



**Aston Rowant C+E Primary School**  
**School Lane, Aston Rowant, Oxon OX49 5SU**  
**01844 351671**

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Headteacher: Mrs Helen France

**Meeting of the Governing Body of Aston Rowant CE Primary School**  
**Wednesday 10<sup>th</sup> March 2021 by Zoom @ 18:30**

## **STRATEGY MINUTES**

**In attendance:** Steve Taylor (ST) *Chair*; Alan Melady (AM) *Vice Chair*; Rev. Des Foote (DF); Sheila Reynolds (SR); Sam Goose (SG); Tom Sowerby (TS);  
**Guests:** Kevin Moyes (KM); Rachel Hall (RH); Teresa Hudson (TH)

**NB:** Governor questions are in *red and italics* throughout as evidence of their “challenges”.

### **1. Welcome, prayer and apologies for absence**

ST welcomed Kevin Moyes (KM), Rachel Hall (RH) and Teresa Hudson (TH). DF led a prayer of welcome.

### **2. Declarations of business/pecuniary interests**

None additional

### **3. External Governance Review Report (20 mins)**

KM introduced the process behind his report.

Challenging times were noted by KM and also the improvement of Governance throughout this period. FGB is aware of its strengths and weaknesses and this has improved since the appointment of the new HT.

KM ran through a summary list of strengths he found as a part of his review (see attached document)

KM detailed key areas for development (copy of presentation in Governorhub, link below)

<https://app.governorhub.com/document/60588655ed2a849b5edef661/view>

*AM asked what size the T&L committee should be.* KM responded that it will depend on the structure of the FGB (i.e., sub-committees or FGB with areas of focus and interest). *AM asked for guidance or advice on how ‘non-educationalists’ can fill that role effectively.* KM said there is specific training available for governors filling those roles.

*SR asked how we manage the risk of the structure being over-complicated with too many ‘plans’ or strategies contra-indicating.* KM agreed this is an important area and not one that is easily managed. The importance of being able to triangulate between all strands was emphasised.

*SR commented that there was an inaccuracy in KM’s report around SEND governor involvement -* KM agreed to amend. **ACTION KM: Amend report.**

*TS asked whether governor reports could be used as evidence of challenge without the need to read the entire report.* KM confirmed this is acceptable as long as the report is referenced. KM suggests the Lead Governor drawing out 3 key points to highlight in this instance.



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*AM asked about some advice on how to carry out pupil voice surveys.* KM said this is difficult during COVID but can include questioning pupils, questionnaires etc. KM agreed to send some examples. **ACTION KM: to send examples.**

*ST asked if there were any specific governor training courses that all governors should attend.* KM responded that only the two he had previously highlighted, but also that completing the Governor Skills Audit is important.

*ST asked if GovernorHub can be used as the primary records or do we need to keep hard copy still.* KM said it is mixed - some inspectors want hard copy whilst others are happy with GovernorHub. KM suggested it is better to have both. *SG asked if Ofsted can be challenged on this,* KM agreed to go to Governor Services with the question. **ACTION KM: Approach Governor Services to ask that electronic records are accepted.**

*DF asked what level of expertise was required with regards to the 'skills audit' i.e., for 'financial experience' is the governor expected to be a qualified professional or simply has some budgeting experience.* KM said the knowledge required is a highline understanding rather than a professional background. HF suggests that we use the NGA model for the skills audit as it does a lot of the analysis for you. KM also highlighted the Governor Competency Framework.

TH advised she has some example copies of the required documents and would share with FGB. **ACTION TH: Share the documents required.**

KM and TH left the meeting.

#### **4. Minutes of previous strategy meeting 18<sup>th</sup> November 2020**

n.b., This item was missed in the meeting and minutes were agreed post meeting by e mail to the FGB. e Mail attached below.

#### **5. Matters arising from the previous meeting**

None.

#### **6. Update on strategy progress**

##### **a. Governing Board ST (10 mins)**

*ST has shared his updates via email before the meeting. Copies in Hub under FGB Meeting 10/03/21*

##### **b. Safeguarding TS (10mins)**

TS advised that HF had spent some time building a list of H&S checks that needed to be done throughout the academic year. This will form a structure for governor monitoring visits. TS is currently working on the same structure for Safeguarding visits. This will ensure that nothing is missed and time sensitive issues are covered as well as helping a smooth handover if/when needed.

##### **c. Finance and Resources SG (10mins)**

SG was approved unanimously as Chair of Finance Committee. The plan is in hand to sort the budget moving forwards. The deficit has been agreed by OCC. Staffing structure to remain. The advice of the Finance Committee is for the school to self-insure for staff absence as the premium is simply not economical given the things that are not covered (details of decision given in the FC minutes. Decision was approved by the FGB unanimously. SFVS 2020/21 was approved.



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#### **d. Connections AM (10mins)**

A focus group with parents is due to take place following the Parent Survey. 12 parents have agreed to take part. Pupil & staff engagement is a work in progress - it was suggested a staff survey could be completed. **ACTION AM: investigate and implement staff survey.** There is a need to resurrect work with playschools and nurseries. AM is working on producing an update to the Parish Council. **TS asked HF if school still uses the pupil voice survey** - HF said yes in various forms and will share the results/outcomes with AM.

#### **e. Teaching & Learning SR (30mins) - see SEND report**

SEND deep dive Review

Carried out by RH and SR guided by the OXIT SEF tool.

Overall, the school was 'Emerging' with some areas 'Establishing', no areas yet 'Embedding'

Key strength for school is EHCP pupils.

Otrack will allow teachers to become more accountable and able to take ownership

Children who are not at EHCP level (i.e., early in the process of identifying their needs) are making least progress. This must be monitored.

RH shared the key strengths from the review:

- Provision for pupils with EHC Plan ensures that needs are being met academically and holistically.
- The development of pupil passports ensures 'pupil' and 'parent voice' are heard.
- Graduated response and inclusive classrooms training mean that teachers are gaining confidence in early identification of SEN and implementing 'quality first' teaching strategies.
- Assessment systems are now in place to address gaps in progress tracking.

RH ran through the key areas for development:

- Regular use of Otrack data to inform Less Able progress (plan, do review cycle). Use of more targeted diagnostic data to unpick difficulties and track progress in SEN support. Teachers to familiarise with testing in order to take ownership.
- Children, Parents and teachers knowledge of targets and next steps to develop independence and sense of achievement. Language for learning/growth mindset.
- Careful tracking of the effective impact of interventions on vulnerable groups. (LA/SEN support)
- Improve TA knowledge and skills to support LA (where appropriate)
- Minimise low level disruption to ensure all children are engaged
- Tasks more appropriately matched to ability in LA/SEN support
- Teachers to ensure they work with all groups. TA's are often used to support LA.

RH detailed the next steps planned (taken from the action plan which came out of the review):

- Termly Pupil progress meetings to ensure LA/SEN support children are being carefully tracked
- Governors to be familiar with Otrack, regular data analysis to ensure vulnerable groups are making progress.
- Teachers and SENCO to be familiar with Otrack and use data as part of plan, do review cycle.
- Behaviour management and Inclusive classrooms training.
- Teachers to work closely with Kathy Hodder to develop appropriately matched differentiation and language for learning



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- Regular use of learning walks, professional discussions and planning scrutiny to improve first quality teaching and evaluate impact of training.
- Role of the Governing body to monitor SEN provision and action plan.

SR gave an overview of the review. Data monitoring and tracking, early intervention and inclusive practice is taking place. The voice of the child is very important to ensure they are equally involved in their learning. SR concludes that AR understands where it needs to improve and the actions that need to be taken to do this. Continuing to develop a 'whole school approach' will ensure better outcomes for all. T&L strategy needs to be triangulated with the SDP and the SEF.

SR recommends an annual review by the FGB of the SEND Development Plan – owned by FGB SEN Support Plans to be developed

Continued CPD of all staff for working with SEND children

LA should be challenged as to how they contribute to EHCPs.

*AM asked how the recommendations from both RH and SR reports will be implemented.* RH has this detailed in the action plan which is monitored regularly. HF to share training grid with all governors.

*ST asked how we move from emerging to embedding.* RH said the action plan should help move to establishing but it will be a longer time to get to embedding. RH reports good relationships with external agencies and gets reasonable support although they don't visit school as much as they used to. A lot of the support is remote. *ST asked if behaviour is a concern* – RH said that there are low level issues in 'behaviour for learning', developing teacher confidence in how to handle it will help. ST asked RH to lead governors on how to understand and use Otrack.

The FGB thanked Rachel and Helen for their time and work.  
RH left the meeting.

AO had shared a report for English to the FGB prior to the meeting for which the board were grateful. There were no questions. *ST had responded to AO directly by email (copy of e mail chain in the Governorhub, link below below).*

<https://app.governorhub.com/document/60588655ed2a849b5edef661/view>

#### **7. Headteacher update HF (5 mins)**

HF reported it was nice to have all children back in. Learning is being facilitated in much more of a project sense helping children to readjust to school after the extended period of absence due to lockdown. It was noted that having all children in school was much easier for staff. More structured timetabled lessons to return after Easter. Lots of baselining was scheduled before Easter to help understand the true impact of lockdown. AO reported children have settled well and are enjoying being able to be together again. Parents are happy to have children back.

#### **8. Safeguarding\Health & Safety TS (10mins)**

TS advised that reports would be shared at Business meetings rather than strategy. Visits had taken place and the reports on MyConcern were 18 but involving a very small cohort. The site walk had raised several maintenance issues.

A confidential matter was discussed.



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**9. Finance SG (10mins)**

Income streams moving forwards are too hard to predict currently given the ever-changing process with lockdown. Wraparound care is currently losing money but this is being watched. SG to confirm actual size of the pot of cash for capital works. **ACTION SG: Get accurate figure for capex pot.** TS to get accurate quote for fence and removal. **ACTION TS: Get accurate quote for fence removal and replacement.**

**AOB**

ST suggested an EGM to look at putting the action plan from KM into practice. SG suggested that this should be when we have understood more about how the actions will be tackled.

SG queried GovernorHub and some of the editing rights - **ACTION ST to investigate this and how to free it up.**

DF asked if we had officially been told how many children we would get next year. HF said no we do not yet know, AO said it was 16th April that this information was released.

**10.FGB meetings for 2021**

- a. **Wednesday 5<sup>th</sup> May 2021 at 18:30 (Business)**
- b. **Wednesday 7<sup>th</sup> July 2021 at 18:30 (Strategy)**

**ACTIONS SUMMARY**

ITEM	ACTION	RESPONSIBLE PERSON
3	Amend report	KM
3	Send example documentation	KM
3	Challenge Governor Services on electronic records	KM
3	Share example documentation and policies	TH
6d	Investigate and implement staff survey	AM
9	Get accurate figure for capital expenditure pot	SG
9	Obtain accurate quote for fence works	TS
AOB	Investigate editing rights on GovernorHub	ST