



Harwell Community Primary School

The Styles,
Harwell,
OX11 0HX

Headteacher: Bryn Gibson

Telephone: (01235) 835337

Email: office.2563@harwell.oxon.sch.uk

Minutes of the Harwell Community School: Full Governing Body Meeting

Wednesday 29th September 2021 7.00pm start

Hybrid meeting - face to face & on google meet

meet.google.com/ofo-vrha-mcf

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 ways of thinking to excel at whatever they choose to do in the future.

Welcome and apologies

In attendance:

Aisha Nevers (AN) Chair

Danielle Reilly (DR)

Joanne Ray (JR)

Bryn Gibson (BG) Head teacher

Janice Talbot (JTa)

Richard Thompson (RT)

Janice Markey (JM)

James Thorne (JTh)

Will Gregory (WG)

Frances Williams (FW) Vice Chair arrived 7:41

Tom Gowers (TG)

Kirsten Christensen (KC)

Sue Greatbanks (SG)

Chris Smith (CS)

Apologies: Dan Wellstead (DW) on active service in Kenya

The meeting was quorate

Present: Jane Moreton – Clerk

AN welcomed governors to the first meeting of the Year

PROCEDURAL / GOVERNOR MATTERS

Parent Governor election result - Joanne Ray and Will Gregory were elected

- appointment of mentors JM for JR and RT for WG **action: governor details form to be sent to Governor Services. Governor Induction to be completed**
- Associate Member. Sarah Mawle also put herself forward for election as a parent governor. There was a discussion about inviting SM to become an Associate Member. Her background is Sports Biology- skills would be very useful for the Sports Premium. Unanimous vote to

appoint Sarah as an Associate Member. **action: governor details form to be sent to Governor Services.**

Staff Governor election

- The new staff governor is Janice Talbot **action: governor details form to be sent to Governor Services.**
- appointment of mentor Jane Moreton

This is the final FGB meeting for Tom Gowers and Danielle Reilly - see AOB

Annual Register of Pecuniary Interests

Completed by all governors

action: to be added to the school website and on the governor noticeboard

National database of governors – statutory duty to ensure it is up to date and complete Sept 2021

action: to be updated by school

Governor record of attendance for Website

This was agreed as correct. **action: to be added to website and on the governor noticeboard**

Governor Code of Conduct

Governors were reminded of the importance of adherence to the Code of Conduct and particularly the strategic nature of their role

Governance Handbook

Governors were reminded of the handbook and provided with a link [Governance Handbook and Competency framework](#)

Instrument of Governance

The balance of the FGB was discussed and no changes are required

CIO Harwell AGM to be held

Action: virtual meeting to be completed before November FGB

Declarations of Conflict of Interest (standing item)

None

Approval of the Minutes of previous FGB meeting and matters arising (standing item)

Draft minutes July 2021 were agreed

Actions July 2021 - ALL COMPLETED

AN reported that one of the actions was to meet with subject leads. Originally scheduled for the Summer term, this was carried out at the start of this academic year to look at plans going forward . The meeting with Miss Rockett and Miss Thomson by AN & TG went very well.

Action: AN to add a report to the RAP folder. BG to give feedback to the teachers.

Confirmation / Election of Officers

Chair Aisha appointed for 2 years in 2020

Vice Chair Frances appointed for 2 years in 2020

Succession Planning - anyone who might be interested in becoming Chair next September to shadow AN or FW. JT declared his interest and will talk to AN to shadow her.

Appointment of Clerk to Governors

Jane Moreton was appointed as clerk to governors for the year

Arrangements for clerking of committees

It was decided to continue with governors clerking within each committee

Standing orders and terms of delegation

Although not statutory, this is considered good practice and was adopted by the FGB

- delegate - election of committee chair and agreement of TOR for committees **action: to be completed by each committee and brought to Nov FGB for confirmation**
- [committee membership](#) The committees were explained for the benefit of the new governors. **action: update website & noticeboard. Skills audit to be completed by WG and SM**
- [link Governors](#) **action: update website & noticeboard**

Governor Visit Schedule

Governors confirmed that the process worked well last year: staff knew what governors were expecting; there was greater understanding from staff about the role of governors; visits were planned across the year meaning that no-one was overloaded in one go; the single document for RAP monitoring ensured there was no duplication and governors could model the types of questions being asked. No new governor will be alone in monitoring a RAP priority. **action: AN & BG to agree on dates for visits**

Whistleblowing procedures

The procedures for whistleblowing and staff / volunteer awareness was explained and governors confirmed they are satisfied that the whistleblowing procedures are in place and robust.

Schedule of work for 2021/22

Governors agreed to follow the OCC Annual Schedule of FGB business 2021/22

Working party for policy reviews

The working party for annual policy reviews consists of the Headteacher, SBM and at least one governor Joanne Ray and Richard Thompson agreed to undertake this. Scheduled for the afternoons of Monday 1st and 2nd November. Full policy list and the DfE updated list of Statutory Policies is shared with all governors

It was confirmed that there are no policies to be reviewed by the EE Committee. Several are to be reviewed by the Resources Committee at their meeting in November. Pay policies are to be reviewed by the Pay & Performance Committee when they are available from OCC.

Action: policies for FGB review to be on the November agenda; policies for Committee review to be completed by Nov FGB

Policies to be ratified by FGB at this meeting

2021 Safeguarding & Child protection policy - this had been reviewed by the school SLT and RT as the Link Safeguarding governor. BG is following up with LADO the question of a website statement about SV/SH
The policy was ratified by governors

STRATEGIC MATTERS

Headteacher Report

Questions were submitted by governors and Answers provided by BG & SLT ahead of the meeting.

(JM) Can you tell us the reason for FC having gone over 30 pupils this year (to 31)

51 families selected Harwell as their first choice school, 49 live within catchment and 2 had siblings but live outside catchment. 6 families launched formal appeals against their refusal of a place by OCC Admissions in April. The appeals were heard in July and one was successful. The pupil in question has 2 older siblings at the school. The other appeals were not either not granted or families withdrew having decided to accept the other school allocated to them.

(RT & JT) The SENCO situation is concerning. Can we be confident that by some means or other this vacancy will be covered by the time the children return from half term?

The position has been readvertised and shared as widely as possible. Alternatives are currently being explored. We cannot guarantee that this will be filled. The school will always endeavor to both find the best possible person for the position and ensure the children on roll are supported.

(RT) 35 children being monitored for safeguarding concerns must require a significant amount of staff resource. What is the procedure for a child being removed from this category? Can we be sure that there is not over-monitoring?

This list is reviewed and updated half termly. It does not require a significant amount of staff resource but is a list of those pupils who the DSL and DDSL's have an awareness of and will consider safeguarding aspects for all CPOMS incidents including contextual safeguarding concerns. Children not moved whilst they are in the school so that the school is aware of historical concerns

(JT) Have there been any positive cases of COVID-19 picked up through testing or confirmed through PCR tests? If so, is there any indication whether infection happened within the school or in the wider community?

There have been no incidents of children with reported positive PCR tests. The school is no longer responsible for track and trace and so we are reliant on parents informing us. Parents have been letting us know when they have booked a PCR for their child and we have been monitoring it.

(JT) "While the results of the baselining have not been illuminating, KW will make use of the assessment to build into more" appears to be a partial sentence. What will be built into more?

I must have been interrupted mid-sentence!

KW will make use of the assessment to build into a more useful assessment picture, one that gives us a clearer indication of the children's starting points. Could be the focus of a governor visit next year to confirm that the guidance is being followed.

(JT) The new garden fence and shed look amazing!

Thank you - it does. The people who installed it did a very good job (it wasn't straight forward).

(JR) When looking at incidents of bullying, how are any incidents recorded- are they through formal complaints by parents, episodes witnessed by staff or reports directly by pupils?

Incidents that are potentially bullying are recorded on CPOMS - regardless of where that initial identification may arise. Concerns about patterns of behaviour are then investigated and acted upon. CPOMS has helped massively with looking at patterns of behaviour

(JR) With the number of children who require extra support and one to one time, this is often carried out by the TA's. Are they receiving ongoing support and training on strategies for best managing behaviours that challenge?

Children who attract additional funding through EHCPs may require additional support. This is allocated on a per hour support i.e requires 25 hours additional support. This is very rarely identified as 1-1 support as this is typically detrimental to the needs of the child and is also misleading for the parents who imagine someone attached permanently, at every minute.

Can be emotionally draining for an adult - each child with an EHCP has a positive behaviour plan - staff are mindful not to inadvertently trigger a heightened state and how to move children into an appropriate zone. Use zones of regulation. Training for all staff on ZOR plus training via National College- most importantly, peer to peer training and support in school and mentoring

Further comments by BG: Support staff have performance management which identifies training needs; support staff are very important to the school; they are a very valuable resource; it is in our interest to ensure that they feel valued. DR commented that there is a passionate and dedicated team - consistency is important JR provided a governor observation: she has been in school for the past two days. It has been lovely to see and hear how staff have responded to the children they are working with. Very professional.

Further discussion and questions at the meeting

BG - the school has welcomed two new teachers - AB and SK into Years 3 and 4. SK was appointed following the news about Julie Martin. Julie is grateful for the support and flowers. The school is Keeping in Touch with her.

DR is leaving school at half term. She will be missed. The school is currently advertising again for a SENCo as the first round was unsuccessful. It is important that we replace her with the very best candidate we can find. The school is exploring other avenues of possibilities of additional support for the school for SEN in case the second round of advertising isn't successful.

The school has added another member of the Support staff - Abbie Ollenbuttel. She has been employed specifically for catchup tuition. She is primarily starting in Y5 given the needs within that class.

The school had difficulties last year sorting catch up tuition, encountering various barriers and obstacles. SK had originally been employed for catch up provision.

(TG) Questions - are there any restrictions on how the funding is used?

There is quite a lot of freedom but the school has to justify how the funding is spent. Children need to catch up emotionally and socially as well before they can catch up on their learning and this has been the main focus. A new grant this academic year is specifically for school-led catch up tuition.

Inset day - 1st November. Members of the team at the Oxford Brain Story - impact of trauma - will be coming into school for the morning to talk to all staff. The talk will include Adverse Childhood Experiences (ACE) and how we support those children. BG issued an invitation to governors to come along if they can. JR and SG would like to attend.

Committee Updates (standing item)

There has been no meetings of Resources or Educational Effectiveness since last FGB

Pay and Performance

- HT Performance Management It was confirmed that the committee AN, TG and JD had met with an external adviser (Andrew Markham - member of OCC school improvement team and also Headteacher at Ladygrove Park Primary school, an ofsted outstanding school in Didcot) and have completed the review of the HT performance management. BG will now do the teacher Performance Management before half term. The Pay & Performance committee will then meet to discuss his recommendations. BG commented that it is really helpful to have his Headteacher Performance Management early in september so that his objectives can be cascaded down to the teaching staff

Action: Pay & Performance committee to review teacher salary recommendations

Communications

Annual parent survey. FW and JM have reviewed the questions for the last 2 years. Governors will need to review questions to ensure they are relevant. The survey provides a year on year comparison aligned with the parent view questions from Ofsted.

action: JT and WG to review questions

Health & Safety

JT reported that most of the action plan has been completed from last year. He thanked JR for doing the FC sand pit cover enabling water to drain away. The new garden fence and shed has addressed an urgent problem and now looks amazing. He will arrange a site tour before the next resources meeting.

Safeguarding

RT reviewed the Single Central Record and the safeguarding training register in the summer term. Both are regularly reviewed by RT on a termly basis.

RT completed the DSL advanced certificate to increase his understanding. It was suggested by ESAT that the safeguarding governor should complete this.

A small cross section staff received questions from RT - there was nothing of concern in the answers which came back. Staff know that if they think the systems are not working, where to go to report this. RT is confident that the safeguarding policy is in force and filters down to all staff.

KCSiE 2021 gives prominence to online safety, Sexual Violence / Sexual Harrassment, peer on peer abuse, recruitment, contextual safeguarding.

RT recently met with BG to review the safeguarding audit and was also shown workings of gooseberry planet

An E-safety workshop for parents in the process of being booked by the school -16th or 18th November. Staff will look after children with a DVD to enable parents to attend.

The Safeguarding Annual Return is being worked on and will be completed by the next FGB meeting

The FGB needs to ensure compliance with up to date legislation:

- Child Protection & Safeguarding policy -*see policy ratification*
- KCSiE 2021 Parts I and 2 *governors to confirm understanding via [google form/ quiz answering questions](#)* **action - to be completed by governors by the next meeting**

KCSiE Part 1 Annex A - is this appropriate for any staff within the school?

The FGB confirmed that this is not applicable to any member of staff at Harwell School

GDPR

TG advised that since the last FGB meeting, there has been no SAR, ER or FOI requests. He confirmed that GDPR was included in the staff training in September. He is confident that GDPR processes are well embedded in the school.

Ofsted and Governor Training

Ofsted are expected this academic year. More experienced governors who have been through an inspection previously have come to the end of their term of office.

There is an Ofsted folder in the shared google Folder. **action: AN to add resources into the Ofsted folder.**

Governors were reminded that the school has membership of The National College and there are several courses and webinars which would be useful

BG reminded governors that we want the same things that Ofsted want - the best for every child.

There was a discussion about the questions that Ofsted had asked governors in schools who had been inspected more recently.

RT and WG asked about improvements from the last Ofsted Inspection. BG talked to governors about Quality First Teaching and why the school is focussing on this and the impact on the RAP priorities. He advised that the School Improvement Partner will do some external monitoring of the quality of teaching and learning. This fresh look will then be evaluated by the school.

AN commented that the Headteacher Report shows a consistent approach
JR asked about 'pupil voice' and if the school council will then be resurrected
BG responded that the school is looking at this.

FGB decided that it would be useful to have an Item on each committee agenda looking at the ofsted questions

BG was asked if he could try and find someone to come and lead a training session on Ofsted Inspections for governors

ECT training was recently attended by JM, KC, SG who reported back to the FGB.

NQT (Newly Qualified Teacher) are now called ECT (Early Career Teacher) and receive support for two years rather than one year. This is a DfE initiative to help with recruitment and retention. There is some financial support to schools - approx £5000 over 2 years. Governors have been asked to confirm how the school embraces ECT. BG responded that there are 2 ECT members of staff currently in the school. The school wants all of our staff to be the best they can be. In general, the ECT framework will be particularly helpful given the slightly bumpy training of new teachers due to the pandemic as some had limited training. Not all schools allowed trainee teachers to complete placements. The school has mentors identified for the two ECTs. Some of the training schedule is quite prescriptive. The school is using OTSA but is not simply relying on that. The school is identifying areas to support them in addition to that e.g. directing them to different staff, external courses, using the wealth of experience within the DAP.

JT had previously been tasked with going through the induction courses on the National College. He reported that it was all very professional. It was a good experience and can be done in your own time.

AOB

There are statutory items for FGB meeting in November to then be published on the website—

Annual Report on Pupil Premium Grant **action: to be reviewed by EEC**

Annual Report on Sports Grant spend **action: to be reviewed by EEC**

The FGB said goodbye to Danielle and Tom

Danielle was thanked for not only being a staff governor but for all that she has done for the school. Governors are happy for her moving into her dream job (Lead Behaviour Practitioner for Oxfordshire) and wish her all the best for the future. Danielle thanked governors for making her so welcome and she has enjoyed being part of the FGB. The team at the school is very dedicated, not only educating but also loving the children. She was presented her with a gift of flowers

Tom was thanked for his 8 years as a parent governor. He has done a fantastic job, challenging and supporting the school. He has also been very supportive to new governors and will be greatly missed. Tom has enjoyed his time on the governing body and wishes everyone much success. He leaves a strong governing body with a good mix of skills.

Meeting finished at 9:40

Next meeting 17th November

ACTIONS

Parent governor election: governor details form to be sent to OCC Governor Services.	clerk
Parent governor election: Governor Induction to be completed	JR & WG
Associate Member: governor details form to be sent to OCC Governor Services.	clerk
Annual Register of Pecuniary Interests to be added to website and governor noticeboard	BG
National database of governors to be updated by the school	BG
Governor record of attendance to be added to the Website and on the governor noticeboard	BG
CIO Harwell AGM to be held by virtual meeting before the November FGB meeting	AN, BG, Clerk
RAP monitoring:subject lead - add a report to the RAP folder	AN
RAP monitoring:subject lead - provide feedback from the report to teachers	BG
EE Committee - election of chair and agreement of ToR before November FGB meeting	EE committee
Resources Committee - election of chair and agreement of ToR before November FGB meeting	Resources committee
Pay & Performance Committee - agreement of ToR before November FGB meeting	P&P committee
Committee membership - website and governor noticeboard to be updates	BG
Skills audits to be completed	WG, SM
Link governors - website and governor noticeboard to be updates	BG
Governor visit schedule for monitoring of RAP priorities to be agreed	BG & AN
Policies for FGB ratification to be on the November agenda	Clerk
Policies for Committee review to be completed by Nov FGB	Resources, Pay & Performance
Teacher salary review	Pay & Performance
Review questions for annual parent survey	JT, WG
Governors to complete the google quiz re Part 2 KCSiE	ALL governors
Add resources to the Ofsted folder	AN
Pupil Premium and PE Grant reports to be reviewed	EE Committee

Dates for 2021/22

Key Dates 2021/22

	Autumn Term		Spring Term		Summer Term	
FGB	Wednesday 29 September	Wednesday 17 November	Tuesday 15 February - afternoon		Wednesday 18 May	Wednesday 6 July 6pm start
Educational Effectiveness		9th November	TBC January	TBC March		Wednesday 6 July combined with FGB
Resources	Wednesday 20 October		Wednesday 12 January		Wednesday 6 April	
Pay & Performance	Wednesday 16 September HT - PM	TBC October Teacher Salary review		TBC March HT - PM		
Gov / Staff breakfast		TBC Thursday 16 December		TBC Thursday 7 April		
Staff -Gov Post SATs Family BBQ					TBC Friday 13 May	
Gov/Staff joint meeting - RAP review						Wednesday 6 July
Open Morning and evening			Tuesday 23 November			
Meeting for new FC parents						TBC Monday 27 June
Clerk to Governor Appraisal	TBC					