



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

**Meeting of the Full Governing Body of Aston Rowant CE Primary School**  
**Wednesday 18<sup>th</sup> May 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 – joined the meeting at 7.15pm  
 Tom Sowerby (TS) LA Governor  
 Gill Tyler (GT) Foundation Governor  
 Alexi Olsen (AO) Staff Governor

In attendance – Penny Spencer (PS) LA Clerk

The meeting started at 6.30pm

		Action
1.	<u>Welcome and Prayer</u> The meeting was opened in prayer by DF.	
2.	<u>Apologies for absence</u> Zoe Batt The meeting was quorate.	
3.	<u>Declarations of interests</u> AM's wife is part of school staff	
4.	<u>Minutes of meeting held on 30<sup>th</sup> March 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>  ST is still working on evidence of the external review so this action point is carried forward to the next meeting.  TS has still to send a note to Governors on AFI contextual safeguarding  HF advised that the Ofsted inspectors will not be the same two inspectors that were originally scheduled (it was noted in the last minutes that they would).	  <b>PS</b>  <b>TS</b>

	<p>ST said he had looked at phonics and will pick up the monitoring of English, writing and phonics again later in the year.</p> <p>AO still to look at O Track maths data and will take this up with AM</p> <p>TS said the Parentview survey had been sent out but there hadn't yet been enough responses to get an overall view (there have been 8 responses received and 10 are needed to be able to see some results)</p> <p>HF asked that correspondence from parents be discussed in AOB.</p> <p>All other action points from the previous meeting had been completed.</p>	<b>AO</b>
6.	<p><u>Health and Safety / Safeguarding update</u></p> <p><b>Health &amp; Safety</b></p> <p>TS said that he had met with Jane Oakford regarding H&amp;S and a report has been placed on Governor Hub. He said the violence at work policy has been adopted and confirmed that all policies are now up to date and the whole school meetings for TA's on Monday's at break times will start again. He said there are no immediate concerns on the work environment. Regarding chemical safety all COSH details that are required are on the website. Policies for breakfast and after school clubs may still be needed as we currently use the standard school policy for this. He said that we need to check if they need amending for the above clubs.</p> <p><i>ST asked where the requirement to check all the policies had come from?</i></p> <p>TS said the requirement had come from the annual schedule.</p> <p><b>Safeguarding</b></p> <p>TS said he had met with AO and there were currently 17 open concerns He said AO and HF have a monthly meeting to go through these and there were no racial incidents and no bullying. The visitor sign in process was also checked and is all fine. The meeting report has been placed on Governor Hub.</p> <p>HF advised that two families have had TAF's put in place. Meetings with both families have been completed but there is a lack of external resource and the school has been unable to access the support that was recommended. She also said that for one of the pupils there are some significant concerns regarding safety and the school is addressing this as a matter of urgency due to the impact that it is having on all those involved. She noted that the pupils involved were all in the same year group and will remain together next which is also of concern. She said we are doing all we can at the moment but there is a possibility that we may need to ask for external help certainly for one child if not both.</p>	

	<p><i>TS asked so given these issues is the breakout room is becoming a priority?</i></p> <p>HF agreed.</p> <p><i>ST asked if the steps in place towards exclusion are clear?</i></p> <p>HF said it is not a tick list but she is very clear what needs to be done and when.</p> <p><i>DF asked if we have Appeals Governors appointed should we need them?</i></p> <p>HF said yes this was done a while ago</p> <p>HF said regarding the breakout room this is something that really is needed but we need someone to project manage it. She said someone needs to decide exactly what is needed and what can be done the money we have allocated. Unfortunately no one has any time to look at this at the moment.</p> <p>TS said this is clearly becoming a priority so we need to make decisions and get it ordered. ST noted that the project had previously been parked due to need and also finance but agreed that the need certainly seems to be becoming more urgent.</p> <p>Everyone agreed.</p>	
7.	<p><u>Headteacher's Update - HF</u></p> <p>HF said Safeguarding had already been discussed earlier in the meeting.</p> <p>HF gave everyone an update on recruitment due to Georgie McCleary leaving in the summer (class 3/4). She said the position had been advertised and we had received three applications. One with very good experience. HF and ST have completed interviews for all three candidates and the experienced applicant seems to be a very good fit. HF also added that there is a possibility that we may have another vacancy by September due to some personal circumstances for another one of our teachers but this is not definite at the moment. She said that she proposed advertising for the position as soon as possible.</p> <p><i>ST asked if we should we wait until the teacher knows more about their situation?</i></p> <p>HF said we can't really wait as if they did manage to find someone to start in September they would need to resign their current position by the 31<sup>st</sup> of May and at the moment there is no supply available. She did note that if we do advertise the fall out (from parents etc. seeing the advertisement) will need to be managed very carefully.</p> <p>All agreed that HF should advertise a part-time position as soon as possible.</p>	

	<p>HF advised that we are now full for September 2022. She said there were 46 applications for the 15 available places. There was also a new family with a Year 2 child and also a Reception child and she had agreed to take them which will take the number of new starters to 16. There has also been a child who has returned to the school in Year 5.</p> <p>TS said this is really good news and we should share this in the newsletter.</p> <p>HF said yes we will do this.</p>	
8.	<p><u>Sub Committee update:</u></p>	
	<p>i. <u>Teaching and Learning Committee – AM</u></p> <p>AM advised that the T&amp;L Committee had meet last week. He said it was a good open session and he will add the minutes to Governor Hub after this meeting. There had been good feedback from the recent OCC meeting and it was noted that we are a ‘rapidly improving school’.</p> <p>HF mentioned the updating of the SDP and SEFF and the Governors role in this process will be discussed later in this meeting. It was noted that this had previously been led by HF but the FGB now need to be more involved in this process.</p> <p>AM advised that the Otrack data meant that there was visible progress in reading across all years although he noted that Years 1 and 3 were a bit behind. The progress in writing was more mixed. In Years 3 and 4 a high proportion were below the expected level and at this stage in the year it should be lower. Maths also mixed particularly in Years 3 and 4 again and also in Year 6.</p> <p><i>TS asked if there is anything we can do for Years 3 and 4 before the end of term?</i></p> <p>AO noted that Years 3 and 4 were the group that had been most affected by Covid and there was also a high percentage of ECHP’s in that year group.</p> <p>AM said pupil attendance had also raised concern with very low levels for particular children. He said parent workshops were being reinstated to help maintain dialogue with them. Behaviour had also been raised at the committee meeting and this has already been covered this during this meeting.</p> <p>AM mentioned Governor visits and asked that everyone makes plans with teachers on when these visits will happen. He said forward planning is also key so once we have looked at the SDP we can then work out exactly what visits need to be done and then they can be added into the SDP.</p>	<p><b>AM</b></p>

	<p>ST said the visit reports he has seen have been really good and the level of information included in them is tremendous, we just need to be careful that they are read and that we do something with the information.</p>	
9.	<p><u>Ofsted Inspection</u></p> <p>ST asked everyone if they feel ready should we get the call regarding an inspection?</p> <p>Everyone said that they felt ready and the recent 'dry run' that they had been involved had really helped.</p> <p>HF agreed to send everyone a copy of the list of items that she will mention to Ofsted when they advise they are coming to inspect the school</p>	HF
10.	<p><u>Strategy update</u></p> <p>ST said he and AM had spoken in preparation for this meeting and agree that we are going in the right direction, at the right speed and that we need to pick up where we left off previously. We have the 5 pillars of responsibility and the Governor visits are now ok. We now need to re-look at the key risks and also look at the longer term objectives.</p> <p>The group split into two and a SWOT analysis was carried out. Group one included SG, AO, AM and group two ST, DF, GT, TS. Each group then gave their feedback which was discussed by everyone.</p> <p>HF then shared the SWOT analysis that had been done by the teachers. ST noted that he felt that there was a correlation between us and the teachers. HF said the teacher's priorities list is what they want to be included in the SDP. TS commented that the Governors priorities should be different to those of the teachers.</p> <p>AM said that we don't always have to add new things to the SDP. TS then made a list of the Governors priorities and allocated them for people to action.</p> <p><b>Governor priorities list to be added</b></p> <p>GT noted that on the subject of pillars – Christian vision needs to be looked at as a governing body.</p> <p>HF then said the next step would be for everyone to take one of the Governor priorities and flesh them out and she will ask the staff to take one each from their list and do the same. HF agreed to send a list of bullet point / headers to everyone to work from so that all the responses were in a similar structure which would make it easier to collate them all together. ST will collate together all the Governor items by Wednesday 15<sup>th</sup> June and asked everyone to send him their information as soon as possible. HF said she will try and do the same with the teacher information by the same date.</p>	ST/HF



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	ST agreed to speak to the Parish Council to see if there is possibly a volunteer who could help with school maintenance.	<b>ST</b>
11.	<u>Governor Visits</u> This was already covered earlier in the meeting.	
12.	<u>Any other business</u> HF advised that we are being moderated for Key Stage 2 and not Key Stage 1 on Tuesday the 21 <sup>st</sup> June 2022.  Unfortunately there was no time to discuss correspondence from parents that was requested by HF, this will be added to the agenda for the next meeting.	<b>PS</b>
13.	<u>Next meeting date</u> 13 July 2022 – 6.30pm	

The meeting closed at 9pm



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**Action points**

Item	Action	Responsible
5.	ST is still working on evidence of the external review so this action point is carried forward to the next meeting.	<b>PS</b>
5.	TS has still to send a note to Governors on AFI contextual safeguarding	<b>TS</b>
5.	AO still to look at O Track maths data and will take this up with AM	<b>AO</b>
8.	AM to add the T&L Committee minutes to Governor Hub.	<b>AM</b>
9.	HF agreed to send everyone a copy of the list of items that she will mention to Ofsted when they advise they are coming to inspect the school	<b>HF</b>
10.	ST will collate together all the Governor items by Wednesday 15 <sup>th</sup> June and asked everyone to send him their information as soon as possible. HF said she will try and do the same with the teacher information by the same date.	<b>ST/HF</b>
10.	ST agreed to speak to the parish council to see if there is possibly a volunteer who could help with school maintenance.	<b>ST</b>
12.	There was no time to discuss correspondence from parents that was requested by HF, this will be added to the agenda for the next meeting.	<b>PS</b>



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**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		