



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 2nd October 2024 – 6:30pm

Present:

Steve Taylor (ST) Co Opted Governor, Chair
 Helen France (HF) Headteacher ex officio Staff Governor
 Alexi Olsen (AO) Staff Governor
 Sam Goose (SG) Parent Governor
 Tom Sowerby (TS) LA Governor
 Abi Tindall Parent Governor
 Jacky Barr ex officio Foundation Governor

Apologies:

Zoe Batt (ZB) Foundation Governor
 Martin Pounce OCC Clerk

In the absence of MP clerk support ST took minutes of the meeting.

The meeting started at 6:30pm

		Action
1.	<u>Welcome and Prayer</u> ST welcomed everyone to the meeting and thanked Abi and Jacky for joining as new governors. The meeting was opened in prayer by JB.	
2.	<u>Declarations of Interest</u> The meeting was quorate. ST requested that annual declarations be updated via Governor Hub where required.	
3.	<u>Approval of the minutes of 17th July 2024 and any matters arising.</u> Minutes approved Review of actions arising: <ul style="list-style-type: none"> • Was any information forthcoming about supply teachers in Thame Partnership? <ul style="list-style-type: none"> ○ HF: Thame Partnership is not an option; however, HF is following up two potential options from known qualified, experienced and potentially available contacts. ○ AT is a qualified and experienced teacher and offered to help if available. ○ JB: asked if there was a regular need for supply teachers? ○ HF: Yes, usually this meant HF was the only option to support, which takes away time from the HT role. ○ ST: asked if the potential support above would address the occasional need to cover longer term sickness absence? ○ HF: No. • Governors comment on the SEF/SDP 	

GRATTITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY

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



	<ul style="list-style-type: none"> ○ HF: All governors need to keep the SDP updated throughout the year. Both documents will be kept on One Drive to enable continual access and assurance of maintaining an up-to-date, single reference document. This will avoid potential confusion with version control. ○ HF: to file the SEF & SDP on One Drive ● Have governors attended the SIAMS course planned for 19th September. <ul style="list-style-type: none"> ○ No. There was some confusion regarding the course and a lack of availability in some cases. GT advised the team that there is a “Governors guide to SIAMS” on-line course available on 16th October at 7 to 8 pm. ○ GT to provide details for joining. ○ ACTION: All to attend if available. 	<p style="text-align: center;">HF</p> <p style="text-align: center;">GT ALL</p>
4.	<p><u>Governance issues I.</u></p> <p><u>4.1 Replacing the chair of governors.</u></p> <p>Having recently moved 250 miles way, ST is no longer able to provide the appropriate support needed for the board. This is not due to the distance between home and the school but for the need to be available for routine and potential ad hoc F2F meetings.</p> <p>Realistically, this change needs to take place by the end of 2024.</p> <p>GT stated a strong preference to look within the board for a candidate to provide a seamless continuation with the intended strategic direction of the school.</p> <p>TS offered to stand as a candidate for chair. JB & SG proposed; supported by all present.</p> <p>TS stated that taking on the chair role there would be a need to divest the roles of safeguarding and/or Health and Safety.</p> <p>ST to discuss the SG/H&S roles with governors outside the meeting.</p> <p>Appropriate handover support to the satisfaction of TS will be provided by ST as required</p> <p>It was agreed the December meeting would be the handover date. MP to advise regarding this process. ST to liaise with MP.</p> <p>HF stated that the school safeguarding report must be approved by the 29th November 2024. This meant that the next FGB meeting needs to be by 27th November latest for review and approval of the report by the board. MP is not available for 27th November. ST to discuss the option of a 20th November meeting with MP.</p> <p>To ensure everyone is aware of the FGB meeting dates for 2024/25 ST to circulate the revised “Key Dates 2024-25 table” when the November date is agreed.</p>	<p style="text-align: center;">ST</p> <p style="text-align: center;">ST</p> <p style="text-align: center;">ST</p>



	<p>There are no significant issues to bring to the attention of the board. It is very pleasing to add that for the first time since HF started at the school, staff are able to get on with their job and start to deliver plans including implementing strategic changes to teaching methods.</p> <p>Pupil behaviours are great.</p> <p>AO added that the Early Years cohort are those who were born during lockdown (2020). There is a noticeable difference in the way the children interact with each other, their independence and way they socialise. Also, generally, the starting point for the class is at a lower level – giving a greater potential for growth!</p>	
8.	<p><u>Strategy</u></p> <p>It was intended to discuss the ongoing school strategy, however there was insufficient time to devote to this topic and will be deferred to the meeting in January</p>	
9.	<p><u>AOB</u></p> <p><u>Policies for approval</u></p> <p><u>Safeguarding</u> ST: Surprised that this document does not specifically include mobile phones. HF agreed but noted that this issue was implicit in the context of the document. Policy Approved</p> <p><u>Safer Recruiting</u> ST: Item 5.3 Ensure equal opportunities for disabilities. Is the school compliant with this requirement? HF: yes, and gave a number of examples around the school which demonstrate this statement. Policy Approved</p> <p><u>Allegations against Staff</u> Policy Approved</p>	
4.	<p><u>FGB Meeting dates for 2024/25</u></p>	ALL

The meeting closed at 20:45

S L Taylor



Action points

Item	Action	Responsible
1	HF: to file the SEF & SDP on One Drive	HF
2	Governors guide to SIAMS an on-line course 16 th October at 7 to 8 pm. GT to provide details for joining. All to attend if available.	GT/ALL
	It was agreed the December meeting would be the handover date. MP to advise regarding this process. ST to liaise with MP. HF stated that the school safeguarding report must be approved by the 29 th November 2024. This meant that the next FGB meeting needs to be by 27 th November latest for review and approval of the report by the board. MP is not available for 27 th November. ST to discuss the option of a 20th November meeting with MP. To ensure everyone is aware of the FGB meeting dates for 2024/25 ST to circulate the revised “Key Dates 2024-25 table” when the November date is agreed. GT asked if MP was clerk for any other VA schools. ST to ask MP	ST
3	JB to discuss the foundation governor option with SG.	JB/SG
4	There is still a gap for a further two foundation governors. GT may be able to suggest a suitable candidate, would follow up and report back at the next meeting.	GT
5	The Instrument of Government has been updated and signed. TS to file a copy in the Hub.	TS
6	A SIAMS review of the school by HF & GT is planned for 9 th October	HF/GT
7	Agreed that those governors identified above as responsible for SEN, Maths, Early Years and Art would complete their school visit/s and report/s in time for the November FGB meeting.	ST/AT
8	TS shared his governor visit plan at the meeting and offered this to the team as a template for their visits.	TS



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Attendance 2024-25

	02/10/2024						
Zoe Batt	No						
Helen France	Yes						
Sam Goose	Yes						
Abi Tindall	Yes						
Alexi Olsen	Yes						
Tom Sowerby	Yes						
Steve Taylor	Yes						
Gill Tyler	Yes						
Jacky Barr	Yes						
Martin Pounce	No						

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