



Every child will be an independent, imaginative achiever, with excellent life skills

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Minutes of the Full Governing Body meeting held on Tuesday 4th December 2018 at 7.15pm at the School

Present: Samantha Brady (SB) – Parent Governor (Chair) (arrived 7.20pm)
 Louise Warren (LW) (Headteacher)
 Paul Margey (PM) – Parent Governor
 Lucy Gildersleeves (LG) – Foundation Governor
 Georgiana Siedle (GS) – Staff Governor
 Mary Lines (ML) – Foundation Governor
 Tim Saunders (TS) – Community Governor
 Rev Talisker Tracey-Macleod (ITM) – Foundation Governor

Apologies: Simon Simpkins (SS) – Parent Governor (Vice-Chair)
 Jan Rossie (JR) – Staff Governor
 Liz Jepson (LJ) – Community Governor
 Martin Westmoreland (MW) – Associate Member

In Attendance: Laura Purcell (Clerk)

The meeting commenced at 7.18pm
 The meeting was quorate.

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| 1 | <p>Welcome</p> <p>PM opened the meeting (in the absence of SB and SS), welcomed all Governors.</p> <p>A prayer was led by Rev Talisker.</p> | |
| 2 | <p>Apologies for absence</p> <p>Apologies had been received and noted by those listed above.</p> | |
| 3 | <p>Declaration of Interests</p> <p>There were no declarations of interests for this meeting.</p> | |
| 4 | <p>Approval of the minutes of the meeting held on 9th October 2018</p> | |

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| | <p>PM read through the minutes of the meeting held on the 9th October highlighting the action points.</p> <p>Exit interviews took place in July with last year's Year 6 children. In LJ's absence action brought forward to next LGB meeting for LJ to update LGB on results.</p> <p>Parent Questionnaire Governors thought bullying may need addressing after a minority of parents were not sure it was dealt with effectively in the parent questionnaire. Governors suggested we expose our behavior policy with a test case. LJ advised she has a bullying course which could prove helpful and will forward to LW. Action to be carried forward to next LGB meeting.</p> <p>LW advised Jo Brown from the Academy is advising on some training on restorative justice and focusing on how the individual feels after an incident, learning to move on rather than applying sanctions. The lunchtime staff are particularly interested in this training which is really positive as 'fallouts' tend to take place during lunchtime play.</p> <p>LW advised LE is an excellent resource in school, and we are very fortunate to have her. Governors to write to thank LE for her valued input. Action to be carried forward to next LGB meeting.</p> <p>Governor monitoring visits – please would Governors put a date in the diary for this academic year. Please let LP know when a visit can take place and what you would like the focus to be. LP confirmed four visits have been arranged and will follow up with other Governors. SB confirmed she will come to look at nursery afternoon provision. LG will monitor collective worship.</p> <p>GS suggested it would be nice if Governors wrote to thank those who went with Oak class to Woodlands to acknowledge their support. SS to action.</p> <p>SB arrived – 7.20pm</p> | <p>LJ</p> <p>LJ/ LW</p> <p>SB</p> <p>SS</p> |
| 5 | <p>Matters arising not elsewhere on the agenda</p> <p>None</p> | |
| 6 | <p>Head's report to include IDSR and RAP progress</p> <p>LW advised Head's Report contains highlighted green text where Governors may want to provide input.</p> | |

Section 1. Outcomes for children and learners

1.4 LW circulated our recently received IDSR (Inspection Data Summary Report) which replaces the Raise Online report. The report looks at our school data from last summer. There is nothing in the report we have not already identified.

Two children at KS2 did not make expected progress despite significant support and additional teaching. The children did well throughout the year, working hard, making progress and having a positive attitude.

TS advised the data highlights excellent results across the two key stages. TM wanted to point out that the numbers we are getting in greater depth are very positive but it is apparent that a large number of the boys are reaching greater depth in all three areas - reading, writing and maths however the girls are achieving this in reading and writing but less are getting into greater depth in maths which seems to be a trend from early on in the school. One of the Governor visits will be to try and establish why this is happening and if there is anything we could be doing to encourage girls' maths in the younger years and further investigation needs to take place. TS is going to visit in January to see if achievement at expected standard in general is related to maturity and having looked back at previous years' data it appears there is a quite a large spread initially and then this gap narrows and narrows.

SB thought the School had looked into this and had already addressed the concerns around girls' maths. LW confirmed the school has been investigating this for the last 5 years and JS has carried out a study in this area. Historically there was a gap between boys' and girls' writing. The boys' writing has now really improved but the gap is still apparent in maths. SB asked if there is literature or research around the subject which LW confirmed there is plenty however JS would be the best person to speak to about this as he has studied it. One theory is that boys' confidence does take off and the girls can then tend to sit back and think the boys are going to take over and answer. LW confirmed we are still working on it and we should understand we are talking about small numbers. LW encouraged Governors to visit to see the classroom practice and think about what might be making a difference.

TS queried as our results are always very good and above national average in phonics however one child did not reach expected. LW confirmed this was in line with our target and we knew that this child would not. The pupil is now identified as SEN support. LW confirmed that again this year we will not have 100% meet expected standard in phonics.

LW welcomed any questions about the quality of teaching and learning. PM advised he had recently carried out a Governor visit. PM advised Governors that he has carried out a background research about the behaviour expected of a Governor during a visit. Ideally the Governor should be introduced to the teacher and children, observe but does not take notes. They may talk to the

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| | <p>4.6 As of yesterday GS confirmed attendance is 97.7. Last years overall year average was 97.5. GS feels this figure at this stage in the academic year is fair. GS to clarify with County how to record one pupil's significant absence from school this academic year as this recording would have a big impact on our overall attendance figure.</p> <p>4.7 – LW advised following NGA guidance on what should be included in the Head's report she has added detail in reporting additional areas. This includes safeguarding information.</p> <p>4.9 - SB acknowledged that we are trying to ignite an enthusiasm for sport in children by offering plenty of activities to enable them to find their sport.</p> <p>4.13 – Thank you to Mrs Cox who does a huge amount of voluntary work which we are grateful for. Christmas Carols by Buckland singers will be broadcast on Radio Oxford on Christmas Eve.</p> <p>LW asked Governors to note the calendar of dates at the back of the Head's Report and asked for as much governor attendance as possible. LW asked if SB/SS could say a few words at the Christmas Lunch. SB confirmed that unfortunately she will not be available on this occasion.</p> <p>Monday 4th February – Governor / staff meeting to update on subject action plans. LW asked Governors to attend if possible as would be a great opportunity for staff and Governors to work together.</p> | <p>GS</p> <p>SS</p> <p>GVRS</p> |
| 7 | <p>Summary reports from committee chairs Resources Minutes</p> <p>GS talked through the Resources minutes.</p> <p>GS to offer Zoe Potter, who runs After School Club a paper audit on the expectation of an Ofsted visit.</p> <p>Bell tower inspection will be taking place next week.</p> <p>SB has volunteered to carry out a Governor Learning Walk to look at nursery afternoon provision.</p> <p>Asbestos visit is taking place this Friday.</p> <p>SS to carry out Health and Safety review before the end of term.</p> <p>At the end of the last academic year we were in a surplus position of approximately £3k.</p> <p>Nursery take up next year is good. GS to follow up with families in late January.</p> <p>GS/LP will be starting work on the GDPR electronic data deletion / tidy up. SB suggested we investigate an electronic file shredder. GS/LP to talk to IT.</p> | <p>GS/LP</p> |

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| | <p>LG felt there is a need to change the key code combination on two doors. The front door and Sycamore door. GS to investigate changing these door codes. Agreed from a security perspective the code should be changed annually. Also need to ensure Beech door is locked to prevent access. Governors approved and GS will return audit report to LA.</p> | <p>GS</p> |
| <p>11</p> | <p>Any other business</p> <p>None</p> | |

Meeting closed at 9.20pm

2018/2019 meeting dates:

Tuesday 5th February 2019

Tuesday 2nd April 2019

Tuesday 14th May 2019

Tuesday 9th July 2019

Signed *J. Bondy* Date *5/2/19* Page 8 | 8