Mrs Willie to finalise all TOR and policies for submission to the school.

**Action: Mrs Willie**

## **9. Governance**

### **a) Parent Governor & Foundation Governor vacancies**

The Parent Governor vacancy was advertised on Friday with one expression of interest received to date. Deadline for nominations is 31 January.

Following Mr Coopman's appointment there will be one Foundation Governor vacancy remaining. It was reported that in the Diocesan advert for the new incumbent it states that the incumbent is a governor ex officio of the school. It was agreed this would be raised with Revd French to clarify the position. Mrs Willie stated that this is not detailed in the Instrument of Government which is agreed by the LA and Diocese.

**Action: Mrs Smith**

Lady Hayter to contact the new priest appointed for Aynho regarding the vacancy. Mr Coopman to send details of a potential Foundation Governor to Lady Hayter.

**Action: Lady Hayter/Mr Coopman**

**b) End of Term of Office: Mrs Jane Skelton, Foundation Governor, 25 March 2019**

Mrs Skelton confirmed she would be willing to stand for a further term of office but had not yet received any information from the Diocese regarding re-appointment. Re-appointment of governors to be raised with Revd French.

**Action: Mrs Smith**

**c) Maths Lead Vacancy**

The STEM Governor, Mr Pool, will cover maths instead of there being a separate maths link governor.

**d) Ash Link Vacancy**

Governors discussed the class links and if they are beneficial, as only one governor had visited so far this year. It was agreed that the links continue. Mr Coopman kindly agreed to link with Ash.

Committee/link governor listing to be updated.

**Action: Mrs Willie**

**e) Feedback from Learning Walk – 15 November 2018**

Mrs Taylor, Mr Pool and Mrs Sheasby had attended on the day and had been very impressed. Visit report on the governors' area of the website.

Lady Hayter asked that all governors' monitoring visits for subjects be completed by the end of this term, 5 April.

**f) Training & Development**

Mr Pool briefed on the GovernEd workshop he attended on 1 November which focused on strategic leadership. Mr Pool to load the slides from the training onto the governors' area.

**Action: Mr Pool**

Lady Hayter is attending the GovernEd workshop on 12 February focusing on educational improvement and the SWAN Safeguarding training on 21 March.

Mrs Taylor completed Safer Recruitment training on 29 January.

Mrs Smith requested that those governors who had not yet completed the online safeguarding training do so as soon as possible. Link to be recirculated.

**Action: Mrs Smith**

Governor training has recently been launched by the SWAN Teaching School based at Spone School in Towcester, for which the school has an SLA. Mrs Smith to send Mr Coopman new governor training details

**Action: Mrs Smith**

**g) Staff & Volunteer Disqualification Declaration**

All governors completed the current declaration form. Mrs Taylor to complete a form at the next meeting.

**Action: Mrs Taylor**

**10. Safeguarding**

No safeguarding issues or concerns were brought to governors' attention. Lady Hayter reported that the Safeguarding Action Plan produced following the safeguarding audit had been reviewed and updated by the Ethos committee on 12 November 2018.

**11. Any Other Business**

**a) Inspection Data Summary Report (IDSR)**

Mrs Smith informed governors that the IDSR produced by Ofsted had been received and will be presented at the next Standards & Curriculum committee meeting. Mrs Smith clarified that there were no areas to investigate.

**b) PTFA**

**Miss Townsend asked if the PTFA would be able to donate £500 towards the website in relation to the link with Ghana**, which is currently not moving forward. Mrs Smith suggested that Miss Townsend attends the next PTFA meeting to request help with funding this project.

**c) Fresh Start**

Governors gave thanks to Fresh Start for their donation to the school.

**12. Future FGB Meeting Dates:**

- Thursday 2 May
- Tuesday 16 July

There being no further business the meeting ended at 8.37pm with the Grace.

Signed.....

Date.....