



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

Meeting of the Full Governing Body of Aston Rowant CE Primary School
Tuesday 19 October 2021 at 7.30pm via virtual meeting

Present:

Steve Taylor (ST) Chair
 Helen France (HF) Headteacher
 Des Foote (DF)
 Sam Goose (SG)
 Georgina McCleary (GM)
 Alan Melady (AM)
 Tom Sowerby (TS)

In attendance:

Katie Paxton (KP) Governance Professional

Governor questions are in *red and italics* throughout

		Action
1.	<u>Welcome and Prayer</u> The meeting was opened in prayer.	
2.	<u>Apologies for absence</u> No apologies had been received. The meeting was quorate.	
3.	<u>Declarations of interests and update of Register</u> There were no declarations in respect of any item on the agenda. All governors to return completed declaration of interest forms to KP to update the Register.	ALL
4.	<u>Code of Conduct</u> Governors approved and adopted the Code of Conduct.	
5.	<u>Minutes of meeting held on 22 September 2021</u> The minutes were accepted as an accurate record and approved by the Board.	
6.	<u>Matters arising</u> 1 Some additional questions had been added to the staff survey which would be undertaken as soon as possible after half term. 2 An advert had been drafted and had been put into the Parish Notes for Chinnor. The Diocesan Advisor had identified a retired headteacher who was a potential governor. TS would raise the opportunity at a course for aspiring middle leaders he was leading in a large secondary school. A parent had approached HF about becoming a governor but there were concerns about having too many parent governors on the board. 3 The budget submission would be circulated. 5 The 'governor grid' would be circulated to ensure that it was accurate and up-to-date.	AM ST TS SG ST

7.45pm DF joined the meeting		
	7 A breakdown of expenditure of areas was being prepared for governors.	SG
	8 Information would be brought to Finance Committee for a feasibility discussion.	SG
	10 The policy review folder on GovernorHub would be checked. Policies would be sent to the relevant person in accordance with the schedule; they would have a month to review and return to school. It was noted that a number had been sent at the end of September with a deadline the following day.	HF ALL
7.	<u>Election of Vice Chair</u> Nominations were received for AM for Vice Chair. A vote was conducted on a show of hands and AM was duly elected as Vice Chair for the academic year 2021-22.	
8.	<u>What Learning Looks Like at Aston Rowant</u> The document had originally been produced over year ago and had been very well received during the local authority 'mockstead'. It was both really useful and relevant. Staff were now putting together what each subject looked like. Curriculum areas had been set up on the website; each had a tab with the policy, a booklet about the subject, long term planning and additional information. It set out what the subject would look like for a pupil at the school. Subject governors should use the document prior to meeting with their link subject co-ordinator to understand what the subject looks like and how the vision was translated. Feedback on the documentation would be welcomed. Pupils' independent learning was being promoted through use of SPOT: self, partner, other, teacher. The teacher should be the last person they approach when they have a problem. <i>Had any change in pupils' problem solving abilities been noted yet?</i> It would take some time to impact. Coming out of Lockdown, pupils seemed to be more likely to go straight to the teacher or a TA ¹ for help.	
9.	<u>SDP²</u> The SDP had been consolidated: everything was now linked so that it was more focused. Phonics had previously been separated out but it had now been included within English. Maths and English advisors had been into school. Efforts were being made to recruit suitable governors: Priority 2, Leadership and Management. It would be useful to complete the skills audit to identify any gaps on the existing board. <i>Should the Leadership and Management section include staff?</i> The headings were taken from Ofsted. Performance management was taking place that week for staff; objectives would be set that related to the focus of the SDP with emphasis on the quality of education and ensuring high quality inclusive teaching.	ALL

¹ Teaching Assistant

² School Development Plan

	<p><i>Were further comments from governors on the SDP expected?</i></p> <p>The SDP was a live document and HF was happy to receive comments or feedback at any stage. The SDP would also be referenced in the headteacher's report at the November FGB meeting.</p>	
10.	<p><u>Safeguarding/Health and Safety update</u></p> <p><u>GDPR³</u></p> <p>All was in order and there had been no data breaches.</p> <p><u>Bullying and racist incidents</u></p> <p>There were no incidents to report. Details of any incidents were included in the headteacher's termly report to the governing board and were discussed in meetings with the Safeguarding Governor.</p> <p><u>Safeguarding</u></p> <p>Several big ongoing issues which were requiring significant amounts of staff time and energy. Staff had been dealing very well despite the huge additional workload for all those involved.</p> <p>There was insufficient resource to deal with the issues as the school was leading rather than the other agencies involved. There was a failure by the larger authorities and there was not enough support.</p> <p><i>Was this level of demand typical?</i></p> <p>HF had not known this volume and complexity of cases before. It put significant pressure on staff in recording and monitoring issues. It was particularly difficult in a small school which did not have the resources or staff time available.</p> <p>Governors had concerns about staff resource and wellbeing. It was felt that some key members of staff could be lost through illness unless the strain could be managed effectively. It was noted that this was an operational matter but the board agreed to maintain a watching brief. The board also felt it was important to raise the issue to the highest level to make people aware.</p> <p><i>Was the local authority aware of the potential issues?</i></p> <p>There were multi-disciplinary teams. However, each would be regarded on a case-by-case basis so that the local authority may not recognize the seriousness of the situation given the number of cases being handled by one small school.</p> <p>Governors were concerned about the significant strain and heavy workload that staff, particularly the headteacher, were under. The board offered support where possible such as raising with the local MP.</p>	
11.	<p><u>Finance Committee update</u></p> <p><u>Pupil Premium and Catch-Up Funding</u></p> <p>Funding had been discussed at some length recently. Information would be circulated.</p> <p><u>October Census</u></p> <p>There were 74 pupils on roll which had been counted on census day. It was not as high as expected but was increasing.</p> <p><i>What was included in the budget for pupil numbers?</i></p>	?

³ General Data Protection Regulation

	<p>Originally it had been submitted on the basis of 80 pupils allowing 20 pupils in each of four classes which was regarded as financially viable. The budget was amended before the summer to 74 as the number was then known.</p> <p>Some pupils had left the school as a result of moving away: no negative reasons for leaving had been given.</p>	
12.	<p><u>Teaching and Learning Committee update</u></p> <p>The next meeting would take place on 9 November 2021.</p> <p>Governor links were asked to arrange monitoring walks to go into the plan. It would be important to get reports from governors to build up a more coherent picture of what was happening in school.</p> <p>As pupils had missed key SATs testing, the focus was now on formative data eg book looks, learning walks, etc. Governors needed to ensure that they undertook visits so that they could be assured that the school was on track with the goals and aspirations set.</p>	
13.	<p><u>Update on ERG Action Plan</u></p> <p>An update had been shared on what was now complete and what was still ongoing.</p> <p>Information about online training had been circulated. Governors were recommended to engage with training on school finance and pupil performance in particular.</p>	ALL
14.	<p><u>Policies, procedures, Terms of Reference</u></p> <p>Terms of Reference for the Finance Committee had been circulated. Although parent governors could technically participate in performance management, it was not felt appropriate. The terms of reference were approved.</p> <p>Terms of Reference for the Teaching and Learning Committee had been shared. Wording would be included to delineate between the committee and health and safety and to include safeguarding. The Health and Safety Policy would be removed. The terms of reference were approved.</p> <p>Safeguarding and Health and Safety Terms of Reference were approved.</p> <p>Terms of Reference would be dated and upload to the website.</p> <p>Policies, previously circulated, were approved and adopted by the board:</p> <ul style="list-style-type: none"> • Behaviour • Positive handling • Equality • Safer recruitment <p>The policies would be uploaded to GovernorHub.</p> <p>The Admissions Policy would need to go out for consultation prior to final approval.</p>	HF HF
15.	<p><u>Strategy review</u></p> <p>Views around success had been collected and a SWOT analysis conducted. A number of the weaknesses or issues identified had been resolved and improvements made.</p> <p>Ownership had been assigned to each of the 'strategic pillars': safeguarding, teaching and learning, connections, resources and governing board. A high level</p>	

	<p>plan showing what each pillar owner needs to do was required. An ongoing positive feedback cycle would lead to continual improvement of the school.</p> <p>Governors felt that there had been significant improvement in the last two years and things were moving in the right direction. HF was a key catalyst, cascading into staff who had picked up the strategy, introducing changes.</p> <p>There was now an annual schedule for safeguarding and health and safety visits. Something broader was now required to ensure that governors understood school performance and data. AM would consider and revert to the board with suggestions.</p> <p>It was also necessary to ensure that the business covered in the annual school schedule was covered in FGB meetings.</p>	AM
16.	<p><u>Any other business</u></p> <p>There had been two positive cases of Covid-19 in pupils. The rate was currently high in the local area.</p> <p>The next-door neighbours had indicated that they would like to buy the strip of land where the bike shed was sited.</p>	
17.	<p><u>Next meeting</u></p> <p>17 November 2021 at 7.30pm (Virtual) – Business</p> <p>Documentation should be forwarded to KP by 7 November 2021 for uploading to GovernorHub.</p>	

The meeting closed at 9.15pm

Action points

Item	Action	Responsible
3.	Return completed declaration of interest forms	ALL
6. 1	Undertake staff survey after half term	AM
6. 2	Follow up on foundation governor suggestion	ST
6. 2	Raise the governance opportunity at a course for aspiring middle leaders	TS
6. 3	Circulate budget submission	SG
6. 5	Circulate 'governor grid'	ST
6. 7	Provide breakdown of expenditure	SG
6. 7	Bring information before Finance Committee for feasibility discussion	SG
6. 10	Check policy review folder on GovernorHub	HF
6. 10	Review policies by deadline	ALL
9.	Complete skills audit	ALL
11.	Circulate information on Pupil Premium and Catch-Up Funding	SG
13.	Undertake training on school finance and pupil performance	ALL
14.	Upload policies to GovernorHub	HF
14.	Arrange for Admissions Policy to go out for consultation	HF
15.	Consider schedule for governor visits	AM

Attendance 2021-22

	22-09-21	19-10-21					Total
Des Foote	No	Yes					
Helen France	Yes	Yes					
Sam Goose	Yes	Yes					
Georgina McCleary	Yes	Yes					
Alan Melady	No	Yes					
Alexi Olsen	Yes	-	-	-	-	-	
Tom Sowerby	Yes	Yes					
Steve Taylor	Yes	Yes					