

TACKLEY SCHOOL BOARD OF GOVERNORS

MINUTES OF THE MEETING HELD ON

TUESDAY 6TH DECEMBER 2016

Present: **Martin York (MY) (Chair)**
 Jane Settle (JS)
 Simon Jones (SJ) (from 7.30 pm)
 Matt Mead (MM)
 Marcus Green (MG)
 Sarah Burnard (SB) (until 9 pm)
 Jenna Tester

In attendance: Katie Vingoe (KV), Lauren Murrey (LJ), Lorraine Jones (LJ) (Clerk)

Absent **Ruth Plucknett (RP), Bill Denver (BD)**

		Action	Date By
	Revd Marcus Green opened the meeting with a prayer.		
1	APOLOGIES FOR ABSENCE Apologies were received and accepted from Bill Denver and Ruth Plucknett. The meeting was quorate. Lauren Murrey & Katie Vingoe were welcomed to the Governing Body meeting.		
2	DECLARATION OF PECUNIARY INTERESTS None declared		
3	MINUTES OF THE LAST MEETING & MATTERS ARISING The minutes of the meetings of 3 rd October 2016 were approved and will be published. Matters arising were covered in the agenda.		
4	Oxford Diocesan Schools Trust Academy ODST Educational Due Diligence Visit –JT said that the visit was similar to an Ofsted visit in its depth and content. MY congratulated staff on the outcome of the report and thanked everyone for their hard work. The TUPE Consultation with Staff and Unions took place in November. It was confirmed that no concerns had been raised by staff or the union representatives. A revised ODST Scheme of Delegation and revised Appendix to Scheme of Delegation had been previously circulated to Governors for information. Governors unanimously voted to continue with the conversion to an Academy on 1 st January 2017 as part of the Oxford Diocesan Schools Trust. It was agreed to hold an Opening Celebration Assembly for representatives from ODST, the local community and parents. Two potential dates will be proposed Tuesdays 24 th and 31 st January at 1.30 pm. POST MEETING NOTE – The assembly will be on Tuesday 24 th January 2017 at 1.30 pm. MG and LM have agreed that the format of the assembly will be about the School’s values and that every class will participate. Governors were asked to attend the assembly where possible.		

Signed: _____

Dated: _____

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5	<p>GOVERNING BODY</p> <p>Governors discussed the category each Governor would represent from 1st January within the new Local Governing Body as part of ODST. It was unanimously agreed that SB & MM would remain as elected Parent Governors. SJ was asked and confirmed that he would be willing to serve a further term of office and Governors unanimously approved this. BD, SJ & RP will be Community Governors. MG & MY will remain Foundation Governors.</p> <p>Governors were asked to complete the skills audit template provided by ODST so that vacancies can be filled with prospective governors who provide expertise in areas which are not currently represented within the Governing Body and return these to LJ before the end of term.</p> <p>KV had been invited to attend the Governing Body meeting and gave an overview of her skills and experience, particularly in working with disadvantaged children and secondary school SENCO work including Year 6/7 transition work. Governors decided unanimously to invite KV to fill the Community Governor vacancy which she accepted. LJ will liaise with ODST on SJ & KV's appointments as these are subject to ODST approval under the new Scheme of Delegation.</p> <p>JS advised Governors that she felt it important that the number of parents on the Governing Body does not exceed one third as is the case with the current constitution. Parent governors and other categories of governors with children at the school noted the requirement to clearly and consistently differentiate their role to avoid potential conflicts of interest.</p> <p>MY gave an overview of his Governor visits for SEN, Pupil Premium & English. Record keeping is strong and the school is good at identifying children with SEN early. Governors will discuss at the next meeting dedicated time for co-ordinators to carry out their role and MY, LM & JT will work on a proposal to enable this. It was recognised that this term there has been two inspections (SIAMS & ODST Due Diligence) and this has left limited time for the role of subject co-ordinators. Governors were encouraged to organise their visits. JS and MY requested outstanding visits for terms 1 & 2 should be organised for early in the Spring term.</p> <p>A guide for Governors from ODST on the Top 10 Questions to ask about Pupil Premium had been circulated.</p>	LJ	16/12/16
		LJ Agenda	28/02/17
		ALL	7/4/17
6	<p>HEADTEACHER UPDATE</p> <p>The Headteacher's report had been previously circulated.</p> <p>SIAMS Inspection – the school was congratulated on the outstanding SIAMS outcome. JS said that this was as a result of everyone's hard work over several years. The next inspection will be in approximately 5 years.</p> <p>Governors asked how the PE funded Club Energy sessions were going. JS said that there had been no interest in the Wednesday after school club. There had been quite a few children taking part in the initial Monday club, but this had dropped to 5 for the second term. Lunchtime clubs have been running, but these will be monitored carefully at the start of the spring term to see if the level of take up is an effective use of the sports funding. Governors discussed impact of the PE lessons working with teachers and the sports coach and noted that there was no sports co-ordinator currently due to the number of subjects being covered by a small number of staff. LM will follow up PE lessons with the sports coach after Christmas.</p>	LM	Jan 17

Signed: _____

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	<p>Information on the level of school improvement support had been circulated. Governors were informed that the school will receive 3 support visits from a School Improvement Leader due to the appointment of a new Headteacher. Lisa Rowe, Headteacher from Woodstock School has been appointed to undertake this and has made an initial visit to the school.</p> <p>A confidential item was discussed.</p>		
7	<p>RAISE ONLINE</p> <p>Governors had been provided with a copy of the new Raise Online Report which was significantly changed in format. JS gave a training session for Governors present on the new format and the school's data. JS explained to Governors that the new Inspection Dashboard is the initial focus used by Ofsted inspectors preparing for the school inspection.</p> <p>JS asked Governors to note that the Government's expectations regarding progress from KS1 to the end of KS2 had changed. Children are put into a prior attainment group based on their average point score at KS1. Children who achieved an average of 12 points (e.g. the average of 2c + 2c + 1a) or more are classed as middle or high attainers and must achieve the expected level at KS2. Historically, nationally many children who achieved a level 2c did not reach level 4 at KS2. It is important for staff and Governors to understand the implications of these high expectations for future year groups, as some year groups may not reach the national average for attainment, and therefore progress must be good, which was seen in the results in summer 2016.</p> <p>Governors thanked JS for the training session and will discuss further at the next meeting how to ensure they fully understand the changes to the school data and context for effective monitoring of progress.</p>		
8	<p>SAFEGUARDING</p> <p>The Governors Annual Report on Safeguarding 2015/16, the School Safeguarding Audit, the Anti-bullying Report for Governors and the School Management of Bullying Self-Assessment 2015/16 reports had been previously circulated to Governors. The School Safeguarding Audit was a new process and had identified several areas for development including the renewal of governor safer recruitment training, induction training for regular volunteers and safeguarding information for supply staff. A training session was booked for this week for volunteer training and an information pamphlet has been developed for supply staff. MY & SJ agreed to undertake Governor Safer Recruitment training. SJ has previously completed the training but it is due for renewal.</p> <p>SJ had reviewed each document and recommended that the Governing Body approve them for submission to Oxfordshire County Council. Governors gave approval.</p> <p>Updated guidance from OCC on Safeguarding Responsibilities of School Staff & Governing Bodies had been circulated to Governors for information.</p>		
9	<p>COMMUNITY, PARENTS, PARTNERSHIP & SIAMS</p> <p>The minutes of the meeting for the Community, Parents, Partnership & SIAMS Committee had been previously circulated MM gave an overview of the meeting. Feedback from parents visiting the EYFS Open Day will be sought next year. Results from the Parent Questionnaires will be reviewed with Governors at the next</p>		

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	meeting. A staff questionnaire which focuses on work/life balance and working hours is due to be carried out in January.		
10	PERFORMANCE & STANDARDS Not discussed as next meeting is in late January.		
11	POLICIES The following policies had been circulated and were discussed by Governors: 1. Spirituality Policy – this was approved following discussion and two changes to wording. 2. Accident/Incident Reporting & Investigation Procedure – this was approved. 3. Safer Recruitment Policy (OCC template) – this was approved		
12	CORRESPONDENCE The November Clerkwise Governor Bulletin had been circulated to Governors for information. LJ informed Governors that the 5 Year Fixed Wiring Test Certificate had not been supplied by Carillion. Follow up on this had highlighted that there were several items which required rectification and quotes have been requested. A complaint will be sent to OCC regarding the non-receipt of this.		
13	ANY OTHER BUSINESS MY thanked staff who were involved in the Big Sing at Oxford Town Hall. Governors who attended said that the children’s performance was outstanding. MY & MM will undertake an exit interview with JS before the end of term. MY thanked JS for her contribution she has made to the school over the past 5 years and made a presentation of behalf of the Governing Body. A confidential item was discussed.		
14	DATE OF NEXT MEETING The meeting closed 9.25 pm The next meeting is on Tuesday 28th February at 6.45 pm.		

Signed: _____

Dated: _____