



Sandhills Community Primary School

Head-teacher: Mrs J Settle
 Email: 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 25th April 2018 @ 6.30 pm at the School

Present: **Saskia Jamieson (SJ)** – Co-Opted
Jane Settle (JS) – Headteacher
Gordon Berry (GB) – Parent
Greg Millet-Clay (GM-C) – Parent
Matthew Clarke (MC) – Parent

Kathryn Seys (KS) – Co-Opted
Keith Taylor (KT) – Parent
Stephanie Marr (SMar) – Staff
Louise Hartley-Morgan (LH-M) (Associate)

Apologies: **Sue Mantell (SMan)** – Co-Opted

In Attendance: – Paul James, Chief Executive, River Learning Trust (until 7.45 pm) Lorraine Jones (LJ) Clerk for the meeting

018/47	<p>RIVER LEARNING TRUST</p> <p>Mr Paul James (PJ), Chief Executive, River Learning Trust (RLT), was welcomed to the meeting and gave a presentation on the RLT which currently encompasses five secondary and nine primary schools. He gave an outline of the process for joining the academy. Two primary schools will join the RLT in September with Sandhills School. Governors asked about the number of hours the school would receive from the RLT support and challenge partner. PJ said that this is allocated on a need basis. Governors asked whether the RLT provided recruitment support. PJ said that the recruitment process remains in schools, but the RLT can support schools. Governors asked what the financial contribution to the RLT from the school budget would be. PJ said that from September, 4% of the GAG has been agreed as the financial contribution by RLT schools. This contribution covers the systems and support provided by the RLT. PJ explained that the RLT have a Governance Scheme of Delegation which will be determined after the Local Authority Governance Review, currently being carried out as requested by Ofsted. Governors asked how many sponsored schools had joined the RLT. PJ said that 3 schools judged by Ofsted as inadequate and two schools judged as requires improvement had converted and that the RLT was approved by the DFE as an academy sponsor. Under the RLT two schools improved at the first Ofsted inspection to good. Discussion took place on the due diligence process, and the school's capacity to move forward. PJ will prepare a press release on the move to academy status under the RLT. The school will let new parents know that we are joining the RLT. Governors thanked PJ and confirmed that the Governing Body had been considering academy status and that the RLT was the preferred academy.</p>	
018/48	<p>WELCOME, APOLOGIES FOR ABSENCE</p> <p>All Governors, with the exception of SMan were present. Apologies for absence were accepted. The meeting was quorate.</p>	
018/49	<p>DECLARATIONS OF INTEREST:</p> <p>There were no declarations of pecuniary interest.</p>	
018/50	<p>NOTIFICATION OF URGENT BUSINESS</p> <p>None raised.</p>	
018/51	<p>ADOPTION OF MINUTES OF FGB MEETINGS HELD ON 28TH FEBRUARY 2018:</p> <p>The minutes were approved and will be published on the school website.</p>	LJ

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018/52	<p>MATTERS ARISING</p> <p>There were no matters arising.</p>	
018/53	<p>CHAIR'S UPDATE</p> <p>Academisation –SJ advised that she and Paul James will meet regarding Governance of the school and will raise any further questions Governors have regarding academisation at this meeting. SJ will attend the parents' meeting on 26th April regarding joining the RLT.</p> <p>Governance Review – the meeting with chairs of committees and SJ takes place on 15th May. SJ, KS, KT and GM-C will meet with Charlotte Christie from the local authority who is undertaking the review.</p>	
018/54	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>Governors asked whether the SDP is up-to-date. JS said that a further update is needed and this will be completed this week and uploaded to GovernorHub along with the raising achievement plan. JS and SMan will meet in early May regarding governance impact on the SDP.</p>	
018/55	<p>HEADTACHER'S REPORT</p> <p>Attendance – JS said that 81 children had achieved 100% attendance during terms 3 and 4 and that three achievement stars would be given to those children who have 100% attendance and who have arrived at school on time for this period. Governors agreed that children who have been recorded as late will not receive a star and that the certificates are for children who have 100% attendance and have arrived at school on time. The Educational Social Worker continues to work with a number of families on attendance.</p> <p>Governors asked if there has been improvement in progress. JS said that Read, Write Inc is having an impact and progress has improved. The progress in maths has gone down and this is being analysed so that action can be taken.</p> <p>JS advised Governors that three visits to the LA school improvement partner school has been arranged and that the LA has paid for additional visits from Susie Spolander, literacy consultant.</p> <p>Lucy Mettyear has undertaken the SEN and Pupil Premium review this week. EYFS has been supported since the beginning of the year and visits currently take place every fortnight.</p>	
018/56	<p>APPROVAL OF 2018/19 SCHOOL BUDGET</p> <p>KT gave an overview of the proposed school budget. LJ explained that the budget will be valid until the school joins the RLT and an academy budget will then be set. Academy finances run in tandem with the academic year unlike maintained school budgets.</p> <p>A confidential item was discussed.</p> <p>Governors asked why the teaching staff costs were higher in years 2 to 5 and were told that year 1 of the budget includes an additional teaching appointment from September and that therefore year 1 contains 58% of the salary cost.</p> <p>Governors asked why year1 was higher for premises and supplies and services costs. LJ explained that year 1 included expenditure which was in the brought forward balances from 2017/18, such as the CERA fund delegated to schools to</p>	

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	<p>hold in reserve for item such as boiler and roofing replacement as well as other premises works where the work had been carried out at the end of the last financial year, but not yet invoiced totalling approximately £17.4k. £4k parent residential deposits for the Year 6 visit in May was also in the carried forward balance and shown as expenditure in year 1 under learning resources, and a further £5k was unspent ring-fenced sports funding grant included in expenditure in supplies and services, which had also been carried forward from 2017/18. Provision was also included in year 1 for the art specialist from April to July for two afternoons each week.</p> <p>The pupil admission number for September 2018 has been estimated at 50 following the decision by the Local Authority to initially only offer 30 places. Following intervention by the school, a further 26 places have been offered. Confirmation of September 2018 Reception places accepted under the first round of allocation is due in the middle of June.</p> <p>Governors approved the 2018/19 budget for submission to the Local Authority and noted that a new budget is required once the school joins the RLT.</p>	
018/57	<p>COMMITTEE UPDATES</p> <p>Teaching & Learning</p> <p>MC gave an overview of the meeting which included the use of Target Tracker.</p> <p>Staffing & Safeguarding</p> <p>No meeting held. KS will arrange an additional meeting before July. KS gave an overview of the staffing and well-being meeting held with staff which had been well attended. Communication was discussed and ideas put forward. Governors asked whether the staff had concerns about the forthcoming academisation. SMA said that staff pensions were the main concern. The RLT had confirmed to staff that there would be no changes to their pay and conditions of service or pension.</p> <p>Finance, Premises & H&S</p> <p>Minutes of the meeting had been made available to Governors. KT gave an overview of the meeting. Flooring quotes have been arranged for the Community Blue Room and toilet area and the work will be commissioned once these have been approved. The cleaning contract has been increased from 42 to 45 weeks per year. Discussion took place on the impact of academy status on the school finances.</p>	
018/58	<p>SAFEGUARDING</p> <p>Nothing to report.</p>	
018/59	<p>POLICIES FOR APPROVAL</p> <p>None required for approval.</p>	
018/60	<p>HEALTH & SAFETY</p> <p>Governors were advised that the new Health & Safety system has been set up and this will be used to train staff in areas such as fire safety and working at heights. The school gates were now being closed in the mornings and afternoons to ensure safety of children as a near miss had been reported by a parent in the car park. Governors were advised that the next health and safety annual audit is on 21st June.</p>	

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	KT will be completing further H&S Governor monitoring visits this term.	
018/61	<p>GENERAL DATA PROTECTION REGULATION (GDPR)</p> <p>JS said that LJ and herself had attended a GDPR meeting organised by 123ICT where two companies demonstrated online GDPR management systems. The RLT were visiting school on 10th May and they have advised that they are doing much to support their schools and did not recommend purchasing a system. GDPR staff training has been carried out, the audit started and privacy notices will be issued before half-term.</p>	
018/62	<p>PUPIL VOICE</p> <p>Nothing to report</p>	
018/63	<p>GOVERNING BODY</p> <p>Training –</p> <p>Safer recruitment training was discussed. KS and SJ have previously undertaken training.</p> <p>SJ will follow up with Kathryn Hayward from the Local Authority the provision of governor training which had been promised following the Ofsted report as this was not yet available.</p>	
018/64	<p>CORRESPONDENCE CIRCULATED</p> <p>Clerkwise Bulletin March 2018</p> <p>NGA Governing Matters March/April 2018</p> <p>The Clerk advised Governors that the LA has upgrade the school's membership to Gold status and requested permission from Governors to provide names, address and email addresses to the NGA so that weekly emails and copies of Governing Matters can be sent to all Governors. All Governors agreed to their personal information being given to the NGA for this purpose.</p>	LJ
018/65	<p>ANY OTHER BUSINESS</p> <p>None discussed.</p>	
018/66	<p>The meeting closed at 9.15 pm</p> <p>DATE OF NEXT MEETING: Wednesday 23rd May at 6.30PM.</p>	

Signed: _____ Date: _____