

	<p>Aston Rowant C+E Primary School School Lane, Aston Rowant, Oxon OX49 5SU</p> <p>01844 351671 office@aston-rowant.oxon.sch.uk Headteacher: Mrs Helen France</p>
---	---

Page |
1

Meeting of the Full Governing Body of Aston Rowant CE Primary School
Monday 10th February 2025

Present:

- Jacky Barr (JB) Foundation Governor
- Zoe Batt (ZB) LA Governor (wef item 4.2.2)
- Helen France (HF) Headteacher ex officio
- Alexi Olsen (AO) Staff Governor
- Tom Sowerby (TS) Foundation Governor (**Chair**)
- Abi Tindall Parent Governor
- Gill Tyler, (GT) Foundation Governor
- Ben Wilson (BW) Parent Governor

Apologies: None received.

In attendance:

Julie Carvell, Governance Professional (JC) (on-line)

The meeting started at 6:30pm *= Document on Governor Hub **GQ = Governor Question**

		Action
1.	<p>Welcome/Quoracy/Opening Prayer</p> <p>TS welcomed everyone to the meeting and thanked JC for joining remotely to take the minutes. There were round the table introductions. The meeting was quorate. JB led the opening prayer.</p>	
2.	<p>Apologies/Declarations of Interest</p> <p>No apologies were received. There were no declarations relating to items on the agenda. JC noted that two governors had not completed their declarations on Governor Hub. This was remedied at the meeting and a summary can therefore be printed and made available to publish on the school website.</p>	<p>Clerk summary of declarations to TS</p>
3. 3.1	<p>Approval of the minutes of 20 November 2024 and any matters arising.</p> <p>The minutes were approved, subject to the amendment of ZB’s governor classification to Co-opted. TS made this change and signed off the minutes and would forward them to HF at the end of the meeting for the governors’ file. They were also signed off on Governor Hub.</p>	

<p>Page 2</p>	<p>3.2 Minutes</p> <p>3.2.1 Review of actions arising:</p> <p>3.2.2 Declarations summary is ready for uploading to the website as per item 2.</p> <p>3.2.3 Governor responsibility for Safeguarding and Health & Safety: See item 4.1. HF speak to colleague heads about member of their staff becoming a governor at AR: HF has spoken to the Head of Lord William’s who has publicised it amongst the staff; HF advised that she has also received three expressions of interest via a bi-monthly Parish magazine and has forwarded details to TS who review and ascertain which might be worth pursuing in terms of whether they might be interested in applying for a Foundation Governor role, subject to fulfilling the ODBE’s eligibility criteria.</p> <p>3.2.4 ZB & TS approach companies to ask about member of their staff becoming a governor at AR: They had drawn a blank here, but other options noted as per 3.2.3.</p> <p>3.2.5 What governors are looking for in a new governor to be discussed at the next meeting: Discussed in item 4.</p> <p>3.2.6 Book Toby Long for SIAMS training: HF confirmed that Toby has been booked for a SIAMS review/audit on 1st May all day. Governors are encouraged to attend, time tba.</p> <p>3.2.7 New Instrument of Government*: JC confirmed that the new IoG, effective from 01 September 2024 is available to view on Governor Hub in the folder of documents for this meeting and has been added to the GOVERNANCE folder there.</p>	<p>TS to speak to possible Governor candidates</p>
<p>4. 4.1</p>	<p>Governance Matters</p> <p>4.1 Confirm Governor Roles and Link Areas (Governing Board Matrix*)</p> <p>Discussed and <i>agreed</i> as follows:</p> <ul style="list-style-type: none"> • Sustainability Governor: BW HF advised that she had undertaken training re Sustainability last month and it is clear that we are well advanced in this area as a school. HF shared the slides from the power point presentation with governors for information. HF encouraged all governors to read these and take ownership of this important topic. This to be a standing item on agendas going forward. Clerk to note. • Cyber Security/Filtering & Monitoring/Data Protection: ZB • EYFS: AT • Safeguarding: TS • Attendance: TS • Staff Wellbeing: TS • Health & Safety/Premises: BW • SEND: JB • SIAMS/Collective Worship: GT • Whistleblowing: TS • Headteacher Appraisal: TS/GT & ODBE Representative Karen Metcalfe JC suggested that best practice would be to not have the Chair and Vice Chair on the same panel, (keeping someone back in case of process challenge) but given the size of the GB this arrangement would stay for now. <p>Post meeting note: JC has updated governor roles on Governor Hub.</p>	<p>Clerk, future agendas</p>

- Curriculum Subjects:
 - Maths and Art: AT
 - Geography and History: BW
 - P.E.: TS
 - English: GT
 - SEND: JB
 - Music and MFL: tbc
 - Science and ICT: ZB
 - PSHE and RE: JB
- Committees:
 - Teaching & Learning: HF, AO, AT, GT, JB
 - Finance: HF, BW, TS, SG (subject to reappointment as a governor)
 - SIAMS: JB, GT, HF

GQ: What are the expectations of governors in terms of fulfilling their link roles?

HF advised that governors should liaise with the link member of staff. In addition, information will be made available about dates for various activities that they can attend; including Monitoring and Evaluation (re lesson observations, book looks, walk arounds, pupil voice etc.), plus Enrichment weeks. Details of dates will be shared with governors. (HF). It was advised that the Governor Visits template is available in Governor Hub **GT** will review visit form and upload latest version to Governor Hub

In addition, governors are encouraged to undertake training to augment their roles, from initial Safeguarding and New Governor Induction, to specific role supporting training (as individuals) or more general GB training. BW advised that he will sign up to Health and Safety training.

GT – review visit form and upload to Governor Hub

4.2 Governor Vacancies

- 4.2.1
- Update on Foundation Governor applications (4 vacancies): Governors noted that TS has now been officially appointed as a Foundation Governor (effective date, 11.02.25). It had been previously noted that Sam Goose had also applied, but no application had been received from the ODBE. This has been followed up with SG. **TS** will feedback on updates here.

- 4.2.2
- Update on LA Governor position: JC followed this up with Governor Services who have now been able to confirm provisional agreement, subject to formal endorsement by the Governing Body. After due process, the Governing Body were happy to **approve** ZB’s application. **JC has updated this on G Hub.**

TS – Feedback re SG

4.3 Committee membership: See 4.1 above.

4.4 Governance Annual Schedule – Review of growth

TS advised that this has been shared via the One Drive, with green colour coding against completed actions. Governors were encouraged to follow up on actions with their initial against them (personally or via relevant school links) and mark them green when actioned. GIAS will be added to this, as this is pending, as are some other

<p>Page 4</p> <p>4.5</p> <p>4.6</p>	<p>actions from the Autumn term. A web link re the Annual Schedule of Governing Board Business will be added to Governor Hub, with names re actions. (TS).</p> <p>In terms of assignment of governor roles going forward, this will be reviewed at the summer term FGB meeting so that governors may hit the ground running in the next Autumn Term. The GB Schedule will come back to the next meeting for a review of progress to date. Action: TS for agenda.</p> <p>Governor Compliance sign-offs on Governor Hub, Addition of Governors’ Code of Conduct</p> <p>Outstanding Governor compliance sign offs were completed at the meeting. Governors noted and endorsed the NGA’s Governors’ Code of Conduct, which (when the school’s name has been added and today’s date), will be marked as signed on Governor Hub by TS. Completed. This will be added to the list of Confirmations and will need to be signed off by all governors. There was a short discussion about what it means to sign up to the Governors’ Code of Conduct in terms of adherence to the Nolan Principles contained within it. Governors concurred that it is about working as a team rather than acting as a sole agent where there might be a conflict of interest. In this regard, TS suggested that, in the interests of getting actions signed off, an agreed time-scale is given and adhered to/<i>or</i> information is communicated as to when that action can be completed. This was agreed.</p> <p>Schools Financial Values Standard (SFVS) – Review/Sign off</p> <p>TS went through this with governors at the meeting. The SFVS was then agreed. TS will add the agreed version to the folder of documents for this meeting.</p>	<p>Web-link TS</p> <p>TS – progress re Annual Schedule actions</p> <p>All gobs</p> <p>TS add SFVS to G Hub</p>
<p>5.</p> <p>5.1</p>	<p>Headteacher’s Update</p> <p>Brief verbal update</p> <p>HF explained that she produces a full written report three times a year and short verbal updates at other times. Key headlines were noted:</p> <p><u>Strengths</u></p> <ul style="list-style-type: none"> Autumn Term events: End of term panto (PTA funded), Church Christmas school event were well attended and enjoyed as was the playground singing! Independently sourced music lessons (on the Cornet, 30 minute lesson each week) for Years 5 and 6 funded by the school. This has been budgeted for. Joint Inset day with the Thame Partnership, with 200 teachers and TA’s across the Partnership. This was attended by <i>all</i> our teachers and TA’s, with the cost covered 50% by the Partnership and 50% by schools. This was seen as a very worthwhile training day, with CPD opportunities not always available for TA’s. There was a keynote speaker from <i>Families Based Education</i>. Staff attended three seminars on <i>Bereavement, Therapeutic Play and Staff Well-Being</i>. Immersive experiences for the children with visits into school (given the prohibitive cost of transport re trips), including, Mr. Egypt, funded by the PTA who was very well received by the children. 	

<p>5.2</p>	<ul style="list-style-type: none"> • New library project being organised in conjunction with the PTA, looking at possible spaces, designs, costings, etc. also taking into account Eco considerations. • Outdoor gym equipment planned for March, funded over a two year period. • School hall roof to be fixed over half term (at least half of it), we pay 10%. • Fence work to be done. • Ground work and new surface to be laid outside EYFS • Fire alarm (electronic); hoping to get one, funded by ODBE. • ODBE Writing Course offered by HF will be funded for her time. Outreach is one of the school’s particular strengths. • Website is now up and running. • Parent rep meeting: Went well, with positive feedback received. The school is at the forefront of <i>Smartphone Free Childhood</i>; this is being trialled as part of a national campaign which began last Spring. It has local MP support. <p><u>Challenges:</u></p> <ul style="list-style-type: none"> • Staffing: We have been one teacher down for the whole of this term. HF gave thanks to the staff team for their support here, meaning that supply provision was not needed. It is hoped that the staff member will return after half term. GQ: <i>Was it clear that it was going to be a long-term absence?</i> No. GQ: <i>Could we have got a supply teacher?</i> No, not enough notice to do this. • SAR (subject access) request: Received last Tuesday. Governors noted with concern that this was the third one received recently. HF advised that these have to be responded to within one month (inclusive of holidays) and she has to deal with these. HF read out a draft paragraph for the weekly newsletter she had written with a view to sending to parents. Governors shared her concerns about the enormous pressure these requests place on staff but had some qualms around how widely information about SAR’s should be shared, given the number already received. Some consideration will be given as to how best to tackle these, going forward. <p>Sustainability: Covered in item 4.1.</p>	
<p>6. 6.1 6.2 6.3</p>	<p>Safeguarding Brief verbal update: HF advised that all is ok here and the SCR is up to date.</p> <p>Filtering and Monitoring/Cyber Security: No reported issues</p> <p>Governor DBS checks: Confirmed as all up to date.</p> <p>Governor Mandatory Safeguarding Training (L2 and PREVENT, Safer Recruitment)</p> <p>BW confirmed that he has signed up to L2 Safeguarding training for 03 April and will shortly be completed Part 2 of the New Governor Induction training. ZB and TS will complete PREVENT training by the time of the next FGB meeting.</p>	<p>ZB/TS PREVENT Training asap</p>
<p>7. 7.1</p>	<p>SDP</p> <p>Review of Growth: TS shared an on-line screen with governors. TS advised that he had updated the Autumn Term entries. Any outstanding governor actions to be completed asap.</p>	<p>All as applicable</p>

<p>7.2</p>	<p>FGB actions for Spring term to monitor and evaluate growth related to SDP</p> <p>TS encouraged governors to update/feed into this document as they make visits into school, to show evidence of actions. GT will ensure that SIAMS SEF updates will be added to the SDP. Governors noted that the SDP is on the One Drive as it is a live, dynamic document. Web-links will be added on Governor Hub. (TS).</p>	<p>GT asap</p> <p>TS asap</p>
<p>8.</p>	<p>Monitoring the impact of our Christian Vision</p> <p>Reflection on our Governor GROWTH.</p> <p>HF referenced the new SIAMS Framework, launched in September 2024, with a vision routed in Theology not just Christianity. The school has sought to embed this in various ways; including in its letterheads, agendas, minutes etc, to demonstrate the school's growth. For governors, it was suggested that it would be useful if minutes could reflect our collective vision. GT shared a screen of SIAMS training about this, which had been led by Toby Long, looking at 7 inspection questions and an outcome; <i>Who are We? What do we do when we go into school?</i> This included such matters as the function of the Governing Body, areas to monitor; including pupil performance, but also the Vision of the school. GT will review the current Governor Visits form to see what modifications are required. GT will also share the PP slides from the SIAMS training to the folder of documents for this meeting on Governor Hub.</p>	<p>GT x2</p>
<p>9.</p>	<p>Dates of next meetings</p> <p>To confirm meetings on:</p> <p>Wednesday 26 March 2025 6.30pm</p> <p>Wednesday 30 April 2025 6.30pm</p> <p>Wednesday 16 July 2025 6.30pm</p> <p>Governors discussed which of these meetings would be strategically focussed; (including a three-year and five-year plan) and which ones would be business-related. It was agreed to refer this back to consideration at the next meeting. Action: TS for agenda.</p> <p>TS went round the room and asked if there was any other business. There was none, apart from a heads up about the possibility of industrial action, from the NTU but no further details were available at this time. Governors thanked JC for joining the meeting to take the minutes.</p>	<p>TS</p>

The meeting closed at 20.45

Julie Carvell/13.02.25

Action points

Item	Action	Responsible
2	Clerk summary of declarations for school website	JC
3.2.3 7	TS to review potential governor details and speak to suitable candidates re joining as a Foundation Governor, subject to eligibility.	TS
4.1	Governor Roles: Sustainability to be a standing item on agendas	Clerk-ongoing
4.2.1	Foundation Governor Vacancies: TS to follow up with SG	TS
4.4	Annual Schedule of Governing Board Business: <ul style="list-style-type: none"> • TS to provide web-link for Governor Hub • TS to provide update re actions to date from Annual Schedule to next GB meeting. 	TS TS
4.5	Compliance Statements: All governors to sign off the NGA Governors' Code of Conduct.	All
4.6	Schools Financial Value Standards (SFVS): TS to add to the folder of documents for this meeting on Governor Hub.	TS
7	SDP 7.1 Autumn Term actions/updates 7.2 Spring Term actions/updates: TS to add weblink to Governor Hub	Govs as apply TS
8	Monitoring the Impact of our Christian Vision <ul style="list-style-type: none"> • GT to review the Governor Visits form to see if any updates are needed to take account of SIAMS updates. • GT to add the SIAMS training power point slides to the folder for this meeting on Governor Hub. 	GT GT
9	Dates of next meetings: TS to add an item on next agenda re which meetings are strategy focussed and which are business related.	TS

Attendance 2024-25

Page	02/10/2024		10/02/2025				
Zoe Batt	No		Yes				
Helen France	Yes		Yes				
Sam Goose	Yes		N/A (Term of office expired)				
Abi Tindall	Yes		Yes				
Alexi Olsen	Yes		Yes				
Tom Sowerby	Yes		Yes				
Steve Taylor	Yes		n/a [Left the GB]				
Gill Tyler	Yes		Yes				
Jacky Barr	Yes		Yes				
Martin Pounce	No		No				
Julie Carvell [Clerk for This meeting]			Yes				