



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 29th November 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 the absence of clerk support ST took notes of the meeting.

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> All present, the meeting was quorate. Some members still need to ensure their declarations are for the current academic year. All to check.	All
3.	<u>Approval of the minutes of the meeting on the 12th July and 20th September and any matters arising.</u> Actions outstanding: 1. TS to write the policy on Parent's Right to be on the Premises. 2. SG/HF to discuss budget requirement for an additional TA with Eva French 3. ZB/AM to review and update the school website 4. FGB meeting dates stated in 20 th September minutes revised. See item 15.	TS SG/HF ZB/AM
4.	<u>Headteachers Report</u> HF presented the annual safeguarding audit report pointing out significant changes to the information requested from the previous year. The format of the audit is for the HT and Safeguarding Governor to complete an on-line questionnaire adding details of work done as evidence that requirements had been addressed. The audit covered the previous academic year.	

GRATTITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY

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	<p>had made a difference to the whole school. It is also noted that a small number of pupils currently in 3/4 have challenging behaviours.</p>	
5.	<p><u>Safeguarding/Health and Safety update</u></p> <p>TS requested questions and comments on the recent reports.</p> <p>ST noted the success achieved by Mrs Healy with family 9 in that huge changes have been achieved with a particular child such that this child has been removed from the MyConcern case list.</p> <p>ST suggested a note from the chair on behalf of the FGB to recognise this achievement. HF to advise on content.</p> <p>ST noted that parental engagement continues to be either really positive and collaborative or really poor. A discussion ensued as to how this situation could be improved.</p> <p>AO suggested that a return to F2F parent evenings should be considered. HF commented that a very small number of parents have displayed aggression towards teachers during parents evening, necessitating other teachers to be nearby and on standby if their behaviour got out-of-hand. ST commented that this must not be tolerated.</p> <p>ST thanked AO for the suggestion.</p> <p>HF/AO to discuss options to reinstate F2F parents evening.</p>	<p style="text-align: center;">ST/HF</p> <p style="text-align: center;">AO/HF</p>
6.	<p><u>Staff Wellbeing</u></p> <p>TS requested questions and comments on the recent report.</p> <p>AM commented that staff feedback was OK and better than that received in the past. There appears to be a split between teachers and TA's with teacher responses having greater positivity. Also, the freeform comments were really nice and very positive.</p> <p>However, workload is still an issue for all teachers.</p> <p>TS commented that the results show that governors need to be more engaged with staff. AM agreed and added that a general concern is that governors do not add to the workload by an increase in engagement.</p> <p>ST asked if staff that had not responded were negative in their view.</p> <p>TS responded that this could not be assumed. Teachers are happy and engaged, TA's slightly less so.</p>	

	<p>TS has been looking into the use of What's App to keep TA's up to date with day-to-day work changes and lesson planning updates. HF queried whether staff are allowed to use a social media platform for school issues. TS to investigate.</p> <p>GT asked if having an extra TA would help staff wellbeing. HF answered yes. This option is a work in progress. A decision can be taken after the budget increase in the spring. See action 3.2 above.</p>	TS
7.	<p><u>SIAMS</u></p> <p>Nothing to update</p>	
8.	<p><u>Committee updates</u></p> <p><u>Finance</u></p> <p>Completion of the 2023/24 SFVS is work in progress. Deadline for completion is the end of January.</p> <p>HF had received feedback from Mike Naylor praising the finance work on the school budget done by Eva French.</p> <p>ST/HF to send a note of thanks to EF for this achievement.</p> <p>SG updated the committee on the response to the letter sent to OCC requesting additional funds for the school. The response received was a polite NO.</p> <p>TS asked if there was an opportunity to push back and press further. A discussion ensued with an agreement for HF & ST to take this response to the Thame Partnership to gauge whether there is an appetite to take up this request as a joint effort.</p> <p>SG agreed an action to arrange a meeting of the Finance Committee in the spring term.</p> <p><u>T&L Committee</u></p> <p>AM agreed an action to arrange a T&L meeting in January</p> <p>HF expressed concern that there had not been any governor visits completed in the Autumn term. ST responded that it was his understanding that due to recent ongoing pupil behaviour issues were bringing staff to a potential breaking point. As a result, governors were concerned that they did not want to add to staff workload and potentially further affecting staff wellbeing while this situation was ongoing. HF requested that governor visits be reinstated as a matter of priority.</p>	<p style="text-align: center; vertical-align: top;">SG/ST</p> <p style="text-align: center; vertical-align: middle;">HF/ST</p> <p style="text-align: center; vertical-align: bottom;">SG</p>



	<p>ZB & AM agreed to arrange their visit before the end of the year.</p> <p>GT to recirculate the draft annual T&L monitoring plan for all governors to arrange their visits for the 2024 terms.</p>	<p>ZB/AM</p> <p>GT/ALL</p>
9.	<p><u>VC to VA</u></p> <p>TS updated the committee on progress to date.</p> <p>The Diocese has approved the AR communications proposal and also addressed the concerns raised by TS.</p> <p>TS suggested as not all the FGB could attend the roll out date for December this should be pushed into January.</p> <p>A discussion was held on the options for presenting the FGB proposals to staff and the local community, with the following outcome:</p> <ul style="list-style-type: none"> • Need to send an e mail to all staff before kicking off any further communications; • Put details on website HF • Provide details to Parish Council HF (too late for Parish notes) • Post details to local houses in the village HF • Inform OCC TS • Inform church GT <p>TS to provide PDF of the information needed for the above.</p> <ul style="list-style-type: none"> • Public F2F meeting 16th January; • 26th January, close consultation. <p>ZB stated that all governors needed to be behind this proposal. TS responded that the communication process will raise any number of issues/perspectives the FGB may not have considered. If at any point in the process the FGB consider the conversion to VA is not appropriate then we can decide not to go ahead.</p> <p>Challenge to this project is welcome and appropriate.</p>	<p>ALL</p>
10.	<p><u>Oxford Governors Association</u></p> <p>Meeting held on 1th November at Gosford hill School.</p> <p>Topic: Inclusive schools – how can we support reality rather than the myth?</p>	

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	<p>The speaker, Margaret Mullholland spoke enthusiastically and passionately about the current state of SEN education and was forthright and candid about what needs to be and can be done about improving the learning process for SEND pupils</p> <p>ST found this meeting very worthwhile, both for the subject content and the opportunity to network with others with the same interests. A copy of the attendance report together with the slides are available in the HUB in the FGB meeting file.</p>	
11.	<p><u>Governor / Clerk Recruitment</u></p> <p>Governor Recruitment ST commented that two parents have expressed interest in becoming a school governor and requested help in preparing and appropriate advertisement to be circulated ASAP. ZB & AM offered to help.</p> <p>Clerk recruitment ST stated that was a possibility of obtaining clerk support for 2024. The Clerk to Governors Team Lead at Oxfordshire County Council (Ruth Pangu) is currently trying to match an available clerk with the AR FGB meeting dates. Ruth stated that it may not be possible to provide a clerk for F2F meetings as online support was easier and at a lower cost. ST to update the committee on progress.</p>	<p>ST/ZB/AM</p> <p>ST</p>
12.	<p><u>Strategy Update</u></p> <p>ZB requested that governors update the strategy slides she circulated after the previous meeting by 24th January in time for the next FGB meeting on the 31st January.</p>	<p>ALL</p>
13.	<p><u>Annual Schedule update</u></p> <p>ST is currently reviewing progress against the Annual Governance Schedule and may need help/advice to ensure appropriate closure of actions is achieved for the Autumn term section. Expect to be contacted.</p>	<p>ST/ALL</p>
14.	<p><u>AOB</u></p> <p>ST and TS recently helped a local primary school with a complaints panel review. ST noted that the amount of effort the school was required to do to respond to a relatively minor complaint. This potentially exceeded the effort needed by the school to prevent the complaint by eliminating the potential cause.</p>	



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	This may be helpful to keep in mind when addressing seemingly routine minor issues at AR.	
15.	<u>Next meeting dates</u> 31.1.24, 6.30pm, Strategy 27.3.24, 6.30pm, Business 01.5.24, 6.30pm, Strategy 17.7.24, 6.30pm, Business	

The meeting closed at 21:05

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Action points

Item	Action	Responsible
2.	ALL ensure Declarations of Interest are up to date and within the current academic year.	ALL
3.	TS to write the policy on Parent's Right to be on the Premises.	TS
3.	SG to discuss budget requirement for an additional TA with Eva French	SG
3.	ZB/AM to review and update the school website	ZB/AM
4.	HF to update and provide safeguarding training for staff and governors in March 2024	HF
4.	HF/TS to review the impact of the new measures implemented to minimise pupil absence. Review planned for February	HF/TS
5.	HF/ST to send a letter of appreciation and thanks to Mrs Healy for her achievements with 3/4 class.	HF/ST
5.	HF/AO to discuss options to reinstate F2F parent evenings	HF/AO
6.	TS to investigate option for TA's to use WhatsApp	TS
8.	SG/ST to ensure completed submission of the SFVS document to OCC by end January.	SG/ST
8.	HF/ST to send note of thank you and well done for her work on the school budget	HF/ST
8.	HF/ST to take the letter of refusal from OCC to support AR budget needs to Thame Partnership to look for support and press further with this request	HF/ST
8.	SG to organise the date of the next Finance Committee meeting for the Spring Term.	SG
8.	ZB/am to arrange their governor visits to be completed before the end of the Autumn term.	ZB/AM
8.	GT to recirculate the draft annual monitoring plan for governors. All governors to then arrange their visits for the spring and summer terms in 2024	GT/ALL
9.	ALL to carry out the actions assigned to them outlined in section 9 above.	ALL
11.	ST/ZB/AM to write and circulate an appropriate advertisement to recruit school governors	ST/ZB/AM
11.	ST to update the committee with progress for recruitment of a clerk	ST
12.	ALL governors to add their plans to the 2023/26 AR Strategy Plan slides provided by ZB. Date for completion of the action 24 th January for the Strategy meeting on 31 st January.	ALL

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Attendance 2023-24

	20/09/23	01/11/23	29/11/23	31/01/24	27/03/24	01/05/24	17/07/24
Zoe Batt	Yes	Yes	Yes				
Helen France	Yes	Yes	Yes				
Sam Goose	No	No	Yes				
Alan Melady	No	No	Yes				
Alexi Olsen	Yes	Yes	Yes				
Tom Sowerby	Yes	Yes	Yes				
Steve Taylor	Yes	Yes	Yes				
Gill Tyler	No	Yes	Yes				

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