



Harwell Community Primary School

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Minutes of the Harwell Community School: Full Governing Body Meeting

Wednesday 17th November 2021 7.15pm start

Hybrid meeting - face to face & available on google meet

meet.google.com/chz-pnfo-eov

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.

1. Welcome and apologies

In attendance:

Aisha Nevers (AN) Chair

Richard Thompson (RT)

Janice Markey (JM)

Kirsten Christensen (KC)

Joanne Ray (JR)

James Thorne (JTh)

Will Gregory (WG)

Chris Smith (CS)

Frances Williams (FW) Vice Chair

Sarah Mawle (SM)

Bryn Gibson (BG) Head teacher

Apologies: Dan Wellstead (DW) on active service in Kenya, Sue Greatbanks (SG), Janice Talbot (JTa)

The meeting was quorate

Present: Jane Moreton – Clerk

AN welcomed SM to her first meeting

PROCEDURAL / GOVERNOR MATTERS

2. Declarations of Conflict of Interest (standing item)

None

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

Draft minutes September 2021 were agreed

Actions September 2021 FGB meeting - all completed apart from:

RAP monitoring - link to the monitoring document was added to the agenda and the document shared with all governors **Action: governor visits to be finalised**

Committee list - WG added to Resources and SM to Educational Effectiveness **Action: website and notice board to be updated**

Action: website and notice board to be updated

Minutes formally approved at FGB meeting 15th February 2022 Chair: Aisha Nevers

Ofsted Folder - established and resources to be added throughout the year

CIO AGM was held 16th November - minutes added to the folder in google drive

STRATEGIC MATTERS

4. Policies for ratification

Headteacher & SLT

Policies reviewed were ratified by FGB
Behaviour & Anti Bullying continuing to be worked on

Governor Working Party

Policies reviewed were ratified by FGB
[Governor comment from the working party \(JR, RT\)](#) - it was a robust process, the comments trail provides evidence of this. It was very useful to have read the policies.

SEN policy and Information report for the website

Currently under review and will be brought to the February meeting **Action: to be added to the agenda for February meeting**

Pay & Performance Committee

Model Pay Policies were released yesterday. Teacher pay and support staff pay will be amalgamated into one pay policy for all staff and reviewed by the committee. **Action: to be added to the agenda for February meeting**

Resources Committee

Policies reviewed were ratified by FGB

Statutory items for website (reviewed by EE Committee)

These had been discussed at length at the EE Committee. BG and SM liaised on PE Grant.
Both still working documents
Ratified by FGB

Action: website to be updated with updated policies and statutory items; staff noticeboard updated and policies shared with staff

(JR) Governor question - are all the policies on the website?

The key policies are on the website. The website is planned to be reviewed during this academic year to make it more user friendly.

5. Headteacher Report

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

[JM: How pleased I was to see that you have managed 2 residentials - for Years 4 & 6. How much of a positive impact has that had on those 2 classes?](#)

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Both residential visits were very successful. Unfortunately Covid prevented 2 of the Year 4 children attending Hooke Court. Teacher feedback has been very positive. It was a positive learning experience and bonding activity, especially useful so early in the year.

JTh: Following Kristal's departure, has work been prioritised and put on hold? Are all the essential tasks getting done? Has it had a significant impact on the workload of the SBM and HT?

The essential day to day tasks are being completed and other work prioritised. There is an impact on SBM workload but as we successfully appointed Lucy Radcliffe (confidential until staff have been notified) to the post on Friday 12th November and also agreed to increase the admin support hours (Elina Blunt work each morning and had a very useful handover from Kristal), this will be short term. Longer term, there will be more support for the SBM which in turn will impact positively on the support available for the Headteacher.

JTh: Good news about the CO2 monitors. Have staff had training/instruction on safe CO2 levels and actions to take if those levels are exceeded?

Class teachers and office staff have been made aware of acceptable levels and the need to increase ventilation if the reading is over 800 ppm. Checks are made daily

JTh: Regarding the COVID impact on attendance. Are positive cases who are isolating but remote learning counted as present at school or as an illness?

While being tested they are marked with X (this does not count in attendance figures) but as soon as the result is back, if positive, they transfer to the I code. Regardless of ability to learn, all positive covid tests are counted as I. This has been questioned at Headteacher OCC meetings and the coding confirmed by the OCC Attendance team.

RT: How is the impact of Wizard Theatre and wellbeing club etc evaluated to weigh up cost v impact?

Weekly written feedback is given for wizard theatre, which highlights impact, which is shared with staff. Further impact metrics are being explored.

The Wellbeing club is verbally fed-back (and is very cost effective as it is free!).

Catch up funding - soft metrics - engagement in class Hard data - baseline assessments

Follow up questions at the meeting:

WG: are these specifically for children on the SEN register?

No, some children are on the register but some are for different levels of need - e.g. integrating with friendships, developing confidence, Detailed feedback helps build up pictures of individual children and help.

SM: How much are parents involved - knowing their child is taking part in the intervention and the feedback?

The school receives regular verbal and written feedback. This is discussed at parent consultations. For certain interventions we ask for parent consent e.g. Forest School due to its nature.

FW: Year 3 looks like the only class with no additional teaching support - I'm curious about why this is?

The support of an experienced Teaching Assistant and a new Teaching Assistant is shared across both year 3 and Year 4 classes (but only written in Yr 4)

FW: What have been the main shortfalls with the candidates you have interviewed for the SENCO position, and is there a pattern? Is this typically a position that is challenging to recruit for?

This is a challenging position to recruit for. We are not alone in finding recruitment a challenge. The positive impact within school of a trained SENCO in the last two weeks has reconfirmed the need for the right person in the role.

CS: When do you anticipate receiving the results of the Public Sector Decarbonisation Scheme? Are we in a pot with other OCC schools or being presented as a specific case?

Sadly - we have not heard anything else. We have sent some chasing emails.

JR: With regard to the SENCO position, is there anyone who is currently employed by the school who would/could undertake additional training to meet the needs of the role with the support of the two current experienced practitioners?

Not at this stage. The additional training is a masters level course and takes a minimum of 1 year to complete. The National Award for SEN Coordination (NASENCO) is a statutory requirement for all SENCOs appointed new to the role.

Additional questions at the meeting:

None

6. RAP priorities Monitoring and Governor visit schedule

AN & BG are continuing to work on monitoring plans based on the same model that was used last year.

[Harwell RAP Monitoring Plan](#)

7. Committee Updates (standing item)

Educational Effectiveness

TOR agreed by the FGB **Action: website to be updated**

Autumn Data presented by BG at the committee meeting.

The Pupil Premium and PE Plans were discussed - **governors commented that it was exciting to see the plans**

Resources

TOR agreed by the FGB **Action: website to be updated**

CS has now completed his scrutiny of the Budget Monitoring for P6 and has no concerns

Pay and Performance

TOR - wording under review **Action: to be added to February agenda**

Teacher pay progression has been completed. It was reported that this had been a thorough process and governors agreed that the process had been completed properly.

8. Communications

Parent survey

JTh and WG have been reviewing the questions and wish to keep this as close as possible to previous ones as this follows 'parent voice' in the Ofsted framework.

A wellbeing question has been included

A discussion was held about the questions concerning governors and the questions were amended accordingly.

AN and JR wanted additional questions re SEND. Considering the challenges over the last year, want to add a couple of questions about support and communication.

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Governors decided that they would like a printed form sent out to all parents as well as the google form JR volunteered to come into school to print and collate these.

Action: Survey questions to be finalised by Monday 22nd November

Parent feedback box - would this be possible to have in school? This evolved into a discussion about building governor presence in school. There was a discussion about:

- connecting more with parents/gathering more information from parents ahead of FGB meetings
- meet the governor coffee morning - informally find out more about the governors role
- meet with the school council.

It was agreed to hold 'Meet the governors' sessions - morning (8.30 to 9.00) and afternoon (2.45 to 3.15) on Friday 3rd December. Details to be added to the school weekly newsletter.

Morning - AN, WG, JTh, JR Afternoon - JR, SM, FW, JTh

Action: governors to agree the format and open questions

Open Morning & Open Evening for prospective parents for September 2022 start

Governor support is:

Morning FW, SG, AN, SM

Evening, JM, JTh, SG

OTHER MATTERS

9. Health & Safety

JTh (Link governor) reported:

- A site tour with SBM was completed on 14th November. A report link was in the agenda. He had reported in full to the Resources Committee.
- 31st October storm - there was a report on the village facebook group about a tree branch in a neighbour's garden. JTh and SBM walked the site to assess the damage and visited the neighbour. BG and SBM also walked the site and moved branches from the AGP.
- BGG (Grounds Maintenance) removed branches from neighbour's gardens and around the site. A tree inspection took place and a large ash tree in the wooded area used for Forest School and FC will need to be taken down. The area is out of bounds until this has been completed.
- It was also noted that 4 ash trees along the edge of the field next to Talbot Close have ash dieback disease and it was recommended that these be removed within 12 months and replaced
- Annual Inspection PE equipment took place 15/11 with minor recommendations
- Annual OCC H & S Audit is confirmed for 10th December

10. Safeguarding

RT (Link governor) reported:

- The ESAT Audit has been completed for the school - very good report
- SCR - termly review completed with SBM - no issues
- Internet Safety workshop - RT attended as a parent as well as Safeguarding Link Governor - this was a very worthwhile event although it was disappointing that so few parents

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attended. BG confirmed that the school is going to try and repeat the event as a virtual one in an attempt to reach more parents.

11. GDPR

WG (Link governor) reported:

- No SAR, ER, FOI requests since the last FGB meeting
- Data Protection policy has been reviewed by him

12. Ofsted

Ofsted training for staff and governors led by Jane Ratcliffe from OCC School Improvement Team was held on 3rd November. The slides from the training have been placed in the Ofsted folder and have been shared with all governors. KC and JTh attended and led a discussion and shared some of information from the meeting with the FGB:

- Intent within the curriculum is key. BG confirmed that for teaching staff, this is part of their Performance Management. Subject Leads were unable to undertake in depth monitoring due to Covid. The school is now relooking at the Intent to ensure that is correct. This will impact on the monitoring so that subject leads are clear what they are looking for. What does the school want the children to get out of the curriculum? What is the overarching curriculum intent (philosophy of the curriculum) - this is being revisited. Governors need to be able to articulate the Intent. **Governor Question (WG): Is Intent the same as the school vision? It is specifically about the curriculum and wider devolved Leadership. The Subject Leaders support Quality First Teaching and are the cornerstone to driving school improvement. Staff meetings are primarily for staff training and will be looking at Deep Dives in all curriculum subjects throughout the year.**
- BG and KW (Assistant Head) are working on this, including a review of the website. The summary of the SEF will be shared with governors and details to be added to Ofsted folder **Action: share SEF summary and add to governor Ofsted folder**
- Importance of Remote Education
- Importance of Early Reading (particularly the bottom 20% including those who failed the phonics screening) and how the school fills gaps.
- P24 of the slides - the questions for Leaders need to be considered by the FGB as governance is a key element of the School Leadership
- Deep Dives - KC recommended that all governors read these slides

Governor comment (AN): It is really important for governors to read the minutes from the other committee meeting that they don't attend so that they have a wider understanding of the work of the whole governing body

13. Governor Effectiveness

There are 4 governor Inductions currently under way (WG, JR, JTa, SM) **Action: progress to be reported on at next FGB meeting**

External review of governance - this was last undertaken before the last Ofsted in 2017. It was agreed that it would be really useful for this to be undertaken again as most of the governors are new since that review. **Action: AN to contact OCC Governor Services**

It was recommended that all governors use The Key for School Governors (school pays an annual subscription which now also links into Governor Hub)

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14. AOB

Staff -governor breakfast - Thursday 16th December (date confirmed after the meeting and confirmed to governors)

Oxfordshire Governors Association - SG had attended their virtual briefing on Covid which she had found very useful. A link to the slides was available in the agenda and the slides added to the OGA folder.

Meeting finished 9:38

Actions from the meeting		
3.1	RAP Monitoring - governor visits to be finalised	AN, BG
3.2	Update website & governor notice board. WG added to Resources and SM to Educational Effectiveness	BG
4.1	SEN policy and statement for website - add to February agenda	Clerk
4.2	Pay & Performance ToR - add to February agenda	Clerk
4.3	Update website, staff noticeboard with relevant approved policies	BG
7.1	Add ToR for Resources and Educational Effectiveness Committees to the website	BG
8.1	Parent survey to be finalised	JTh, WG
8.2	Meet the governor sessions: governors to agree format and open questions	ALL
12.1	SEF summary to be shared with governors and added to governor Ofsted folder	BG
13.1	Governor Inductions - report on progress at February meeting WG - RT, JR - JM, SM - KC, JTa - Clerk	RT, JM, KC, Clerk
13.2	External governance review - contact OCC Governor Services	AN