



**ST. CHRISTOPHER'S C.E. PRIMARY SCHOOL**

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**Head Teacher – MRS S.E. BROADBENT BMus [Hons] PGCE**

**Minutes of St Christopher's CE Primary School, Local Governing Body Meeting  
6.00pm, 4<sup>th</sup> July 2018 at the school.**

	<p><b>Present:</b>  Sheenagh Broadbent (SB), Head Teacher  Joseph Sellers (JS) Skills Governor  Mary Bayliss (MB) Foundation Governor  Kelston Chorley (KC) Parent Governor, <b>Chair</b>  Susan Grenfell (SG) Foundation Governor  Sahira Hussain (SH) Parent Governor  Jane Bishop (JB) Co-opted Governor, <b>Vice Chair</b>  Geoff Bayliss (GB) Foundation Governor  Carol Worthington (CW) Skills Governor  Jane Jerrard (JJ) Skills Governor</p> <p><b>Absent:</b>  Beth Allison-Glenny (BG) Foundation Governor</p> <p><b>Apologies:</b>  Helen Norman (HN) Staff Governor  Geoff Braham (GBr) Skills Governor</p> <p><b>In attendance:</b>  Lucy Tyrrell - Clerk</p> <p>The meeting started at 6.00pm.</p>	
1.	<p><b>Welcomes, Apologies, absences, quorum</b>  KC welcomed all to the meeting.</p> <p><b>Apologies:</b>  Apologies were received and accepted from those governors listed above.</p> <p><b>Absent:</b>  Noted above.</p> <p><b>Quorum:</b>  The meeting was quorate</p>	
2.	<p><b>Notification of Any Other Urgent Business</b></p> <p>None.</p>	

3.	<p><b>Declaration of Interests</b></p> <p>None for this meeting.</p>	
4.	<p><b>Approval of minutes from last meeting on 9<sup>th</sup> May 2018</b></p> <p>The following amendments were noted:</p> <ul style="list-style-type: none"> <li>The next SIAMS inspection is due in 2020, rather than next Spring. This visit was made clear to be a mid-way visit. Governors noted an outstanding action from BG, to rewrite the wording to be including on all policies, to reflect the core values of the school. <b>SG will contact BG to organise who will complete the wording for this.</b></li> </ul> <p>With the above amendments taken into account, the minutes were agreed by all governors to be an accurate record of the meeting, signed by the Chair and filed at the school.</p>	
5.	<p><b>Actions/Matters arising from previous minutes (and not covered in this agenda)</b></p> <p>All items are covered under the agenda.</p>	
6.	<p><b>Head Teacher's Report</b>  <i>(Document entitled Headteacher Report 2017 circulated via Governor Hub prior to the meeting.</i></p> <p><u>Statutory data</u></p> <p>GLD: the school had predicted the GLD to be roughly 70%, which is around the national average. However, 9 children had joined the school during the year, and this had reduced the GLD to 63%. SB advised, when these children are removed, the GLD is then calculated at 70% as predicted. SB advised this is a common issue for schools, and the league tables do not reflect an accurate picture of the school. SB further reported, that of the 9 that joined, 2 had achieved GLD, however the remaining 7 had no English language skills prior to entry.</p> <p><i>Governors asked if this is identified when schools submit their data? No, however we are able to report this to the Trust, the SIP and have conversations with Ofsted. Are we able to present this data more accurately on the school website? Yes, we can format the data to reflect mobility in cohorts.</i></p> <p><u>Phonics</u></p> <p>SB advised that analysis of this data was covered in full in the P&amp;S Committee, however the results have shown 'a dip' this year. This could be due to the same issues as above, whereas the results show 58% achieved their phonics mark, however when only 'home grown' children are analysed, this is 66%. However, this is still lower than the school expected, and SB advised this could be an unidentified issue in the cohort. This will be monitored further moving into Year 2.</p>	

### Year 2 Phonics retake

SB reported 21 children retook the phonics test in Year 2, of which 14 passed, giving a percentage rate of 67%. Of the 7 who did not pass, 6 are SEN and 3 of those are extreme cases. Of the 21 children in the cohort, 12 are pupil premium, of which 8 passed, however of the other 4, 3 are SEN also.

### KS1 Data

SB advised governors this was the cohort that achieved 46% GLD at the end EYFS.

Reading = 73%. The results show 12 children at greater depth.

Writing – 51%. 8% (4 children) were at greater depth.

Maths – 66% - SB reminded governors that this cohort had none at greater depth in EYFS and now has 14%.

Progress will look good for these children as some have made more than expected. They came from early years at 46%. Reading is not much lower than last year, so good improvement has been shown in reading. *Governors asked what has boosted these results?* SB advised of interventions in year 2 including Reading Quest, and whole class reading. Next year there will be a push in writing.

### KS2 Data

Published data will be available next week, of which SB will circulate to all governors via Governor Hub.

Writing – 75% and 21% at greater depth. *Governors asked what has attributed to this success?* They had embedded the Talk for Writing focus, and solid teaching over the last 3 years. Of these results, there were 12 children out of 58 at greater depth.

### SDP

SB advised a draft document is available on Governor Hub for governors to review, and comments are appreciated. SB outlined the aims as follows:

1. SDP Focus 1: Improve children's reasoning skills in mathematics, across the school, so that the % of pupils who are ARE is in line with, or above, National averages. – this is a continued push and drilling down into reasoning skills with very clear actions outlined.
2. SDP Focus 2: To ensure that the leadership at all levels is impacting on teaching and learning in the school, through an ambitious and shared understanding of effective learning – **SB advised she will arrange a date with Karen Metcalfe for governor training in the autumn on what good leadership looks like.**
3. SDP Focus 3: To improve well-being and mental health provision and awareness in the school, for pupils and staff – HSLW has launched objectives for this aim. Also, Sue Croft, ex-Headteacher of Oxford Spires is working with the school on contacts to obtain funding for a log cabin. This will be developed

SB

	<p>into a nurture/trauma space for working therapeutically with some children.</p> <p>4. SDP Focus 4: To develop a consistent approach of marketing the school, particularly the Nursery, to ensure new families are attracted to the school, so that the school maintains high levels of pupils and funding for the future.</p> <p><i>Governors asked how SB has obtained this collaborative working with Sue Croft? SB advised that Sue Croft sees the importance of focusing on mental health at primary level and the importance of early intervention. This is also a focus at national level in government. The school will aim to develop an understanding across the whole community of what good mental health looks like.</i></p> <p>SB confirmed the school is fully staffed for September as detailed in the HT report.</p> <p><u>Admissions</u></p> <p>4/5 new families visited the school in the last week, which will equate to about 10 children. Some will start this term and some in September, however not all places could be filled as some year groups are full.</p> <p>The nursery is full in the mornings, with 8/9 that will stay all day, which is more than when we first started. There are 30 in total, which includes some paid sessions.</p>	
7.	<p><b>ODST Monitoring Reports</b></p> <p>None to report.</p>	
8.	<p><b>Committee Reports (previously circulated)</b></p> <p><u>Performance and Standards – 20<sup>th</sup> June 2018</u></p> <p>MB highlighted:</p> <ul style="list-style-type: none"> <li>• Data – now very clearly set out and available in P&amp;S folder.</li> <li>• Policies – have been reviewed and approved.</li> <li>• MB advised governors to review the marking policy prior to governors visits.</li> <li>• Attendance – families were able to take the day off to celebrate EID. Increased attendance demonstrated developing ongoing positive work, which shows that children enjoy coming into school.</li> <li>• Prayer space – 11/12<sup>th</sup> July for years 1, 2 and 3. Any governors who would like to help are welcome.</li> <li>• Gave thanks to BG for her continued work with the governing body.</li> <li>• <b>Parent survey – has been sent out, and received 55 responses, to be followed up for feedback at the next meeting.</b></li> </ul> <p><i>Governors asked if families are fined for taking their children out of school for holidays? SB advised the school has previously fined families, and there have been some fines this academic year.</i></p> <p><u>Finance and Premises – 22<sup>nd</sup> June 2018</u></p>	<p><b>Agenda Item</b></p>

	<p>GB highlighted:</p> <ul style="list-style-type: none"> <li>• Summary document available on Governor Hub.</li> </ul> <p><i>Governors asked if the safety of the school site will be reassessed after the summer? SB advised that safety is being continually monitored, and if anything changes, it will be reassessed, but this is not expected.</i></p>	
9.	<p><b>Health and Safety</b></p> <p>Nothing to report.</p>	
11.	<p><b>Safeguarding</b></p> <p>SG advised of document entitled ‘minutes of safeguarding meeting 22<sup>nd</sup> June’ available on Governor Hub for review.</p> <p>SG further advised that she had followed up on a point about designated safeguarding officer being on the school site in SB’s absence, and confirmed that it is noted in the policy that the other named safeguarding lead will cover in her absence.</p>	
12.	<p><b>Policies for Approval</b></p> <p>None to report.</p>	
13.	<p><b>Governor Update</b></p> <p><u>Chair update on administration</u></p> <p>KC advised that this duty has been carried out by the Chair, however in reviewing how tasks are split between the Chair and Vice-Chair, would recommend this role be covered by the Vice-Chair moving forward. Governors were in agreement with this proposal.</p> <p>KC reported that the new governor handbook has been updated and includes a checklist of items for new governors to carry out as part of their induction. He requested that new governors trial this process, to ensure it is robust.</p> <p>KC also recommended that governors develop a mentoring system for new governors, and although SB meets with all new governors prior to their first meeting, this be followed up with another meeting with their ‘mentor governor’.</p> <p><u>Chair – Election</u></p> <p>JS proposed MB for the position of Chair of the local governing board for the next academic year, of which was seconded by SG. MB left the room for the formal voting to take place, of which governors unanimously agreed with the nomination. MB will commence as Chair from the beginning of the next academic year, 2018/19, for one year.</p>	

### Governors leaving and changing roles

Governors were advised of the following end of terms and resignations:

- KC
- BG
- GBr
- CW

Governors confirmed their agreement with JB moving from Co-Opted Governor to Community Governor, thereby leaving the following vacancies:

- 1 Foundation Governor – SG to follow up.
- 1 Community Governor – SB to follow up.
- 1 Parent Governor – school to hold an election in the Autumn term.

KC advised of positions to be filled for Committees, of which will be agreed in the next LGB meeting. The following link governors were confirmed as:

- HT Appraisal – MB
- SIAMS – possibly SG
- E-safety - JS

### Visits

SB advised of suggested dates on Governor Hub, and asked that governors review these to ascertain availability. Ideally, 2 or 3 governors should attend each visit.

A 15 minute slot of the LGB meeting will be set aside for a presentation from a key member of staff for a presentation of information. These are identified on the calendar and are linked into the SDP.

Governors thanked CW for her work at her last meeting.

*CW left the meeting at 6.55pm.*

*Governors asked what would be the content of the curriculum visit? SB advised this would focus on what skills are being taught in the broader curriculum, and would question – do we as a school teach a broad and balanced curriculum?*

### Training

KC – will be attending the EIG conference with JG, whereby they will collect the school's plaque for taking part in excellence in governance.

KC advised the new ODST training document has been uploaded to Governor Hub for information.

JS and KC – a video presenting an introduction to being a governor at St Christopher's

	<p>primary school has been completed and will be uploaded to Governor Hub. <b>JS will liaise with GB to upload this video to a wider audience.</b></p> <p>KC requested that governors keep their profiles and training updated.</p>	<b>JS/GB</b>
14.	<p><b>AOB</b></p> <p>Governors asked that SB pass on their appreciation to the EAL support, of which her work has shone through the P&amp;S reports reviewed. SB advised of the excellent support from this member of staff towards EAL pupils, which has been reported on by external agencies visiting the school. She has been with the school for 5 years, and has made this role her own and developed it further.</p>	
15.	<p><b>Dates of Next Meetings</b></p> <p>P&amp;S – 21<sup>st</sup> September 2018 at 10.15am  Finance – 21<sup>st</sup> September 2018 at 4.00pm  LGB – 3<sup>rd</sup> October 2018, at 6.00pm  GGM – tbc</p>	
	<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Parent Questionnaire – 2018/19 Term 1 meeting.</li> <li>• GDPR Update – 2018/19 Term 2 meeting.</li> </ul>	

The meeting finished at 7.15pm.  
(LT/06.07.2018)