



Harwell Community Primary School

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**Minutes of the meeting of the Governors of Harwell Primary School
Held on 7th July 2021 via google meet starting at 6.00 pm**

Harwell School Vision: At Harwell School our vision for your child is to help them to develop a love of learning, along with the skills and the ways of thinking to excel at whatever they choose to do in the future.

1 Welcome and apologies

Attendees:

Aisha Nevers (AN) Chair	Richard Thompson (RT)	Tom Gowers (TG)
Frances Williams (FW) Vice Chair	Sue Greatbanks (SG)	Danielle Reilly (DR)
Janice Markey (JM)	Kirsten Christensen (KC),	Joanne Ray (JR)
Chris Smith (CS)	James Thorne (JT)	
Bryn Gibson (BG) Head teacher	John Dickens (JD) <i>joined at 7 pm</i>	

Apologies: Dan Wellstead (DW) - taking part in 50 Years of Puma flypast

The meeting was quorate

Present: Jane Moreton – Clerk

AN welcomed governors to the final meeting of the Year

Procedural / Governor matters

2. Declaration of Interest on agenda items

None declared.

3. Approval of minutes of last FGB meeting held on 19th May 2021 and matters arising

Minutes were accepted by FGB and a printed copy will be sent to the Chair of Governors for signature. *Doc ref 3.1* **Action:** Minutes to be added to the website and governors noticeboard

Actions from the May meeting. All completed apart from:

- Behaviour and Anti Bullying - there is a working party currently working on a model OCC policy which will help shape the final review of our school policies. Our policies have been reviewed but still looking to develop them further
 - Safeguarding training -most completed. FW - FGM certificate to be provided
- Action:** final outstanding governor safeguarding training to be completed asap
- Subject Lead RAP Monitoring. To take place in September

Feedback from Governor Services about Governor Hub. The email response had been shared with governors ahead of the meeting. Google docs will still be used but Governor Hub is to be kept updated with statutory details.

Action: Clerk and Chair to attend briefing from Governor services on 13th July and then clerk to bring Governor Hub up to date *This briefing on COVID and Governor Hub is open to all governors - details to be distributed to FGB*

4. FGB membership matters: governors whose term of office ends within next 3 months:

John Dickens - Local Authority governor 18/9/21. This is John's last FGB meeting and he was thanked for his work, dedication, commitment and support to the school over the last 8 years. As John was the Local Authority governor, the FGB must appoint a replacement LA governor, sending details to OCC Governor Service for OCC approval. After a discussion, it was decided that Aisha Nevers will replace John Dickens from 18/9/2021 when his term of office ends. The formal vote was unanimous in favour.

Action: clerk to advise governor services

With Aisha Nevers being appointed Local Authority governor and Tom Gowers standing down when his term of office ends on 16/10/21, there will be 2 vacancies for parent governors. It was decided that a parent governor election is to be held in September ahead of the FGB meeting with an initial notice to go into the next parent newsletter. One for each committee.

Skills sought:

Governors to complete skills audit

Suggested - understanding of data analysis

Action: skills audit to be sent via google form

parent governor election to be prepared in readiness for September 2021

Strategic matters

5. Headteacher Report

To include: Catchup premium - Staff and pupil wellbeing - SEN

BG is teaching half of his week currently so apologised for the HT report being a little briefer than usual

Governor questions submitted before the meeting and answered by the SLT

1. With regard to bullying, does "Number of children involved" include both victims and perpetrators? (JT)

No, it is the number of children who have been identified as carrying out acts of bullying.

Further information provided at the meeting - Children who were targeted have been supported by a range of strategies and interventions. The school has spoken to and engaged

with both sets of parents. This has included regular meetings with both sets of parents. The school has supported the victims to recover and restore relationships with the school and other children. The bully has been supported to change and modify behaviour.

2. Will the school need to consider employing additional staff for The Barn in addition to the staffing adjustments mentioned in the report? (JT)

Yes, Kath Fletcher will be adding Barn hours for Monday to Thursday to her existing TA hours. Lauren and Sarah are both class TAs as well. That will give us 3 staff on Monday, 4 staff Tuesday to Thursday and 2 staff on Friday. When numbers are known for the Autumn term, we may need to employ an additional staff member / amend an existing TA hours on Monday. This will be monitored and staffing adjusted as needed. Further information provided at the meeting -the school is working on employing additional staff as well as looking at solutions in house. Numbers are being monitored and when more staff are required, action will be taken. The latest COVID guidance will probably give us a bit more flexibility.

3. It is great that the garden fence and shed will be replaced. It will look much better and be much safer. (JT)

This will continue to improve the site and facilities for the children. We are grateful for wider community support with our grant application to Magnox. It is intended that this will also be a resource for 'garden therapy' to help with children's SEMH. Further information provided at the meeting - The garden fencing had been knocked over by adverse weather conditions and had children and community being using it, action would need to have been taken earlier. It is now a good time to get it ready for September. It is a low maintenance solution and environmentally friendly.

4. Is a restorative approach a new development in dealing with bullying? Has any external resource been employed in developing this? To what extent has it been successful? (RT)

Restorative Practice is an approach to behaviour management and how we respond to children. It ties in very well with Family Links as it is a similar approach but focuses on rebuilding and restoring relationships as well as handing over responsibility to the children to come up with strategies about how to help themselves, with adult support. We have all had training with Clare Pike from Learner Engagement and we are currently using restorative techniques with children.

Further information provided at the meeting - we have used OCC expertise on restorative practice. They have a 'restorative Champion' who goes into schools to train staff and support schools during the process. We have managed to reduce and stop the bullying from-occurring. It is an intensive process.

5. The number of children being actively monitored has increased significantly since Nov. Has this been as a result of lockdowns / children being away from a normal education setting or is there another factor or trend causing the increase? (TG, JM)

All of the above

Some has been an impact of the lockdown

Some a gradual escalation of events

Some have been new children starting

Some have also been historical elements coming to light

Neglect is increasingly a focus of our concerns

Further information provided at the meeting - Safeguarding - there is a lot happening at the moment. For children who were being monitored pre lockdown, there has been a gradual acceleration. The Lockdown surge is happening now. We don't know if this is reflected

elsewhere in other local schools. Neglect is something we are increasingly concerned about. Children falling between groups - i.e. not in a situation able to claim FSM but not enough financial resources to thrive. Taking up almost all of Headteacher and Assistant Headteacher time at the moment when they are not teaching. Staff have been phenomenal. DR has been amazing at deputising for BG. Staff have been incredible at providing information very quickly. How well they know the children has been a real credit to all the staff. They take their safeguarding responsibilities very seriously.

6. Are there opportunities to carry out exit interviews for staff leaving this year, as we have previously? (AN)

Yes - The School Business Manager has completed an exit interview with Penny Bailey today.

Governor Question: Is it possible to establish the process for governors to do exit interviews and feedback? Yes, the SBM did so due to timescales involved.

7. Is there a particular subject area across the school that you feel will need particular attention next year, based on the data? (AN)

Data - concerns about maths and writing plus some of the SEN attainment affected by pandemic. Quality First Teaching is the best way to affect children. Staff have had 2 years of a very unusual situation. There is now an opportunity to refocus on what QFT looks like and how all pupil groups can be addressed. DR added that there are some highly skilled members of staff on the team. From September, the school should be able to get back to peer to peer observations Upskilling Teaching Assistants is planned by using teachers to lead TA meetings and additional training to upskill. There will be collaborative work to ensure consistency across the school. The Catch Up tuition scheme has been extended to September - the impact will be evaluated half way through the year.

Other questions at the meeting

No other questions but the following comments were made:

AN - From governor meetings and monitoring, governors can see the fighting spirit of the staff - everyone pushed hard and worked together putting the children first.

JR - teachers have been amazing but have been supported by a brilliant leadership team - this has been appreciated across the board. Without strong leadership the team would not function so well.

6. Strategic Planning - RAP Review

It was decided to look at the RAP review in a slightly different way this year after an unusual 18 months. There are some elements we have done well in achieving whilst others have not gone quite as far as we would like.

A google form to capture views of governors and staff has been created.

Teaching staff broke out into groups or completed the form individually to give their thoughts on all aspects of the RAP during today's staff meeting. There are a lot of skilled people in the school.

BG will look at responses with AN and then reflect. Governor responses by 16th July would be helpful.

It would also be helpful to have some feedback and reflection on doing it this way rather than the meeting as we have done separately

AN suggested that governors could get together offline in the RAP monitoring groups to look at the areas they have been monitoring.

7. Appointment of Headteacher Performance Management External Adviser

Sarah Varnum is retiring from the process due to ill health. AN will chat with Ann Parham to see if she has a recommendation. BG had asked SV for a recommendation but she was unable to suggest an alternative.

8. Policies

The SLT had sent their Risk Assessment for the Transition Day (5th July) to governors ahead of the meeting. JT had read and signed this off as H&S Link Governor.

All secondary schools had cancelled their transition days. This had put our transition in doubt but the school felt it was very important for our children to meet their new teacher in their new classroom.

For the new FC children, a new parents meeting had been held. Thank you to FW for attending and representing the FGB. We have not been able to provide as much transition as we would ideally like. On the first two days, there will be a staggered start with half the class in on Thursday and half in on Friday. Then all start as a full class on Monday 6th September.

Governor comment: CS - something similar happened last year - what was the feedback.

BG confirmed that it had been very successful and positive.

DR added that OCC had recommended that staggered starts were for less than a week, so we are well within that guidance.

Governor question: Did any SEN children from Y6 get to go to their new secondary schools? Yes, one of the children in Year 6 with an EHCP. DR as SENCo took her for a transition visit herself to aureus School for a morning. This was a positive experience.

There was very positive feedback about the transition day from those governors whose children are in school.

Behaviour and Anti bullying covered in section 3.

Committee and Link Governor reports

9. GDPR

TG (Link governor)

There have been no SAR, ER or ROI since the last FGB meeting.

Annual data shredding of confidential waste is booked for 15th July.

He is happy that GDPR is under control.

10. Committee Updates

Educational Effectiveness

Minutes available - link in the agenda. The meeting focus was the effect of lockdown, remote learning and catch up.

There had been a report on Phonics from Jasmine Longworth and Maisie Thomson. This had been very positive with teachers looking forward to usual practice in September. Governors appreciated the report.

The phonics screening check requirement was removed just after this had been administered for Year 2 but before it was needed to be submitted. All Year 2 pupils had reached the required standard.

It is important that all governors undertake training regarding Ofsted:
National College has several very relevant courses e.g.
Understanding changes to Ofsted handbook
Impact of pandemic on SEND pupils
Several on understanding deep dives on Ofsted subjects

The Key for school governors has:
Ofsted refresher mini series
Ofsted inspect SEND

Governor Hub:
Ofsted - including what happened before during and after inspection
Ofsted
National governance
Preparing for Ofsted - what governors need to know

Governors asked about funding for training. The school has bought into The National College already so as many courses can be completed as governors wish.

JT requested that he be assigned the courses in National College for the induction process he is trialling

Action: school to assign the courses

Resources

No meeting held since the last FGB meeting.

11 Health & Safety

JT (Link governor)

The Action plan has been updated and progress made on several items.

He had read and approved the Risk Assessment for the transition day ahead of 5th July.

12. Safeguarding.

RT (Link governor)

School has not had an external audit this year but has one booked for September.

RT and BG had completed the ESAT self audit and a list of actions has been drawn up which is being worked on.

Safer Recruitment - RT had reviewed the personnel file for the latest recruited member of staff. This was found to be comprehensive. As part of the recruitment process, each of the interview candidates had been asked to provide written answers to safeguarding scenarios. Good to see safeguarding in the personnel file.

Within the audit, there was provision for questions to be asked of staff. A cross section of staff was selected and RT has emailed them plus 2 governors. He is in the process of receiving replies.

The termly review of the Single Central Record has been booked for 8/7/21

The online safety self review for schools is to be completed by RT and BG in September.

BG had found the self audit to be really helpful and thanked RT for his time. It made the school stop and think and has modified some processes as a result of that audit.

13 Governor Training

See EE committee for Ofsted training.

Induction - in process of review - to be completed by September FGB meeting. JT will go through every step as though he were a new governor to road test this. There will also be feedback from the new parent governors in the Autumn term.

AN asked governors to map out their training plan for the Autumn term and year ahead

Action: training plan to be on the agenda for September meeting

14 AOB

JM asked if it was correct that the FC intake this year was very oversubscribed and not everyone got a place within the village?

50 parents put Harwell down as their first choice (133 families had chosen Harwell as one of their 4 choices). Admissions are controlled by the LA. The school wants the local community to be able to come here and empathise with village families who were unable to secure a place for their child.

There are Appeals to be heard on Friday 9th July. 6 families have appealed the LA decision.

TG asked if this was the case for all local schools? No, not everyone is in the same position

It is due to the reputation of the school and other factors including new housing.

JT asked about the announcement about changes to bubbles on the 19th and the impact this will have on the school?

The guidance came out late yesterday and is being read. It seems unwise to change for the last day and a half, having spent all year getting the children into the current routine. This will have an unsettling effect on the children. We want them to have a calm and peaceful end to the year. The school is thinking about how to transition in September, are planning carefully and will rewrite the risk assessment. Some elements we may be able to relax - e.g. masks within school for staff. Covid cases are higher today than at any point in January. Governors unanimously agreed that the school was sensible to retain routines.

JR - the uptake of vaccines amongst staff - is this known? We have to find out that information. Staff may or may not want to share that information.

JD - delta variant quite virulent and cases rising in the local area= even with double vaccination

AN - This is John's last meeting after 8 years of hard work and dedication to the FGB and school. He will be very much missed. He was thanked for his contribution. She has a gift from the governors that will be taken to him.

JD - it has helped his own development and has enjoyed being a governor. He would like to come into school as a volunteer when the covid period has ended.

BG - John has been a tremendous asset to the FGB and he has enjoyed working with him.

End of Year gift - wine for all staff is to be from the governors as well as SLT

BG commented that governors shouldn't be dipping into their own pockets to buy staff gifts.

Governors are not to be out of pocket - they give up enough of their time and are not expected to give up any of their money.

TG - all the governors want to say 'thank you' to all the staff for a fantastic team - leadership team, teachers and support staff. Thanks on behalf of all the governors for the close knit team.

Confidential minutes were completed at a separate meeting.

Meeting finished at 7.20 pm

Next meeting - Wednesday 29th September 2021 at 7:15 pm

ACTIONS

Ref	Action	Responsibility
3.1	Approved minutes May FGB meeting to be added to the website and governor noticeboard	BG
3.2	Final outstanding safeguarding governor training to be completed asap	FW
3.3	Clerk and Chair to attend briefing from Governor services on 13th July and then clerk to bring Governor Hub up to date	AN, Clerk
4.1	Clerk to advise governor services of new LA governor	Clerk
4.2	Skills audit to be sent via google form	Clerk
10.1	School to assign the appropriate new governor courses in The National College to JT	BG
13.1	Training plan to be on the agenda for September meeting	Clerk

Key Dates for 2021-22

	Autumn Term		Spring Term		Summer Term
FGB	Wednesday 29th September	Wednesday 17th November	Tuesday 15th February - afternoon 1 - 3	Wednesday 18th May	Wednesday 6th July 6pm
Educational Effectiveness	tbc 6:30 pm start		tbc	tbc	
Resources	Wednesday 20th October		Wednesday 12th January	Wednesday 6th April	
Pay & Performance	TBC September HT - PM	TBC November Teacher Salary review	Tbc March HT - PM		

JEM 07.07.2021

Signed:

Gov-staff breakfast	Thursday 16th December 8:15 to 9:45	Friday 8th April 8:15 to 9:45			
Governor staff joint meeting - RAP priorities					Wednesday 6th July 3:45 start
Open Morning and evening	Tuesday 23rd November				
Meeting for new FC parents					Monday 4th July
Clerk to Governor Appraisal	tbc				