



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  
 26<sup>th</sup> February 2020 at 6.15 p.m. at Aston Rowant CE Primary School**

	<p><b>Present:</b>  <u>Staff</u>  <b>Helen France - Head Teacher (HF)</b>                  Georgina McCleary (GMC)  <u>Co-opt</u>                  Claire Rogan (CR) – running late -6.20  <b>Steve Taylor - Chair (ST)</b></p> <p><b>In Attendance:</b>                  (LA Clerk) (Varinder Hartnett )</p>	<p><u>Parent</u>  <b>Alan Melady – Vice Chair (AM)</b>                  Karen Bennett (KB) – <b>apologies for todays meeting</b>  <u>Foundation</u>                  Sheila Reynolds (SR)                  Des Foote (DF)</p> <p><u>LA</u>  <b>Tom Sowerby (TS) – Vice Chair</b></p>	
	<p><b>NB :</b> Governors questions are <b>in red and bold</b> throughout these minutes as evidence for their “challenges”</p>		
1	<p><b>Welcomes, Apologies, Absences, Quorum – ST (Chair)</b></p>		<b>Action</b>
	<p>DF welcomed all and opened the meeting with School prayer.                  ST congratulated and thanked all School Staff for getting through this challenging week.</p>		
2	<p><b>Declarations of Business/Pecuniary Interest</b>                  HF – Governor at Ibstone CofE Primary School</p>		
3.	<p><b>Minutes of last meeting and Matters Arising 7<sup>th</sup> October 2019</b>                  The minutes of previous meeting were approved as being an accurate record and signed by CR for School Office</p> <p><b>Matters Arising from 7<sup>th</sup> October 2019</b>                  Please see box below</p>		
4.	<p><b>School Dashboard – HF (Head) &amp; TS (Vice)</b>  <b>Hard copy was shared with Governors at the meeting.</b></p> <p>ST explained shared his thoughts behind this idea of having a school dashboard for a “snapshot” view of the School. ST stated he was very pleased with contents of the first dashboard and noted that dashboard showed that the success outweighs the challenges.</p> <p>HF explained the report on dashboard only covers the Autumn term, however it is a working document which will be updated termly. HF pleased to share that she could show the vast amount that the school should be celebrating. HF explained once the</p>		

challenges are addressed they are than moved into successes, linking them with the commentary alongside it.  
 ST asked Governors for their views on this dashboard, all confirmed they were very pleased with this format and content.  
 ST asked if they had any questions, please see below:-

**Governors asked what plans HF had to help us understand and monitor pupil progress and produce reports for governors to oversee?**

HF was pleased to inform Governors that she is looking a purchasing a new school assessment system for data analysis . HF has a meeting in a few weeks with the Providers of this system who will run through its operation.  
 HF explained the system much better than Target Tracker and it can be streamlined to this school producing not just numerical but also graphical information. HF is hoping to have a trail run on system during their visit with the with the hope it will go \*live' by September 2020.  
 HF further explained although it is the same price as Target Tracker, but with added advantages of having improved features lacking in Target Tracker and it also allows teachers to produce data required in line with SATS such as working towards, working at, and working at grater depth.  
 The new system will also make it much easier to pull of specific data at short notice which is fully up to date such as may be required during an Ofsted Inspection. Governors evidence as part of their role to “challenge” can also ask for specific data for meetings.

**Governors asked if it would be able to produce reports on “Writing” so they can be analysed as this had been a weakness in the past?**

HF replied yes, with the advantage it can be tailored dependant on school’s requirement on all the core subjects. HF explained she would like it to streamline English to be broken down not just in writing but also spelling and reading, with added advantage it can link to our SIMS system. This will refine for example to “summer born” enabling Teachers to provide detail analysis that works for the school. Teachers will be putting progress on every half term; historical information can also be included extending back to period as required. HF explained it can personalise SEND making it easier for interventions. Reports can be broken on GDP, PP and other cohorts.

**Governors queried that hopefully the “gifted and talented don’t get missed”**

HF replied advantage that benefit is that yes it will be able to “breakdown” data for all cohorts She encouraged that Governors should ask her “challenging” questions so that she can produce the relevant reports priors to meetings.  
 HF explained as it is a “live document”, showing when and who updated it, but it will have level of “ownership” from Teacher to Managerial level for herself enabling her to produce required detailed reports. Once the Staff had all the training and confident with this, it will reduce much of their workload as well as providing consistency, enabling them to record day to day progress on pupils, which in the past had been done manually and very time consuming.

**Governors queried if it is possible to have further information on dashboard, such areas usually covered in HT report**

HF explained yes she would be happy to include more specific information on areas such as “admissions”/other areas when it is available. At present data is produced “manually” , the new system will make it much easier to pull off required data to put on dashboard,

	<p>which can also be RAG rated.</p> <p>Governors thanked HF for her detailed report and explanation on new system.</p>	
5	<p><b><u>Safeguarding</u></b> Report of Racial Incidents – none reported</p> <p><b><u>Health &amp; Safety and 2018/19 OCC Safeguarding Annual Audit</u></b> TS confirmed that both safeguarding, and health and safety reports had now been completed and been circulated. All Governors were happy with reports.</p> <p><b><u>Mental Health</u></b> TS flagged up his concerns in regard to staff moral and mental welfare, stated that all should be mindful it has been a very challenging time for new headteacher and staff.</p> <p><b><u>Social Media / Parent Forums Parent Class Reps</u></b> TS shared he was very concerned that there had been some derogatory, and more to the point factually incorrect comments made by some parents on their forums. His concern was around the fact that there was no “policing” for these forums. TS felt strongly that these forums should somehow be regulated.</p> <p>Discussion took place in the difficulty of Governors being the moderators and voice their opinions or correct statements which are incorrectly published on these forums.</p> <p>HF came up with an inventive idea of having parent class representatives, allowing one parents to raise any concerns through the “open door” policy. After much discussion and debate, governors agreed this to be good idea for HF to trial out.</p> <p><b>Action: HF to instigate and follow up appointing process for Class Reps and update FGB</b></p>	HF
6.	<p><b>Changes needed to Governing Body - ST</b></p>	
	<p><b>6.1 Governor Positions</b> ST stated that it is imperative for the Board to have good structure and balance of skills. It was recognised the following are changes that the Board must take into consideration for the coming year:-</p> <ul style="list-style-type: none"> <li>• CR has been a valuable member of the board but unfortunately will be resigning at the end of this academic year. CR stated she will, nevertheless, be happy to be in the background to give formal and informal support.</li> <li>• KB has expressed her concerns to serve as a Parent Governor as she no longer has children in the school. The Board is constitutionally compliant as she was elected whilst she was a parent and serving her term.</li> <li>• New Staff Governor to replace GMc – Elections to be considered.</li> <li>• New Governor with financial expertise is needed (to replace CR).</li> <li>• Last re- constitution of the Board was done 5 years ago, so if required look into this.</li> </ul> <p>Discussion took place on re-shuffling various roles to fit into new Governing board. As KB</p>	



	<p>experience. ST requested that all Governors complete the skills survey on “Survey Monkey”. Once these are completed then any skills gaps and further training can be identified or filled by employment of new Governors.</p> <p><b>Action: TS to will send the relevant documents to all for completion.</b>  <b>Action: CR to pull up all documents regarding “parent governor elections” to send out by Easter in readiness for September.</b></p> <p><b>6.4 Requirement for further training OCC/or Oxford Diocesan Board of Education ODBE</b>  ST shared his knowledge gained from a long conversation with Diocesan Board. He wanted the Board to decide as to which training would be more beneficial to purchase, as both types had their individual merits.  CR suggested 2 options dip in as needed, subscription £700 for OCC , the ODBE £800 for 2 years ,logo of excellence in gov.  After much discussion and deliberations Governors decided to postpone decision until they had all done a skills review and decide for new academic year.  <b>Action: ST to investigate ODBE to see if it runs academic year and do spreadsheet options.</b>  <b>Action: Carry forward decision either or both or dip in or dip out training till next FGB</b></p> <p><b>6.4 Governor Communication</b>  ST stated that as a Board we need to consider how we communicate “outwards” to parents and community.  Discussion took place on merits of certain types of communication and consensus was the School Newsletter which was the most widely read by parents this would be the best forum.  It was agreed it would be also be beneficial to share dates of Board meetings on same forum. It was agreed a few lines from HF on each Newsletter, as well as specific Governor to include his photo with some information. ST agreed as Chair he would do the first one.  CR stated that it would be a good idea that Governing Board to produce a letter annually which is published on the school website.  <b>Action : ST to do a short piece for this Friday to send to NF to publish in school’s weekly newsletter.</b></p>	<p>TS CR</p> <p>ST All</p> <p>ST</p>
7	<p><b>Finance – CR (Clare Rogan)</b></p>	
	<p><b>7.1 Budget Review – CR</b>  CR shared the budget minutes to Governors prior to meeting to read, challenge and approve. CR informed governors that SEF needs ratifying by Body, prior to budget for next year .  ST asked Governors if they had any questions on budget:-</p> <p><b>Governors asked if she had any major concerns with budgetary predications for coming year.</b></p>	

	<p>CR stated she had no major surprises/concerns bit they had made some changes to budget this year which had a positive impact on the balance, but there are challenges with forecasts for next year due to uncertainties as always.</p> <p><b>Governors asked if Training and CPD had a huge impact on budget</b></p> <p>HF replied no as a lot of training had been done this year which has all been in “free”</p> <p><b>Governors raised the question on SEF with regards to Premises and Energy</b></p> <p>CR explained that premises showing red because each year the budget has a yearly amount ring fenced which is carried forward every year if not spent. The amount each year is around £5000, and this is sometimes saved for bigger maintenance costs. If this is not spent it continues to grow yearly and current figures is £20k.</p> <p>CR explained that on energy the company in question declined to invoice yearly, so it shows 2 years of energy costs.</p> <p>CR stated the budget allows for a TA appointment. Pupil adult ratio is systematic for such a small school.</p> <p>CR stated she would be starting the budget process in a few weeks to bring to FGB.</p> <p>Governors highlighted that budget needs to consider that the building itself is old and may need updating in the future.</p> <p>Governors were happy with the budget review and approved it in its current format ST thanked CR for producing and sharing this document.</p> <p><b>Action NGA membership for 2 governors to be included in budget</b></p>	CR
8	<b>Early Years - HF</b>	
8.1	<p>HF shared a hard copy document EYFS cohort 2019/20 with Governors at the meeting explaining it is as a tool to show progress update and discussion on further improvements. HF informed that this is not uploaded on Hub as it is “confidential” but she is happy to email copies to Governors at their request.</p> <p>HF advised <b>Marion Polley</b> who is an Advisory teacher from OCC had visited the school on the 26<sup>th</sup> January. The outcome of meeting provided HF with the comprehensive actions for following areas:-</p> <ul style="list-style-type: none"> <li>• Data and how it is being used,</li> <li>• Progress,</li> <li>• Planning across the board,</li> <li>• Phonics,</li> <li>• PP progress data analysis, how it is being used,</li> <li>• professional development</li> </ul> <p>HF was pleased to inform she has already started working on the actions:-</p> <ul style="list-style-type: none"> <li>➤ Data tracking key for learning and development has been changed</li> <li>➤ More accurate tracking of data to look at early learning goals.</li> <li>➤ Reading all aware is still an issue across the school but taking positive steps. INSET day is purely based this subject, to be shared by HF in School Newsletter this week highlighting the superb progress made by school.</li> <li>➤ HF has looked at Phonic specifically with Staff, with additional training to be completed next week.</li> <li>➤ HF discussed with staff to challenge about “differential” between Reception and Year 1 in teaching of English</li> <li>➤ Safeguarding - Lot of focus on a one specific pupil due to have a re-integration which is very complex. HF is liaising with Early Years and the Inclusion Officer.</li> </ul>	

	<p><b>Governors raised the question as to whether this will address the gaps in Early years?</b>                  HF replied yes, there are actions against everything, with all Staff who are fully on board and ready working hard to improve these gaps.</p> <p><b>Governors asked about timescales to launch, bearing in mind Ofsted?</b>                  HF replied the answer yes now. HF and staff working on a monitoring and evaluating module schedule showing progress throughout Spring and Summer. HF explained everything we have learnt has an action which is then ticked off when completed.</p> <p><b>Governors asked if there is an advantage in making this document a little more visible?</b>                  HF replied no, it is sensitive, very tricky issue dealing with one specific child. It was raised on a parents forum, but it deals with one specific child. HF suggested perhaps acknowledging there is an issue on the forum but not mentioning any specifics as it is too sensitive a subject.</p> <p>NF stated she is sending positive messages via the School Newsletters and will be working with her team to produce an article on Early Years.                  NF highlighted that as a Governing Body we need to aware of it being “threat”, and parents may want to move their children to other schools,                  HF is managing the situation, although there will be some “rumblings”.</p> <p><b>Action : Agenda item for next FGB -Focus on Early Years with update on EYFS</b></p>	HF
9	<b>SEND – SR (Sheila Reynolds) - Foundation</b>	
9.1	<p><b>Initial Assessment &amp; discussion on further improvements</b>                  SR is currently working on a document on a very long and comprehensive report on SEND on the School Approach.</p> <p>SR reported she was very pleased that she has finally organised a meeting with Rachel ... from SENCO next Tuesday who will be providing her with guidance on how to approach this document. SR will follow up this meeting with arranging a meeting with HF who will then look at it and provide an overview before it is finalised.</p> <p><b>Governors raised their concerns on the volume of paperwork SR , asked if she needs any support and if all templates in place to do this in time.</b></p> <p>SR/HF replied paperwork is in place with meeting is in place so confident that she will be able to get a clearer guidance by time School breaks up for Easter term.</p> <p><b>Governors asked about how integrated do you feel on policies on the school or everything in the School?</b></p> <p>SR explained she is going to do “deep dives” to see how the whole school approach is on this on teaching areas with hope Ofsted would be very pleased.</p> <p><b>ST thanked SR for all her ongoing work on this rather long document.</b></p>	
10	<b>School Strategy Update – ST/AM (Alan Melady) vice chair</b>	
10.1	<p>ST shared started on this quite some ago and followed on with strategy meeting with AM they have put together this SWOT document and with the help of HF been able to put together a “to do list”? on things that need addressing.</p>	

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	<p>Historically from workshops there have been outstanding issues which needed to be done.</p> <p>ST stated that the strategy ties in with the next subject of Learning Walks and look at the way the teaching is done.</p> <p>HF was pleased to share with Governors that she had recently spoken to a former headteacher, who incidentally had also been a former Governor of this school. HF and Governors agreed she would undoubtedly have an immense pool of knowledge and resources she could bring to the Board.</p> <p>Governors agreed that HF should get in touch with her as she would be valuable addition to Board also in particular the strategy meetings.</p> <p>HF talked about “evidence” in email questions and answers as “challenges”. Asked Governors to email questions to her which she will answer or bring to the next meeting as “challenge and response”.</p> <p><b>Action: S T/AM To set up another “Strategy meeting”</b>  <b>Action : HF to speak to former headteacher</b></p>	<p>ST/AM HF</p>
<p>11.</p>	<p><b>Learning Walks – ST/HF (chair/Head)</b></p>	
<p>11.1</p>	<p>ST shared that he thoroughly enjoyed his walk taking the opportunity to talk to staff and pupils during his visit, however concerned that time was taken away from Teaching but nevertheless important part of evidence from Governors.</p> <p>ST informed these learning walks are for Governors to get an overview of teaching processes in the school. He had visited all the classes only staying 10-15 minutes per class. ST talked about Ofsted and changing their approaches now with their teaching therefore the importance of this recorded evidence as a “snapshot”.</p> <p>NF explained that it is a fine balance as Governors as non-professionals to oversee the teaching, but it is a “snapshot” of what you are seeing, and it should be absolutely linked to SDP and SATS. She explained that during the visits the governors it is about the balance of information for seeing and asking questions on the working wall on subjects on each class. Governors also need to speak to children and ask questions on why and what they are learning to evidence the teaching initiatives in the school are filtering through to the learning.</p> <p>ST/NF stated there is a “live document” on monitoring schedule is on the Hub so subject link governors need to meet with the Staff Co-ordinate to liaise with governors</p> <p><b>Action: HF to send out documents for guidance documents on learning walks Governors and Strategy meeting information</b></p>	<p>HF/ALL</p>
<p>12.</p>	<p><b>Marketing – ST/AM (Alan)</b></p> <p>ST suggested to roll this into the next Strategy meeting and then set up a Committee from this.</p> <p><b>Action: Agenda item for next FGB meeting</b></p>	<p>Clerk</p>

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13.	<b>AOB</b>	
	<b>Not covered</b>	
	<b>Date of Next Meeting</b>	
	It was suggested that future FGB meetings could alternate between Business Agenda (as above) and Strategy, agenda TBA	
	<b><u>Proposed dates, start time 6pm Wednesday</u></b>	
	Wednesday 29th April (Strategy & Budget) Wednesday 10th June (Business)	
	Meeting ended at 8.15	

**Action box of Matters Arising from Minutes of 7<sup>th</sup> October 2019**

Point	Summary of Action	Person Res	Action taken
9.2	SDP Draft Doc shared with Gov	HF	Nothing further – work in progress
9.2	Vision & Values shared pupil, parents & Gov	HF	Work in progress – HF doing a lot of work to bring this in line with post Ofsted.
9.2.1	Monitoring Schedule for 2019	HF	Complete
9.2.2	EYFS Moderation	HF	?
10	KS2 SATs progress	HF	?
11.1	SEND = parents feedback Y working party action plan	SR	Covered on today's minutes
11.2	SIAMS – action plan	HF	
11.3	Safeguarding audit with OCC	TS	Audit happening this June
11.4	Mental Health – radios purchase	SR/AM/KB	2 purchased, another 4 coming in
11.6	Health & Safety report – actions 3.10.19	HF/TS	Covered above in minutes
12	TA to cover lunchtimes etc	HF/CR	Advertised twice no uptake, Decided on internal vacancies, AOB – personal circumstances. Plan in place to move forward
13	Policies	HF/TS	Work in progress – massive overall To complete for review post SATS by the Summer. Some on Hub already that need tweaking but everything we should need is on there Website audit done with website team
14	Annual Parent Survey – Focus Group report	SR/AM/HF	AM confirmed complete Massive improvement. HF contemplating putting positives that the school needs to celebrate into the School Newsletter. Next one is due in May.
14.2	Parish Council – regular reports	HF	Done – closed but ongoing

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14.3	School Catchment Area update	HF/KB	Ongoing - joined various facebook pages. Remind where our boundaries are and lots of new houses coming up
14.4	Voluntary parent contributions	HF	Complete – one parent who was not happy now happy. No issues this year but changing system in September 2020. Many different activities being looked at by consulting parents.