



**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 29<sup>th</sup> March 2023 - 6.30pm**

**Present:**

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

In attendance – Penny Spencer (PS) LA Clerk

The meeting started at 18.35

|    |   | Action   |
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| 1. | <u>Welcome and Prayer</u><br><br>ST welcomed everyone. The meeting was opened in prayer by GT.  |  |
| 2. | <u>Apologies for absence/Declarations of Interest</u><br><br>There were no apologies and the meeting was quorate.   |  |
| 3. | <u>Minutes of meeting held on 18<sup>th</sup> January 2023 and matters arising</u><br><br>The minutes were accepted as an accurate record and approved by the FGB; they will be signed by the Chair.<br><br><u>Matters arising:</u><br><br>ZB to complete her declarations on Governor Hub.<br><br>SG still to meet with Val.<br><br>SG still to arrange a Finance Committee meeting.<br><br>AM to add Autumn data to GH. | <br><br><br><br><br><b>ZB</b><br><br><b>SG</b><br><br><b>SG</b><br><br><b>AM</b> |

**GRATTITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY**

*'Let your roots grow down into him, and let your lives be built on him.'* Colossians 2:7



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|    | <p>HF requested feedback from all Governors on their areas for Autumn for the SDP.</p>  | <b>ALL</b> |
| 5. | <p><u>Headteacher's Report</u></p> <p>HF had shared her report prior to the meeting. There is good news on numbers and the 3-year budget hadn't predicted 88 which we are at and we are still waiting to hear from some others.</p> <p><i>AM asked are the possible new arrivals from local schools?</i></p> <p>HF said yes.</p> <p>ST noted that this is an amazing achievement and thanked HF and all the staff.</p> <p>HF said the staffing new recruits are still going well and things have settled down with parents. She advised that the Office Administrator Val Coates has decided to leave. HF asked if anyone knows of anyone who could to replace her to please let her know. The position has been advertised on the OCC website, with a closing date at the end of Easter the holidays. TS asked if it's worth trying local noticeboards and newspapers and HF said she will send the details to everyone.</p> <p>HF said regarding pupil behaviour there is one fixed term exclusion reintegration timetable.</p> <p><i>ST asked if that affects the attendance figures?</i></p> <p>HF said yes and noted that there is a bit of work to do on attendance.</p> <p>HF also noted that we have a LAC (looked after children) family who have come to us with a budget and they are a lovely family. There are currently nine open safeguarding cases, all of which are out of our control and taking significant amounts of time. There are also four MASH referrals including police encompassment which is a sharing of information.</p> <p><i>SG asked is it included in the data sharing and GDPR etc?</i></p> <p>HF said yes.</p> <p><i>TS asked what has happened regarding the private diagnosis situation that was discussed at the last meeting?</i></p> | <b>HF</b>  |



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| <p>HF said it hasn't abated and she had spent a whole morning with an assessor and another request for someone to come into school she had pushed back on. She said parents are still discussing it.</p> <p><i>TS asked do you think parents think if they bring someone in then the school will get funding?</i></p> <p>HF said yes, if it's written down, they think they will automatically get the funding. There have been so many in one class that have been diagnosed that we have asked our SENCo to come into that class. TS noted that parents think they are doing the school a favour by getting the diagnosis but actually they aren't.</p> <p><i>AM suggested an open evening for parents to discuss this?</i></p> <p>HF said this is a really good idea and she would try and get the OXSIT (Oxfordshire School Inclusion Team) and the SENCo to attend too.</p> <p>HF then went on to discuss Pupil Premium. She noted that PP is allocated for the use of families that are struggling and not for specific children. She said we have previously used it for trips but with our current needs it now all needs to be to used for education. She is therefore proposing that a policy is sent out and put on the website to clarify things. TS suggested a letter going out to parents too and then re-sending out again every September. HF agreed.</p> <p><i>TS asked about the people in debt and are they still being allowed to attend things?</i></p> <p>HF said one of them will not be which will be very difficult and some parents have set out re-payment plans.</p> <p><i>AM asked does this cover breakfast care?</i></p> <p>HF said PP can be used for wrap around and we have done in the past but we are not using it for that at the moment and we also have other pulls on the budget now to support education.</p> <p><i>ST asked do we have a strategy to implement the policy?</i></p> <p>HF said once it is ratified by Governors tonight it can be implemented. She noted that the wording was taken from the Government website and this would help with any challenging conversations once it is implemented.</p> <p>Governors ratified the policy and the more rigid enforcement.</p> <p>HF said regarding performance 14 out of the 15 children in EY are predicted to attain GLD.</p> | <p><b>HF</b></p> |
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|    | <p>In Key Stage 1 Phonics out of the 12 children 3 are predicted not to pass and one we are not sure about so this is an area where we need to invest the PP.</p> <p><i>ST asked is Rocket Phonics making a difference?</i></p> <p>HF said yes, it is a good programme but it will take some time to see the impact. AM said the use of PP funds for this should be made clear to parents in the letter explaining the new policy that we are implementing</p> <p><i>AM asked is the focus on Phonics happening?</i></p> <p>HF said yes, we have started and will also need to focus on Key Stage 2. HF said there should be a special mention to Years 3 and 4 as there is a lot of work still to do but there has been real progress. ST added he had seen that when he last visited and there was lots of progress. He will visit again in the summer term.</p> <p>HF said there is a real drive for the Year 6 SATS and there is a plan in place for them.</p> <p><i>SG asked are you confident with the SATS for Year 6?</i></p> <p>HF said not yet but we are working towards it.</p> <p>HF advised that a member of staff was under performance management at the moment. She said it was initially a 6-week programme and some key points haven't been met so it will continue for another 6 weeks. ST added that everything is being done to support the member of staff.</p> <p>Everyone was reminded of the CPD evaluation and the training which is all free and delivered in the Spring Term.</p> |  |
| 6. | <p><u>Safeguarding/Health and Safety update - TS</u></p> <p>TS's H&amp;S report is on Governor Hub asked he if there were any questions.</p> <p><i>ST asked about the priorities?</i></p> <p>TS said they were the fence; the toilets and the fascia boards and OCC have taken on the roof and fascia boards.</p> <p><i>ST asked is there a date for that yet?</i></p> <p>TS said not yet but if there are any serious issues then we can call them.</p>   |  |



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| <p>AM asked if the audit was done?</p> <p>TS said not yet. HF said they had sent OCC a list of requirements today and they are coming in on Monday 24<sup>th</sup> April.</p> <p>TS noted that we have the budget to do the fence but he felt it would be prudent to wait until after the audit.</p> <p><u>Safeguarding</u></p> <p>TS said there are now nine families ongoing. There are also some other smaller issues that are now being recorded. The overall effect is a huge amount of work for HF and AO.</p> <p>ST asked are the concerns raised fixable?</p> <p>TS no these are not fixable we are really just monitoring – they will probably stay on the list all the way through our school and beyond.</p> <p>ST asked if they are not fixable are we monitoring to the best of our ability?</p> <p>TS yes but we are dependent on partner agencies.</p> <p>ST asked is there something immediately that the Governing Body could do?</p> <p>TS said no but it is important that HF and AO feel that they are able to come to us if necessary. Both agreed that they did.</p> <p>GT asked if what Katy Dicken gave us helped?</p> <p>HF said yes, she had given us some different ideas and also the recognition and understanding of what is going on. TS said the fact that we can't fix things is part of the problem.</p> <p>ST asked does the higher number of pupils in school give us an opportunity to help?</p> <p>HF yes, we could possibly have an ELSA and the breakout room will also make a difference.</p> <p>TS asked about support to share the workload for HF and AO?</p> <p>HF said hadn't thought of that and it's a good idea.</p> |  |
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| 7. | <p><u>T&amp;L Update - AM</u></p> <p><i>ST asked if the visits are happening as needed?</i></p> <p>AM said yes and asked all those who have done a visit to give a quick update on learnings to the meeting. ST and SG gave updates. ZB and ST are still to meet up regarding Early Years and HF is also happy to help.</p> <p>TS said that he didn't feel very up to date on progress with T&amp;L. GT said that the headlines come through HR's report and HF said if the SDP was updated that would also help as this covers our priorities and would give more detail.</p> <p>GT suggested a deadline – possibly two weeks before the FGB that everyone updates the SDP. ST said he felt that things are in place for the next meeting but if TS was still concerned then he should raise again then.</p> | <b>ZB/ST/HF</b> |
| 8. | <p><u>Finance Committee Update - SG</u></p> <p>SG advised the budget is currently being prepared. HF said it is done and we have our surgery tomorrow. SG will meet with Eva on Friday. The Finance Committee will then meet and it will come to the FGB. HF said that we have managed to deliver it this year with some surplus. The increase in numbers hasn't made any different yet but from April 2024 it will and we are in a good position for next year.</p> <p>The SFVS was submitted in February all questions were answered yes and it is on Governor Hub for anyone to review.</p> <p>It was approved by Governors.</p>   |                 |
| 8. | <p><u>SIAMS</u></p> <p>GT said Katy Dicken, the ODB advisor had come in for a meeting with HF and GT and they had found the meeting really useful. Katy covers SIAMS and RE and she asked us to forward some of our practices to ODB.</p> <p>One thing to note is that we must ensure the RE practice is rolled out into teachers learning. HF said RE is only currently taught by her and it needs to be handed over so staff will observe HF and support teachers to do this.</p> <p>GT said we also discussed the school vision and values and providing the community were engaged in our vision Katy said she didn't feel that we needed the pillars so GT asked if everyone felt we needed them? Everyone agreed that we would keep them.</p>   |                 |





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|    | <p>Governors have to find 10%. HF noted that Katy thought the condition of the buildings would help with the application. As part of being a VA Gordon Joiner would come in and do a survey and some schools get extra work done which is done for all schools.</p> <p><i>ST asked now we know this is a potential option for us what is the feeling of everyone?</i></p> <p><i>SG asked would there be any difference to recruitment – particularly the HT role?</i></p> <p>HF said yes but you can insist more readily on a Christian for any member of the teaching staff and you can give preference to them as a VA school.</p> <p><i>AM asked are there consequences for advertising positions – could we still use the OCC website?</i></p> <p>HF yes and ODBE.</p> <p><i>AM asked would there be any HR risks that are covered at OCC?</i></p> <p>HF yes and no but we will have the ODBE support. GT said to me the benefits of VA out way the VC.</p> <p><i>ST asked would there be any changes visible to parents?</i></p> <p>GT said no there wouldn't be any difference due to the way the school is run now. TS said as we are acting as a VA school at the moment, he didn't have any concerns and felt overwhelmingly it was a good idea. GT said as we are also running admissions so there shouldn't be an issue with the Church. TS noted that legally as a VA the Governors become the employer so we need to be very comfortable with that. GT then suggested that we delay the decision and for everyone to look at the details and discuss at the next meeting.</p> <p><i>ST asked if any schools have changed from VA to VC.</i></p> <p>GT said no. ST said that better facilities were now our priority. AM suggested not waiting until the next meeting and that we should start the process and everyone is given a week to raise any serious concerns and if there are no concerns then we should so ahead.</p> <p>Everyone agreed.</p> |  |
| 9. | <p><u>SDP/SEF</u></p> <p>Already covered.</p>   |  |



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| 10. | <u>Policies and Procedures</u><br><br>All are up to date.  |           |
| 11. | <u>Annual Schedule</u><br><br><i>ST noted that in the annual schedule it suggests Governor links with other school GBs in the Thame Partnership and asked if this is a good idea?</i><br><br>PS to send ST details of a school that she also Clerks for.   | <b>PS</b> |
| 12. | <u>AOB</u><br><br>HF said we need to agree inset days for next year. She proposed the inset days are 1 <sup>st</sup> and 4 <sup>th</sup> of September 2023. Friday 20 <sup>th</sup> of October 2023, Monday 8 <sup>th</sup> of January 2024 and one at May half term Friday 24 <sup>th</sup> May 2024. HF confirmed that the part time staff are being treated fairly.<br><br><i>AM asked if we are all set for extending the school day in September?</i><br><br>HF said yes we are.<br><br>TS asked if wrap around care has changed due to the school day times – HF said yes there were 5 minutes less on each end of the day.<br><br>ST then advised that he is looking to move away from the area with his family but he proposes staying on at Chair until the end of the academic year 2024 and will then review the situation.<br><br>TS asked all Governors, if possible, to give a terms notice if they plan to resign as Governors. |           |
|     | <u>Next meeting date</u><br><br>17 May 2023 – 6.30pm   |           |

The meeting closed at 20.50

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**Action points**

| Item | Action  | Responsible  |
|------|---|--|
| 3    | ZB to complete her declarations on Governor Hub.<br><br>SG still to meet with Val.<br><br>SG still to arrange a Finance Committee meeting.<br><br>AM to add Autumn data to GH.<br><br>HF requested feedback from all Governors on their areas for Autumn for the SDP. | <b>ZB</b><br><br><b>SG</b><br><br><b>SG</b><br><br><b>AM</b><br><br><b>ALL</b> |
| 5    | HF said she will send the details of the Office Administrator position to everyone  | <b>HF</b>  |
| 5    | HF to arrange a parents evening to discuss the private diagnosis situation  | <b>HF</b>  |
| 7    | ZB and ST are still to meet up regarding Early Years and HF is also happy to help.  | <b>ZB/ST/HF</b>  |
| 8    | GT to send the bible verse to PS to add to the minutes document.  | <b>GT/PS</b>   |
| 8    | TS and HF agreed to write a policy regarding parents right to be on the school premises   | <b>TS/HF</b>   |
| 11   | PS to send ST details of a school that she also Clerks for.   | <b>PS</b>  |

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**Attendance 2022-23**

|              | 21-9-22 | 16-11-22 | 18-01-23 | 29-03-23 | 17-05-2023 |  |  | Total |
|--------------|---------|----------|----------|----------|------------|--|--|-------|
| Zoe Batt     | No      | Yes      | Yes      | Yes      |            |  |  |       |
| Helen France | Yes     | Yes      | Yes      | Yes      |            |  |  |       |
| Sam Goose    | Yes     | No       | Yes      | Yes      |            |  |  |       |
| Alan Melady  | Yes     | Yes      | Yes      | Yes      |            |  |  |       |
| Alexi Olsen  | Yes     | Yes      | Yes      | Yes      |            |  |  |       |
| Tom Sowerby  | Yes     | Yes      | Yes      | Yes      |            |  |  |       |
| Steve Taylor | Yes     | Yes      | Yes      | Yes      |            |  |  |       |
| Gill Tyler   | Yes     | Yes      | Yes      | Yes      |            |  |  |       |

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