



**Harwell Community Primary School**

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Minutes Full Governing Body Meeting: Wednesday 27th September 2023 at 7.00pm in The Barn room

**MINUTES TO BE RATIFIED AT THE NEXT FGB MEETING NOVEMBER 2023**

Present	James Thorne (JTh) - Parent Governor, Chair Kirsten Christensen (KC) - Co-opted Governor, Vice Chair Bryn Gibson (BG) - Headteacher Chris Smith (CS) - Co-opted Governor Sarah Mawle (SM) - Co-opted Governor Richard Thompson - Co-opted Governor Aisha Nevers (AN) - Local Authority Governor (arrived at 18:20)
Apologies	Dan Wellstead (DW) - Parent Governor - active service overseas Janice Talbot (JT) - Staff Governor - unwell Sue Greatbanks (SG) - Co-opted Governor - abroad for a wedding Will Gregory (WG) - Parent Governor - unable to attend Joanne Ray (JR) - Parent Governor - unwell
Absent	None
Vacancies	1 x co-opted governor
In attendance	Ruth Parsons - prospective governor Jane Moreton - Clerk to Governors (virtually)

Item	Minutes	Action
1	Welcome and apologies - Ruth Parsons was welcomed to the meeting Quorum declaration: The meeting was quorate	

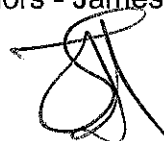
Minutes: Jane Moreton

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2	<p>Confirmation / Election of Officers (2 year term of office)</p> <p><u>Chair</u> – JTh is starting his second year of office having been elected in September 2022. SM will shadow during this year.</p> <p><u>Vice Chair</u> - KC is starting her second year of office having been elected in September 2022</p> <p><u>Appointment of Clerk to Governors</u> - Jane Moreton was appointed for the year</p> <p><u>Governors whose term of office expires in 2023/2024</u> - SG term of office ended 22 September. She has indicated that she is prepared to serve another term of office. Unanimous vote to reappoint her. ACTION: GIAS, Governorhub and school website to be updated</p> <p><u>Governor vacancy - co-opted governor.</u> Ruth Parsons attended the meeting and had provided governors with a biopic to consider in advance. Ruth was asked to leave the meeting whilst the governors considered appointing her. The FGB voted unanimously to appoint Ruth as a co-opted governor. ACTION: GIAS, Governor Hub and website to be updated</p> <p>ACTION: mentor to be appointed. JTh to contact SG to ask her to consider doing this</p>	<p>Clerk</p> <p>Clerk JTh</p>
3	<ul style="list-style-type: none"> <li>● Annual Register of Pecuniary Interests - Two governors still to complete their declarations and confirmation via Governor Hub, plus the newly appointed governor ACTION:Governors to complete asap and register to be added to the website</li> <li>● National database of governors - was checked and up to date prior to the meeting. Actions added to update under section 2</li> <li>● 2022/2023 Governor record of attendance for Website - DW unable to attend 5 out of 8 meetings due to work commitments - all reasons for absence were accepted by the FGB. ACTION: JTh to agree some wording with DW to be added to the document</li> <li>● FGB Terms of Reference and Governor Code of Conduct - some small amendments which were discussed and agreed by the FGB. ACTION: to be added to the website</li> <li>● Pay Committee Terms of Reference - discussed and agreed subject to an amendment from CS ACTION: to be added to the website</li> <li>● Instrument of Governance review - there was a discussion about increasing the number of governors but it was agreed to retain the current loG</li> <li>● CIO Harwell AGM - (Didcot Area Partnership) to be arranged - BG advised that the CIO which had been set up 9 years ago to support the DAP by employing staff (HSLW and EP) and provide services across the partnership is under review and will potentially be wound up. The scope of the CIO has diminished. There is a proposal (in its infancy) that the CIO will be absorbed by Didcot Girls School who already directly employ the EP. The HSLW role has previously been made redundant. The funds held by the CIO are largely to cover any future redundancies and will go to DGS. BG is a Trustee of the CIO and is in favour of this rationalisation. He confirmed to governors that there will be no impact on the services provided to the school. There will be a small financial saving as Northbourne school</li> </ul>	<p>JR, DW, RP Clerk</p> <p>JTh</p> <p>Clerk</p> <p>Clerk</p>

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	<p>currently receives an administration fee divided amongst the schools who are part of the CIO.</p> <ul style="list-style-type: none"> <li>Diversity Data - schools are now asked to complete this via Governorhub. Individual governor questions have been added to their profile. The responses cannot be seen by any other governor or the clerk as admin. A report can then be produced which the FGB can consider. As a small FGB, there is a possibility that the data will identify individual governors and their protected characteristics. The FGB can decide not to publish the full data but to add an explanation to the school website. ACTION: All governors to answer their questions (if they wish to do so). Report to be added to the agenda for the next FGB for consideration.</li> </ul>	ALL Clerk
4	Declarations of Conflict of Interest for this meeting - none declared	
5	<p>Approval of the Minutes of previous FGB meeting and actions / matters arising</p> <p>July 2023 + additional Governor Effectiveness meeting 7th September Thanks were recorded to SM &amp; KC for minuting the July meeting in the absence of the clerk and to the clerk for the additional governor meeting to review governor effectiveness on 7th September. Both sets of minutes were accepted ACTION: to be added to the website and governor noticeboard</p> <p><u>Actions/Matters arising</u> - All actions from the July meeting had been completed</p> <p>7th September meeting - governors discussed the report provided by the SLT of concerns and complaints dealt with by them (i.e accelerated from concerns raised with teachers or direct to SLT but which were not formal complaints to governors). Governors sought confirmation that details of how to raise a concern or complaint is on the website - yes ACTION: to be added to the SLT report to governors so that any trends can be seen throughout the year</p> <p>All other outstanding actions to be carried forward</p> <p>Governors had sought some feedback from the SLT on their effectiveness as a FGB. The SLT had asked if there was a matrix for this. The clerk suggested that the FGB undertake a 360 review of their effectiveness using the NGA tool and ask the SLT to also complete this ACTION: Chair and Clerk to start this process</p>	<p>Clerk</p> <p>BG</p> <p>Clerk</p> <p>JTh Clerk</p>
6	<p>Standing Orders - terms of delegation</p> <p>Link Governors - document was updated and governors allocated to roles ACTION: to be added to the website and governor noticeboard</p> <p>RAP Monitoring visit schedule ACTION: if not already completed, governors to book dates for their visits with the school ACTION: RP to review the RAP with her mentor and decide which area she will be added to for monitoring purposes</p> <p>Pay Committee membership <i>agreed 7/9</i></p> <p>Working Parties:</p> <ul style="list-style-type: none"> <li>Policy review - Thursday 16th November - names agreed</li> <li>Communications - parent survey &amp; newsletters <i>agreed 7/9</i></li> </ul>	<p>Clerk</p> <p>All</p> <p>RP</p>

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7	Schedule of work 2023/2024 - this is provided by OCC Governor services and will together with the Clerk's annual planner for meetings for the year be used to define agendas	
8	Policies to be ratified at this meeting <u>Child Protection &amp; Safeguarding</u> BG advised that this is based on the OCC model policy adapted for the school. Changes from last year are in blue for ease of clarification. As Link Governor, RT confirmed that he had reviewed the policy and recommended acceptance by the FGB. The main changes are from KCSiE 2023 and in particular filtering and monitoring. JTh advised that this had been part of the discussions during BG's performance management this morning and that the External Advisor would be sending to the school a checklist for the FGB to use to provide evidence that they are meeting their responsibilities re filtering and monitoring.	
9	Safeguarding & Attendance <u>Link Governor Report</u> was available to the FGB before the meeting. In addition RT confirmed that he had reviewed the SCR in July - working document, kept accurately and no issues raised. <b>Governor questions:</b> SM asked if it would be possible to have a meeting about what safeguarding looks like within the school and what as a governor they should be aware of. RT confirmed that on visits, governors need to be aware of safeguarding procedures, e.g. check that the information in reception is up to date, observe what is happening, ask a question. Governors agreed to a 30 minute meeting led by BG to take a walk through the day in the safeguarding life of the school. ACTION: date to be agreed and governors invited to attend if they wished to <u>Sept 2023 Revised Prevent Duty - Key changes</u> Effective from December HT verbal report of any changes since July meeting: KCSiE updates shared with all staff at Inset Day. Quiz to confirm that staff have read Part 1 and their general understanding of safeguarding within the school. Results analysed by SLT and additional training as needed provided. Attendance - 5 requests for holiday absence in term time received since the start of the year. All unauthorised but will not be reported to OCC for a penalty fine due to good attendance last year.	SM
10	End of year data 2022/2023 - this was shared with governors as at the July meeting, some of the statutory results had not yet been released. Charts produced via Arbor were shared with governors. <b>Governors sought clarification</b> on some of the breakdown of the KS1 data KS2 - heavy SEN cohort with 14 of the 30 children on the SEN register. The School was conscious that all children's needs had to be met and not just the SEN cohort. The data shows that the high prior attainers were pushed and able to meet their expected progress. Year 4 multiplication check was new and data included for governors. <b>Governor question:</b> How is this data presented to parents? This will be added to the website but not in the detail provided to governors Will this be broken down to KS1, KS2 and phonics - yes it will Feedback on the use of Arbor charts to present data to governors: more useful than a table of numbers. Can it produce a year on year trend chart -	

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	yes. Governors agreed that they would like to continue with the use of the Arbor charts.	
11	<p>H&amp;S, GDPR, Wellbeing No Link Governors update HT verbal report of any changes since July meeting</p> <p><b>Governor questions:</b> how is BG's own and the staff in general wellbeing? Staff wellbeing is generally good. This is a standard item on the SLT agenda and the SLT look after and support each other. Will there be a staff wellbeing survey again this year? Yes, led by Kathryn Wells. She is considering using a new tool - 'Bounce Together' and should have had a demonstration today on this - postponed due to staff shortages (illness) and will be rescheduled. Does it feel that staff are doing better this year? It has been a good start to the year. Chilton Headteacher visited the school today and remarked on the calmness around the school. A visiting SENCo from an Oxford school said that the school felt very purposeful and she was particularly impressed with the setup of the Reception Class. Teaching Assistants working 1:1 - how are they? SLT keeps a close eye on anyone working like this. External monitoring and mentoring is being provided by the Educational Psychologist. There is a very specific line of questioning about working 1:1 when interviewing for new Teaching Assistants. Governors commented that it was good to hear about the additional support which has been put in place.</p> <p>HT verbal update: RAAC not an issue Removal of old container on the field near the AGP - didn't happen as planned in the summer holidays and the school is exploiting options for its removal Solar panels - thank you for the very quick and positive responses during the summer holidays to the school proposal for a second set of panels to link into the main electricity supply. OCC have let us know this week that there might be a possibility of rationalising the two electricity metres into one and this might mean no loss of solar powered electricity back to the National Grid. Go Green 15th September - small numbers but very effective. Thanks to JTh for bringing his bbq and cooking burgers GDPR - the school this week received a Freedom Of Information request about numbers of staff who had left the school due to ill health since 2015 and the subsequent effect on pensions (if support staff). The answer was no staff and so was dealt with quickly. The same request had been sent to all local schools and OCC Staff Governor breakfast - great at breaking down barriers. Would have been good to have seen more governors House Captains have been introduced (voted for within Year 6) and are increasing the sense of belonging for pupils. The first competition was to design a House crest (these are on a noticeboard between the office and Headteacher's office). Each term there will be competitions, the results of</p>	



	<p>which will feed into the overall trophy results - presented at the end of Sports Day.</p> <p>Staffing - new Teaching Assistant, Taryn Nelson has been appointed to work 1:1 with a pupil</p> <p>Cleaner was appointed but withdrew on the day due to start because of health reasons. Vacancy has been readvertised, applications received and interviews will take place next week.</p> <p>Service Pupil Project - Rebecca Tolley will lead the project supporting some 60 children across the Didcot partnership. The focus is on the small cohorts of service pupils in the schools who often have a lack of peer support. The project will bring service children together and provide them with a toolkit to help their wellbeing and build resilience.</p>	
12	<p>Finance and Premises spend</p> <p>Budget Monitoring - P6 (end of September) is half way through the financial year. A full budgeting report will be produced by the school and will be on the agenda for report and discussion at the next FGB meeting.</p> <p>Increased Solar Panel proposal - voted for unanimously</p>	
13	<p>OCC SEND - Ofsted - the report on the local area (not individual schools) was published last week. It is quite damning and provides context to some of the challenges faced by the school. Ofsted were critical of the support provided to schools. OCC has 35 days to put a plan together.</p> <p><b>Governor question:</b> was the lack of specialist provision mentioned in the report? Yes, together with the lack of Alternative Provision.</p> <p>The Oxfordshire Education Commission report was also published last week and has been accepted by the OCC Cabinet. BG has been part of this commission. The report gives a snapshot of the educational landscape schools are working within.</p> <p>It was recommended that governors read both reports.</p> <p><u>Ofsted SEND Report</u></p> <p><u>Oxfordshire Education Commission Report</u></p>	
14	<p>RAP Monitoring Visit feedback - there had been a followup visit since the last FGB meeting to complete a 22/23 RAP Monitoring visit by SM and AN - meeting with groups of pupils. Written report link provided and both governors reported that the pupils were all articulate and engaged with a quest for learning. It was noted that children like to learn in different ways and how teachers have to adapt to this. Children in years 3 and 4 showed a desire for more challenge whilst children in years 5 and 6 were able to articulate how they are challenged.</p> <p>The governors were thanked for their thorough report</p>	
15	<p>AOB</p> <p>Clerk - school project - as part of the Level 3 qualification there needs to be a project which will improve governor effectiveness. It has been agreed with the Chair and Vice Chair that this will be to rationalise the governor google drive. Support was requested for a small group of governors to meet with the clerk so that she can understand their need and produce a rationalised drive. KC, CS, SM agreed to help. RP was also asked to be involved as she will have a completely fresh pair of eyes whilst at the same time help her to understand how the school and FGB use google docs</p>	

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16	Review of the effectiveness of this meeting Ran to time and the effective use of Arbor data was appreciated PE Lead will present at the next FGB meeting on 2nd November - early in agenda Request that Science Lead present later in the year - Thursday 9th May	Clerk BG
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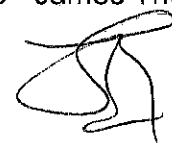
Meeting ended at 9:02

## ACTIONS

Item	Action	Responsibility
2.1	Reappointment of SG as co opted governor - update GIAS, Governorhub and website	Clerk
2.2	Appointment of Ruth Parsons as new co opted governor - update GIAS, Governorhub and website School email to be provided and added to FGB email group	Clerk BG
2.3	Mentor for Ruth - SG?	JTh
3.1	Annual declarations & confirmation - existing governors to complete on governor hub Ruth Parsons as new governor to complete on governorhub Register to be added to website	JR, DW RP Clerk
3.2	Record of attendance 2022/23 Wording re attendance to be agreed Document to be added to website	JTh, DW Clerk
3.3	Terms of Reference - FGB and Pay Committee to be added to the website	Clerk
3.4	Diversity data - governors to answer questions on governorhub (scroll down to bottom of profile) Report to be produced from Governorhub and added to agenda FGB meeting 2nd November	ALL Clerk
5.1	Approved minutes from July meeting to be added to: Website Governors noticeboard Governor Hub	Clerk
5.2	Analysis of concerns & complaints dealt with by SLT to be included in future SLT reports to governors	BG
5.3	Internal annual review of governance to include input from SLT	JTh, Clerk
6.1	Link Governor list to be added to governor noticeboard and the website	Clerk

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6.2	Any RAP Monitoring visits not yet scheduled with the school to be agreed	All
6.3	To be added to a RAP Priority monitoring group after review of RAP with mentor	RP
9.1	Date and time to be agreed for a 30 minute review of safeguarding on a daily basis within the school	SM

James Thorne  
2/11/23

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