



Aston Rowant C+E Primary School
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Headteacher: Mrs Helen France

Minutes of Aston Rowant CE Primary School Full Governing Body Meeting
Wednesday 16th September 2020 at
6.00 pm via ZOOM

	<p>Present: Steve Taylor (ST) Co-opted Governor and Chair Alan Melady (AM) Parent Governor and Vice Chair Helen France (HF) Headteacher Alexi Olsen (AO) Staff Governor Tom Sowerby (TS) Local Authority Governor Sam Goose (SG) Parent Governor Sheila Reynolds (SR) Foundation Governor Teresa Hudson (TH) Clerk</p>	
	NB: Governors questions are in <i>red and italics</i> throughout as evidence of their “challenges”.	
1.	Welcome, Apologies and Absences	ACTION
	<p>ST welcomed all to the meeting and introduced Teresa Hudson (TH) as Clerk, Alexi Olsen (AO) Staff Governor, currently covering Maternity Leave, and Sam Goose (SG) Parent Governor. ST informed governors Karen Bennett has resigned from the Governing Body with effect from 31st August 2020. She gave positive feedback at her exit interview.</p> <p>Apologies were received and accepted from Des Foote (DF).</p>	
2.	Declarations of Business/Pecuniary Interests	
	TS declared an interest in Oodles staff training.	
3.	Minutes of last meeting held on 23rd June 2020	
	The minutes were approved as being an accurate record and signed by ST for the school office.	
4.	Matters arising from the last meeting held on 23rd June 2020	
	<p>Item 5.1 – HF confirmed dates for completion of outstanding small tasks have been agreed.</p> <p>Item 6.2 - HF confirmed strong applications were received for the position of School Bursar. Jane Oakford was appointed and is a valuable asset to the school.</p> <p>Item 6.2 – HF confirmed she will meet with SG and ST to clarify the budget available for maintenance, and how to take forward.</p> <p>Item 6.2 – HF/ST confirmed the appointment of Sam Goose (SG) Parent Governor.</p>	

	<p>Item 7.1 – HF confirmed she has completed reports looking at action plans in the event of future partial and full lockdowns.</p> <p>Item 7.1 – SR has liaised with HF to identify the most appropriate time to start the SEND Review. HF confirmed her intention to start the review on 02.11.2020. ACTION: HF, SR and Rachel Hall (SENDCo) to meet and discuss. HF will email some proposed dates for the meeting.</p> <p>Item 9: HF confirmed Rachel Caseby, Governance Service Officer, will be asked to act as a mentor for Governors, when managing a pillar. It was confirmed Resources pillar would manage Team and Leadership, to include Staff Development and CPD. Reports will be shared with parents at a later date.</p> <p>Item 9: ST confirmed the Risk Register has been archived.</p> <p>Item 9: ST confirmed the appointment of Teresa Hudson (TH) as Clerk.</p>	HF/SR
5.	DBS and Section 128 Checks	
	<p>HF informed governors the CSR is to be updated and RAG rated. HF said DBS were being completed afresh for everyone, including Governors. A discussion was held regarding showing identification documents via Zoom. HF stated her preference for seeing documents in person where possible, and the required documents for DBS checks to be undertaken were confirmed. TS confirmed he signs off the CSR termly.</p>	
6.	Clerk Duties	
	<p>TH outlined her role as Clerk and agreed she would explore the way documents are placed on Governor Hub for Aston Rowant. TH to share with ST.</p>	TH
7.	Headteacher Report	
	<p>A report had been shared with governors.</p> <p>HF commented it is early in the Autumn Term to produce a Headteachers Report.</p> <p><i>Governors queried how children will be supported should they be required to isolate at home? HF explained “turn IT on” ICT support provider are offering training and support with the Microsoft 365 package used to provide good quality remote learning. There are currently no children who are isolating or shielding at home. Training is currently being provided for staff and within two weeks staff should be fully trained in the event of a second wave of COVID 19.</i></p> <p><i>Governors commented although it is early in the Autumn Term, having a Headteachers Report is a good starting point for governors.</i></p>	

8.	COVID 19	
	<p>Reports had been shared with governors.</p> <p><i>AM confirmed he had seen the reports and queried if any feedback has been received from staff, children or parents? Governors queried if the school is prepared in the event of a second lockdown?</i> HF advised governors a considerable amount of time was spent at the recent Inset Day discussing strategies in the event of a second lockdown, but in practice, some amendments would need to be made. HF added changes are taking place daily; with a certain amount of nervousness still evident. PPE is not currently used in line with OCC guidelines, therefore should one member of staff have to isolate, there are huge implications.</p> <p>The opening if the school went very well. AO commented the children coped very well and HF added good learning is taking place. HF explained current absences are high due to parents keeping their child at home if they have a cold, which is having an impact on learning. HF confirmed she is following OCC advice.</p> <p>HF shared staff are working incredibly hard and taking stock of where the children are with their learning. HF thanked governors for their understanding at this difficult time</p>	
9.	Post lockdown tests and Government Tutor Scheme	
	<p><i>Governors queried how assessment of where children are in learning will take place given, we do not know what home learning took place?</i> HF confirmed continual assessment took place of online learning and lesson plans are shaped from this.</p> <p>HF advised the Government Tutor Scheme has a cost implication. <i>Governors commented the scheme looks interesting on paper.</i> HF informed governors some children are receiving targeted intervention. Rachel hall (SENDCo) has advised resources are being utilized and their levels have been identified and progress measured. SEND children have all been seen. Reports can be extracted for governors to view. <i>Governors queried what plans are in place to upskill children who have fallen behind?</i> HF advised governors a new way of working is in place, and a TA now has flexibility within her role and is holding focus groups. <i>Governors asked if this is one to one learning?</i> HF explained some children benefit from one to one learning, and others work better in a group setting; helping to “plug the gaps” in learning. <i>Governors congratulated HF and staff in achieving this tailored individual learning.</i></p>	
10.	Staffing Update	
	<p>HF confirmed there are two new members of staff:</p> <p>Jane Oakford has been appointed as School Bursar.</p> <p>Tiffany Rush, a new TA has been appointed for a SEND child in Year 1. This arrangement is working well.</p>	

11.	Safeguarding Update	
	<p>TS informed governors he and HF have had a brief telephone conversation. They will meet in early October to complete identified actions. The OCC Health and Safety audit will take place this term on the 10th November. The Annual Safeguarding Audit will be held in October and requires a sign off by governors. HF explained there is a new process. The audit for Academic Year 2019/2020 must be submitted by 31.12.2020. HF stated she has inherited some Safeguarding and CP issues as new children have joined the school. Full information regarding their background is not yet known. HF confirmed the school is using the OCC Safeguarding Policy which has been personalized for Aston Rowant. The policy has been sent to staff and all are using “My Concern” safeguarding recording system. <i>Governors commented some personal mobile numbers are listed on the policy which is put on the school website?</i> HF/ST advised email addresses for ST could be used ie: chair@ or clerk@. To be explored further.</p> <p><i>Governors approved the Safeguarding Policy.</i></p>	
12.	Governor Training	
	<p>Governors now have access to OCC online training. ST shared he had recently done some training and the quality of information was excellent. <i>Governors suggested the training package provided by Oxford Diocesan Board of Education (ODBE) could be requested should OCC start to charge for their training.</i> ACTION: ST to set up a log for governor training.</p> <p><i>Governors queried training for governor visits?</i> ST advised Rachel Caseby, Governor Services is offering online training on governor visits.</p> <p><i>Governors queried how visits to the school may take place?</i> HF advised school visits are taking place and shared OCC are providing a coordinator for Maths and English who will visit the school in person. Governor visits should start again; maybe after Christmas, with advice and support from OCC, who are supportive of governor visits taking place. However, the risks and numbers of governors who go into school should be minimized. <i>Governors commented more clarity is needed for governors on the requirements of visits. We must be prepared for the probability that the COVID19 situation will last for at least this academic year, but governor visits must take place during this time.</i></p> <p>ST requested all governors to complete the skills audit and return to him as soon as possible.</p>	ST
13.	Compliance	
	<p><i>Governors asked if the school website is compliant?</i> HF confirmed the website is compliant. “Primary Site” audit will take place in November by HF and a check by an independent body.</p>	
14.	Strategy Update	
	<p>AM confirmed he presented the School strategy to OCC. They gave very positive feedback and commented it was “the best school strategy</p>	

	<p>structure they have seen.” OCC would like to use the structure in training for other schools. <i>Governors thanked staff for the huge effort and teamwork done in producing this structure.</i></p> <p>Ownership Pillars</p> <ul style="list-style-type: none"> • A discussion was held and responsibilities and coordinating with others on the governing board was discussed. • A suggestion was made to repeat the SWOT analysis. • Each Pillar owner to bring a draft of their plan to the strategy meeting. • A discussion was held regarding parental engagement. <i>Governors suggested another parental survey takes place?</i> HF requested that this is postponed for a few weeks, and a survey is sent mid October, thus ensuring feedback will be useful and can be utilised. It was agreed to send out w/c 26th October 2020 just before half term. <i>Governors asked how governors can show parents what they are doing?</i> TS reminded governors there used to be a governors newsletter. It was agreed governors will produce an article to go out with the Headteachers New letter to parents. <i>Governors asked if only one survey would be sent in an academic year?</i> HF confirmed there is likely to be another sent out in the Spring/Summer Term. 	
<p>15.</p>	<p>Any Other Business</p> <p>None</p>	
<p>16.</p>	<p>Dates of Next Meetings:</p> <p>Wednesday 11th November 2020 at 18:15 (Strategy) Wednesday 13th January 2021 at 18:15 (Business) Wednesday 10th March 2021 at 18:15 (Strategy) Wednesday 12th May 2021 at 18:15 (Business) Wednesday 7th July 2021 at 18:15 (Strategy)</p> <p>The meeting closed at 8.15pm</p>	