



St. Mary's CE Infant School
19 Church Green
Witney
Oxfordshire
OX28 4AZ



Headteacher: Mrs. Sarah Grier

Deputy Headteacher: Mrs. Michelle East

www.st-marys-witney.oxon.sch.uk

☎ (01993) 702387

E-mail: office.3207@st-marys-witney.oxon.sch.uk

Full Local Governing Body Meeting 10th January 2017 at 7pm

Present David Exham (Chair), Harriet Gierlicki, Sarah Grier (HT), Chris Howden, Allan McKay, Sarah Stafford, John Summers, Hannah Whittaker and Susan Wills. **(QUORATE)**

In Attendance Ruth Lockwood (Clerk) and Kate Pengelly (Observer)

Together we love to learn and learn to love

There were no Pecuniary Interests Declared

Papers had been on Governor Hub for seven days prior to the meeting.

The meeting opened in prayer.

Kate Pengelly was welcomed to the meeting as an observer, she has been proposed to ODST as a community governor. David and Allan have met with Kate, who brings a lot of experience and some very useful skills to the governing body.

Susan Wills was also welcomed to the governing body, she is a co-opted governor, who is standing in during Michelle's maternity leave in order that there is staff representation on the governing body.

Compliance matters

1. Approval of and Matters Arising from the Minutes of the Last Meeting (22/09/2016)

- The minutes of the last meeting were approved and signed without amendment as an accurate record.
- The annual safeguarding report was signed and sent to both the Local Authority and ODST.
- ODST do not have any plans for procurement of school website design at present. Sarah G and Allan are moving this matter forward and hope to have some information to share at the next FGB meeting.
- Allan's action in respect of induction for new governors is being carried forward.

2. Governing Body Business

There were no questions raised in relation to the circulated FPP and C&P committee minutes.

Outdoor space working party

- The consultation is complete and the specification is finalised.
- Potential designers are currently being invited to express their interest, three of whom will then be invited to bid.
- David advised that as soon as a design is in place he will pursue his action in respect of trusts to whom an application for funding can be made.
- Thanks were expressed to all those who are involved in this project, which is moving swiftly forward.

Pay committee

- The Pay Committee met on 20th October in accordance with the pay policy. Individual awards are of course confidential, but Allan confirmed that the process was completed satisfactorily following robust review and discussion of those recommendations.

Headteacher appraisal committee

- On 6th December 2016 David, Sarah S and Allan, advised by Chris Price-Smith the DBE Schools Link Advisor and in accordance with the Head Teacher appraisal policy, conducted the Performance Management Process with Sarah Grier.
- Objectives, which remain confidential, were set for the year as well as dates for an interim review and an annual review in the next academic year.
- In the future it is hoped to have the headteacher appraisal earlier in the year, in order that it can feed into staff appraisal objectives.

3. Policies for review

Behaviour

- Sarah G advised that the policy needs to be clearly linked to the whole school reward system. The pompom system, currently used at lunchtimes, will be extended so that there is consistency across the school.
- Some minor changes were proposed and agreed prior to the policy being approved. It will be reviewed in January 2018.

Governor Visits

- Governors were encouraged to come in and observe Collective Worship. A form for providing feedback will be circulated.
- Governors agreed that the policy is comprehensive and should be useful for governors carrying out a visit.
- Governors were reminded to fill in a feedback form following any visit and to send it to Sarah G, prior to sending it to the clerk for inclusion with governing body papers.
- The policy was approved without amendment and will be reviewed in January 2019.

Admissions

- There were no comments raised from the six-week consultation period, which concluded on 6th January 2017.
- There were no comments on the policy from governors and it was therefore approved and will be placed on the school website as well as being sent to the LA and ODST.

4. Budget Monitoring

- Following discussion it was agreed that the FPP committee should in future refer a set of budget monitoring with some notes to this body.
- There were no comments raised on the circulated budget monitoring.

Strategic matters

5. Headteacher's report

- Thanks were expressed to Sarah for her clear, comprehensive and well-presented report.
- Sarah advised that she has passed her NPQH; Governors expressed their congratulations.
- Kathy Winrow (Chair of the ODST Directors) was part of a very good ODST visit.
- The school's data is quite challenging to interpret, but it highlights that every child counts. If two children fall short of a measure that will be highlighted as a weakness.
- The data has highlighted a need to raise the profile of maths in order to raise attainment and progress in particular for girls and some disadvantaged groups.
- David highlighted that the national data has some inconsistencies.
- The end of KS1 results were measured against the results from the Early Years.
- EYFS Profile scores have now been used to create targets for the Year 2 children.
- There is a need for a further lunchtime supervisor. It was suggested that a play leader is recruited, funded by the sports premium. Governors endorsed this proposal.
- The attendance data highlights that there is some persistent absenteeism from the children in receipt of free school meals. Sarah advised that she is having very early conversations with families about this.
- Almost all requests for absence are refused, but families still choose to go and staff notice a significant impact on learning as a result of these absences.

- As part of the recent INSET day staff looked at how the new mission statement can be evidenced.
- Parents are being encouraged to hear their children read four times a week. Where this is not happening the children are having additional reading support in school.
- Governor monitoring was discussed, the following was agreed –
 - Maths (David)
 - RE (Harriet)
 - Safeguarding (Hannah)
 - Data (Sarah S)
- It was suggested that a parent survey be carried out, although it was noted that it is important to be clear what information is wanted from the survey.
- It was agreed that Kate should attend a monitoring visit with another governor in order to gain experience.
- Governors were encouraged to come and join members of staff on their learning walks in order to learn from them.

IMPACT: Governors are committed to carrying out monitoring. Governors are aware of the current school priorities.

6. Governor Monitoring Visits

- Sarah S commented that she had really enjoyed carrying out her visit and that it really informed her when helping to prepare the mission statement.
- Chris advised that she has carried out a number of visits, which she will write up on the forms within the revised Governor Visits policy.

7. School self-evaluation

- A SEF was not written last year and so Sarah has produced a new document as a working document that can then be added to by staff and governors.
- Governors discussed the need to read the document carefully and critically and to consider how it links to the school improvement plan.
- It was agreed to have an additional governing body meeting at 7pm on 21st March to discuss the SEF, how it links to the SIP and what evidence is available to support the statements in the SEF.

IMPACT: Governors are aware of the current SEF and are committed to having input into the document.

8. Pupil Premium Report

- Rebecca Patchett has been working with the children in receipt of the Pupil Premium for half a term. The circulated document is a breakdown of what is currently happening to support children in receipt of the grant.
- When the budget was set the Pupil Premium money was not specifically allocated. The money for Rebecca's role will therefore come out of the supply budget.

IMPACT: Governors are aware of how the Pupil Premium Grant is currently being spent.

9. Any Other Business

- Hannah thanked governors for allowing her extended maternity leave and advised that she will remain in office until the end of this academic year.
- Kate was asked to leave the meeting whilst governors voted regarding her role as a governor. Governors voted that they wish her to be appointed as a community governor, subject to ODST's approval.

The meeting closed at 8.30pm

ACTIONS

John Meet with Sarah G to discuss how the additional meeting on 21st March may be best used.

All Carry out a monitoring visit