



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 1st May 2024 18:30 – 20:30

STRATEGY MEETING

Present:

Steve Taylor (ST) Co Opted Governor, Chair
 Helen France (HF) Headteacher Staff Governor
 Alexi Olsen (AO) Staff Governor
 Gill Tyler (GT) Foundation Governor
 Sam Goose (SG) Parent Governor
 Tom Sowerby (TS) LA Governor

Apologies:

Alan Melady (AM) Parent Governor, Vice Chair
 Zoe Batt (ZB) Co-Opted Governor

In the absence of clerk support ST took minutes 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> The meeting was quorate. Declarations via Governor Hub.	
3.	<u>Minutes of meetings held on 31st January and 27th March and matters arising</u> Actions outstanding from 31 st January meeting Safeguarding training. TS/ST/ZB attended on 30 th March. Remaining governors need to attend the next available course. TS to follow up. Use of WhatsApp by staff for school communications. TS determined that use of WhatsApp was not suitable. HF to update policy guidance. Finance Committee meetings. ST to discuss with SG. Governor monitoring schedule. ST to share with all. Actions from 27 th March Item 3 Insurance cover required for VA school. TS determined that no additional cover is required when the school becomes VA. Done. Item 7 HF to review class e mail accounts. Done. Item 8 GT to amend vision wording. Done. Item 9	TS HF ST ST

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>Embedding T&L output into FGB agendas. Ongoing. ST discuss with ZB and progress.</p> <p>Item 10 VC to VA. Approval of Instrument of Government Change to Instrument of Government. TS advised that the Diocese have approved the proposed new Instrument of Government (IoG) but made the suggestion that paragraph 7 relating to the term of office should be removed and placed in the Standing Orders. The new IoG stipulates a total of 12 Governors made up as one LA, one staff, one headteacher, two parents, six foundation and one ex-officio foundation. TS proposed to formally adopt the new Instrument of Government to become effective from 1st September 2024. Seconded by ST. Approved with unanimous support. ALL thanked TS for completing this action.</p> <p>Item 11 Governor / clerk recruitment. TS had met with Katie Paxton the Oxford Diocesan Board of Education Governance and Admissions Adviser. Katie advised that there is a significant and long-standing shortage of both clerks and school governors. Katie also advised that the school would continue to receive the same level of support as now when the school has transitioned to VA. No progress with governor recruitment. ST to follow up. ZB to progress advertising for a clerk within the local community</p>	<p>ST</p> <p>ST ZB</p>
4.	<p><u>Headteacher update</u> All good. No urgent or important items to report.</p>	
5.	<p><u>Safeguarding/Health and Safety/Staff Wellbeing Update</u> All good. No urgent or important items to report.</p>	
6.	<p><u>Budget Approval</u> Changes have been made to the budget since the discussion at the previous FGB. - Readjusted the free school meals budget - Will carry forward more than estimated - was £75k now £94k. TS asked if the school is still paying for a clerk. HF to follow up.</p> <p>Budget proposed by TS, seconded by GT. Approved with unanimous support.</p> <p>ST to approve school budget via the BPS website no later than 3rd May 2024. Post meeting note. Action completed on time.</p>	<p>HF</p> <p>ST</p>
7.	<p>Strategy Update ST though the latest strategy document was perfect for a primary school – well done all. A key item for ‘Critical for success’ is pupil numbers. After some discussion it was agreed to delete the ‘Critical for Success’ detail as this information is not needed for the SDP. Minor addition suggested to add ‘Governor oversight’ to ‘measures’. Changes were made during the meeting.</p>	



	<p>The purpose of this strategy document is to identify, collate and agree the 1 to 5 year priorities for the school which then form the structure of the School Development Plan. The intent is to develop the current one-year plan into a rolling 3-year plan to align with the strategy document.</p> <p>HF will coordinate the SDP but to do this will require input from the strategy owners by 1st June</p> <p>Strategy owners are:</p> <p>Cracking curriculum HF/AO Super Staff GT/TS Fantastic facilities SG/ST</p>	HF AO GT TS SG ST
8.	<p><u>Board Strategy</u></p> <p>TS had asked for this item to be added to the agenda to open the opportunity to discuss and possibly reconfigure, the Governing Board structure in light of significant future changes to the governing team. The driver for this being that the Diocese will want to know all areas of governor responsibility are covered. It is important not to be complacent and assume everything is in order.</p> <p>TS requested that the NGA governor skills audit be updated. ST to progress.</p> <p>TS thought it would be helpful to combine the governor tasks & activities into one action plan – possibly using the annual schedule as the base structure. ST to combine the schedule with governor training and visits, finance and teaching & learning committee meetings.</p> <p>HF added that the governor visits would need to be coordinated with individual teachers as part of the planning to avoid congestion/overload.</p>	 ST ST ALL
9.	<p><u>VC to VA</u></p> <p>Conversion will happen 1st June 2024.</p> <p>An ex-officio Foundation Governor is needed when we transition to being a VA school.</p> <p>This needs to be discussed with the Rev'd Dr Jacky Barr (rector to the local parish) as we understand that this position needs to be filled by a vicar – though they may choose to delegate this responsibility. However, it would be of great value if someone from the local parish could do this.</p>	



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	<p>GT mentioned that Margaret Poole would be a suitable candidate as she currently delivers collective worship for the school.</p> <p>ST to talk to JB to explain the impending transition to VA and the consequent need for an ex-officio foundation governor.</p> <p>AO asked if staff contracts would remain the same. TS stated yes.</p> <p>TS noted that the GB need to develop an admissions policy for 2026.</p>	<p>ST</p> <p>ST</p>
10.	<p><u>AOB</u></p> <p>ST requested a date for the next T&L committee.</p> <p>HF offered 7th, 14th or 21st May. ST to organise.</p>	<p>ST</p>
11.	<p><u>Next meeting dates</u></p> <p>17.7.24 18:30, Business</p>	

The meeting closed at 20:15

S L Taylor

GRATITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY

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

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