

**FROXFIELD CofE PRIMARY SCHOOL
MINUTES OF A MEETING OF THE GOVERNING BODY
HELD AT THE SCHOOL ON THURSDAY 5th MARCH 2020**

Present: Tanya Darlow (TD)
Vickie Farrow (VF) – Headteacher
David Handley (DH)
Lorraine Harriott (LH)
Gillian Hollis (GH) – Chair
Simon Matyear (SM)
Natasha Oakley (NO)
John Owen (JO)
Edward Sadler (ES)
Susanna Shepherd (SS)
Ben Vickery (BV) – until 6.15pm

In Attendance: Helen Evison (HE) - Clerk

Apologies: Monnia Linnell (ML)
Rebecca Labram (RL)

The meeting opened at 4.40pm

20/61 Welcome & Apologies

GH welcomed all. Apologies were received from ML and RL both of whom were unwell.

20/61 Declaration of Interests

Standing declarations:

BV is married to a member of staff at the school. JO is also a governor another HCC school. HE clerks for other schools in Surrey and Hampshire, for SCC and TKAT. ES and GH's husbands are Trustees of Privett Village Hall. VF's daughter is occasionally employed to at the after-school club. SS's husband is a Parish Councillor for Froxfield & Privett.

No interest was declared in any specific agenda item.

20/62 Constitution & Appointments

It was noted that:

- ML had been elected as a Parent Governor with effect from 31.01.20.
- It was agreed to appoint Rebecca Labram as an Associate Member for a term of four years with immediate effect.
- The next governor's term of office to expire was that of ES, Foundation Governor, 03.10.20
- It was noted that SS had agreed to be the SEND-focus governor; this would include 'gifted and talented'
- It was suggested that ML be invited to take on the role of 'well-being' governor, join S&W committee and become the 'governor for cohort' for Yr4. **ACTION: HE**

20/63 Minutes of the last meetings, action points and matters arising

The minutes of the meeting of 16th January 2020 were agreed as an accurate record and signed by the Chair.

Review of the action points:

| | | |
|-------|---|---|
| 20/46 | Parent Governor election SEND Governor role Gifted and talented focus governor Role description for SEND governor Attend Governors' Forum 10.2.20 | Complete Complete Agenda Agenda Date passed |
| 20/47 | 20/31 Safeguarding training for SS 20/33 Join HCC buildings review 31.3.20 20/33 RSVP re attendance at data briefing 20/37 Distribute leaflets – VF 20/38 Check ease of access to some items on the website – VF 20/41 'What are we doing that is strategic?' – agenda item for June meeting | Complete Scheduled Date passed VF advised that the leaflet was being updated and would be ready for distribution shortly. SM to update VF. ACTION: SM ACTION: HE |
| 20/49 | Potential employment of caretaker to be considered at Resources (13.03.20) Implementation of revised access procedures – progress – letter to parents | ACTION: HE Drafted. To be finalised. ACTION: BV, GH & VF |
| 20/51 | Any comments regarding Statement of Curriculum Intent to be submitted to VF | Complete |
| 20/53 | Typing corrections to Equalities Policy & Objectives | Complete |

20/64 Chairman's Action, Report & Correspondence

There had been no emergency action.

Governors congratulated the school for being in the top 2% of schools for maths in last summer's SATs, all pupils having achieved or exceeded the expected standard, as highlighted in the recent letter from the Minister of State for Education Standards, Nick Gibb.

GH advised that she had received an e-mail from a parent asking whether it was possible for the pre-school to start earlier and to remain open all afternoons. Also, she understood from the Chair of another local school, that they believed that the fact that they offered wrap-around care was a significant factor in attracting parents to the school. Following discussion, it was agreed to hold an extra meeting at 1230 on Friday 13th

September in the Village Hall in order to consider options and actions. **ACTION: ALL**

It was agreed to arrange appropriate thanks for a member of staff who was resigning at the end of term. **ACTION: GH**

20/65 Headteacher's Report

Governors thanked VF for being creative in arranging cover for maternity leave.

VF took questions arising from her written report circulated with the agenda.

Q: Was it planned to hold an exit interview with the member of office staff who was

leaving? Were such interviews usually held?

A: No plan had been made; historically they had held exit interviews but this had not been remembered no-one having left for a while.

After discussion it was agreed that GH would undertake an exit interview but in the role of a 'general volunteer' rather than as a governor. **ACTION: GH**

Q: What was driving the increase of workload in the office? Was it the pre-school?

A: Several things; in part it was the pre-school and Cindy's Club but also the school had

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grown. Recently the switch to Parent Mail and the need to prepare recruitment packs had added to the load.

There was still the impression that office staff were being too helpful. NO highlighted that Resources Committee had requested a 6-month activity survey in order to provide a more accurate picture.

Q: How would the 'maths mastery' programme be affected by the teacher involved taking maternity leave?

A: She would drop out for a year and pick up again when she returned. School would continue with what they had started.

Q: Could governors do anything to help with waiting for EHCPs? Would it help to explain things to parents?

A: Governors could not help progress EHCPs but might be able to help by explaining things to parents. The school always had to fund the first £6,000 to provide for any child's extra needs. £6,000 paid for about 15 hours of support. Children's needs were supported as soon as possible so a support package was already in place before an EHCP came through. Consequently, parents were unlikely to see a major change in provision once an EHCP was granted.

Q: What was the expected number on roll for September?

A: Numbers had yet to be finalised but it was probable that YrR would be fully subscribed.

Q: Focusing on global awareness, was there evidence that the link was flourishing?

A: VF explained that it was difficult to find both the staff resource and timetable time. They had tried Skype and e-mail, both unsuccessfully, and understood that post would not work for Ghana.

Governors noted that the link was to be reciprocal, i.e. with learning both ways, and made a number of suggestions, e.g. videos of preparations for the Easter service, Yr6 reading a book or a dance project. VF agreed to seek ideas at a staff meeting.

ACTION: VF

Governors noted that absence rates were in the highest 20% and it was agreed to continue to focus on this at C&L Committee.

ACTION: HE

20/66 **Committee minutes**

ES highlighted the 'Matters to be reported to the FGB' from the C&L meeting of 24.01.20:

- appointment of a well-being governor (refer 20/62 above)
- the SIP update (attachment to the C&L meeting minutes)
- that review of the Home-School Agreement was in progress and would return to the next meeting
- that SS had agreed to take on SEND (and G&T) focus
- Holocaust Memorial Day had been marked and the 'Peace Pole' project was underway
- the committee had received a subject report on music.

BV highlighted the 'Matters to be reported to the FGB' from the S&W meeting of 07.02.20:

- the need for a letter from governors to parents highlighting the safeguarding aspects of access to school and signing in (refer 20/63 above)
- a planned e-safety briefing for governors – this was to be before the FGB on 30th April but it was agreed to postpone this until to 25th June **ACTION: VF (HE)**
- BV would join HCC annual visit and progress refurbishment of the toilets
- redevelopment of the office and other potential developments.

20/67 **Buildings development**

BV reported that plans to improve the layout of the front office had been drawn up and

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suggested that governors consider next steps. One proposal was to build a separate staff room and to use the existing staff room as a break-out facility. This idea was positively received. It was suggested that priorities should be identified and FOFS informed in order that plans were co-ordinated. It was agreed that development did not need to be a permanent building but could be some kind of lodge or portacabin. TD recommended that governors gather 'evidence of need' so that they were prepared for grant applications. It was noted that 2026 was the 150th anniversary of the school so it would be opportune to be able to open a new facility then. It was agreed to discuss this further at the next meeting. **ACTION: ALL (HE)**

20/68 Schools Financial Value Standard

It was agreed to delegate authority to approve the SFVS to Resources Committee. Agenda item for Resources, 13.03.20. **ACTION: HE**

20/69 Christian Characters & Church Matters Report

Governors thanked ES for his report on the School's Christian Character and Church School Matters circulated with the agenda.

ES advised, and governors noted, that a review had been carried out and he could confirm that the life and character of the school was in accordance with the terms of its foundation as summarised in the Appendix to his report, i.e. the school was being run in accordance with its Trust Deed.

Q: How was Lent marked at the school?

A: This was explained in Collective Worship by JO on Shrove Tuesday.

20/70 Governors' Development & Training

GH advised that she had attended two courses, an Introduction to the Early Years Foundation Stage (EYFS) and 'Improving the School'. Given that the school had recently introduced its own pre-school GH suggested that the next whole GB training (WGBT) session be a bespoke session on Early Years. This suggestion was enthusiastically received. VF highlighted that the school was an 'early adopter' of the latest EYFS curriculum proposals and that the training would need to be tailored accordingly. It was agreed to try to book WGBT on EYFS for 5pm on Thursday 14th May. **ACTION: TD (ALL)**

GH noted that at 'Improving the School' there had been discussion about the development of the 'vision' for the school; it was important that governors should be able to articulate the vision. VF advised that the vision was being discussed at the next INSET day, from 0930-1030 on 1st June; governors were invited to join this session. **ACTION: ALL**

GH explained that the course had also reiterated the 'Seven Cs' set out in the Governors' Competency Framework:

- **Committed:** prepared to give time, skills and knowledge to help create effective governance
 - **Confident:** of independent mind, able to lead "courageous conversations"
 - **Curious:** analytical and enquiring, with an understanding of meaningful questioning
 - **Challenging:** not accepting information at face value, and willing to "challenge the status quo"
 - **Collaborative:** prepared to work with others, and build working relationships
 - **Critical:** self-reflective, and understanding of the idea of 'critical friendships'
 - **Creative:** open-minded about problem-solving
- and suggested that these be borne in mind when carrying out the meeting review.

It was noted that both GH and NO were booked to attend HCC Governor Services' safeguarding training.

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GH highlighted opportunities to join WGBT sessions at other local schools:

- Equalities at Langrish, 6.30pm on 17th March) **ACTION: ALL**
- RSE at Buriton, 7pm on 24th March) **interested**

Two places were available at each. GH hoped to attend the RSE session.

6.15pm BV left the meeting

GH advised that the Chair of Governors at Steep had said that he would like to visit other governing bodies. It was agreed that he was welcome to attend a meeting at Froxfield.

ACTION: GH

SS advised that she had attended the Induction training.

TD had attended a day's training on bursaries and partnerships and suggested that there may be opportunities for developing the relationship between Froxfield and Dunhurst.

ES, VF, GH and JO had all attended RSE training at the Diocese. There was a discussion about pupils' access to smart phones and (unsuitable) apps. It was noted that e-safety sessions were being organised for parents and governors. It was agreed to move the session for governors from 30th April to 25th June.

ACTION: ALL (HE)

20/71 Governors' Monitoring Planning & Reports

TD reported that she was at the 'Jazz Day' at Dunhurst. A selection of Froxfield pupils from Yrs 3-6 had attended; they had participated enthusiastically and were stretched and inspired.

GH advised that she had yet to carry out monitoring of the of the SCR.

20/72 Self-evaluation

Governors considered each of the 7Cs and concluded that they could answer positively in respect of each. They particularly highlighted creativity (plans to extend the school), curiosity (questions raised) and challenge (the need for an exit interview, questioning of pre-school timings).

Governors asked, 'What has been done at this meeting to improve the education of children in our school?' and noted consideration of:

- the needs of parents, potentially for 'wrap-around care'
- the well-being of staff
- the longer-term future of the school – pupil numbers and premises development
- the Ghana link – global awareness
- planning of WGBT on EYFS
- sharing of key points from training

20/73 Diary dates & dates of forthcoming meetings

Resources Friday 13th March at 1.30pm

C&L Tues 28th April at 9.15am

FGB Thursday 30th April at 6pm

S& W and Resources summer term meetings to be scheduled

FGB Thursday 25th June at 4.30pm – to be preceded by e-safety briefing ay 4pm

C&L Tues 14th July at 9.15am

It was agreed to try to set a date for a summer term 'governors social' at the next meeting.

ACTION: GH (HE)

The meeting closed at 6.35pm

Chairman Date

"What have we done at this meeting that has improved education for the children in our school?"