

## Sandhills Community Primary School

Head-teacher: Mrs J Settle

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Terrett Avenue Sandhills, Headington, Oxford, OX3 8FN

Tel: Oxford (01865) 433000

### Minutes of the meeting of the Full Governing Body (FGB) Held on Wednesday 18<sup>th</sup> July 2018 @ 6.30 pm at the School

Present: **Saskia Jamieson (SJ)** – Co-Opted  
**Jane Settle (JS)** – Headteacher  
**Stephanie Marr (SMar)** – Staff  
**Greg Millet-Clay (GM-C)** – Parent  
**Matthew Clarke (MC)** – Parent

**Kathryn Seys (KS)** – Co-Opted  
**Keith Taylor (KT)** – Parent  
**Louise Hartley-Morgan (LH-M)** (Associate)  
**Gordon Berry (GB)** – Parent

**Apologies:** None, all Governors were present

**In Attendance:** – Emma Coleman (EC), Charlotte Christie (CC) (for 1<sup>st</sup> Agenda item only), Lorraine Jones (LJ)  
 Clerk for the meeting

018/84	<b>GOVERNANCE REVIEW</b> Charlotte Christie (CC) was welcomed to the meeting and gave an overview of the governance review. CC said that the Governing Body was well-informed and committed. She recommended that the next steps for Governors are to develop the challenge role and become less dependent on the headteacher for information through benchmarking against other schools and checking national data. CC recommended that committee meetings are not clerked by a member of the governing body and that the terms of reference are reviewed to remove overlap and duplication. CC recommended that the Governors have more involvement with the setting of the School Development Plan and school self-evaluation. Governors thanked CC and she left the meeting at 6.50 pm.	
018/85	<b>WELCOME, APOLOGIES FOR ABSENCE</b> There were no apologies for absence as all Governors were present. The meeting was quorate.	
018/86	<b>DECLARATIONS OF INTEREST:</b> GM-C declared that his spouse had been appointed as Attendance & Welfare Officer at the school from September. There were no other declarations of pecuniary interest.	
018/87	<b>NOTIFICATION OF URGENT BUSINESS</b> None raised.	
018/88	<b>ADOPTION OF MINUTES OF FGB MEETINGS HELD ON 23<sup>RD</sup> MAY 2018:</b> The minutes were approved with one correction, and will be published on the school website.	LJ
018/89	<b>MATTERS ARISING</b> <b>SEND Governor</b> - after discussion, it was agreed that SEND and Pupil Premium Governance responsibilities will be covered by the T&L Committee.	T&L
018/90	<b>CHAIR'S UPDATE</b> <b>Academisation</b> – SJ reported that the academy transfer papers will be ready for signature at the end of the week. A question from the lawyers had been raised regarding a piece of land around the perimeter of the school which had been leased to the school by the Oxford Preservation Trust and that a grant had been given to the school for the upkeep and maintenance of the land.	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



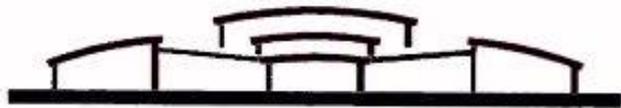
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	<p><b>Governance &amp; RLT –</b></p> <p>Governors agreed to discuss the structure of the Governing Body further in September following academy conversion with the RLT. SJ met with Louise Askew, Head of RLT Governance, who will attend the September Governor meeting to further review governance. The RLT has Governance models and access to a bank of information including suggested questions for Governors.</p> <p>Governor meeting dates were confirmed as 26<sup>th</sup> September 2018, 31<sup>st</sup> October 2018 and 12<sup>th</sup> December 2018. It was agreed the meeting on 31<sup>st</sup> October will be a working party meeting to determine the Governing Body structure under the RLT. SJ proposed that Governing Body roles, responsibilities and committees remain as they currently stand until 31<sup>st</sup> December 2018. This was unanimously agreed. It was agreed to run a Staff Governor election in September for the vacancy due to SMar’s retirement. GB will be stepping down as Parent Governor on 31<sup>st</sup> August. It was agreed to postpone any potential election of a replacement Parent Governor until after the RLT governance review and the working party meeting in October.</p> <p><b>2018/19 OCC Annual Schedule of Governance Business</b> – SJ said that this is now published on GovernorHub and asked committee chairs to review this to ensure statutory responsibilities are incorporated into the committee meetings for 2018/19. It was noted that the RLT will provide guidance on this.</p> <p><b>Ofsted</b> – Governors discussed and agreed that the new SDP must contain a clear plan on improving areas raised in the last Ofsted inspection.</p>	<p>U</p> <p>Committee Chairs</p>
<p>018/91</p>	<p><b>SCHOOL DEVELOPMENT PLAN (SDP)</b></p> <p>JS has begun updating the SDP following the publication of end of year assessment data. Committee chairs were asked to provide monitoring updates by 25/7/18 so that the 2017/18 SDP can be finalised by 3/8/18. Governors asked JS if there were any concerns – JS said that data is positive compared to the same period last year. Governors asked whether the Ofsted judgement would have been better if the inspection had been after this year’s results. JS said that it was unlikely and that the school would need a second year of good progress. JS said that the results show writing is an area to focus on for improvement for next year as well as combined assessment results. The school is above national averages in most areas. Staff were pleased with the progress results. LH-M asked if Governors could congratulate and thank staff for their hard work in improving results. Governors asked JS to communicate to parents in the last newsletter of the year the progress children have made this year.</p> <p>EC tabled RLT School Improvement Plan (SIP) guidance documents and self-evaluation plan. She advised that schools do not have to use the templates, but most RLT schools do. A draft outline SIP was circulated which as the Ofsted recommendations at the core of the plan. EC will be working on this further during August and asked Governors to review the outline draft and send her input into where Governors see the school in 3 and 5 years and monitoring</p>	<p>SJ</p> <p>JS</p>

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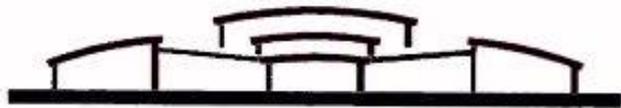
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	<p>which Governors will undertake. Governors asked EC to let them know when she will be in school working on the plan, so that Governors can be involved. EC advised Governors that an operational action plan will be linked to the SIP.</p>	EC
018/92	<p><b>HEADTEACHER'S REPORT</b></p> <p>Governors asked whether all teaching appointments were now filled. JS said that they were and the school had been fortunate to recruit experienced teachers. An additional teacher has been appointed for one year to allow more Deputy Head and SENCO time at the request of the RLT. Governors asked why this was for one year and were advised that the RLT has received additional funding to support the school and that the additional appointment was not sustainable within the current school budget. Governors asked that JS let parents know that the additional teacher is an NQT with one term left of her NQT year and that this appointment has been approved by HMRI.</p> <p>JS said that attendance monitoring has highlighted a number of families requiring support. The new attendance and welfare officer has worked with the LA attendance officer this week and developed a plan of action for September. Governors asked whether the attendance officer would work with families over the summer. JS said that this is a term time appointment, but that early referrals meant that the families will have support over the holiday periods. Governors asked whether attendance continues to be monitored after reports are issued. JS said that this was a statutory requirement for every school day. Governors asked EC how Sandhills attendance data compares with her school's data. EC said that overall attendance is above national attendance data, but pupil premium attendance is lower. Governors asked whether there are still families requesting term time holidays. JS said that there has been a number of requests but there are children reported as ill who return to school and say they have been on holiday. In these instances, from September parents will receive a letter informing them that the register will be changed.</p> <p>Governors asked how many foundation stage children are expected in September and were informed that this is estimated in excess of 50.</p>	EC
018/93	<p><b>COMMITTEE UPDATES</b></p> <p><b>Teaching &amp; Learning</b></p> <p>GM-C updated Governors on the T&amp;L committee held this week to review performance data. School performance data shows a significant increase in progress in Years 2 and 4. Progress in writing needs further work, but the positive impact of Read, Write, Inc on writing in early years and KS1 is evident in the assessment results. As maths will be an online assessment in future, it was noted that further work is needed to prepare the children for this. The combined reading, writing and maths assessment data is below the expected level, and further scrutiny is needed. The year 6 results are very good and additional work on techniques had an impact of the results and will be continued.</p> <p>Governors asked about the moderation visits. JS said that EYFS and KS1 teacher assessment judgements had been moderated by the Local Authority and that they agreed with all the teacher judgements. Governors could, therefore, be assured that teachers assessments of children's work are accurate.</p>	

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	<p><b>Staffing &amp; Safeguarding</b> KS gave an overview of the recent meeting.</p> <p><b>Finance, Premises &amp; H&amp;S</b> KT gave an overview of the recent meeting held.</p>	
018/94	<p><b>SAFEGUARDING</b> JS said that in the lead up to the summer holidays, there have been a number of safeguarding referrals. She confirmed that she will complete the draft 2017/18 Annual Safeguarding Report by 31/8/18 so that Governors can review and submit this to the LA.</p>	JS
018/95	<p><b>POLICIES FOR APPROVAL</b> SJ updated Governors on discussions with the RLT regarding policies. RLT policy templates will be used to review policies as they become due for review.</p> <p><b>GDPR Policy</b> - Governors agreed that the RLT General Data Protection Policy should be reviewed and presented for adoption at the September meeting.</p>	EC
018/96	<p><b>HEALTH &amp; SAFETY</b> Governors were pleased that the recent health &amp; safety audit confirmed that all actions previously raised had been completed and that there were no findings. LJ advised Governors that the RLT have indicated that they require a professional fire safety risk assessment once the school converts. EC said that a full premises review is likely and that the RLT have a capital fund for premises maintenance and improvement.</p>	
018/97	<p><b>GENERAL DATA PROTECTION REGULATION (GDPR)</b> JS gave a brief overview of staff training. The training slides were uploaded on GovernorHub for governors to review. A locked cupboard has been provided in every classroom for sensitive information and laptops. It was noted that Louise Askew is the Data Controller for all RLT schools. Governors asked the new headteacher to put in place a monitoring schedule for GDPR.</p>	EC
018/98	<p><b>PUPIL VOICE</b> Governors asked that the teacher leading the school council next year advise Governors of the proposed meeting dates, so that a Governor can attend.</p>	EC
018/99	<p><b>GOVERNING BODY</b> <b>Training</b> – none reported. The new training schedule from OCC has not yet been circulated.</p>	
018/100	<p><b>CORRESPONDENCE CIRCULATED</b> The latest Clerkwise Bulletin and NGA Governing Matters July/August 2018 had been made available on GovernorHub.</p>	

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018/101	<b>ANY OTHER BUSINESS</b> Governors discussed the foundation stage children classes in Year 1 and agreed that this should be communicated to parents early in the summer term next year.	
018/102	The meeting closed at 8.45 pm <b>DATE OF NEXT MEETING: Wednesday 26<sup>th</sup> September 2018 at 6.30PM.</b>	

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