

# TACKLEY SCHOOL BOARD OF GOVERNORS

## MINUTES OF THE MEETING HELD ON

**MONDAY 3<sup>RD</sup> OCTOBER 2016**

**Present:**       **Martin York (MY) (Chair)**  
                   **Jane Settle (JS)**  
                   **Simon Jones (SJ)**  
                   **Matt Mead (MM)**  
                   **Ruth Plucknett (RP)**  
                   **Marcus Green (MG (until 7.45 pm))**  
                   **Bill Denver (BD)**  
                   **Jenna Tester**

**In attendance: Lorraine Jones (LJ) (Clerk)**

**Absent**           **Sarah Burnard (SB)**

		<b>Action</b>	<b>Date By</b>
	JT was welcomed to the Governing Body and Revd Marcus Green opened the meeting with a prayer.		
<b>1</b>	<b>ELECTION OF CHAIR &amp; VICE-CHAIR</b> MY and MM were unanimously re-elected as Chair and Vice-Chair for the academic year 2016/17.		
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Sarah Burnard. The meeting was quorate.		
<b>3</b>	<b>DECLARATION OF PECUNIARY INTERESTS</b> None declared. Governors were asked to complete and return their declaration of interests form for 2016/17 so that the register can be completed and published.  The clerk advised Governors that the DFE had amended school regulations and required details of members of the governing body to be published on Edubase and requested permission to upload everyone's personal data to Edubase. Governors were assured that personal data is encrypted and not visible to the public.  The updated NGA Code of Conduct was discussed and approved by the Governing Body.	All	21/10/16
<b>4</b>	<b>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</b> The minutes of the meetings of 11 <sup>th</sup> July were approved and will be published.  Governors reviewed the breakdown of absence attendance and were pleased to note that the school ranks in the top 10% of schools for attendance with consistent attendance levels recorded across the school.  Governors reviewed staff absence for 2015/16. The Governors noted that many of the non-teaching staff work over and above their contracted paid hours.	LJ	12/10/16

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<b>5</b>	<p><b>ODST UPDATE</b></p> <p>Oxford School Diocesan Schools Trust (ODST) had requested a decision on the school academy name so that the legal paperwork, funding agreements and bank accounts could be completed. Governors decided unanimously not to make any change to the school name.</p> <p>A draft timetable was tabled from ODST for the Educational Due Diligence visit on Monday 17<sup>th</sup> October. MY, MM &amp; RP will attend the feedback meeting during the afternoon and MG will attend the 3.45 pm. Lauren Murrey has been invited to attend this.</p> <p>Governors were advised that there will be a staff TUPE consultation meeting with unions Wednesday 19<sup>th</sup> October and with staff, representatives from ODST, unions &amp; EPS HR representatives on Tuesday 8<sup>th</sup> November. A letter will be issued to all school regarding the TUPE process this week.</p> <p>The ODST Scheme of Delegation and Appendix to Scheme of Delegation had been circulated to Governors. Governors were invited to review this and to send in comments and questions to be raised with ODST and discussed further at the December Governors' meeting.</p>		
<b>6</b>	<p><b>HEADTEACHER UPDATE</b></p> <p>The draft SDP Priorities for 2016/17 had been previously circulated to Governors. Governors discussed the priorities for writing and maths. JT advised that an author had visited the school today and children had greatly enjoyed the opportunity for creative writing as the new curriculum focus is on SPAG. JT said that the DFE had released interim standards for KS1 and KS2 in February setting out the expectations for writing at the end of years 2 and 6. The school has adapted and extended these to all other year groups.</p> <p>Maths – outcomes from the Hodder assessments carried out in the summer term and the learning ladders have been scrutinized and areas for development have been included in the SDP.</p> <p>Most children know their times tables. Interest in Mathletics has declined. Using this for homework did not work well as not all children had access. Governors discussed investigating what works well in other schools. JS said that the Woodstock Partnership is already developing information on what expertise could be shared within the partnership.</p> <p>Governor SDP responsibilities were discussed and agreed. Link Governor monitoring visits will be discussed with staff and JS will put together a timetable for visits.</p> <p>The provisional School Position Statement 2016 &amp; Guidance indicators and been previously circulated. Both KS1 to KS2 progress was good and MY thanked staff for the work put in to achieving this result.</p> <p>The SDP priorities for 2016/17 were agreed. Governors asked that priority plans and governor areas of responsibility were published on the school website.</p> <p>Updated NGA Pupil Premium Guidance had been previously circulated. JS advised that HS spends one afternoon each week on pupil premium work and this is</p>	<p>JS</p> <p>JS</p>	<p>21/10/16</p> <p>21/10/16</p>

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	working well.		
<b>7</b>	<p><b>Community, Parents, Partnership &amp; SIAMS</b></p> <p>The minutes of the meeting for the Community, Parents, Partnership &amp; SIAMS Committee of 14<sup>th</sup> September 2016 had been circulated for information. Governors noted that the EYFS Open Morning for new parents had been advertised in the Woodstock Advertiser.</p> <p>The Committee Terms of Reference for 2016/17 were approved.</p> <p>Parent Evenings – Governors discussed a focus for a questionnaire to use at the November parent consultation meetings and to encourage parents to use Parent View. MY/MM/JS will put together a draft questionnaire and circulate this for comments. Governors agreed an attendance schedule for the meetings.</p> <p>Governors were pleased to note that Lauren Murrey will be attending the Diocese New Heads’ training meeting in November.</p>	MY/MM/JS	
<b>8</b>	<p><b>Performance &amp; Standards</b></p> <p>The minutes of the meeting of the Performance &amp; Standards Committee of 29<sup>th</sup> September 2016 had been circulated for information.</p> <p>The Committee Terms of Reference for 2016/17 were approved.</p> <p>The budget monitoring report for period 3 and an updated budget with staffing and pupil numbers had been circulated for information.</p>		
<b>9</b>	<p><b>POLICIES</b></p> <p>The Policy Review Timetable 2016/17 had been circulated to Governors for information. Governors noted that ODST have templates for policies and the policies will require updating after academy conversion in January.</p> <p>The following policies had been circulated and were discussed by Governors:</p> <ul style="list-style-type: none"> <li>Safeguarding Policy – the adoption of the updated LA template policy was approved.</li> <li>Withdrawal from Collective Worship Policy – this was approved subject to two amendments.</li> <li>Pay Policy 2016/17 – the adoption of the LA template policy was approved.</li> <li>Appraisal Policy - the adoption of the updated LA template policy was approved.</li> <li>Spirituality Policy – it was agreed that this policy requires further debate at the December Governors’ meeting as MG was not present for this discussion.</li> </ul>	LJ December agenda	6/12/16
<b>10</b>	<p><b>GOVERNING BODY</b></p> <p>MY &amp; MM will undertake the annual Headteacher Appraisal before JS leaves.</p> <p>Governors were advised that the Pay Committee met on 29<sup>th</sup> September to discuss and approve the teaching staff appraisals pay increments.</p> <p><b>Membership of the Governing Body</b> – Governors were advised that ODST had recommend not to fill any vacancies until the Academy conversion is complete since the Governance structure will change. The clerk advised that SJ’s term of office is due to end on 31/12/16. This will require follow up at the December meeting. Governors discussed the need to attract a Governor with the skills and experience</p>	MY/MM	16/12/16

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	<p>to take on the link governor responsibility for SEND and pupil premium following the vacancy left by KH. The Governing Body identified a parent who may be able to contribute to skills needed in this area and the Governing Body will discuss this further at the next meeting so that they could be recommended to the Diocese as a potential Foundation Governor.</p> <p>The Annual Schedule of Business 2016/17 had been circulated to Governors for information.</p> <p>Governor Ofsted – JS had circulated a document for Governors’ information on the Ofsted Leadership &amp; Management area of inspection which includes Governance.</p> <p>The previous year Delegation Planner had been circulated to Governors. It was agreed to re-adopt this for 2016/17 until the ODST Scheme of Delegations becomes effective on 1<sup>st</sup> January 2017.</p>	LJ December agenda	6/12/16
<b>11</b>	<p><b>SAFEGUARDING</b></p> <p>Governors were reminded that the Annual Safeguarding Report will be presented at the next Governor meeting for submission to the Local Authority. SJ will review the report during November.</p> <p>JS did a training update on safeguarding for all Governors present at the meeting and explained the changes to safeguarding guidance which came into force on 1<sup>st</sup> September 2016 and PREVENT guidance. The importance of safeguarding was highlighted and the requirement that all staff both knew and understood safeguarding policies and guidance and that Governors knew their responsibilities. All teaching staff have completed PREVENT training and non-teaching staff will undertake this during October. All staff attended an inset training update on safeguarding and PREVENT on 2<sup>nd</sup> September 2016.</p> <p>The PREVENT toolkit has been completed by JS and a risk assessment and action plan developed. The school has been assessed as being in a low risk area. SJ will complete the PREVENT training on behalf of the Governing Body.</p> <p>Governors were advised that the final Governor DBS document check would be completed on 4<sup>th</sup> October for one outstanding DBS check for Governors.</p>	SJ LJ December agenda	6/12/16 6/12/16
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<b>12</b>	<p><b>CORRESPONDENCE</b></p> <p>The September Clerkwise Governor Bulletins had been circulated to Governors for information. Governors said the information in these was useful and succinct.</p> <p>Governors were advised that all correspondence including complaints must be directed in the first instance to the clerk to ensure that it is dealt with.</p>		
<b>13</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>None discussed.</p>		
<b>14</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The meeting closed 8.55 pm. The next meeting is on Tuesday 6<sup>rd</sup> December at 6.45 pm.</p>		

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Dated: \_\_\_\_\_