



Harwell Community Primary School

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**Minutes of the meeting of the Governors of Harwell Primary School
Held on 18th November 2019 in class 6 starting at 7.00 pm**

1 Welcome and apologies

Attendees:

Ann Parham (AP)- Chair	John Dickens (JD)	Rob Sadler (RS)
Richard Thompson (RT)	Danielle Reilly (DR)	Janice Markey (JM)
Sue Greatbanks (SG)	Frances Williams (FW)*	
Bryn Gibson (BG) – Head teacher		

*arrived at 7.15

Apologies: Kirsten Christensen (KC), Tom Gowers (TG)-Vice Chair, Aisha Nevers (AN), Chris Smith (CS)

The meeting was quorate.

Present: Jane Moreton – Clerk, Heena Brown, Chair of Governors at Stockham School was welcomed as a visitor. Stockham school received an Outstanding Ofsted earlier this year and AP had made contact with her in the hope that the two schools can work together and each FGB benefit. AP will attend their FGB meeting later this week.

1a Presentation by Assistant Headteacher and Educational Standards Lead

This presentation on the curriculum was given to the EE Committee on 6th November and the members of the committee felt that all governors should have the opportunity to hear it and so had invited the AH and ESL to the FGB to repeat the presentation. The monitoring process was explained. PPEPs have been introduced this year and were explained to the FGB.

AP wanted this presentation given to the FGB as one of the new Ofsted criteria is that governors are able to understand and articulate the curriculum. DR explained that pupils are able to articulate ‘why they are learning’ when visitors come to the classrooms

Heena asked if the school give this sort of focus for parents at an Open Evening. Harwell parents are invited to curriculum outcomes at the end of each half term - good response and support from parents. Parent workshops have been held on areas of the curriculum.

Gov questions PPEP - Is this a Harwell initiative or something required by Ofsted? It was confirmed that this is a Harwell initiative. This is targeting not only lower attainers but all PP children including middle and higher attainers. Ideas can be used for the whole class and so all children benefit.

Is this a drain on resources? Very much a team - teachers tweak each others ideas. DR is there as a support as ESL for other teachers. Good to bounce ideas off another person. BG confirmed that release time is available for DR for meetings with teachers.

Are there Pupil progress meetings with ESL as well? No, teachers have those direct with Bryn.

PROCEDURAL / GOVERNOR MATTERS

2. Declaration of Interest on agenda items

None declared.

3. Approval of minutes of last FGB meetings held on 23rd September 2019 and matters arising

Minutes were accepted by FGB and a printed copy signed by Chair *Doc ref 3.1*

All actions from that meeting completed or on the agenda apart from :

- Individual governor profile for the website RS and CS outstanding **Action:** to be carried forward to the February meeting (RS had emailed his prior to the meeting)
- Single Central Record review - **Action:** to be carried forward
- KCSIE Part 2 understanding review **Action:** to be carried forward
- Website review - had been completed. Only issues - review of pe premium to be added and the reading scheme being used in KS1 **Action:** website to be updated

4. Succession planning

AP asked if anyone had considered about becoming Chair of Governors when she comes to the end of her term of office in November 2021. Ann asked everyone to have a serious think about this as a new Chair of Governors will be required.

Governors skills audit -Action: governors skills audit folder to be shared with AP and to be added to February agenda.

STRATEGIC MATTERS

5. Policies review

BG expressed his thanks to all who made up the working party. The policies were reviewed thoroughly. It was a quick and efficient process, making very good use of google docs.

Headteacher - Anti bullying - still wants to do a little more work and potentially make a couple of more tweaks before the policy goes live. **Action:** Can the working party have a look at it and make comments.

Working Party - policies listed in the agenda were ratified by the FGB

Action: website to be updated with policies as appropriate

AP asked everyone to read carefully the Complaints policy which was further reviewed by her as Chair of Governors and the School Business Manager. AP has recently been involved with 2 complaints procedures. She suggested that governors complete 'Complaints' training (completed by AP and clerk). The policy had been reviewed by the working party today. RT asked governors to take into account the wide spectrum of potential complaints when reviewing the policy. **Action:** governors to read the complaints policy

Pay & Performance Committee - policies listed in the agenda were ratified by FGB

Resources Committee - policies listed in the agenda were ratified by FGB

Delegated to Individual governor - Exit Interview. BG would like an additional question so ending on a positive. 'What 3 positive things would you take away from your time at the school?' **Action:** policy to be amended

Statutory items for the website - Equalities Statement approved by FGB **Action:** website to be updated

Reminder of governors duties under the Equalities Act on agenda

Pupil Premium Grant - reviewed at EE Committee - review of last year and looking forward to 2019/20

PE Grant - Bryn has reviewed with Alison (Associate Member specialising in PE)

Action: reports to be added to the website

RSE policy plan - RAP priority. Beyond drafting a letter to go to parents with updated advice from DfE. Will go this week. Governors if asked should say that no changes will be made until

Action: school to send DfE guidance to all governors

6. Strategic Priorities Review

Action: to be shared with all governors following the final review by Headteacher

7. Headteacher report and progress against RAP

HT report (*doc ref 7.1*) had been placed in google folder and a google doc (*doc ref 7.2*) created for governors questions with answers provided by the SLT.

Governor questions:

(AP) I note year 3 has a large number of SEND pupils. Can you describe the issues and how they are being managed?

Response: The primary need is SEMH and some cognition and learning. This is the class that has had an unsettled year 1 with staff disruption. As a result, there was a careful deployment of teaching staff to ensure consistency in Year 2 and then in Year 3, to ensure that they develop positive learning habits moving forward.

There are currently 1.5 TAs within the class. There is targeted precision teaching and some additional phonics support for targeted children.

The children have IPT (individual provision trackers) which are updated regularly throughout the year. These are shared with parents at consultation evening and with the school reports. The targets are smart and short term, focused to overcome the immediate barrier and take on board advice from other visiting professionals.

Some of the children have been supported through Wizard theatre.

(AP) I'm not sure everyone knows what a PPEP is. Please can you give more information

Response: The term PPEP means Pupil Premium Educational Plan - it is to ensure all of our pupil premium children have individual and personalised targets to address any barriers to learning. They are then broken down and targets are devised as a provision for ongoing support and progress.

The PPEP meetings have taken place with the ED Standards lead supporting the implementation of smart short focused targets. Staff were given prior staff meeting time to identify the barriers to their success.

(AP) Attendance is low for EHCP, PPM and FSM and Yr 1. How can this be improved?

*Response: One child with an EHCP has affected these figures - absences are for a long term medical condition. Working with medical professionals to ensure that child's needs are met.
PPG / FSM have both been affected by siblings taking a two week holiday during term time.
Year 1 has the lowest attendance rate of all the classes. Family holiday during term time plus a series of minor illnesses. New attendance policy to be shared with all parents. Parents of all pupils with an attendance rate of less than 96% will receive individual letters. Parents of those pupils below 90% will be asked to meet with school attendance officers and parenting contracts will be introduced.*

(AP) Relationship education may well be an issue for some parents. Please discuss this at the FGM so we have a joint strategy and full awareness of plans

Response: On the agenda

(AP) Phonics at year 1. How is this going? Have children gained from a whole year of phonics in FC last year? How have new staff been trained on read,write inc

Response: The starting point for the children in Yr 1 was significantly higher (half a term higher). The new teachers in September have been trained in RWI. We are looking for training for the new FC staff member.

(JD, TG) What plans are in place regarding areas which require SLT and AH to step up to in the absence of the HT? How is the work/welfare balance of HT being considered given HT high commitment already prior to his requirement to support another school in need of support.

Response: Part 1 answered below

Work time for HT is being logged and will be sent to the LA so that they are aware of the time commitment involved. In addition, it is a short term measure which will be coming to an end very shortly (tomorrow).

I have ensured that there is adequate supervision for myself and had daily liaisons with the school improvement team

(TG) Has the HT absence exposed any gaps in the SLT structure? Has the need for increased SLT cover had an impact on learning in their respective classes?

Response: Forward planning ensured that we secured an experienced, qualified supply teacher to work in Yr 6 enabling the Assistant Head to be available to cover as required. She has been able to work with small groups of pupils which has been of benefit to them, as well as observing other teachers in their classrooms.

(JD) Personal Development - Maybe discussion of the draft letter to parents would governors understand the focal areas intended to be addressed?

Response: Agenda item

(JD, KC) Are attendance monitoring figures affected by the fixed term exclusion?

Response: No, not yet as the attendance monitoring figures are up to the end of October. The short term fixed exclusion happened in early November.

(JD) Early Help assessment and TAF exhibit further increased resource requirements. How much more resilience is there within the school resources to cope with this ongoing increased trend? How is the staff welfare given the increased requirements? (I note that the PPM plans from SLT should assist in this aspect, however, this also means further cover required for SLT)

Response: EHA - do take time to collate all of the information. The EHA form has been significantly reduced in the past year, which does help. TAF meetings are time-consuming but are important in bringing professionals and families together. They are held typically every 6 weeks, so are less onerous than they may seem. Day to day monitoring is picked up through the school systems including CPOMS and this has streamlined the meeting process as I can have CPOMS open in front of me - which gives me all the information easily to hand.

(JD) I note there has been a further bullying allegation which has been confirmed as "unsubstantiated" in the table. Please could you explain the criteria of this judgement to governors? Is this criteria clear and contained in the school anti-bullying procedure?

Response: The allegation revolves around a child with profound SEN needs. There have been incidents that appear to be bullying on the surface, however, it is questionable whether the child understands the

implications and intentions of those actions. The SEN team is advising and additional provision is in place to support all parties involved, whilst at school (and are working).

Workshops? Power of One, assemblies - turn it round to focus on kindness, worked with pupils on school council on the anti bullying policy, fine lines. Teachers do circle time on celebrating differences and understanding difficulties

Further governor comments:

Governors who are not present at this meeting had contributed by asking questions in advance.

8 Committee Updates

Educational Effectiveness committee meeting on 6th November. Minutes had been shared with all governors and a Q&A document to enable Resources committee members to ask questions in advance of the meeting.

(JD) A significant effort and focus is being directed towards PPM children. This is excellent. My question is how does the school SLT ensure that non-PPM and non SEN continue to receive sufficient support to achieve their full potential and make expected progress or better than expected progress given the focus required for PPM and SEN

Response: The EEC committee continue to monitor all groups including those who are not PPM or SEND to ensure that progress is at least good for all pupils. Having said that we recognise that an increase in pupils with additional needs does bring an additional stress for the school particularly when funding is not as good as it should be. BG added - Part of the monitoring cycle is 'quality first teaching' for all pupils. PPEPs are initiatives that happen in class and thereby improve quality first teaching throughout the class.

(TG) In the past year there has been an increased focus on enabling teaching staff to deliver higher quality PE lessons and activities (e.g. external skipping workshops etc). Has this focus paid off and how is the impact of this being measured?

Response: The EEC committee has asked this and a baseline was established and progress will be reviewed. Some of the information is qualitative rather than quantitative but is still valid.

Additional information: BG- a large amount of PE grant has gone into staff training. Intensive support for the two NQT teachers and dip in for other staff. BG now sees lots of PE around the school happening. There has been good feedback from teachers and the lead professional. The PE specialist has been working with the planning process. DR confirmed that all the teachers have benefitted from the support of the PE specialist who has been fantastic.

Further question: *Is PE integrated with the big question? Yes, when possible. The example was given of last week's newsletter which had a focus on Yr 5 (one of our NQTs). This showed dance being taught as part of their WWII project and encouraged by the PE specialist.*

EE Terms of reference agreed at the committee meeting were approved by the FGB

Action: to be added to the website

Resources committee meeting on 15th October. Minutes had been shared with all governors and a Q&A document to enable EE committee members to ask questions in advance of the meeting.

(AP) Has annual safeguarding report been completed?

Response: No. Further delay due to on-line audit not yet completed on LADO site. LADO are aware. latest information is that this annual safeguarding report will go on-line at February half term due to difficulties. Suggested that Link Governor and HT meet and complete a paper version initially

(AP) Premises plan - can I remind everyone about staff toilets and need for refurbishment

Response: This is included in the Premises plan and is costed for a limited facelift. . Other additional items have now needed to be included in the plan - The roof repairs have revealed extra access door (Front and back) requirements for on going security and the KS1 toilets were viewed as more of a priority on the understanding that the staff toilets are clean and functional albeit "dated" in appearance. This prioritisation can be reviewed at FGB, Please could Bryn rereview with staff how they

feel about the staff toilets given the potential impact on staff welfare. if these have deteriorated

Resources Terms of reference agreed at the committee meeting were approved by the FGB

Action: to be added to the website

FGB asked for some feedback on rotating the Chair position.

Pay & Performance Committee: it was confirmed that the review of teacher salary recommendations following Teacher Performance management reviews had been completed. This enabled increases to be processed in time for the November salary payments.

Terms of reference agreed at the committee meeting were approved by the FGB - they wanted to amend the number of people who HAD to be at the pay review meeting for teacher salary review. A telephone conference call had been used to review the teacher pay and performance and this had worked really well. Minutes had been recorded. The committee confirmed that there had been a good level of scrutiny. The change is that there must be three governors to review the Headteacher recommendations but that can be delegated to one governor to discuss with the Headteacher. Ideally three would be best practice. Heena suggested for best practice having different governors for the teacher pay review than for the Headteacher Performance Management. After discussion, governors decided that perhaps an additional governor could replace one from the Headteacher Performance Management team.

9 Communications

Contributions to school newsletters

The next newsletter for governor input is 16th December

Action: Resources committee to provide an article on safeguarding for this newsletter

Parent Survey

65 responses so far (62 in total in 2018). The school will remind parents that the survey closes at the end of November

Action: FW and JM to analyse this and present their report to the next FGB meeting

Open Morning and Open Evening

Governor support - SG and AP will be there in the morning, JM and AP in the evening

OTHER MATTERS

10 Health & Safety

FGB was provided with a progress report on the 2019 Action Plan.

Further actions completed:

Remedial work from 5 year fixed wire testing report has been carried out.

New Headteacher chair has been purchased

Quote has been received today to replace the doors on the gas meter cupboard in the playground.

11 Safeguarding

Annual Return

The 2018-2019 return has not been released to schools yet. This will be completed when available in readiness for FGB review prior to submission to LADO. **Action:** JD and BG will complete a paper audit based on last year's return.

JD and RT have recently completed governor training. CPOMS was highly recommended. BG explained further how this is used effectively within the school.

Safer Recruitment training - FW completed online- JD and RT to complete as it was recommended that

safeguarding governors complete this training. **Action:** safeguarding governors to complete online training course

Importance of SCR - meeting to be booked for a governor review now that RT has completed his training.

Child Protection and Safeguarding policy - OCC model policy reflecting KCSIE 2019 has been issued and tailored to Harwell School. Link in the agenda enabled all governors to read the policy before the meeting

Action: to be added to website

12 GDPR

The digital signing in system is working well.

The school had received a letter about a Breach of Confidentiality concern. ICO support was sought. The investigation and full written response was completed within the required timelines.

13 Governor Effectiveness

Chair of Governor Evaluation

To complete this was good practice and has been useful for AP. The FGB is always aiming to grow and improve.

Clarity of roles - it would be useful to unpick why some governors didn't feel strongly that clarity of roles was in place.

FGB self evaluation

AP thanked governors who had completed this. Overall a very positive picture and a good self-evaluation exercise. It has increased awareness of the FGB role.

AP commented that she felt that all the governors had the ability to become Chair of Governors.

Governors asked if it is possible for them to look for someone externally who might come in and chair.

Action: advice from Governor Services to be sought

A governor vacancy will arise in the Summer Term as Rob's term of office will expire on 30th June. The May FGB will be his last meeting. Parent Governor Election to be held. Skills to be sought is an agenda item for February meeting

Primary School Governors facebook group - AP and the clerk have become members and have found some posts to be useful.

Link Governor Visits

Visits, aims and schedule completed. Dates to be added - some dates added at the meeting. **Action:** governors to contact Bryn with suggested dates for any outstanding

Rachel Caseby training

Rachel works for Governor Services - training on governor monitoring is planned for January 29th 6.30-8.30. Run for all our governors and any other governors interested. Maximum of 2 hours. Will open out to Stockham governors and also the schools in the Quintet

13 AOB

DfE consultation on changes to EYFS framework

Link in the agenda enabling governors to complete the survey if they wished to do so

Governors were reminded of the staff governor breakfast on December 18th at 8:30

Events in school leading up to Christmas - link to document with dates was on the agenda.

Generalist Safeguarding - SG's runs out in January - is the school running training before then? Alison Goodall is an Associate Member - does she have to renew hers?. She is generally consulted by telephone / google docs? **Action:** clerk to check available training

Course - preparing for Ofsted Inspection Thursday 28th November - Janice and Ann already attending

Flowers were presented to JM (for her and Sarah) in her role from the village Gardeners Club who maintain both the sensory garden and planters at the front of the school. This helps make the school very welcoming and the support is very much appreciated.

Meeting finished at 9.25pm

Key Dates for 2019-20

	Autumn Term		Spring Term		Summer Term	
FGB	Monday 23 September	Monday 18 November	Tuesday 11 February - afternoon		Wednesday 20 May	Wednesday 8 July 6pm start
Educational Effectiveness		Tuesday 6 November 6 pm start	Tuesday 14 January 6 pm start	Tuesday 24 March 6 pm start		Wednesday 8th July combined with FGB
Resources	Tuesday 15 October		Tuesday 14 January		Tuesday 21 April	
Pay & Performance	Thursday 19 September HT - PM	Early November Teacher Salary review		Thursday 12 March HT - PM		
Gov-staff breakfast		Wednesday 18 December		Friday 3 April		
Governor staff joint meeting - RAP priorities						Wednesday 8 July 3:30 start
Open Morning and evening		Wednesday 20 November				
Meeting for new FC parents						Monday 29 June
Clerk to Governor Appraisal	Friday 6 September					

ACTIONS

Ref	Action	Responsibility
3.1	Governor details for website to be sent to school	CS
3.2	Single Central Record - review with School Business Manager	FW, RT
3.3	KCSIE Part 2 google quiz answers to be analysed and any training needs to be brought to the next meeting	BG
3.4	Website to be updated with KS1 reading scheme	BG
4.1	Governing skills audit to be on February agenda	Clerk
5.1	Working party to review and comment on Antibullying policy	RT, KC, SBM
5.2	Website to be updated with working party ratified policies as appropriate	BG
5.3	Governors to read the updated complaints policy	ALL
5.4	Add a final question to Exit Interview questions	FW
5.5	Equalities statement to be added to website	BG
5.6	RSE - DfE guidance to be sent to all governors	BG
6.1	Strategic Priority review to be shared	BG, AP
8.1	EE Committee ToR to be updated on the website	BG
8.2	Resources Committee ToR to be updated on the website	BG
9.1	Resources committee to write a short article on safeguarding by Dec 16th for school newsletter	JD
9.2	Parent survey to be analysed and a report produced for February FGB	FW, JM
11.1	Paper safeguarding annual audit to be completed	JD, BG
11.2	Online safer recruitment training to be completed	JD, RT
11.3	Updated Child Protection and Safeguarding policy to be added to website	BG
13.1	Contact OCC Governor Services - can an Associate Member be Chair of Governors	Clerk
13.2	Skills for parent governor election to be on February agenda	Clerk, AP