



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 13th July 2022 - 6.30pm

Present:

Steve Taylor (ST) Co Opted Governor, Chair
Helen France (HF) Headteacher Staff Governor
Des Foote (DF) Foundation Governor
Sam Goose (SG) Parent 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

In attendance – Penny Spencer (PS) LA Clerk

The meeting started at 18.35

		Action
1.	<u>Welcome and Prayer</u> ST welcomed everyone. The meeting was opened in prayer by HF.	
2.	<u>Apologies for absence - none</u> The meeting was quorate.	
3.	<u>New Declarations of Interests</u> None	
4.	<u>Minutes of meeting held on 18th of May 2022</u> The minutes were accepted as an accurate record and approved by the FGB; they will be signed by the Chair.	
5.	<u>Actions from the last meeting / matters arising</u> None	

6. Health and Safety / Safeguarding updates

TS had circulated the reports prior to the meeting and asked for any questions.

ST asked how serious are the Safeguarding events, are they a serious risk to pupil and staff safety?

TS said yes both. The LA have been contacted however, their response is just 'adequate' and could be better. It could be lack of resource for this issue and isn't going to change. HF said there was a panel review tomorrow to decide if we get another Year 1 exclusion from another school. The solutions are just not coming from County and she has told them we cannot take another child.

TS said the next steps are fixed term exclusions but these are on the grounds of behaviour, not behavioural difficulties. The question is if it's the best thing for the child and in these cases it's probably not.

AM asked how much responsibility do OCC have?

HF said OCC will say we need to go through the process first. Many primary schools are having the same issues. The problems just aren't being resolved and the pattern is the age group of the children involved. We may have to say there is a link with Covid and there is no solution. It is a bigger issue than the school.

ST what would your solution be?

HF said we need external resources and funds to work with the children and families. We need parental engagement too and the current waiting list for any help is nearly 2 years.

ST is it worth raising with the Thame Partnership?

HF said that Thame Partnership don't have resources either, we have tried everything with OCC, and discussed with Ofsted.

AM asked should we go further up the chain at OCC?

HF said her contact is just following the procedure and we need to question the procedure?

GT asked if the Thame Partnership could go together as a group?

HF said yes, we may have to do that. AM said his fear is the impact on staff and on pupils and also the reaction of parents, so we need to handle this as aggressively as possible with OCC. ST said that the Thames Partnership Chairs need to raise the issue as a group.

	<p><i>ST asked regarding the 22 open concerns – is this good or bad?</i></p> <p>TS said in some ways it was good as issues are being flagged and staff are not afraid to raise them – the downside was that there are 22. Some are not major and some are from the same families.</p> <p><i>ST asked are you monitoring the closures for the Board?</i></p> <p>TS said we monitor but they are not shown in the report, we should perhaps also show those that are resolved or closed. AO agreed and said that they will advise TS of closures to be included in the figures. HF noted that some things are best left open so that we get a clear view over time.</p> <p>TS said the breakout room would make this a lot more manageable.</p> <p><i>ST asked on the H&S Report what is CIEMP?</i></p> <p>TS said Critical Incident and Emergency Management Plan.</p>	
7.	<p><u>Headteacher's Update - HF</u></p> <p>HF said the Ofsted report is our foundation. She had also sent everyone a copy of the letter she had sent to parents and asked if there were any questions.</p> <p>Everyone congratulated HF.</p> <p><i>TS asked what is happening with the programme of support.</i></p> <p>HF said that she had met with the SIP yesterday and advised what we needed and we will find out tomorrow what they can do.</p> <p><i>TS asked do you get any contacts for Year 1 issues?</i></p> <p>HF said no.</p> <p><i>GT asked does the SDP sharpen the connection?</i></p> <p>HF said she was not sure maybe from the subject co-ordinator meetings but we also maybe need to make the transition better. AO said it's a co-ordination of knowledge and building on foundations.</p> <p>ST said that the letter to parents was wonderful – everyone agreed.</p> <p><i>AM asked with all the current restrictions on your time is there anything can we do to help – maybe reduce the newsletter?</i></p>	

<p>HF agreed we do need to look at what we can do and we have spoken about the newsletter but everyone reads it, we could perhaps look at how we put it together.</p> <p><i>AO asked do we need it weekly?</i></p> <p>HF said a month is too long. TS said maybe it needs to be a bit shorter. HF said yes maybe we need to look at that. ZB said perhaps more visuals and less words and said she would be happy to help.</p> <p>ST noted that we have a TAF in place but it hasn't really achieved anything. HF agreed and said it's a lot of work, meetings etc. for no result.</p> <p><i>AM asked have you complained?</i></p> <p>HF said complain is not the right word. We lost our LCSS link worker and had only had two slots with them. TS said it takes more effort to fix and unfortunately, it's something we can't fix.</p> <p><i>AM said we need to make life difficult further up the chain, again the Thame Partnership Chairs perhaps need to make the approach?</i></p> <p>ST said regarding SEN there is no column for special needs in the table and said it would be helpful to have this added. HF said yes, she can add it in.</p> <p>HF said we have had an amazing year. The Ofsted Report was good and the feedback is positive. The results across the board are way above local and national averages.</p> <p>HF has sent through the priorities for next year to everyone so that we can use them as a springboard. We need to break them down and have subject co-ordinators working on each subject, HF will then delegate them out. We need to look at it from early in September and task people. ST said so the September meeting needs to be a strategy meeting. HF said if you have time to meet before then and then bring it to the September meeting that would be best.</p> <p>TS said that we need to be careful not to get too involved in the SDP. HF said you will all work with a member of staff so it should be ok.</p> <p><i>TS asked so should the SDP be finalised by the end of the September meeting?</i></p> <p>HF said yes pretty much and I can then finalise and send out.</p> <p>HF said she wanted to talk about the current academies deadline which is 2030 (although given the current Government situation this could potentially change).</p>	<p>ZB & HF to look at newsletter</p> <p>HF to add to report</p> <p>Look at priorities for next year - ALL</p> <p>PS to add SDP to Sept agenda</p>
--	---

She said that the Thame Partnership (TP) had met as a group regarding becoming an academy. She is not really a fan because, as a school, we need to keep our identity and noted that a number of headteacher's also felt the same. She said that this had been previously discussed before her time at the school and there is now a possibility that TP could become an academy which she would support.

SG asked do we think it will happen at some point anyway?

HF said she was not sure but we need to be in a good position if it does. TS said that when we had previously looked at it, we had got quite far down the line and it had fallen through as two of the schools were in deficit at the time and two others had pulled out. He said as a Governing Board we had decided that we wanted to decide when we went and where. DF said the file of documents is still on Governor Hub to get an idea of our thoughts and noted they will also look at how much you will cost the academy. HF also said there were other issues around staff - as they would be employed by the academy they could potentially be asked to go anywhere. TS said that there are advantages to this too. ST noted that there is no extra budget or resources you just share what you have. DF said we will wait to see who the new Education Secretary is.

HF advised that from September 2023 we will have to increase the school time offering to 32.5 hours per week. Our current times are 8.50am to 3.10pm so from 2023 it will be 8.45am to 3.15pm. She said that we could do this from September this year if we want to and asked for everyone's thoughts? AM said that this September feels too short notice.

ST asked what do the staff think?

AO said the staff are ok but the only issue is TA's as we will need to increase their hours and that will cost.

TS asked if can we adjust their time?

HF said not really as need them at the end of the day. TS said if we don't need to do it this year then let's wait and see next year.

ZB asked if it can be done during the year?

HF said yes but it's easier to do it from September. TS said let's start making parents aware from half term 2023.

SG asked if the question regarding staffing is it sorted?

HF said Gill Healy had been appointed full time. Diane Harriman has had her surgery and so far, so good. She has asked about going to one or two days per week. They had held interviews for the other days needed and neither candidate

was suitable. They are holding further interviews for two more candidates on Friday. One is a contact from Gill Healy (but not available from September) and the other looks good on paper. We will see what happens after Friday. She said we wouldn't normally leave recruitment this late but hopefully if Friday goes well, we will have options for Squirrel. She noted that the supply to cover for Diane had cancelled so we have had to cover that for seven of the eleven days,

GT asked what capacity do we have in the budget as we can't let this go on for another year?

SG said it's finding the right teachers. HF said we only have budget for ten days of supply.

GT is there any way we could get another ½ day a week to cover HF?

HF said we need one FTE in Squirrel. If the contact from Gill Healy could do four days, then we would offer Diane one day. If the other candidate could do three days, then we would offer Diane two days. TS said we need more time for the headteacher to be a headteacher and pupil numbers make a huge difference. If we can get the numbers up, then we can hopefully get the funds up too.

ZB asked regarding the supply teacher issue is it that we can't get them or is it budget?

HF said both.

GT asked is there is any capacity to give these two candidates an extra half day?

TS said based on the budget – no.

ZB asked if we have to pay them from the budget or can we raise funds?

HF said it is complicated and it obviously has to be sustainable. SG said as a member of the PTA he felt asking for funds from them isn't likely to be that sustainable given the current climate.

GT asked if there are any HLTA's?

HF said no.

ST said that the issues in 22/23 are the still the same in 23/24 but if we continue to increase the intake at end of the next financial year are we ok after that?

HF said that the census is in October so will actually be the year after that.

	<p>ST said so hopefully the interviews go well on Friday. HF agreed but also noted that we need to check the candidates pay scales too and we may need to have the discussion about that.</p>	
8.	<p><u>Sub Committee update:</u></p>	
	<p>i. <u>Finance Committee - SG</u></p> <p>SG said that the committee had met a couple of weeks ago and no issues had been resolved. There are a couple of things that we need to fund, the perimeter fence needs replacing and the breakout room. The current cost we have for the breakout room is £6k which has been earmarked. The perimeter fence is £12k for a basic fence and this quote is almost 12 months old. He noted that there is also the uncertainty of needing another TA given the EHCP pupils and also the escalating energy costs, roof repairs and staff costs.</p> <p>He said they had discussed the possibility of selling the small piece of land next to the school as a way of raising funds but it would be difficult to value. TS said he had previously spoken to an estate agent about this and it is too small to value, the value would be what you want to sell it for and what someone would be willing to buy it for.</p> <p>SG said another option for funding that they have looked at is the Garfield Weston Foundation (GWF) and we need to explore this. He said this could be a possibility for the breakout room as we already have some funding in place. SG said he will speak to them and put together a brief to send off to them. He will share the brief with Governors before sending.</p> <p>TS gave an update on the breakout room. He said he had met with Laura and discussed the location idea. The current thought for the room is where the Sports and PE shed is currently (the area is approx. 3x3m) and the approximate cost is £9-10k for the total project.</p> <p>SG said he had looked at the GWF and this is definitely something that they might help with.</p> <p>HF said that the funding we have already is specifically for the breakout room and noted we have had it for two years now so we really need to move on it.</p> <p><i>TS asked if the spending of the funds can be authorised by Governors over email as we don't have a meeting now until September?</i></p> <p>SG said yes Governors can authorise by email.</p> <p><i>GT asked will the child be isolated enough by this location?</i></p>	<p>SG to share brief for GWF</p>

	<p>HF said yes, they will be safe and there will be clear sightlines from the school and it's our best option. Also, if we move the PE sheds this means we can use Sports Premium funds for a new shelter.</p> <p>ST noted for the minutes that Laura Donald is a previous Governor and local architect who is very kindly advising us.</p> <p><i>ZB asked if we could ask the local community for help with the fencing (local fencing companies etc)?</i></p> <p>TS said we are looking for a specific secure metal fence which is quite specialist. AM also note that Ofsted had said that the fence does need to be done – it wasn't in the written report but they had talked about in it the meetings. AM said it is a real issue and needs to be sorted.</p> <p>SG said perhaps if could we role both items into a Safeguarding Project we could then ask the GWF for £30k to cover both. He agreed to follow up with the foundation.</p> <p><i>ZB said surely there are people in the local community –who could support?</i></p> <p><i>HF asked if it would make a difference to the GWF if we could say that we are actively fund raising?</i></p> <p>AM said that we would maybe need to look at other things so that we are not overlapping with the PTA. Perhaps contacting local businesses.</p> <p><i>TS asked how the PTA funds are spent?</i></p> <p>SG said it's in discussion with the school.</p> <p><i>ST asked everyone how they felt about fundraising?</i></p> <p>TS said we will need to get the funds first and then ask the GWF.</p> <p>ZB agreed to try and come up with some fundraising ideas and other said they will help her if they can.</p> <p><i>DF asked if we are stepping on PTA's toes by doing this?</i></p> <p>SG said the PTA is mainly the parents and he thinks we are looking at different options here but he will mention it at the next PTA meeting.</p>	<p>SG to speak to GWF</p> <p>ZB</p> <p>SG to advise PTA</p>
--	---	---

ii.	<p><u>Teaching and Learning Committee – AM</u></p> <p>The committee noted the excellent progress in reading and said that the results speak for themselves particularly Key Stage 2 and across the board. He said a big thank you to HF and all staff. Writing has improved but still has a way to go. Maths has also improved and will remain a focus in the SDP next year. The committee went through all the action plans in the SDP and the vast majority have been done and we are in a much better place. ST agreed that the evidence is all there.</p> <p>GT said a huge well done to all the staff and everyone agreed.</p>	
9.	<p><u>Ofsted Inspection</u></p> <p>This had already been covered.</p> <p><i>TS asked if there was anything that had been shared verbally by the Ofsted team?</i></p> <p>SG said one thing was HF's impact on the school and AO said they had used the word 'inspirational'. HF said she felt we were in a good place to take them forward now. AM noted they Ofsted said in the wrap up there was mention of all the processes we have put in place and we maybe need to ease off a little on this.</p> <p>HF said we weren't just good we were strong good.</p> <p>ST said he will share his notes with everyone.</p>	ST to share his Ofsted notes
10.	<p><u>Strategy update</u></p> <p>This will start in September.</p>	
11.	<p><u>Governor Review / Visits</u></p> <p><i>ST asked the Governing Board what have we done well this year and what can we improve on?</i></p> <p>Everyone said we have good quality and meaningful discussions. GT said that everyone feels able to say what they think and ST enables us to do that. DF said that we have a very good and committed Governing Board now.</p> <p><i>DF asked HF if she and the staff feel supported?</i></p> <p>HF said me yes 100% but you will need to ask the staff too. She said we are a team of doers and she feels very blessed to be a part of it. The Governing Board enable me to do the job I do.</p>	

	<p>AO said the Governing Board presence is appreciated by staff but they want a fence! AM said he felt there is a lot more rigor and structure which is extremely effective and ST noted that the Finance and T&L committees make a great difference.</p> <p><i>TS asked if we need to change our lines of communication with staff perhaps?</i></p> <p>AO said yes possibly.</p> <p><i>ZB asked if all the staff know us and our roles?</i></p> <p>HF said not all the team no. ST said he would take that as an action and try and improve that. ZB will also speak to HF to look at the Governing Board structure relating to staff.</p> <p><i>ZB asked if there should be a celebration at the start of next term to celebrate this year?</i></p> <p>HF said there were two celebrations needed. The staff need to celebrate and we also need to celebrate Ofsted with parents.</p> <p>TS there is a fine line to get the balance on these. HF said staff meetings would be a good time for Governor to meet staff.</p> <p><i>GT asked could we do a lunch perhaps on one of the next two inset days for staff?</i></p> <p>HF said yes possibly. GT agreed to liaise with HF.</p>	<p>ST & ZB to look at GB communication with staff</p> <p>GT to liaise with HF re staff lunch</p>
12.	<p><u>Any other business</u></p> <p>ST said he was happy to continue as Chair and AM will continue as Vice Chair everyone agreed.</p> <p>SG and AM also agreed to carry on as Chair of the committees (SG Finance Committee and AM Teaching & Learning Committee)</p> <p>ST has sent governors the draft annual “view from the Governing board”. Please send comments to ST so that he can send out to parents and add to the website before the end of the year.</p> <p>It was DF’s last meeting as a Governor and the Governing Board gave him a gift and card and thanked him for everything he has done.</p> <p>DF said thank you to everyone and he felt that the school is in safe hands and you have all done a great job.</p>	<p>Review note to parents from GB - ALL</p>



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

13.	<u>Next meeting date</u>	
	21 September 2022 – 6.30pm	

The meeting closed at 20.40



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

Action points

Item	Action	Responsible
7.	ZB & HF to look at ways of reducing time spent to produce the newsletter	ZB & HF
8.	SG to share a draft brief for the Garfield Weston Foundation prior to sending and then follow up	SG
8.	ZB to look at some fundraising ideas	ZB
8.	SG to advise PTA that the GB are considering doing some fundraising	SG
9.	ST to share his Ofsted notes with everyone	ST
11.	ST & ZB to look at the GB communication with staff	ST & ZB
11.	GT to liaise with HF re a staff lunch	GT
12.	Review ST's note to parents from GB and give feedback	ALL



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

Attendance 2021-22

	22-09-21	19-10-21	17-11-21	26-01-22	30-3-22	18-5-22	13-7-22	Total
Zoe Batt	-	-	-	Yes	Yes	No		
Des Foote	No	Yes	Yes	Yes	Yes	Yes		
Helen France	Yes	Yes	Yes	Yes	Yes	Yes		
Sam Goose	Yes	Yes	Yes	Yes	Yes	Yes		
Georgina McCleary	Yes	Yes	Yes	No	-	-		
Alan Melady	No	Yes	No	Yes	Yes	Yes		
Alexi Olsen	Yes	-	-	Yes	No	Yes		
Tom Sowerby	Yes	Yes	Yes	Yes	Yes	Yes		
Steve Taylor	Yes	Yes	Yes	Yes	Yes	Yes		
Gill Tyler	-	-	-	-	Yes	Yes		