

**TACKLEY SCHOOL BOARD OF GOVERNORS**

**MINUTES OF THE MEETING HELD ON**

**TUESDAY 28<sup>TH</sup> FEBRUARY 2017**

**Present:**           **Martin York (MY) (Chair)**  
                           **Lauren Murrey (LM)**  
                           **Simon Jones (SJ)**  
                           **Matt Mead (MM)**  
                           **Sarah Burnard (SB)**  
                           **Jenna Tester (SB)**  
                           **Katie Vingoe (KV)**  
                           **Ruth Plucknett (RP)**  
                           **Bill Denver (BD)**

**In attendance: Geoff Hunter (GH), Lorraine Jones (LJ) (Clerk)**

**Absent**               **Marcus Green (MG)**

		<b>Action</b>	<b>Date By</b>
1	In the absence of Revd Marcus Green, Rev Geoff Hunter opened the meeting with a prayer.		
2	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Marcus Green. The meeting was quorate. Geoff Hunter was welcomed to the Governing Body meeting.		
3	<b>DECLARATION OF PECUNIARY INTERESTS</b> None declared		
4	<b>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</b> The minutes and confidential minutes of the meetings of 6 <sup>th</sup> December 2016 were approved and will be published. The 2017/18 Tackley Term dates had been previously circulated and were noted by Governors. Governors also noted the OCC confirmed term dates for 2018/19. Other matters arising were covered by the agenda.		
5	<b>OXFORD DIOCESAN SCHOOL TRUST (ODST)</b> <b>Pupil Premium Review Visit on 22nd February</b> - Governors received an overview of the visit which included a learning walk, a book scrutiny, interviews with children and a meeting with Governor representatives. The report is due on 1 <sup>st</sup> March. Strengths of the school included the school ethos, teacher's relationships with children, and staff teamwork, and the warm and friendly atmosphere around the school and the examples of questioning from teachers which resulted in children giving detailed answers and the reasons for their answers. Areas for development will be identified within the short and long term of the school priorities and objectives. MY thanked staff for the work put into the review visit. LM advised Governors that there will be six ODST visits each year. JT said that staff had not anticipated this level of monitoring and it did result on extra demands on teaching staff.  <b>ODST Chairman's visit 2<sup>nd</sup> February 2017</b> – LM updated Governors on this visit with the Chairman of ODST, a School Improvement Leader and David Cousins. The visit		

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	<p>was a brief, intense introduction to the new schools joining ODST.</p> <p><b>Maths training</b> –LM reported that ODST offer higher levels of training than OCC and LM and EM-O’C had attended maths mastery training provided by ODST. LM is interested in developing maths mastery in the next academic year.. The quality of the training was high She asked Governors to note that much of the training is from 4-6 pm around the county and it does mean an additional commitment for teaching staff in addition to their normal weekly staff meetings. This was noted.</p>		
6	<p><b>HEADTEACHER’S REPORT</b></p> <p>The Headteacher’s Report had been previously circulated to Governors. Governors congratulated JT on the news of her pregnancy and were advised by LM that the maternity post has been advertised. Governors asked if the position was open to NQTs. LM explained that there is currently a recruitment crisis in teaching and that the post was open to all qualified teachers. The Governors noted and supported the early advertising of the post.</p> <p>Governors asked for further explanation of the primary and secondary needs of SEN children and how SEN children were identified. LM explained the process for identification of SEN needs which is through assessment and then further tests to establish SEN needs. Governors asked if there were interventions LM had used in previous schools which the school were not using. LM said that she had used Project X and had recently purchased this at Tackley. Governors asked if this intervention was effective and LM said that it was an effective intervention and that it was also effective in being used to maintain progress on a longer term basis. Governors supported the acquisition of this resource and requested timely feedback on its net impact.</p> <p>Governors noted that there had been a request for two children to be admitted to the school. LM reported that there have been further requests this week and offers had been sent by the LA Admissions team to 4 children. There is also likely to be applications from a further two children.</p> <p>Governors agreed to attend the parent consultation meetings at the end of March so that parents could raise any questions with them. A parent questionnaire was discussed and it was decided that this would be sent out at the end of the academic year with school reports.</p> <p><b>EYFS Leader Report</b> – Governors thanked LM for the report and were pleased in particular to see the further development of links with Pre-school and the interventions outlined in the report.</p> <p><b>Literacy Leader Report</b> – JT explained that the data related to the October assessments and that the Spring tests will be later this term. She said that a book scrutiny carried out this week revealed that children who were struggling are still behind. Year 6 children are at the Working towards Expected level and that it will be several years before we see improved results. Governors asked if this was because of the change to higher expectations by the Government. JT said this was correct and that the current Year 6 children had only 3 years of the new curriculum teaching. Some children know the correct terminology but struggle to use this in their writing. Governors asked if this was similar in other schools. JT said that from discussions with partnership and other schools, they were in the same position. She advised Governors that she will be undertaking reading and writing learning</p>	<p>LM</p> <p>ALL LM</p>	

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	walks shortly. Options to support and improve performance to be considered.  LM advised Governors that because she is a newly appointed Headteacher, it is highly likely that Tackley will be moderated for Years 2 or/and 6 statutory assessments this year.	MY/JT	
7	<p><b>SDP Priorities 2016/17</b> The draft SDP Priorities for the remainder of the academic year were tabled at the meeting. LM advised Governors that these had been developed with Frances Bartlett, our Diocesan Schools Advisor and covered four key areas: Teaching &amp; Learning, Assessment, Leadership and Provision for SEN and Pupil Premium children. LM gave Governors an overview of the objectives and advised that Frances Bartlett will be supporting LM with maths observations across the school. Nathan Crook, a maths advisor, has been booked to undertake a scrutiny of maths books.</p> <p><b>Assessment</b> - LM said that Target Tracker is ODST's preferred assessment system and a baseline for the end of the autumn term has been recorded. Governors were reminded that children who make six steps of progress over the academic year make good progress. LM explained that there are objective statements in Target Tracker and these need to be used for each child. Staff meeting time will be used to start this process which must be completed by the end of the summer term so that children's teachers in September have a starting point. Governors asked if the system was for use internally. LM said that ODST can access data snapshots and that the system can be used for Governor reports. Governors asked if there is a method of moderation. LM said that next year's objective was to moderate within partnerships and ODST schools. JT reminded Governors that for Year 6 children, the Government has produced curriculum guidance; however there is no guidance for Years 3 to 6.</p> <p><b>Leadership</b> – LM will be setting a monitoring timetable for the remainder of the year and that Governor meetings should be scheduled to link in with the availability of assessment data so that Governors have current data. Governors thanked LM for the work on the SDP and supported the priorities put forward. It was agreed to inform ODST of the revised DDP and seek to change ODST School Improvement around these areas.</p>	LM	
8	<p><b>COMMUNITY, PARENTS, PARTNERSHIP &amp; SIAMS COMMITTEE</b> The minutes of the meeting on 8<sup>th</sup> February 2017 had been previously circulated to Governors and were noted. The Mary's Meals initiative begins this week. The village and school fete is being discussed and it may be moved from the Village Green to the school or playing fields as there are more facilities. The proposed date is 8<sup>th</sup> July.</p>		
9	<p><b>PERFORMANCE &amp; STANDARDS COMMITTEE</b> The minutes of the meeting on 26<sup>th</sup> January 2017 had been previously circulated and were noted by Governors.</p>		
10	<p><b>POLICIES</b> <b>Admissions Polices 2016, 2017, &amp; 2018</b> – LM gave Governors an update on the meeting with the ODST Admissions Officer 23<sup>rd</sup> February 2017. The current admissions arrangements remain the same and therefore the Admissions Policies for 2016, 2017 and 2018 will not change. The 2019 Admissions Policy will require consultation once it is drafted and LM recommended this is done in October 2017 and the Governors and school must retain evidence of the consultation process.</p>	LJ-Agenda	Oct 17

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	<p>The policy must be ratified by the Governing Body in early 2018 and be posted on the school website. The school is responsible for its own admissions after this. LM alerted Governors to ODST Admissions Briefing on 6th July at Church House. LJ will attend this and booked on places for two further Governors to attend have been booked. MY and RP agreed to attend this briefing.</p> <p>The following policies had been circulated and were discussed by Governors:</p> <ol style="list-style-type: none"> <li>1. Data Protection Policy – Governors were advised that this was based on the ODST policy template. The policy was approved.</li> <li>2. Freedom of Information Policy - Governors were advised that this was based on the ODST policy template. The policy was approved.</li> </ol>	MY/RP	6/7/17
11	<p><b>GOVERNING BODY</b></p> <p>Governors were reminded to return the ODST skills audit template provided by ODST.</p> <p>MM gave an overview of the Governor visit to EYFS. There are areas of the outdoor area that LMa would like to develop. Governors suggested that the PTA be approached. LM will discuss provision for more able children in maths with LMa. MM will meet with LMa again after Easter.</p> <p>The Clerk updated Governors on recent appointments. SJ's term of office from 1<sup>st</sup> January 2017 for four years had been approved by ODST. KV's term of office had been approved by ODST board at their last meeting and is effective from 22<sup>nd</sup> February for 4 years.</p> <p>Governor Training – KV said that she is booked to attend induction training in May. Governors were reminded of the training courses brochure provided by OCC Governor Services and ODST.</p> <p>GH had been invited to attend the Governing Body meeting and gave an overview of his skills and experience and knowledge of education as a teacher of maths and geology. Governors decided unanimously to recommend GH as Foundation Governor to the Oxford Diocesan Board of Education to be considered at their next meeting on 27<sup>th</sup> March 2017. GH and MG to complete the nomination papers and return these to LJ to liaise with ODBE.</p>	GH/MG/LJ	20/3/17
12	<p><b>SAFEGUARDING</b></p> <p>LM has attended Train the Trainer Safeguarding Training. There were no other safeguarding items to report.</p> <p>Governors discussed the recently revised ODST Safeguarding Policy which was tabled at the meeting. Governors discussed this and will adopt it in September when it is due to be reviewed in the policy review timetable.</p>	LJ-Agenda	September 17
13	<p><b>HEALTH &amp; SAFETY</b></p> <p>Governors were advised that the annual monitoring audit visit takes place on Tuesday 21<sup>st</sup> March. BD is scheduled to visit on 10<sup>th</sup> March to review the school's Risk Assessments and other Health &amp; Safety documentation. LM &amp; LJ will be attending ODST Health &amp; Safety training on 22<sup>nd</sup> March.</p>		
14	<p><b>CORRESPONDENCE</b></p> <p>The January Clerkwise Governor Bulletin and the NGA Governing Matters for January/February 2017 had been circulated to Governors for information.</p> <p>The DFE Competency Framework for Governance had been circulated to Governors</p>		

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	for information.		
15	<p><b>ANY OTHER BUSINESS</b></p> <p>Governors were advised that Carillion recently visited regarding removal of the mobile classroom and will require up to 10 working days to dismantle, remove and make good the area, including extending the fencing of the EYFS area, which is currently separated by the perimeter of the mobile classroom.</p> <p>Governors were advised that the school is currently requesting cleaning contract quotations. If there is a change of contractor before the summer holidays, notice must be given by 31<sup>st</sup> March.</p> <p>A confidential item was discussed.</p>		
14	<p><b>DATE OF NEXT MEETING</b></p> <p>The meeting closed at 8.35 pm</p> <p>The next meeting is on Tuesday 23<sup>rd</sup> May at 6.45 pm.</p>		

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