



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 21st September 2022- 6.30pm

Present:

Steve Taylor (ST) Co Opted Governor, Chair
Helen France (HF) Headteacher Staff 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

In attendance – Penny Spencer (PS) LA Clerk

The meeting started at 6.30pm

		Action
1.	<u>Welcome and Prayer</u> ST welcomed everyone. The meeting was opened in prayer by HF.	
2.	<u>Apologies for absence</u> – none Did not attend - Zoe Batt. The meeting was quorate.	
3.	<u>New Declarations of Interests</u> None	
4.	<u>Minutes of meeting held on 13th of July 2022 and matters arising</u>	



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	<p>The minutes were accepted as an accurate record and approved by the FGB; they will be signed by the Chair.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> ● SG to share a draft brief for the Garfield Weston Foundation prior to sending and then follow up – HF has found a previous application will send to SG ● ZB to look at some fundraising ideas ● SG to advise PTA that the GB are considering doing some fundraising – there is an AGM coming up ● ST & ZB to look at the GB communication with staff ● GT to liaise with HF re a staff lunch – still looking at a date. She suggested perhaps Christmas and asked if there is a fund for Governors to put into for this? <p>Everyone said they would be willing to contribute. GT will advise once there is a date arranged.</p>	<p>SG/HF</p> <p>ZB</p> <p>SG</p> <p>ST/ZB</p> <p>GT</p>
5.	<p><u>Headteacher's Update - HF</u></p> <p><u>Summer</u></p> <p>The server had been updated during the summer but unfortunately the changeover hadn't gone smoothly. HF, Jane Oakford and other support staff have been in school a lot and the issues are still not resolved. School-Share is moving to a cloud-based system, not all the documents transferred and we are still trying to iron out problems.</p> <p>HF will be meeting with the IT support company to find out what happened and try to get some compensation.</p> <p><i>ST asked so the hardware is in it's just software issues?</i></p> <p>HF yes there was an awful lot of planning done and unfortunately it still didn't go to plan.</p>	



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HF said we are also looking at a new MIS system to replace SIMS for pupil data. Most schools moving away from SIMS. After looking at lots of difference options a company called Compass was selected. Their system will include Safeguarding so everything will link. The company were recommended by Beth Jones our SENCO. As the company are new to the UK they have given us the first year for free and a further discount for three years. We also have a breakout clause in the contract which can be implemented next June. There has also been a complication with implementing the breakout clause with SIMS as they did not honour it. Compass have now taken over this dealing with SIMS as other schools are having the same issue. Compass is cheaper than SIMS and we will no longer need Otrack (Compass can offer an alternative).

TS asked if there is a danger that we are being used as a test case by Compass which will mean that it will take a lot more of our time than it should (we had similar issues with myconcern)?

GT asked is it going to be compatible with the County systems?

HT said there shouldn't be the same issues that we had with myconcern and yes it would be compatible.

September

HF said the things that were done to mark the passing of the Queen had all been included in the newsletter. There was a service at 9am on the Friday including Hedgehog and they had talked about loss and it had given everyone a chance to talk about how they felt. There was also bell ringing at lunchtime and a minute's silence.

Start of the new school year

HF said that Hedgehog have been amazing and they are being included in school things very early. Fox class have also made a lovely start.

Squirrel still have challenges and we are working hard with children and parents. After talking to the parents of one child they were unfortunately excluded and will be returning on a reduced timetable this week. We are trying to work with



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	<p>the inclusion and integration team but no one has been available so we are still waiting to hear from them.</p> <p>TS said thank you to HF for taking the action you did. We need to be seen to be supporting our staff and also the other pupils and parents.</p> <p>HF said that Squirrel is harder than we thought as we haven't been able to appoint anyone until January. We currently have a supply teacher (4 days per week) and Dianne on Thursday morning. Dianne spends Thursday afternoon planning, but only for Maths and English and HF is having to cover the rest of the planning. The situation is causing lots of pressure within the school. Dianne is doing ok and getting better so will hopefully be able to do more going forward.</p> <p><i>ST asked is there a return to work date for her?</i></p> <p>HF said she is currently one day a week but will hopefully do more when she can.</p> <p><i>TS is it worth a meeting with all the staff for that class?</i></p> <p>HF said we have had several meetings and it's not going well, also the supply teacher doesn't attend as it is outside of her hours.</p> <p><i>GT asked how are the children are dealing with the transition?</i></p> <p>HF said the pupils are ok but the parents are not dealing with it so well. HF said there was a change of staff in Fox during the summer holidays which wasn't planned but it had been dealt with really quickly. We advertised and a new person started on the first Monday of the new term.</p> <p>HF to send the Safeguarding Policy to everyone. It is the same as last year with more annexes. Everyone to read and confirm by signing on Governor Hub.</p>	ALL
6.	<p><u>Safeguarding/Health and Safety update</u></p> <p>TS said that his September visit will be done next Wednesday so there was no report yet. This will be shared at the next meeting.</p>	



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	<p>The KSCIE policy is on Governor Hub and needs to be read and confirmed by everyone</p> <p>TS said on the 4th of October there is online Safeguarding Training for Governors from OCC at 6.30pm. It is free, so if anyone is able to join they can.</p> <p>ST said he will check with OCC the level of support we are currently getting and advise.</p> <p>TS said his visit on Wednesday will cover all the normal issues and HF advised that the provisional date for the H&S Audit is the 19th of October.</p> <p>HF also noted that the Safeguarding Audit also needs to be done before Christmas.</p>	<p>ALL</p> <p>ST (done)</p>
7.	<p><u>Review SWOT Analysis</u></p> <p>ST asked that rather than review the one we had done previously, that we do the SWOT analysis again from scratch. Governors split into two groups and the results were then discussed.</p> <p>ST to write up the results and share new analysis.</p>	<p>ST (done)</p>
8.	<p><u>Agree overarching focus for the year</u></p> <p>AM suggested that we take three things from the SWOT analysis and make those our focus for the year and perhaps have another three things for each term, otherwise the list will be too long.</p> <p>The three things agreed were:</p> <p>I. Engagement and Communication (promoting the Ofsted report to increase pupil numbers - not being complacent)</p>	



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	<p>HF said it is currently operational but it could become strategic and the biggest issue for her is between now and Christmas.</p> <p>AM said that Staff Wellbeing should perhaps be the third focus item?</p> <p style="text-align: center;">3. Staff Wellbeing</p> <p>Everyone agreed and AM said that hopefully by January this can be switched to preparation for Academy. TS said he was happy to take the Staff Wellbeing focus.</p> <p>HF said that Academy is still bubbling. At the next Thame Partnership meeting there is someone coming in to talk to us and there are some other dates which HF will share and said that there is certainly an appetite for it.</p>	HF
9.	<p><u>Reaffirm strategy pillar ownership within FGB</u></p> <p>GT said that we need to look at how we embed the Christian ethos and distributed a new pillar structure including a foundation stone based on the Christian ethos on website (which underpins everything we do).</p> <p><i>GT asked if these could run alongside the three agreed focus points?</i></p> <p>TS said that it all starts from those pillars not runs alongside them.</p> <p>Governors all agreed to run with this and see what the next steps are. The pillars were allocated as:</p> <p>Safeguarding – TS Teaching & Learning - AM Connections - ZB Resource - SG Governing Board – ST</p>	



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	<p>HF and GT said they would get together to finalise the document and GT is happy to lead that.</p> <p><i>GT asked if this ties in with the SDP?</i></p> <p>HF said the SDP is being fed by the Ofsted report.</p> <p><i>TS asked what is happening with the SDP and what do you need from us?</i></p> <p>HF said she is delegating it this year and there are four key items + SIAMS.</p> <ul style="list-style-type: none"> ● Rachel & ST to sharpen the link between EYs and Key Stage 1 ● Lesson Activities – curriculum leads, Jill, Alexi + Governors. HF and AO will assess. ● Behaviour HF ● SIAMS HF and GT and possibly TS <p>HF said she will hopefully send this out next Tuesday.</p>	GT/HF
10	<p><u>Agree key deliverables for Autumn term (to include raising capital funds)</u></p> <p>ST to speak to ZB</p>	ST/ZB
12	<p><u>AOB</u></p> <p>TS reminded everyone that any outstanding policies that Jane has sent out need to be reviewed please.</p>	ALL
13	<p><u>Next meeting date</u></p> <p>16 November 2022 – 6.30pm</p>	

The meeting closed at 8.35pm



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GRATITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY



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Action points

Item	Action	Responsible
4.	SG to share a draft brief for the Garfield Weston Foundation prior to sending and then follow up – HF has found a previous application will send to SG	SG/HF
4.	ZB to look at some fundraising ideas	ZB
4.	SG to advise PTA that the GB are considering doing some fundraising – there is an AGM coming up	SG
4.	ST & ZB to look at the GB communication with staff	ST/ZB
4.	GT to liaise with HF re a staff lunch – still looking at a date. She suggested perhaps Christmas and asked if there is a fund for governors to put into for this?	GT/HF
5.	HF to send the Safeguarding Policy to everyone. It is the same as last year with more annexes. Everyone to read and confirm by signing on Governor Hub.	ALL
6.	The KSCIE policy is on Governor Hub and needs to be read and confirmed by everyone.	ALL
6.	ST said he will check with OCC the level of support we are currently getting and advise.	ST (done)
7.	ST to write up the results and share new analysis.	ST (done)
8.	ST said he will talk to ZB regarding communication.	ST/ZB
8.	SG said the Resources Committee will look at a longer term strategy.	SG
8.	At the next Thame Partnership meeting there is someone coming in to talk to us and there are some other dates which HF will share and said that there is certainly an appetite for it.	HF



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9.	HF and GT said they would get together to finalise the document and GT is happy to lead that.	HF/GT
9.	HF said she will hopefully send the SDP out next Tuesday.	HF
10.	ST to speak to ZB re key deliverables.	ST/ZB
12.	TS reminded everyone that any outstanding policies that Jane has sent out need to be reviewed please.	ALL

Attendance 2022-23

	21-9-22	16-11-22							Total
Zoe Batt	No								
Helen France	Yes								
Sam Goose	Yes								
Alan Melady	Yes								
Alexi Olsen	Yes								
Tom Sowerby	Yes								
Steve Taylor	Yes								
Gill Tyler	Yes								