



## Sandhills Community Primary School

Head-teacher: Mrs J Settle  
 Email: [office.2401@sandhills.oxon.sch.uk](mailto:office.2401@sandhills.oxon.sch.uk)

Terrett Avenue Sandhills, Headington, Oxford, OX3 8FN  
 Tel: Oxford (01865) 433000. Facsimile (01865) 433001

### Minutes of the meeting of the Full Governing Body (FGB) Held on Wednesday 28<sup>th</sup> February 2018 @ 6.30 pm at the School

Present: **Saskia Jamieson (SJ)** – Co-Opted      **Kathryn Seys (KS)** – Co-Opted  
**Jane Settle (JS)** – Headteacher      **Keith Taylor (KT)** – Parent  
**Gordon Berry (GB)** – Parent      **Stephanie Marr (SMar)** – Staff  
**Greg Millet-Clay (GM-C)** – Parent      **Sue Mantell (SMan)** – Co-Opted  
**Matthew Clarke (MC)** – Parent      **Louise Hartley-Morgan (LH-M)** (Associate)

**Apologies:** None received

**In Attendance:** – Lorraine Jones (LJ) Clerk for the meeting

018/29	<b>WELCOME, APOLOGIES FOR ABSENCE</b> All Governors were present. The meeting was quorate.	
018/30	<b>DECLARATIONS OF INTEREST:</b>	
018/31	<b>NOTIFICATION OF URGENT BUSINESS</b> None raised.	
018/32	<b>ADOPTION OF MINUTES OF FGB MEETINGS HELD ON 17<sup>TH</sup> JANUARY 2018:</b> The minutes were approved and will be published on the school website.	LJ
018/33	<b>MATTERS ARISING</b> Copies of the NGA Welcome to Governance were provided to new Governors.	
018/34	<b>CHAIR'S UPDATE</b> Item covered in confidential minutes.	
018/35	<b>SCHOOL DEVELOPMENT PLAN (SDP)</b> JS reported that the SDP has been updated following the Ofsted visit and a Raising Achievement Plan (RAP) is currently in progress. Assessment data for children at the end of key phases, eg Y1 Phonics, Y2 Phonics re-check, and Y2 children is being analysed to identify which children are on track to make greater progress, children who are at risk of not meeting expected progress and those children who should achieve expected level of progress. The RAP shows the current interventions planned, staff meetings and inset plans to address progress. The T&L Committee will review the RAP at their next meeting.	T&L
018/36	<b>HEADTACHER'S REPORT</b> <b>Attendance</b> –JS updated Governors on support from the LA Attendance team to improve pupil attendance. Attendance training has been arranged for admin staff and the LA Attendance Social Worker will meet the families of children where attendance is below 80%. Governors debated the recognition of good attendance and asked whether the proposal of the introduction of 100% attendance certificates each term would improve the attendance of children who do not attend school. It	

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	<p>was agreed that 100% attendance certificates should be given to children each term. The Governors concern that children with medical issues would be excluded was addressed through good attendance being rewarded on the personal achievement certificates. The proposal to introduce a cup for the best class attendance each week was supported by Governors. Staff will be consulted on the proposal.</p> <p><b>Attendance School Liaison Officer</b> – Governors asked for details on the proposal to include in the school budget provision for an attendance school liaison officer. JS gave an overview of the role. Governors unanimously agreed to support this proposal. The Staffing and Finance Committees will discuss the proposal at their next meeting for inclusion in the 2018/19 budget.</p> <p>There were no further questions on the Headteacher's Report.</p>	<p>JS</p> <p>Staffing/Finance Committees</p>
018/37	<p><b>COMMITTEE UPDATES</b></p> <p><b>Teaching &amp; Learning</b></p> <p>SMan gave an overview of the meeting held on 5<sup>th</sup> February which followed the data presentation training for all governors. Pupil progress was discussed, and the provision of data analysis minutes will be prioritised. The committee organisation has been structured with responsibility for data and assessment methods GM-C, MC will clerk meetings and take responsibility for monitoring progress of groups. KT will monitor expenditure on pupil premium, SMan will monitor teaching and learning and LH-M will act as conduit. Governors asked that the RAP be made available on Governor Hub by 12<sup>th</sup> March so that the committee can monitor progress. All Governors were encouraged to attend the T&amp;L committee meeting scheduled for 9<sup>th</sup> July at 3.30 pm where achievement data will be scrutinised.</p> <p><b>Staffing &amp; Safeguarding</b></p> <p>KS gave an overview of the well-being and working hours staff survey. JS said that she will consult with staff to reduce the number of special needs reviews from 6 per annum to termly to reduce workloads. Governors asked what the policy was on this in other schools. JS said that the number of SEN review meetings was not in line with other schools and that termly reviews are standard. KS will attend a staff meeting to feedback results from the survey and encourage staff to make suggestions on reducing workloads.</p> <p><b>Finance, Premises &amp; H&amp;S</b></p> <p>Minutes of the meeting had been made available to Governors as well as the latest budget monitoring report to period 9 December 2017. The 2017/18 School Financial Value Standard (SVFS) return has been submitted to the LA. There were no questions raised.</p>	<p>JS</p> <p>All</p>
018/38	<b>SAFEGUARDING</b>	

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	Nothing to report.	
018/39	<p><b>POLICIES FOR APPROVAL</b></p> <p><b>Managing Sickness Absence for School Staff</b> – JS advised Governors that this is a local authority template policy agreed with unions. The updated policy gives clear guidance on absence triggers. JS will discuss these with staff.</p>	JS
018/40	<p><b>HEALTH &amp; SAFETY</b></p> <p>Governors were advised that the new Health &amp; Safety system has been set up and this will be used to train staff in areas such as fire safety and working at heights.</p>	
018/41	<p><b>GENERAL DATA PROTECTION REGULATION (GDPR)</b></p> <p>The draft Data Protection Policy had been circulated. JS advised Governors that the policy will be updated and finalised before the new GDPR comes into effect in late May. The use of personal devices and USBs will be added to the policy. GDPR is on the agenda at the next Headteachers' meeting and further advice and support from the LA is expected. Governors were advised that the school data audit has been started.</p>	
018/42	<p><b>PUPIL VOICE</b></p> <p>Governors discussed the School Council meetings to continue the work on pupil voice. SJ will arrange to attend meetings when available.</p>	SJ
018/43	<p><b>GOVERNING BODY</b></p> <p><b>Training – Data Training</b> – Governors thanked JS for the training session which enabled them to better scrutinise data and challenge progress. GB has attended governor induction training. New governors were encouraged to attend this training.</p> <p>Safer recruitment training was discussed. SMan asked that governors undertake this.</p> <p>NSPCC training – KS is currently attending this.</p> <p>Home Office Prevent Training – SJ has completed this.</p> <p>The clerk advised Governors that the LA Governor Services training offer is being updated and improved and the schedule will be available in the summer term.</p> <p><b>Academy Status</b> – Governors expressed disappointment at the lack of support for the school provided by OCC. It was agreed to re-evaluate the benefits of joining an academy. GM-C agreed to research academy options for discussion at the next meeting.</p>	GM-C
018/44	<p><b>CORRESPONDENCE CIRCULATED</b></p> <p>Clerkwise Bulletin February 2018</p> <p>DFE Condition Data Collection Programme</p> <p>NGA Governing Matters Jan/Feb 2018</p>	

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018/45	<b>CONFIDENTIAL ITEMS</b> Two items were discussed.	
018/46	The meeting closed at 9.05 pm <b>DATE OF NEXT MEETING: Wednesday 25th April at 6.30PM.</b>	

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