



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 18th November 2020 at
6.15 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 Des Foote (DF) Foundation Governor</p>	
	NB: Governors questions are in <i>red and italics</i> throughout as evidence of their “challenges”.	
1.	Welcome, Apologies and Absences	ACTION
	ST welcomed everyone to the Zoom meeting. There were no absences.	
2.	Declarations of Business/Pecuniary Interests	
	TS declared an interest in Oodles staff training.	
3.	Minutes of last meeting held on 16rd September 2020	
	<p>The minutes were approved as being an accurate record and signed by ST for the school office.</p> <p>ST requested that FGB Strategy meeting be first meeting of year and first Business meeting be later in Autumn term (November).</p>	
4.	Matters arising from the last meeting held on 16th September 2020	
	<p>Item 6. Review of governor Hub. ST requested all Governors review proposed changes to the Governor Hub layout of folders.</p> <p>TS requested that there be an Index of contents within Governor Hub – a simple MS Excel file to index files.</p> <p>Some files need to be stand alone and not included in an academic year file. For example Governor training records, policies etc.</p>	FGB
5.	Headteacher update	
	<p>A verbal report was shared with governors.</p> <p>HF Praised staff for managing challenging period with COVID-19 related self-isolation periods of multiple members of staff (all tested negative).</p>	

	<p>HF provided results of Health & Safety audit – 100% result.</p> <p>HF said there had been a remote, web-based OCC inspection. Comments had been very detailed and complimentary. Full report not available at time of meeting.</p> <p>HF said that similar to other schools, there have recently been some minor behavioural challenges. At the same time, there have been two positive emails from parents this week.</p> <p>Governors were made aware that OCC support will end at the end of the academic year.</p> <p><i>TS asked if Chair of Governors was confident that requirements for governor oversight were clearly known.</i> ST said that they were. Advising FGB that there would be a trial of the revised oversight procedures in December 2020. HF added that there had been five governor oversight meetings this year, covering SEN, Safeguarding, Finance and SIAMs.</p>	
6.	SWOT analysis	
	<p>FGB reviewed SWOT analysis proposals.</p> <p>TS requested that a Future significant expenditure should be added to the threats list.</p> <p>DF requested that the Christian Ethos be added as a strength. And SIAMs rating and Ofsted recommendations, as well as Building condition should be added as a weakness.</p> <p>TS offered to get quote on classroom building replacement; higher, more secure fence replacement; and breakout “hut”.</p> <p>ST agreed to update SWOT</p> <p>Governors agreed that SWOT items need to go into Strategy Pillar and/or Risk Register. HF requested that there is alignment with the SDP.</p> <p>FGB agreed to communicate Strengths to stakeholders.</p> <p>FGB agreed to review SWOT at end of year (June).</p> <p>Each Strategy Pillar owner to review SWOT and capture remedial actions within Strategy Pillar plans.</p>	<p>TS</p> <p>ST</p> <p>ST</p> <p>Strategy Pillar Owners</p>
7.	Risk Register review based on the outcome of the SWOT analysis	
	<p>Concern that strategy plans and risk register and SDP overlapped. ST agreed to draw a process for how to use each.</p>	ST

8.	Update of Strategy House	
	<p>To support development of strategy plans HF agreed to share OCC questions and topic areas to pillar owners.</p> <p><i>SR asked how aware staff are in identifying Safeguarding concerns.</i></p> <p>HF informed the governors that there is annual training and Monday safeguarding briefing emailed to all staff and discussed at weekly staffing agenda. Training record is kept.</p> <p>It was noted that the school was rated as <i>Inadequate</i> for Safeguarding last year.</p>	HF
9.	Governor visits	
	TS recommended that simple tick boxes or standard questions be added to governor visit forms.	
10.	Communication of output from Strategy Meeting	
	ST recommended that there be a condensed Exec Summary of strategy posted with weekly newsletter or on website.	ST & AM
11.	Governor recruitment	
	<p>Governors agreed to review Governor recruitment needs after skills audit concluded to identify skills required.</p> <p>DF requested that there be succession planning for those governors coming to the end of their second 4-year term.</p>	ST
15.	Any Other Business	
	None	
16.	Dates of Next Meetings:	
	<p>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>	