



Harwell Community Primary School

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**Minutes of the meeting of the Governors of Harwell Primary School
Held on 23rd September 2019 in class 5 starting at 7.00 pm**

1 Welcome and apologies

Attendees:

Ann Parham (AP)- Chair	Aisha Nevers (AN)	
Richard Thompson (RT)	Danielle Reilly (DR)	Janice Markey (JM)
Tom Gowers (TG)-Vice Chair	Sue Greatbanks (SG)	Frances Williams (FW)*
Rob Sadler (RS)	Kirsten Christensen (KC)	John Dickens (JD)
Bryn Gibson (BG) – Head teacher		

*had to leave before the end of the meeting

Apologies: Chris Smith (CS),

The meeting was quorate.

Present: Jane Moreton – Clerk

PROCEDURAL / GOVERNOR MATTERS

2. Annual register of pecuniary interests

Mostly completed ahead of the meeting, 2 outstanding at the start of the meeting were completed

Action: to be added to website and a copy placed on the governor noticeboard in school

National database of governors - DfE site

This was updated by the school following the appointment of KC at the July FGB meeting and is up to date.

Governor record of attendance at 2018-19 FGB meetings

Document agreed [2018-19 record of attendance](#)

Action: to be added to the school website and a copy placed on the governor noticeboard in school

Governor Code of Conduct

All governors reminded that they must abide by the Code of Conduct [OCC Gov code](#).

Governance Handbook

All governors were reminded of the Governance Handbook and competency framework which has been recently updated [Governance Handbook and Competency framework](#) and asked to ensure that they

have read the document from The Key for School Governors which summarises the recent changes [Summary of changes](#)

Instrument of Governance

The current IoG was explained by the clerk and the process for reviewing and amending this should the FGB deem this necessary. A discussion was held and the FGB decided that the current IoG works well and does not need to be reviewed at the moment

CIO - Harwell AGM

Harwell School is part of the Didcot Area Partnership and is registered as a Charitable Incorporated Organisation and has to hold an Annual General Meeting.

The Harwell AGM should be attended by the Chair of Governors, Vice Chair and Headteacher. In 2018, all three were members of the EE Committee and so the AGM was held before the start of the May meeting. The 2019 meeting is therefore now late. AGM to be held at the end of the this FGB meeting. Next meeting to be held at the end of May 2020 FGB meeting.

3. Declaration of Interest on agenda items

None declared.

4. Approval of minutes of last FGB meetings held on 22nd July 2019 and matters arising

Minutes were accepted by FGB and a printed copy signed by Chair *Doc ref 4.1*

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

- Anti-bullying policy - progress has been made: an audit has been undertaken by BG and JD. Definitions and understanding of bullying have been discussed with staff and also the school council. Parents were advised of the policy review and invited to contribute via Chair of Governors item in the first newsletter of the school year. *Governors asked for further information about the School Council discussions.* The School Council meeting was an interesting meeting with the difference between bullying and unkindness discussed by the pupils. This is to be continued into a second meeting this week. The pupils are keen to lead an assembly on the subject. **Action:** to be carried forward to the November meeting when policy should be available for ratification
- Individual governor profile for the website John, Rob, Kirsten and Chris outstanding **Action:** to be carried forward to the November meeting
- Governor Training HT Performance Management JM booked in October 18th , FW to book a convenient course
- Key doc: role of governance - governors were asked to read this document
- Survey on financial transparency - governors were reminded that this closes on 30 September
- SCR review with School Business Manager - date to be arranged **Action:** to be carried forward to the November meeting
- KCSIE 2019 Part 1 & 2 - google quiz to be completed by all governors. **Action:** to be analysed before the next FGB meeting
- Chair of Governor evaluation **Action:** clerk to provide analysis from the evaluation exercise to Chair
- FGB self evaluation **Action:** clerk to provide analysis from the evaluation exercise to Chair
- Contact GEMS and Stockham school. AP has contacted Stockham school. There was no information about FGB on website. She has emailed the school office and is waiting to hear from CoG. GEMs Didcot - she has looked at the minutes of the last FGB meeting on the website and doesn't feel that there would be sufficient learning opportunities in pursuing a meeting . They both became Outstanding schools in the last academic year under the old Ofsted framework. If anyone hears of an Outstanding school under the new Ofsted framework, please contact AP

5. Governor procedures

Governors whose term of office expires in the 2019/20 academic year

SG confirmed that she wished to serve a second term of office. As a coopted governor she was reappointed by the FGB. Proposed by RS and seconded by JM. Voted in favour unanimously. **Action:** clerk to complete paperwork for OCC Governor Services and school to update National Database of Governors.

Rob Sadler's term of office expires in June. A parent-governor election will be held at that time.

Action: Agenda item for February meeting to discuss the skills required in preparation for the parent governor election.

6. Election of Officers

Chair of Governors

AP confirmed that she would remain in office if the FGB wished her to, for the current academic year. Proposed by RS and seconded by SG. This was voted in favour unanimously.

Vice Chair of Governors

TG was elected in May 2019 for a two year period of office and so will remain as Vice Chair for the current academic year. .

Succession Planning

AP confirmed that she will not be standing as Chair for the 2010/21 academic year. Her term of office as a governor expires in November 2020.

TG confirmed that he is not planning on standing for Chair for the 2010/21 academic year.

AP outlined the role and asked all governors to consider becoming Chair of Governors. She expressed her confidence in the ability of all the school governors to undertake the role.

Action: November meeting agenda item for governors to consider shadowing AP during the current academic year in readiness for becoming Chair for the 2020/2021 academic year

Appointment of Clerk to Governors

The FGB reappointed Jane Moreton as Clerk to Governors for the 2019-20 academic year

Arrangements for clerking of committees

Following discussion, it was decided to continue with the current arrangement that each committee will clerk meetings internally.

7. 2019-20 Standing Orders

Committee ToR

This was delegated by the FGB to committee Chairs to be agreed at the first committee meeting of the year and for the FGB to agree ToR at the November FGB meeting.

Action: ToR for each committee to be brought to the November FGB meeting:

Resources	Educational Effectiveness	Pay & Performance
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Committee membership

Confirmed for 2019-20 academic year

Resources	Educational Effectiveness	Pay & Performance
John Dickens	Janice Markey	Ann Parham
Richard Thompson	Ann Parham	John Dickens
Tom Gowers	Sue Greatbanks	Frances Williams
Aisha Nevers	Kirsten Christensen	Janice Markey
Chris Smith	Rob Sadler	
Frances Williams	Danielle Reilly	
Bryn Gibson	Bryn Gibson	

Link Governors

Confirmed for 2019-20 academic year

Chair of Governors	Ann Parham
Vice Chair	Tom Gowers
Safeguarding	John Dickens, Deputy - Richard Thompson
Health & Safety	Aisha Nevers
Inclusion	Sue Greatbanks
Whistleblowing	Rob Sadler
Finance	Chris Smith
GDPR	Tom Gowers
HR	Frances Williams
Chair Resources	John Dickens
Chair EEC	Janice Markey

RAP Link Governors

2018/19

Priority 1 - Teaching and learning - Rob Sadler & Ann Parham

Priority 2 - Raise Pupil Achievement in core areas for all significant groups - Sue Greatbanks & Aisha Nevers

Priority 3 - Improve the Quality of Leadership and Management - Tom Gowers & Frances Williams

Priority 4 - Improve provision in Early Years to improve children's outcomes - Janice Markey & John Dickens

Priority 5 - To further develop confident self-assured learners who recognise their personal needs and the needs of others - Alison Goodall & Richard Thompson

2019/20

Following a discussion, it was agreed that these should be linked directly to the new Ofsted framework which also reflects the adapted RAP.

Quality of Education	Ann Parham and Rob Sadler
Behaviour and Attitudes	Aisha Nevers and Sue Greatbanks
Personal Development	Richard Thompson and Kirsten Christensen
Leadership and Management	Tom Gowers and Frances Williams
Evaluating the quality of early years	Janice Markey and John Dickens

Governor Visit Schedule

Autumn Term

Behaviour and Attitudes
Leadership and Management

Spring Term

Personal Development

Early Years

Summer Term

Quality of Education

Leadership and Management

A visit document was produced by BG and JM last year (Link Governor visit aims and schedule)

Action: BG and JM to create a new 2019/20 document and share with FGB

Action: all governors to add comments to the shared document and dates for visits to be agreed with BG

Website Audit

This is an annual requirement

Action: to be completed by JM before November FGB meeting

8 Annual Schedule of FGB business

The FGB formally adopted the OCC Schedule of Business for 2019/20.

Governors asked for confirmation that this document was referred to when agendas were set. Chair and Clerk confirmed that this is what happens plus using The Key for School Governors.

Items for the Autumn Term were reviewed and FGB confirmed that all areas have been covered.

9 Working party for policy review

RT and KC volunteered to form the working party with Headteacher and SBM.

SBM will share appropriate policy documents with Committee Chairs.

There is a new statutory Sex and Relationships part of the curriculum which comes into effect in September 2020. There has to be parental consultation on the new school policy. The school had applied in the last academic year to become an 'early adopter' and this was confirmed in the last week. The Key for School Governors has useful articles on this. RT and KC were confirmed as the appropriate governors to be involved with the school in the development of and early adoption this policy.

STRATEGIC MATTERS

10 Strategic Priorities Review

Action: to be on November agenda following the final review by Headteacher

11 Headteacher report and progress against RAP

HT report (*doc ref 11.1*) had been placed in google folder and a google doc (*doc ref 11.2*) created for governors questions with answers provided by the SLT.

Governor questions:

1. TG & AP: Could you expand on the budget impact of the need to recruit extra TA support for children with additional needs? Does this impact other areas of planned spend, and if so what is the likely impact on teaching and learning?

Staff to support individual children are required in every class. Additional TA recruitment is underway and one additional TA has been appointed to start after October half term. A further TA is still to be recruited. The cost of this support for targeted children is higher than the additional SEN funding the school receives.

The SBM & HT have re-budgeted and balanced the budget over three years with some 'wriggle room'. There is a projected overspend in Year 2 and 3. Teacher salary increases and increased pension

contributions have not yet been factored in. The increase in pupil numbers (above previous models) has helped.

Further comments from BG - there is a significantly increased need for 1:1 or small group support within the classroom. BG explained the school funding. The first 15 hours of support have to come from school budget (regardless of how many children are eligible for additional support in a school) with top up funding received from OCC SEN. the biggest challenge is finding the right people to work in such a way. This is a demanding role for TAs. The school are trying to support staff by avoiding TAs working all day with the same child.

Additional questioning to Headteacher at the meeting.

TG: Where have the school had to make cuts? *When new teaching staff were recruited, - 2 NQTs were appointed. Both are of a high calibre and need to be nurtured but this has meant a reduced salary cost.*

2. TG: What mechanisms are in place to enable NQTs to provide regular or ad-hoc feedback on their induction and progress or to express concerns or requests for help, and what actions are taken as a result of that feedback?

They have one day a week non teaching time which enables them to reflect. Trained mentors support them individually. The school have signed them onto the OTSA NQT programme. There is a clear structure to the programme which also helps the mentors support the NQTs. Peer to peer support and observation happens within the school. The Partnership also run an NQT programme with all local NQTs able to meet regularly.

Weekly meeting with mentors who then feedback to and consult with AH as appropriate. Support for NQTs is recognised as very important. Both NQTs are observing AH and ESL as classroom teachers. KS meetings not only support NQTs but model the support process within the teaching staff. Flowchart to be used - they know who they need to approach for help. ESL will be supporting NQTs with the curriculum next term. Partnership NQT meetings are being held.

Additional questioning to Headteacher at the meeting.

RT: Is there a formal end to the Induction process so that they can feed back on the process *Periodically, the mentor has to submit a report to OTSA. within this report, there is an NQT submission part which is reviewed by BG.*

AP: In the classes being taught by the NQTs - how is the 5th day covered? What is the impact on the children?

An experienced teacher is being used rather than HLTA staff. This provides the NQTs with peer to peer support. No impact on the children.

3. RT and AP: What is the impact on staff and / or children of the DEN centre stopping? Was this expected and will there be any financial cost to the school?

The impact of the DEN closure will mean that targeted children will need alternative support/interventions, which may come at a cost.

It will impact on other children on the SEN register as the children allocated for the DEN may now take precedence for alternative therapies/interventions, which means other children potentially missing out. It came at short notice due to the difficulties faced by northern house and the associated staff.

There are no additional financial costs to the school. The staff employed by the partnership were redeployed across the partnership.

The DAP outsourced the running of The Den to Northern House. At short notice, the DAP were advised that Northern House were no longer able to staff The Den. One member of staff employed directly by the partnership. The DAP Were able to support her in finding another job.

4. AP: Can you give us more information about the possible holiday club?

The club will be for Harwell School children (ages 5 - 11) and will be unable to take younger siblings due to staffing ratios. Monday 20th to Friday 24th July from 9 am to 4 pm. We are considering potentially also running a 2 day club in the Easter holiday period. Costings are currently being worked on but likely to be £30 / £35 per day. Our own school staff plus potentially some external specialised workshops. There will be a structured timetable making use of all the school facilities (pool, AGP, field, hall) but including some free play. A google form will go to parents this week to gauge interest. The Church Holiday Club (9 am to 3 pm) which is free to parents will be on the following week.

Governors noted that The Barn has been very successful and asked that The Barn staff be thanked for all their hard work

5. AP: Please can Governors have the ASP login so we can log on as Governors to data *New 'Raise on Line' - Analysing School Performance. Allows governors to see anonymised data*

Action: governors to be provided with log in details

6. AP: Evidence shows that communication has improved with the introduction of the Assistant Head and Standards lead. What roles are envisaged for the Assistant Head in particular for this year

This will be discussed at her performance management.

Further governor comments:

Governors noted the high number of SEN children in Year 3.

This is a class of high need which had an unsettled time when they were in Year 1.

Attendance: position statement in the FGB folder - is this a concern

Attendance was an amber flag - one particular family had an impact. Not a trend that causes concern.

PPG attendance for the school compared to partnership schools is very good.

12 Committee Updates

No Resources or Educational Effectiveness committee meetings since the last FGB meeting in July.

Pay & Performance Committee: it was confirmed that the Headteacher Performance Management review had been completed with Sarah Varnum as the external adviser. The meeting to review Teacher salary recommendations following Teacher Performance management reviews has been arranged for the first week of November to enable incremental salary increases to be processed in time for the November salary payments.

13 Communications

Contributions to school newsletters

AP wrote the governor contribution to the first newsletter of the year.

It was suggested that each committee could prepare an article or perhaps on a specific subject such as Safeguarding.

Next newsletter for governor input is 16th December

Action: Resources committee to provide an article for this newsletter

Parent Survey

Action: all to review last year's questions before the November FGB meeting so that the survey can be issued to parents asap following the meeting.

OTHER MATTERS

14 Health & Safety

AN updated the FGB on progress made on the 2019 Action Plan.

The 5 year fixed wiring review completed during the summer holidays highlighted various actions, some of which needed to be completed urgently. The school has now commissioned the company to complete all actions. Work scheduled for 5-7 November after school.

15 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.

Child Protection and Safeguarding policy - a new OCC model policy reflecting KCSIE 2019 has been issued. This is being worked on as it requires careful tailoring to the school

Action: Annual return and Child Protection and Safeguarding policy to be on the agenda for the November meeting

Governors asked about Multi agency working and the new partnership

The new partnership - School, (Local Authority) LADO, (Chief Officer) police and the Clinical Commissioning group for an area of the local authority. The school expect to receive further details. The school already work closely with MASH, Police, LCSS, OSCB.

Governors asked for confirmation that the Early Years Link governor had read and understood the specific guidance in KCSIE

This was confirmed

KCSIE 2019 Part 1 and Part 2

All governors had completed a google quiz to confirm that they had read and understood Part 1 and Part 2 and so understood their safeguarding obligations. BG will analyse the responses, as he will do for school staff and any training issues will be addressed.

16 GDPR

TG updated governors on the new electronic signing in system.

He confirmed that the school had used the services of a mobile data shredding company to securely destroy confidential waste during the summer holidays.

The school had dealt with an Educational Record request and a Freedom of Information request within the required timelines.

17 Governor Effectiveness

Chair of Governor Evaluation

Google form has been completed by governors. Analysis to be reviewed by AP. **Action:** agenda item for November meeting

FGB self evaluation

Google form has been completed by governors. Analysis to be reviewed by AP. **Action:** agenda item for November meeting

Reflecting Ofsted 3Is in governor agendas and minutes

FW is looking at the 3Is and can we run our agenda around the 3Is **Action:** agenda item for November meeting

Skills audit - annual update

Action: Individual forms to be shared with governors. **Action:** Analysis by AP to be an agenda item for November meeting

Governor training

CS has registered for Finance Governor training on 5th December

RT has registered for Safeguarding Governor training

Complaints - Governors Ann would like a governor to attend this course if possible

TG has registered for Preparing for Ofsted

Monitoring - AP attended really good training as part of the IEB at Blewbury, Rachel caseby. AP is trying to arrange this via Governor Services as a training for all the FGB for a Tuesday evening. Very focused, practical and useful training **Action:** AP to organise training

Ofsted webinar

Thank you to DR for sharing that link. Had been found to be very useful

Governor visits to school

Document for the new academic year has been created. Governors asked to add any visits and also to complete visit reports.

18 AOB

Statutory items to be added to November meeting

PPg and PE grant reviews to be on EEC agenda 6th November.

Action: BG to send new PE grant plan to AG for her to review

Action: To be reported on at November FGB meeting

Confidential item

BG and DR asked to leave the meeting

Meeting finished at 9.45pm

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	Tuesday 14 January	Tuesday 24 March		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		Thursday 12 March HT - PM		

		Teacher Salary review				
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
2.1	Governor register of interests to be added to website and governor noticeboard	BG, Clerk
2.2	Governor record of attendance at FGB meetings for 2018-19 to be added to website and governor noticeboard	BG, Clerk
4.1	Anti-bullying policy to be available for ratification at November meeting	BG
4.2	Governor details for website to be sent to school	JD, RS, CS, KC
4.3	Single Central Record - review with School Business Manager	FW, RT
4.4	KCSIE Part 2 google quiz answers to be analysed and any training needs to be brought to the November meeting	BG
4.5	Chair of governor evaluation - analysis to be provided to Chair	Clerk
4.6	Governing Body self evaluation - analysis to be provided to Chair	Clerk
5.1	Advise Governor Services of reappointment of SG and update National Database of Governors	Clerk, BG
5.2	Agenda item February FGGB meeting - discuss skills required in advance of parent governor election	Clerk
6.1	Agenda item November meeting - succession planning	Clerk
6.2	Governors to consider shadowing AP with view to becoming Chair for 2020/21 academic year	ALL

7.1	Committees (Resources, EE, Pay & Performance) to agreed ToR to then be brought to the November meeting for FGB agreement	ALL
7.2	Link Governor visit schedule for 2019/20 to be created	BG, JM
7.3	Dates for Link Governor visits to be agreed with BG	ALL
7.4	Website audit to be completed prior to November FGB meeting and a report to be prepared for the meeting	JM
10.1	Strategic Priority review to be on November agenda	Clerk, AP
11.1	Governors to be provided with log-in details to enable them to access ASP	BG
13.1	Resources Committee to provide an article for the school newsletter by 16th December	JD, AN, TG, RT, FW, CS
13.2	Parent Survey - all governors to review questions from 2018 survey 2018 parent Survey	ALL
15.1	Annual return and Child Protection and Safeguarding policy to be on the agenda for the November meeting	Clerk, AP
17.1	Chair evaluation to be agenda item November meeting	Clerk, AP
17.2	FGB self evaluation to be agenda item November meeting	Clerk, AP
17.2	Agenda to reflect 3 Is to be agenda item November meeting	Clerk, AP
17.3	Individual Skills Audits to be shared with governors	Clerk
17.4	Analysis of skills audits to be agenda item November meeting	Clerk, AP
17.5	Rachael Caseby training on monitoring to be organised	AP
18.1	PPg and PE reports to be reviewed at EE Committee and confirmed at November meeting	JM