

TACKLEY SCHOOL BOARD OF GOVERNORS



MINUTES OF THE MEETING HELD ON

TUESDAY 23RD MAY 2017

Present: **Martin York (MY) (Chair)**
 Lauren Murrey (LM)
 Simon Jones (SJ)
 Matt Mead (MM)
 Sarah Burnard
 Katie Vingoe (KV) from 6.55 pm
 Ruth Plucknett (RP)
 Marcus Green (MG)
 Geoff Hunter (GH)

In Attendance: **Lorraine Jones (LJ) (Clerk) and Helen Laughton (HL), Chair of Tackley Pre-School, Alex Machin (AM), Tackley Pre-School Committee (item one only)**

Absent **Bill Denver (BD), Jenna Tester**

		Action	Date By
1	Revd Marcus Green opened the meeting with a prayer.		
	Mrs Helen Laughton, Chair of Tackley Pre-School and Mrs Alex Machin, a member of the Pre-School Committee outlined their plans for the development of the Pre-School outdoor play area. HL advised Governors that they have raised sufficient funds to proceed once permission has been granted. The Parish Council made a grant to the project, and a further grant has been applied for. Several companies were invited to tender and Playforce, a recommended contractor has been selected to carry out the works. The proposed equipment is removable, and further equipment can be added as further funds become available. Pre-school requested permission to remove the hedge which borders the sensory garden and install a 4' picket fence. Works would be completed during the summer holidays during a weekend. The work would be scheduled around the removal of the mobile classroom. LJ will advise Pre-School as soon as the dates for the removal of the mobile classroom are confirmed. The Governors asked about the proposed new surface. AM explained that although they liked the surface used in the EYFS area, through discussion with Lydia Malone, they had concluded play lawn would suit their requirements and budget and the installation of this surface would mean no additional ground works were needed. Governors unanimously approved the plans to develop the Pre-School outdoor area and agreed Pre-School could remove the hedge and install a picket fence.	LJ	
2	APOLOGIES FOR ABSENCE Apologies were received and accepted from Jenna Tester and Bill Denver. The meeting was quorate.		
3	DECLARATION OF PECUNIARY INTERESTS None declared		
4	MINUTES OF THE LAST MEETING & MATTERS ARISING The minutes and confidential minutes of the meetings 28 th February 2017 were approved and the non-confidential minutes will be published.		

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5	<p>OXFORD DIOCESAN SCHOOL TRUST (ODST) Pupil Premium Review Visit on 22nd February Governors discussed the report which had been previously circulated and noted that ODST engaged positively to the discussions around the report. LM said that the recommendations on the report have been actioned. Gaps in pupil’s knowledge are addressed daily in lessons. Handwriting was discussed in the Pupil Progress meetings and work on developing fine motor skills and handwriting is worked on each morning. LM and KV will meet to discuss Pupil Premium children’s development of their self-assessment skills. KV said that the areas for development suggested by ODST are areas which have worked well in other schools. KV asked to attend a pupil progress meeting and LM welcomed her attendance.</p> <p>ODST Leadership Briefing May 2017 – LM updated Governors on items raised at the recent Leadership Briefing. The agenda and notes from the briefing had been previously circulated to Governors for information. LM reported that the ODST has grown rapidly and a new School Improvement Leader has been appointed. New appointments are expected in the back office support staff area of the Trust. A new Health & Safety tracking system is expected in September.</p> <p>ODST Trust Development Plan Governors noted the Trust Development Plan and look forward to the publication of the Development Plan for 2017/18 which will be referenced and where appropriate reflected in the School SDP if it is available in time.</p>	LM/KV	
6	<p>HEADTEACHER’S REPORT The Headteacher’s Report had been previously circulated to Governors. LM updated Governors on staffing changes.</p> <p>LM updated Governors on the development of maths with Nathan Crook (NC). NC & LM have completed a maths learning walk and book scrutiny. NC has also undertaken training with TAs and worked with a number of children in maths. As a result of this, some additional maths resources have been ordered. TA’s have asked NC for training to further develop the use of some current maths resources in school which are not being fully utilised. LM noted that the school has sufficient maths resources, some of which are under-used. Governors discussed the best use of these resources and how the knowledge of them and expertise in deploying them can be maximised. Staff continuity was identified as a key enabling factor and to ensure knowledge is embedded across all teaching staff.</p> <p>Governors asked for further information on both staff and pupil attendance, the breakdown of authorised and non-authorised and pupil premium and SEND attendance compared to non-pupil premium and non-SEND. This will be provided in the next Headteacher’s report. Governors discussed areas where they could further support the school in particular the need to support staff development to retain and improve skill levels and more closely understand pupil progress.</p> <p>This will be reflected in staff development plans and proposals to review the Governors sub-committee and working structure.</p> <p>Spring Term 2017 Data Report – data had been discussed at the Performance & Standards Committee meeting on 17th May. Governors were invited to raise further questions regarding the data. MY updated Governors on the pupil progress meeting he attended and that the discussion and challenge and expectations were key for Governors in understanding data and cohorts. He recommended all</p>		

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	Governors try to attend a future meeting. RP will attend a Year 5 summer pupil progress meeting. LM confirmed the SPAG target is 70% which had been requested at the Performance & Standards meeting.		
7	<p>SDP Priorities 2016/17</p> <p>The School Development Plan update had been circulated to Governors. LM said that staff meetings had been used to work on key areas including guided reading and the use of writing toolkits. A writing toolkit has been developed for Early Years and this had been successfully deployed. Governors asked about the “handover” arrangements when children move classes to ensure full knowledge transfer for the in respect of the capabilities of the children. LM said that 2 hour transition meetings are held so that this information is shared with the new class teacher.</p>		
8	<p>COMMUNITY, PARENTS, PARTNERSHIP & SIAMS COMMITTEE</p> <p>The minutes of the meeting on 17th May 2017 had been previously circulated to Governors and were noted. Governors were delighted with the success of the Mary’s Meals enterprise and the amount of money raised for the charity.</p>		
9	<p>PERFORMANCE & STANDARDS COMMITTEE</p> <p>The minutes of the meeting on 17th May 2017 had been previously circulated and were noted by Governors.</p> <p>Approval of School Budget. The school budget proposal had been discussed by the Performance & Standards Committee at their meeting and the proposed budget had been previously circulated. LM & LJ had spent considerable time looking at all areas of expenditure and staffing requirements and these had been further explored by the committee. LM said OCC had now confirmed the Academy balance after several requests from the school and the Academy balance supports the three year budget funding and expenditure plan.</p> <p>Governors discussed the budget proposal and noted the ODST cost recovery in addition to the 5% top slice. These included charges for the new Payroll system, the Parago Asset Management System which ODST require their schools to use, an OCC Health & Safety charge, which ODST have bought into and Governor Hub. The need to clarify the net impact and use of these services was discussed and noted. In accordance with statutory obligations, the proposed budget also reflects allowance for the apprenticeship levy (0.5% of payroll costs).</p> <p>Governors were advised that net pupil numbers will fall as the intake of Reception children in September is 10, but 20 children will move on to secondary school. LM said that the LA Pupil Placement Advisor had advised Woodstock Partnership Heads that there is a low birth rate for this year’s intake and that future years’ intakes will also be affected by lower birth rates than in previous years. Governors were advised that the Pupil Premium funding is lower for 2017/18 and will fall further over the next 5 years because few of our pupils now qualify for this funding.</p> <p>Governors discussed opportunities to share resources with ODST schools such as Educational Psychologist and other specialist services. LM said that this had been discussed, but to-date limited progress has been made. Governors agreed the need to address this with ODST.</p> <p>ODST has looked at procurement savings through single sourcing but with staffing costs making up ~80% of a typical school budget, opportunities for savings are limited. LJ noted that ODST encourage their schools to use a company for Staff Absence Insurance, however, due to the forthcoming maternity claim, it was not cost efficient to change our current insurance provider. ODST have looked at</p>	LM/MY	

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	<p>procurement savings in areas such as photocopiers and related procurement and the school would welcome procurement opportunities for savings in areas such as premises costs, including planned and preventative maintenance where more significant savings might be made. Governors felt that ODST should be made aware of their school's needs in the overall climate of increasingly constrained school funding and focus on areas for more significant cost savings in order to maximise available funding for improving pupil attainment.</p> <p>After further discussion, Governors approved submission of the Proposed Budget to ODST.</p>		
10	<p>POLICIES The following policies had been circulated and were discussed by Governors:</p> <p>SEN Policy – the policy was approved by Governors EYFS Policy – the policy was approved by Governors</p> <p>Governors were particularly pleased with the level of detail and thoroughness of the EYFS policy and thanked Lydia Malone for the work she has done in developing the policy.</p>		
11	<p>GOVERNING BODY Organisation of Governor Committees 2017/18 Governors discussed the reorganisation of committees for 2017/18. It was agreed that the Performance & Standards Committee's areas of responsibility meant that insufficient time was available to discuss key areas: data, finance, premises and staffing.</p> <p>After discussion, it was agreed that a revised committee structure would be considered for the next school year. The potential for three committees in September – a Teaching & Learning Committee focusing on data and driving standards; a Resources Committee covering the areas of finance and staffing and a SIAMs committee was discussed.</p> <p>LM & MY will discuss a proposed structure further and present this to Governors at the July meeting. This needs to reflect Governors time, skills and workload for LM.</p> <p>Governors Skills Audit – Governors were reminded to return the ODST skills audit template. LJ will collate the returns.</p> <p>Governor Monitoring Visit – Health & Safety – the monitoring report had been circulated to Governors.</p> <p>Governor Training – GH and KV have attended initial Governor training and both recommended this training for all new Governors. MM & MY attended Governor E-Safety training run by the Diocese. SJ will be attending Safer Recruitment training in June.</p> <p>Excellence in Governance – LM said that the school had looked at the training provided by OCC and ODBE and had decided not to buy into the OCC Governor Services training for 2017/18. The ODBE Excellence in Governance training offer was circulated and LM recommended that Governors consider this for 2017/18. 13 modules of training are offered and the annual cost covers up to 3 governors attending at least 10 of the 13 modules over a two year cycle. The school where LM is a Parent Governor had undertaken this training and highly recommended it. The</p>		

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	<p>training offer for 2017/18 will be available at the July meeting for Governors to further consider.</p> <p>Governor Vacancy - An election for a new Staff Governor will be held as JT will be starting her maternity leave.</p>		
12	<p>SAFEGUARDING</p> <p>Governors were advised that Lydia Malone is booked to attend the Designated Safeguarding Lead training, so that there is a trained member of staff when LM is not in school. JT has completed this training.</p>		
13	<p>HEALTH & SAFETY</p> <p>The Annual Health & Safety Monitoring Visit Audit report from the visit on 21st March had been previously circulated to Governors. LM will attend Health & Safety Training for Managers course in February 2017. There were no further actions to note.</p>		
14	<p>CORRESPONDENCE</p> <p>The March and May 2017 Clerkwise Governor Bulletins had been circulated to Governors for information. Governors noted that these contained information on the new Clerks Competency Framework.</p> <p>Governors were advised that we are awaiting further information on the schedule for the removal of the mobile classroom from Carillion. The scope and costs are due to be presented to OCC this month.</p>		
15	<p>ANY OTHER BUSINESS</p> <p>Planning Application for St Johns' Road – a response to the planning application was tabled for Governors to review before the deadline for responses to the planning application for the new dwelling in St Johns' Road. Governors fully supported the response, objecting to the proposed dwelling, and asked that the names of Governors present at the meeting be added to the response.</p> <p>Book Corner Challenge – SB agreed to judge the book corners in school on behalf of the Governing Body.</p> <p>Admissions Training Meeting – KV agreed to attend the Diocese Admissions Training on Thursday 6th July in place of RP.</p> <p>Prayer Space – MY updated Governors on this initiative run by a charity. Local parishioners are encouraged to become involved. Governors were invited to attend a meeting about Prayer Space at The Blake School in Witney on 13th June. Governors discussed the initiative and felt it could link well with health & welfare, diversity and facilitate resilience. KV said that the pupil premium review report highlighted that pupils felt happy at Tackley School and that the school had an opportunity to become an outstanding school in pupil welfare and well-being.</p> <p>A confidential item was discussed.</p>		
14	<p>DATE OF NEXT MEETING</p> <p>The meeting closed at 8.50 pm</p> <p>The next meeting is on Monday 17th July at 6.45 pm.</p>		