



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 12th July 2023 - 6.30pm

Present:

Steve Taylor (ST) Co Opted Governor, Chair
 Helen France (HF) Headteacher Staff 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 18.30

		Action
1.	<u>Welcome and Prayer</u> ST welcomed everyone. The meeting was opened in prayer by GT.	
2.	<u>Apologies for absence/Declarations of Interest</u> Apologies were received from AM and the meeting was quorate. ZB still to update her declarations on GH.	ZB (done)
3.	<u>Approval of the minutes of the meeting on the 29th of March and 17th of May and any matters arising.</u> Both meeting minutes were approved and matters arising are: HF received details for the SDP from GT and HF completed the others. HF will set up the frame for next year's SDP over the summer and it will be shared live for Governors to update. <i>GT asked how Governors can take more responsibility for the SDP - can we say first week of term for it to be completed?</i> HF said it needed to be completed before the Strategy Meeting on the 20 th of September so that should be the aim. TS said to be clear the parts Governors	HF

GRATTITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY

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



	<p>need to look at will be shown in top right-hand corner (Lead Governor). HF said yes.</p> <p>HF said it was decided rather than have a specific parent's evening on self-diagnosis this will be included in the new parent's and parent's meetings in September.</p> <p>TS is still to write the policy on Parent's Right to be on the Premises.</p>	TS
4.	<p><u>Headteachers Report</u></p> <p>HF's report was circulated prior to the meeting and she talked through the successes including the good curriculum results. She said she has signed up for a new MIS system called Compass to replace SIMS. Compass now have more schools in the UK and are more in line with what our school needs. We are still signed up with SIMS until Easter 2025 but Compass will be free of charge until then so we will only be paying for one system. HF will migrate the details to Compass including all the pupil data. Compass will also include Safeguarding and attendance tracking so the old systems for those are no longer needed. Compass is £900/pa cheaper than SIMS and HF also noted that if there are any issues with the system, they send someone in person to help instead of trying to deal with it online. The My Concern replacement can also be used for the staff as well as the children. She said all parents will get an App so that the school can send messages to them, payments can also be made and any absence can also be advised via the App.</p> <p><i>ST asked will it replace paperwork?</i></p> <p>HF said it should reduce it and certainly make us more efficient with better communication. She also advised there is a new Office Manager starting on the 1st of September so she will be able to learn the new system.</p> <p><i>GT noted that the new Office Manager is 0.75% and asked who is the other 0.25%?</i></p> <p>HF said there isn't anyone, the new Office Manager is 0.75% and a note will be sent to parents with new reduced office opening hours, it is possible that this may change in the future.</p> <p>HF said that the challenges are that there has been no Office Manager now for two terms and, particularly during the summer term this has been very difficult as there is a lot of work to be done for the end of term.</p> <p>GT said you have managed so well and all the Governors are amazed that you have done it. GT noted that we also need to be mindful that the Office Manager is new for next term and this will also be a challenge for HF.</p>	



<p>HF said regarding the fixed term exclusion this term (a Year 2 pupil) the situation hasn't got any better and another child has also been off since an incident with this child. HF said she has met with the parents a couple of times.</p> <p><i>TS asked is this sufficient to begin Stage 5 of the Behaviour Policy?</i></p> <p>HF said that she is waiting on County to advise on this.</p> <p><i>ST asked if it would help for perhaps GT and TS to speak to the parent of the child who is now off?</i></p> <p>HF said yes and the parents are coming again next week. She will advise GT and TS when the exact time is arranged. She said there have been lots of meetings with other parents too regarding the same issue. There is an EHCP application for the excluded child which is in progress and TS said if we can help with chasing that please advise as it is now at a stage where permanent exclusion seems to be the best option for the child.</p> <p><i>ZB asked what happens if the child is permanently excluded?</i></p> <p>HF said they can go to a new school anywhere. We have done all the work for the EHCP and the parents are now looking at other schools.</p> <p>HF said that she has received another request from SENA allocations asking us to take a 6th child with an EHCP. HF said Alex Vasey the SENCo worker has done nothing else but work on these requests and HF said she had done this one and returned it giving reasons why we were unable to take the child.</p> <p><i>ST asked would the Office Manager be able to help with these?</i></p> <p>HF said that she feels we have become a SEND school, particularly next year in Year 3-4 which is not good. HF then read out a letter to Governors that she had received from Gill Healy (GH) the 3/4 Teacher. HF said next term in that year (3/4) there will be 22 pupils of which 13 have issues which is 66% of the class. HF said that with the saving in the Office Manager role (0.25%) and the increased budget next year she has interviewed two new TA's. Both are very experienced. One will work two full days and the other every morning which will give Year 3/4 some cover but it is still not enough. GT said so there is no help for GH for three afternoons a week? HF said she thinks Jane Williams, another TA, might be able to move there to cover the other three afternoons. HF said there is also one further TA applicant but she would be pushing the budget if she employed a third TA.</p> <p>TS said that he had seen a DfE document which talks about Targeted Funding to Supplement the Notional SEN budget (he has shared the link with Governors) and</p>	<p>HF</p>
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<p>regarding the breakout room was held yesterday and this will also be done during the summer. Governors said they could be available if needed when the work is being done if HF is not available to come in. HF said that the Trim Trail will also be installed in the summer.</p> <p>HF said that numbers for next year will be 89 possibly 90 and we should hopefully be full in two years. She said four children had joined this term and we had lost one child who had not paid wrap around fees, OCC Finance are now dealing with the debt and MASH were also informed.</p> <p><i>GT asked HF so you have no one at OCC to help you?</i></p> <p>HF said no there is no one who is a specific contact for me.</p> <p>HF said something that she is also worried and frustrated about is attendance as lots of children are taking unauthorised absence and the figures are appalling.</p> <p><i>ST asked can we demonstrate we are doing what we need to do?</i></p> <p>HF said she is not doing case studies as she simply can't at the moment. TS said he is confident we are doing all we can but the message still isn't getting out to parents and suggested that Governors should perhaps send something out? ST noted that there is a lot for HF to deal with at the moment and regarding attendance in general it is not good in any school. He said as long as we are doing what we can and financially there isn't any issues we should prioritise what we deal with and pick our battles.</p> <p>HF said that the worst offenders are causing huge issues in classes with children missing things and she feels a letter needs to be done and if Governors don't do it then she will send something. ST said perhaps we can compromise at a letter from Governors and then leave it until after October half term to look at again. Governors agreed to write to parents (ZB to draft a letter) and HF to then add to the newsletter.</p> <p>HF noted that the Pupil Premium grant is all going on TAs at the moment and the sports premium carry over of £4,200 has also been spent.</p> <p>HF said that school performance currently isn't great. Phonics isn't good but that is due to the class with the issues. SATS are also disappointing, also Maths and there were no children at greater depth. She said these issues will need to feed the SDP.</p> <p>HF said she was quite proud of the CPD which had been done with very little cost. Training has all been targeted and also based around the SEN needs.</p>	<p>ZB, HF</p>
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	<p>HF said it is ok as long as the budget still balances and she will work with Eva to see if there is anything that we can move around.</p> <p><i>GT asked are you planning to employ more TA's?</i></p> <p>HF said yes and asked for Governor's approval of the two new appointments and possibly one more.</p> <p>Governors approved the employment of the two new TA's and possibly one more who HF is still to interview.</p>	
8.	<p><u>SIAMS</u></p> <p>GT said we need to keep up the high profile and we now need to monitor our values. VA/VC and RE are the current focusses. If we become VA, we will have more SIAMS inspection questions so we will need to work on that.</p> <p>TS said that they have contacted the Diocese regarding the VA/VC process and we need to start informal consultations with parents, the community (including staff), the church, the LA, the Diocese, and also other local schools so we need to send out a letter and then collate all the responses. We should also keep the LA informed on progress. GT and TS will get a document together, send it to Governors for comments and then send OCC a letter in early September.</p> <p><i>ZB asked was there a meet and greet agreed with parents where we could raise the issue?</i></p> <p>HF said this hadn't been organised but perhaps the parent's meetings next term would be a good time to do this. TS said that an open evening might be a good idea with all parties after the consultation process to discuss any issues.</p> <p><i>TS asked Governors if they are still ok to continue with the VA/VC conversion?</i></p> <p>Governors agreed they were.</p>	GT,TS
9.	<p><u>SDP/SEF</u></p> <p>HF said this has not yet been written but it will need to start in September so she will write it during the summer. The priorities are Phonics, Maths, Behaviour, SEN and SIAMS.</p> <p>TS asked HF to please make it the bare bones of the document so that the strategy can then be added by the relevant Governor. HF said she will amalgamate the SEF and SDP.</p>	



	<p>GT asked if someone could take on Behaviour as she has SIAMS too and TS agreed to do that.</p> <p>Governors for each SDP priority were agreed as:</p> <p>Phonics – ZB Maths – AM Behaviour - TS SEN - ST SIAMS - GT</p>	
10.	<p><u>Policies and Procedures (if required)</u></p> <p>TS said he and ST will go through all the policies in time for the H&S Audit in October.</p>	TS, ST
11.	<p><u>Annual Schedule</u></p> <p>ST said this is something that he goes through regularly and there is a copy of current progress on Governor Hub. He noted that we need to improve the Governor monitoring plan and he will try and clarify this. The website also needs to be updated and there is a DfE website checklist that needs to be gone through. ZB to look at this with AM.</p>	ZB, AM
12.	<p><u>AOB</u></p> <p>Governor Vacancy ST advised that AM wishes to step down as a Parent Governor once a new Governor can be found and there have been two applicants. TS suggested waiting until the VA/VC issue is dealt with before deciding on any new Governors. He said the constitution may change and the number and type of Governor's we then need may also change. Governors agreed to wait until next term and ST will advise the applicants. ST to add the constitution to the agenda in September.</p> <p>Meeting dates 2023/2024 HF to advise PS of dates to add to GH.</p> <p>Chair and Vice-Chair for Next Year There were no new nominations for Chair and Vice-Chair so ST and AM agreed to continue as Chair and Vice-Chair next year and Governors approved.</p> <p>Arrangements for next week's Staff/Governors social GT advised Governors that it is next Friday 21st July at 1.45 and asked if the same format as last time would be ok?</p>	<p>ST</p> <p>HF</p>



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Action points

Item	Action	Responsible
3.	ZB still to update her declarations on GH.	ZB (done)
3.	HF will set up the frame for next year's SDP over the summer and it will be shared live for Governors to update.	HF, All
3.	TS is still to write the policy on Parent's Right to be on the Premises.	TS
4.	HF to advise GT and TS when the meeting is arranged with the parents of the child who has been off since an incident with the excluded child.	HF
4.	ST to write a formal response to the letter from Gill Healy	ST
4.	GT, SG and HF will write a funding request letter to the DfE and OCC.	GT,SG,HF
4.	TS agreed to join the meeting with the prospective new parents from Tetsworth if he can.	TS
4 & 5.	Governors agreed to write to parents regarding absence (ZB to draft) and HF to then add to the newsletter (ZB to also add a note regarding the tone of communications received from parents).	ZB, HF
5.	TS said that he will send round a doodle poll to Governors to get some dates over the holidays for painting etc.	TS
7.	SG will catch up with Eva French regarding the new TA's as soon as he can.	SG
8.	GT and TS will get a consultation document together, send it to Governors for comments and then send OCC a letter in early September	GT, TS
10.	TS and ST will go through all the policies in time for the H&S Audit in October.	TS, ST
11.	ZB to look at updating the website with AM.	ZB, AM
12.	ST will advise the Parent Governor applicants that we are waiting until next term to look at new Governors and add the constitution to the FGB agenda in September.	ST
12.	GT will email Governors to let them know what they need to bring to the Staff/Governors social event.	GT
12.	ZB will put a poster together with the QR code to put outside school next week to remind parents about the survey.	ZB

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Attendance 2022-23

	21-9-22	16-11-22	18-01-23	29-03-23	17-05-2023	12-07-2023	Total
Zoe Batt	No	Yes	Yes	Yes	Yes	Yes	5
Helen France	Yes	Yes	Yes	Yes	Yes	Yes	6
Sam Goose	Yes	No	Yes	Yes	Yes	Yes	5
Alan Melady	Yes	Yes	Yes	Yes	Yes	No	5
Alexi Olsen	Yes	Yes	Yes	Yes	Yes	Yes	6
Tom Sowerby	Yes	Yes	Yes	Yes	Yes	Yes	6
Steve Taylor	Yes	Yes	Yes	Yes	Yes	Yes	6
Gill Tyler	Yes	Yes	Yes	Yes	Yes	Yes	6

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