

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 23rd May 2018 @ 6.30 pm at the School

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

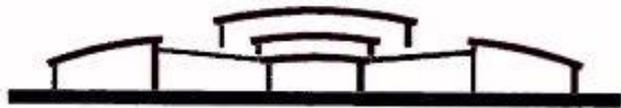
Kathryn Seys (KS) – Co-Opted
Keith Taylor (KT) – Parent
Stephanie Marr (SMar) – Staff
Louise Hartley-Morgan (LH-M) (Associate)

Apologies: **Gordon Berry (GB)** – Parent

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

018/67	WELCOME, APOLOGIES FOR ABSENCE All Governors, with the exception of GB, were present. Apologies for absence were accepted. The meeting was quorate.	
018/68	DECLARATIONS OF INTEREST: There were no declarations of pecuniary interest.	
018/69	NOTIFICATION OF URGENT BUSINESS None raised.	
018/70	ADOPTION OF MINUTES OF FGB MEETINGS HELD ON 25TH APRIL 2018: The minutes were approved and will be published on the school website.	LJ
018/71	MATTERS ARISING There were no matters arising.	
018/72	CHAIR'S UPDATE Academisation and Governance Review – a confidential item was discussed. JS & LJ updated Governors on the Due Diligence work to date prior to the academy transfer. The RLT are supporting the school to complete this. Governors were advised that this represents a significant workload for the school. Ofsted – Governors discussed progress against the Ofsted Report. It was agreed that the T&L Committee will address progress through the analysis of data. All areas identified in the Ofsted Report are included in the School Development Plan (SDP). JS advised that Nick Cornell, who is supporting the school from the LA has made two visits to the school. Governors asked whether the outcome judgements had yet changed. JS said that progress has been made, but the outcomes have not yet changed. SJ advised Governors that the RLT have undertaken a Leadership Review, to ascertain whether the current structure has the capacity to lead improvement.	
018/73	SCHOOL DEVELOPMENT PLAN (SDP) Attendance – Governors asked whether the Locality Social Worker continued to support the school. JS advised that we are still receiving support, but their capacity enabled support for only three families. Governors asked about the impact of this support. It was agreed that the temporary Home School Liaison Officer post would be advertised after half-term and that an evaluation of the impact of this role should be undertaken in 18 months.	

Signed: _____ Date: _____



Sandhills Community Primary School

Head-teacher: Mrs J Settle

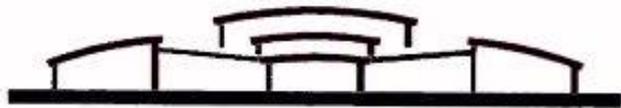
Email: office.2401@sandhills.oxon.sch.uk

Terrett Avenue Sandhills, Headington, Oxford, OX3 8FN

Tel: Oxford (01865) 433000. Facsimile (01865) 433001

	<p>SEN & PP Review - JS updated Governors on the support the school is receiving from Lucy Metttyer through teaching observations of SEN & PP in classes and the work she has been doing to support the SENCOs.</p> <p>Governor Monitoring – SMan & JS met and updated monitoring of T&L completed in the SDP. Chairs of Committees were asked to review the monitoring completed in their areas of the SDP and send this to JS within the next few weeks to update the SDP.</p>	Committee Chairs
018/74	<p>COMMITTEE UPDATES</p> <p>Teaching & Learning</p> <p>SMan gave an overview of the meeting held in May. GM-C has agreed to take over as Chair of the Committee. All Governors were invited to attend the next T&L committee meeting on 9th July at 3.30 pm which teaching staff will attend and progress reviewed. The TALC will draft a format for staff to use to present data to enable Governors to make a detailed analysis of progress. GM-C will be responsible for analysing cohort data, and MC for group data analysis. SMan advised that the Committee had questioned anomalies in the Spring data. Governors asked about the latest estimate for progress outcomes in July. SMan updated Governors on changes to the EYFS cohort - 5 children had left who had been expected to meet their ELGs. New children have been admitted to the cohort and this will impact the overall outcome. JS advised Governors that she has updated the RAP plan with the latest progress predictions. Governors discussed the latest predicted outcomes and were encouraged that the RAP plan contains clear detailed plans on what individual children in each cohort need to achieve to make good progress and that the plan is used by teachers to focus their teaching.</p> <p>JS advised Governors that KS1 will be moderated after half-term. SMan advised that the EYFS had been moderated and the moderator agreed with teachers' assessment judgements.</p> <p>Staffing & Safeguarding</p> <p>No meeting held.</p> <p>Finance, Premises & H&S</p> <p>No meeting held. LJ advised that the Budget authorisation report has been received from the LA. Governors have been asked to formally discuss plans for the expenditure of surplus funds and report this in the next budget monitoring due at the end of period 3, June. This will be discussed at the next committee meeting.</p>	KT/LJ
018/75	<p>SAFEGUARDING</p> <p>JS will liaise with KS to complete the Annual Safeguarding Report for the 2017/18 year before the end of term.</p>	JS/KS
018/76	<p>POLICIES FOR APPROVAL</p> <p>None required for approval. SMan advised Governors that the Teaching & Learning Policy had been approved by the T&L Committee.</p>	
018/77	<p>HEALTH & SAFETY</p>	

Signed: _____ Date: _____



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

	<p>LJ updated Governors on the work that has been done on Health & Safety management and Health & Safety training. Governors were advised that the next health and safety annual audit is on 21st June. KT will complete a further H&S Governor monitoring visit in early June. Governors asked about the car park safety. JS said that there have been no further incidents and that the gates are closed and manned by the Site Manager at the start and end of school for approximately 30 minutes each day. This was, however, impacting his workload.</p>	
018/78	<p>GENERAL DATA PROTECTION REGULATION (GDPR)</p> <p>JS and LJ attended an RLT training session last week and training material and a policy has been subsequently sent to schools. The school will review and adopt the RLT policy and data retention policy. JS has completed GDPR awareness training with teaching staff, and will train the remainder of staff immediately after half-term. Privacy notices have been issued to all staff and the pupil privacy notice is on the website. Parents will be updated on this in the next newsletter.</p>	<p>JS</p> <p>JS</p>
018/79	<p>PUPIL VOICE</p> <p>SJ has liaised with Mr Taylor about meeting with the School Council. Governors discussed ideas to involve children in the transfer to academy status under the River Learning Trust. Children have raised the question of Personal Achievement Cards and that these are important to them and asked whether they will still be able to take them to the new headteacher from September. SJ will follow their involvement in the transfer before the next meeting.</p>	<p>SJ</p>
018/80	<p>GOVERNING BODY</p> <p>Training – MC has yet to complete LA Induction training. GM-C completed this as a governor of a previous school.</p> <p>LJ confirmed that Modern Governor had been purchased, but that the subscription period on the buyback form was for September 2018/19. She also confirmed that the LA training brochure is due to be published before the end of the academic year. LJ advised that the RLT have been given access to GovernorHub as part of the Due Diligence process.</p> <p>Governors discussed the forthcoming Staff Governor vacancy from September, due to SMar leaving. It was agreed to run an election in September to allow new staff the opportunity to put themselves forward for election. SMar will canvas interest for the vacancy next term.</p>	<p>LJ</p> <p>SM</p>
018/81	<p>CORRESPONDENCE CIRCULATED</p> <p>The latest Clerkwise Bulletin and NGA Governing Matters May/June 2018 had been made available on GovernorHub.</p>	
018/82	<p>ANY OTHER BUSINESS</p> <p>Governors asked that the SEN Governor vacancy be discussed at the next meeting. LJ will check whether a SEN Governor is a statutory requirement. SJ advised Governors that she has dealt with a complaint.</p>	<p>LJ</p>
018/83	<p>The meeting closed at 8.40 pm</p> <p>DATE OF NEXT MEETING: Wednesday 18th July at 6.30PM.</p>	

Signed: _____ Date: _____