



Aston Rowant C+E Primary School
School Lane, Aston Rowant, Oxon OX49 5SU
01844 351671 office@aston-rowant.oxon.sch.uk
 Headteacher: Mrs Helen France

Meeting of the Full Governing Body of Aston Rowant CE Primary School
Wednesday 18th January 2023 - 6.30pm

Present:

Steve Taylor (ST) Co Opted Governor, Chair
 Helen France (HF) Headteacher Staff Governor
 Alan Melady (AM) Parent Governor
 Tom Sowerby (TS) LA Governor
 Gill Tyler (GT) Foundation Governor
 Alexi Olsen (AO) Staff Governor
 Zoe Batt (ZB) Co Opted Governor
 Sam Goose (SG) Parent Governor

In attendance – Penny Spencer (PS) LA Clerk

The meeting started at 18.30

		Action
1.	<u>Welcome and Prayer</u> ST welcomed everyone. The meeting was opened in prayer by GT.	
2.	<u>Apologies for absence/Declarations of Interest</u> The meeting was quorate.	
3.	<u>Minutes of meeting held on 16th November 2022 and matters arising</u> The minutes were accepted as an accurate record and approved by the FGB; they will be signed by the Chair. <u>Matters arising:</u> Declaration of Interest on Governor Hub to be completed. SG to meet with Val and Eva as soon as possible to look at budget monitoring. ZB to follow up re school email addresses.	 ZB SG ZB



4. Safeguarding/Health and Safety update

TS shared the December visit reports on Governor Hub prior to the meeting and confirmed that the Section 175 report is now done and has been submitted. There are currently six families on the radar, this is an increase of one since the last report. ST said it is a good report but it is difficult to read the severity of the issues from the report. TS said that it is difficult to give a higher level of detail without being able to identify the families and the six families are all of significant interest.

ZB asked when you say families it is just one child per family?

TS said no some have more than one child and some don't cause a huge issue in school. HF said that currently one is taking an awful lot of time. TS noted that the impact to the child against the impact to the school can be very different. HF said that she and AO will flag as DSL's if they feel that Governors need to get involved in any of the issues. TS said that the school are following all the correct procedures but noted that there are concerns over the responses received from external agencies. HF gave an example of the difficulties in responding to some of the external responses she is receiving and the timing of them.

GT welcomed the use of the bible text in the report and ST agreed it was good to see included.

Governors asked if there is anything they can do to help HF?

HF said she will just keep chasing everyone.

HF also noted that the EAL child discussed in previous meetings is no longer at the school.

Health & Safety

TS confirmed that County have agreed to do the internal breakout room work and also the roof but not the fence. HF said the survey for the breakout room is being done tomorrow. TS is now getting updated quotes for the fence along with the re-cladding work in replica UPVC. Once we have those, we can then look at capex, see what the funding difference is, and advise ZB so this can be included in the fundraising.



	<p><i>ST asked about the fire alarm system needing an upgrade which was noted in the report?</i></p> <p>TS said an external risk assessment had noted that a hand bell is not sufficient (there are no fire alarms in the school) but the cost of a new system is prohibitive.</p> <p><i>ZB asked what happens if there is a fire and there is no one here?</i></p> <p>TS said this is a risk.</p> <p><i>ST asked so is the risk is deemed as acceptable?</i></p> <p>TS said yes, it is an acceptable risk. The cost of an automated alarm system is greater than the level of risk. HF said that an OCC H&S risk assessment is carried out each year and this issue is flagged every year</p>	
5.	<p><u>Headteacher's Update - HF</u></p> <p>HF said that the start of the new term is very positive. We now have a full team of staff and we have the right people for the roles. AO agreed it is much more positive.</p> <p>HF advised that we potentially have four new children starting after February half term which will take our number to 82.</p> <p><i>GT asked what years are they?</i></p> <p>HF said one in Year 5, two in Year 4 and one in Year 2. Governors all agreed this was great news.</p> <p>HF also said that thirty-five families have recently come to look round the school and reiterated the need to keep reminding everyone how good our school is. She is currently adding at the bottom of the newsletter all the good things we are doing. There is one new point per week and asked if anyone has anything we could add to please let her know.</p> <p>HF said at the Thame Partnership (TP) meeting today it was noted that the Education Act (which gave the dates for the academisation) seems to be disappearing off the agenda sooner than expected so this is now off the agenda for their meetings.</p>	



	<p><i>TS asked does it need to be printed - can it be digital?</i></p> <p>GT agreed and said one thing that we need to do is monitor the impact of the vision and she will try and find out a way of doing this.</p> <p><i>ZB asked who will we be monitoring - staff and pupils?</i></p> <p>GT said yes and maybe it could be done through the regular Governor visits by adding to the sheet that is completed.</p> <p>All agreed and GT will look at implementing in September. She thought we may have looked at this before and will look at it again, discuss with HF, and then re-send to everyone.</p>	GT/HF
7.	<p><u>Finance Committee Update - SG</u></p> <p>SG is still to meet with Eva. ST noted they have corresponded but not yet had an actual meeting. HF said that Mike Naylor was in school again on Friday.</p> <p><i>ST asked are we in a good place?</i></p> <p>HF said yes, she is confident that we are and we should bring budget in where we said we would be i.e., not in deficit.</p> <p><i>ST asked when the next Finance Committee meeting was and noted that the financial scheduling dates are all in the Annual Schedule that he had sent out.</i></p> <p>SG said he will arrange as soon as possible.</p> <p>TS reminded everyone about the solar panels and SG said that the proof of ownership issue is making things difficult.</p> <p><u>Teaching and Learning Committee Update – AM</u></p> <p>AM said that they had held their first meeting yesterday. They agreed to move their meetings to every term rather than half term as this is sufficient for their needs. They will meet in the first two or three weeks of term to review the term to date. AM said there is nothing too concerning to report and initial data from staff had flagged a few areas to keep any eye on. Years 1 and 2 now have a new teacher and we are expecting the results to improve in May and September. Governors were reminded that subject visits need to be booked. AM said there was good news on phonics and we are making progress with the new curriculum Rocket Phonics. AO said that the feedback is really positive.</p>	SG



	<p><i>ST asked so was the system a good choice?</i></p> <p>AO said yes and parent feedback is also good. HF said it was different to the previous system which we needed to explain to parents initially. AM said there will be a re-launch of Times Tables Rock Stars including engaging with parents etc. HF said there are also twilight sessions for parents.</p> <p>AM said the recent meeting minutes (including data) will all be added to Governor Hub in the next few days.</p>	AM
8.	<p><u>Annual Schedule Update</u></p> <p>ST said this had been shared with everyone prior to the meeting. He flagged up what was done in the autumn term and needs to confirm this with AM. ST & AM will meet to go through this.</p>	ST/AM
9.	<p><u>Staff Wellbeing</u></p> <p>TS said there was not a lot to report. The email was approved and had been sent to staff and some changes have already started. There is some resistance to change but it is too early to look at. We will look at things at Easter and take stock. TS said he has not received any direct feedback.</p> <p><i>ST asked so what are the next steps?</i></p> <p>TS said touching base with everyone at Easter and if they are not happy, we will look at other solutions – perhaps asking them what changes they would like to see.</p> <p><i>ZB asked was the use of Teams implemented?</i></p> <p>HF said that was the biggest thing that received push back and it had not been implemented yet. We are still looking at it and asking them to at least try it. GT noted there might be aspects that will work. HF said she has a friend who is using Teams within a similar setting so she will talk to her to see how it works.</p> <p>TS said in summary we are trying some changes and will keep things that work and look at tweaking others when we have reviewed.</p>	
10.	<p><u>Comms</u></p>	



<p>ZB had sent out a Communications Plan and it was posted on Governor Hub.</p> <p><i>She noted one of the key things is to integrate some questions into the parent survey and asked when that is sent out and who does it?</i></p> <p>TS said it had previously been sent out around Easter. AM said he put it together and it was sent out by the office using Survey Monkey. He noted the free use of Survey Monkey is now quite restricted (number of questions and answer options) so we may need to look at an alternative way of sending it. HF said that the timing also reflected what was happening in the school.</p> <p><i>GT asked would it be too much to do in the second half of the summer school term as it could also feed into the SDP, leaving cohorts etc?</i></p> <p>TS said it was historically done at Easter so that we could give parents feedback at the end of term. HF said it could work if we do the survey at the end of summer and then launch the SDP and welcome new parents/children etc in September.</p> <p><i>ZB asked how do we usually launch the SDP?</i></p> <p>HF said we don't we just add it to the website and newsletters.</p> <p><i>ZB asked could it be done as a launch evening, chance to meet Governors etc?</i></p> <p>Everyone agreed that was a good idea.</p> <p>ZB and TS will look at the staff things in the Communication Plan and fundraising will be looked at once we have a figure that we need and we can put a pack together.</p> <p><i>ZB asked if there were any other questions?</i></p> <p><i>GT asked if the get together for Governor's with staff should be a termly thing or even twice yearly and perhaps include a walk?</i></p> <p>ZB said Governors do need to have more of a presence and also with parents. Regular articles in the newsletter etc. HF said she is looking at using the back page of newsletter for groups to have regular slots. ZB said that is definitely a question which could be asked in the parent survey.</p> <p>ZB agreed to take over the Google data checking from AM. AM to send ZB login details.</p>	<p>ZB/TS</p> <p>AM</p>
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	<p>ST said his concern is that there is a lot on the Communication Plan and a lot of actions for ZB but it is spread into terms and ZB should reach out if she needs any help. ZB agreed there is a lot but she will need to prioritise. HF said ZB also needs to look to others who could potentially take things, the PTA etc.</p>	
II.	<p><u>AOB</u></p> <p><u>SDP</u></p> <p>HF has compiled the details she had been given into one document. She shared copies and talked through it. She will add in the Communication document from ZB and share with everyone on Governor Hub. She noted there are some gaps in the priorities which we need to look at and asked for comments from everyone by 27th of January.</p> <p>HF asked for a behaviour volunteer and GT offered to work with HF on this.</p> <p><i>TS asked about the current format and does it work for SIAMS?</i></p> <p>HF said the current format does work for SIAMS and the impact is the critical piece.</p> <p><u>Other</u></p> <p><i>ZB asked if anyone has any other contacts at the cricket club as she is not getting any response from the contact she was given?</i></p> <p>TS said he knows several people and will introduce ZB.</p>	<p>HF</p> <p>ALL by 27 Jan</p> <p>TS</p>
	<p><u>Next meeting date</u></p> <p>29 March 2023 – 6.30pm</p>	

The meeting closed at 20.25



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Action points

Item	Action	Responsible
3.	Declaration of Interest on Governor Hub to be completed.	ZB
3.	SG to meet with Val and Eva as soon as possible to look at budget monitoring.	SG
3.	ZB to follow up re school email addresses.	ZB
5.	HF to add the TP headteacher meeting dates to her headteachers report to Governors going forward.	HF
5.	All teachers at the school are in the same union and once HF is clear what is happening regarding the strike days, she will notify Governors.	HF
6.	GT to look at adding vision monitoring to the Governor checklist, discuss with HF, and then re-send to everyone.	GT/HF
7.	SG to arrange a Finance Committee meeting as soon as possible.	SG
7.	AM said the recent meeting minutes (including data) from the T&L meeting will all be added to Governor Hub in the next few days.	AM
10.	ZB and TS will look at the staff things in the Communication Plan and fundraising will be looked at once we have a figure that we need and we can put a pack together.	ZB/TS
11.	HF will add the Communication document from ZB to the SDP document and share with everyone on Governor Hub.	HF
11.	Comments on the SDP from everyone to be sent to HF by 27 th of January.	ALL
11.	TS said he knows several people at the cricket club and will introduce ZB.	TS



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Attendance 2022-23

	21-9-22	16-11-22	18-01-23	29-03-23				Total
Zoe Batt	No	Yes	Yes					
Helen France	Yes	Yes	Yes					
Sam Goose	Yes	No	Yes					
Alan Melady	Yes	Yes	Yes					
Alexi Olsen	Yes	Yes	Yes					
Tom Sowerby	Yes	Yes	Yes					
Steve Taylor	Yes	Yes	Yes					
Gill Tyler	Yes	Yes	Yes					