



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 27th March 2024 - 6.30pm

Present:

Alan Melady (AM) Parent Governor, Vice Chair
 Helen France (HF) Headteacher Staff Governor
 Alexi Olsen (AO) Staff Governor
 Eve French (EF) Bursar (*present items 1-3*)
 Gill Tyler (GT) Foundation Governor
 Sam Goose (SG) Parent Governor
 Tom Sowerby (TS) LA Governor
 Zoe Batt (ZB) Co-Opted Governor

Apologies:

Steve Taylor (ST) Co Opted Governor, Chair

 In the absence of clerk support AM took minutes of the meeting.

The meeting started at 18.30

		Action
1.	<u>Welcome and Prayer</u> AM welcomed everyone. The meeting was opened in prayer by TS.	
2.	<u>Apologies for absence/Declarations of Interest</u> The meeting was quorate. Declarations via Governor Hub.	
3.	<u>Review of draft budget forecast for 2024/25, 2025/26, 2026/27</u> EF talked through each line of draft budget, handing printout of budget detail to each attendee. High pupil numbers resulted in school being ahead of prior budget, despite two pupils leaving school. Also noted that large Year 6 (17 pupils) will see a further drop of 2 pupils at end of academic year even with full (15 pupils) joining Foundation in September. Big drop in SEND funding from £16,000 to £5,000. Pupil premium has increased which offsets fall in SEND. funding SG asked if school gathers feedback on wraparound care fees. HF responded that there is benchmarking and AR is comparable to local Chinnor and Thame schools. There was recognition by HF of the large contribution by the PTA on specific, and useful needed items for school, e.g. piano and iPads. EF forecasting an increase in maintenance costs following upcoming electrical inspection.	

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>SG commented that there was an impressive list of actions. GT commented positively on the achievements this term.</p> <p>HF referenced the positive comments from parents. ZB requested that some parent quotes be added to the website. HF to action.</p> <p>HF talked through ongoing attendance issues with a select number of pupils. FGB confirmed that they believed school was doing all that can be done. Request was for OCC to be more active and supportive in resolving attendance issues. HF flagged that it was time consuming to manage repeat attendance issues.</p> <p>HF informed FGB that there was a Play Therapist starting after Easter.</p> <p>Report outlined the items to be addressed from OCC buildings inspection. Included installation of fire alarm system costing £30,000. AM asked if there was a legal requirement to install one, particularly if now highlighted by OCC inspectors. HF said there was not. AM asked if OCC would pay for it. HF said they would not.</p>	
6.	<p><u>Safeguarding/Health and Safety update</u></p> <p>TS circulated reports via email earlier that day. ST provided questions via email.</p> <p><i>ST questions and TS replies attached below for visibility:</i></p> <p><i>Safeguarding: ST wrote: The number of concerns and the details included are 'worrisome'. What does 'Social Services involvement' mean? Are we/pupils/parents getting all the support needed? Also, if SS are involved should they have all/joint responsibility for attendance?? There is very little control/influence a school can have for attendance, surely involvement of OCC should have some effect here? TS replied Social Services may be involved for a number of reasons - not always as serious as one might think. But it is very important that school has a clear and open dialogue with them and I am confident that the school are doing everything within their power to ensure strong multi-agency working. Attendance remains a responsibility of the parents and school, however, it is hoped that when we eventually get more support from OCC Attendance Officer we will see a benefit.</i></p> <p><i>PSHE: ST wrote: suggest there needs to be a formal plan for HF to transfer skills and responsibility to all staff to allow her to step back from this work. TS confirmed that it has already started. HF used to deliver PSHE to all classes but has now delegated one class.</i></p> <p><i>ST wrote: I suspect I may be a lone voice is asking "Are we keeping GROWTH in context??" Is the level of effort to oversee and record GROWTH teachings and observations in line with delivering the curriculum? 99%/1%. TS replied these need to be</i></p>	



	<p><i>mutually exclusive. Governors should be monitoring that the curriculum is being delivered, how it is delivered should be done through the GROWTH values.</i></p> <p>TS said as part of H&S reviewed OCC Premises Report but disagreed with costing calculations. But proposed FGB take report as a “To Do” list and work through.</p> <p>TS recommended that as FGB grows there is the appointment of a Premises Governor. Board agreed.</p>	
7.	<p><u>Staff Wellbeing</u></p> <p>TS described attendance of recent staff meeting on VA consultation commenting on observed high levels of trust between staff.</p> <p>AO commented that same challenges remain, in particular class with challenging parents. Not representative of whole parent body.</p> <p>TS asked what could be done to reduce burden on teacher concerned.</p> <p>HF is reviewing removing class email accounts to limit direct negative emails from parents to staff. FGB agreed that this action should be taken and other opportunities to minimise direct parent access to teacher concerned. HF to report back to FGB at next business meeting.</p> <p>HF added that AR is “staff rich” versus many other local schools and school needs to manage parent expectations.</p>	HF
8.	<p><u>SIAMS</u></p> <p>GT took Board through amended and updated tagline, mission and vision statements to more clearly refer to bible verse. FGB reviewed wording and recommended edits.</p> <p>AM approved. TS approved tagline if combined with vision statement.</p> <p>ZB raised concern that a more Christian-oriented tagline would be off-putting to non-Christian families.</p> <p>GT agreed to remove the beginning of vision wording “We want our Aston Rowant community...” GT to circulate final wording but FGB in approval.</p> <p>TS asked when the change would take effect. FGB agreed that when school converts to VA and replaces instrument of governance on 1st June 2024 would be an appropriate time.</p>	GT



9.	<p><u>Committee updates</u></p> <p><u>Finance</u></p> <p>SG confirmed that there is no update until the Finance Committee meeting after Easter.</p> <p><u>T&L Committee</u></p> <p>AM shared minutes from January T&L meeting earlier the same day and provided verbal summary in the FGB meeting, highlighting push on Reading & Phonics and some concern over below-expected performance in Years 3 & 4. AM added that during Maths Governor visit there was confirmation that quality of maths education is progressing well and focus is now on how to lift performance of those at Greater Depth.</p> <p>TS asked what subjects were reviewed at T&L. AM replied that data was only on reading, writing and maths. GT asked if phonics performance was also reviewed. AM said that additional annual data was reviewed when available, as well as staff written statements.</p> <p>AM highlighted that there is a lack of insight in the T&L and FGB of broader range of subjects. AM requested that subject lead governors provide key points to T&L Chair via email after visits to ensure insights can be shared. All board members agreed to incorporate into regular monitoring routine.</p> <p>ZB asked if there was an option to review how T&L embedded into FGB agendas. T&L Chair to review with FGB Chair.</p>	AM/ ST
10.	<p><u>VC to VA</u></p> <p>Conversion will happen 1st June 2024.</p> <p>TS asked that all governors respond to the consultation feedback form before close.</p> <p>TS will follow up on liabilities insurance.</p> <p>ZB raised concerns about employer's responsibilities and liabilities. AM asked that all governors assess change in status and ensure they are comfortable to continue as a governor post change.</p> <p>AM raised concern of all conversion responsibility owned by TS. TS asked to hand off Instrument of Governance. AM asked that TS highlight work required by other board members.</p> <p>At next governor meeting, FGB needs to approve Instrument of Governance.</p>	ALL



11.	<p><u>Governor / Clerk Recruitment</u></p> <p>No update on Clerk recruitment. TS informed group that ODBE will clerk important meetings of FGB.</p> <p>AM requested that Governor election happens as soon as possible. Already AM is one year beyond end of four-year term. AM to follow-up with ST.</p> <p>GT to liaise with HF on Church Governor recruitment.</p> <p>TS requested push with local organisations, employers, other schools, and in local newsletter. ZB to pick up as part of marketing responsibilities.</p>	<p>AM</p> <p>GT</p> <p>ZB</p>
12.	<p><u>Strategy Update</u></p> <p>AM stated that since this was a Business meeting there should not be Strategy agenda items. ZB agreed and raised issue that last Strategy meeting was dominated by Business items. FGB agreed that there needs to be greater focus to specific purpose of meeting and not let Business agenda items encroach on Strategy meeting agendas. Chair to incorporate into future meeting agendas.</p>	
13.	<p><u>Annual Schedule update</u></p> <p>ST not present so no update.</p>	
14.	<p><u>AOB</u></p> <p>ZB challenged the effectiveness of the FGB meetings. Adding that agenda had too many items, is too focused on items not concerning education, and time overran at meeting again. AM highlighted that primary purpose of FGB is to oversee delivery of education and there is insufficient time allocated to discuss Teaching & Learning performance and actions. Board members agreed that Business agendas need to allocate more time to T&L discussion and actions, and have fewer agenda items. Chair to action.</p> <p>TS highlighted that if pre-reading shared sufficiently in advance, any questions should be sent prior to meeting to ensure agenda items on standing updates (HT report, Safeguarding, H&S etc.) can be short during meeting. Chair to action.</p> <p>Proposal on future meetings:</p> <p>Draft agenda to be shared by Chair 2 weeks in advance.</p>	



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	<p>Pre-reading material to be circulated 1 week in advance.</p> <p>Questions to be submitted to topic owners during week in advance of meeting.</p> <p>Discussion to be kept as brief as possible. Only final questions and suggestions and result in clear decisions and actions.</p>	
15.	<p><u>Next meeting dates</u></p> <p>01.5.24, 6.30pm, Strategy 17.7.24, 6.30pm, Business</p>	

The meeting closed at 20:55

A A Melady

GRATITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY

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Action points

Item	Action	Responsible
3	Confirm if insurance coverage includes Public Liability and Employer's Liability.	HF
3	Budget to be approved by FGB before Friday 3rd May.	ALL
4	TS to share dates of OCC Safeguarding Training with FGB. Governors to book attendance by end of academic year.	TS / ALL
4	SG to schedule Finance Committee	SG
7	HF to report back on Staff Wellbeing actions taken at next business meeting.	HF
8	GT agreed to remove the beginning of vision wording "We want our Aston Rowant community..." GT to circulate final wording but FGB in approval.	GT
9	Review how T&L embedded into FGB agendas. T&L Chair to review with FGB Chair.	AM/ST
10	FGB to approve Instrument of Governance at next FGB meeting.	ALL
11	Governor election. AM to follow-up with ST.	AM
11	GT to liaise with HF on Church Governor recruitment.	GT
11	Push governor recruitment with local organisations, employers, other schools, and in local newsletter. ZB to pick up as part of marketing responsibilities.	ZB

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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	Yes	Yes		
Helen France	Yes	Yes	Yes	Yes	Yes		
Sam Goose	No	No	Yes	Yes	Yes		
Alan Melady	No	No	Yes	Yes	Yes		
Alexi Olsen	Yes	Yes	Yes	Yes	Yes		
Tom Sowerby	Yes	Yes	Yes	Yes	Yes		
Steve Taylor	Yes	Yes	Yes	Yes	No		
Gill Tyler	No	Yes	Yes	Yes	Yes		

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