



Bayards Hill Primary School

Part of Community School Alliance Trust

Minutes of the Local Governing Body Meeting held on Thursday 23 November 2017, 5.00 pm at the school

Present :

Maurice East (ME) Parent (Chair)
Tim Brighthouse (TG) Community
Martin Broderick (MB) Community (Vice-Chair)
Julia Flynn (JF) Academy
Rachel Medley (RM) Headteacher
Linda Morton (Staff)
Bahman Padar (Parent)
Glynis Phillips (GP) Local Authority

In attendance : Judy East (JE) Clerk, Jolie Kirby (JK) (CEO, CSAT), Julie Germain, Amy Jones (Acting Deputy)

The meeting was quorate and commenced at 5:00 pm.

1. Apologies for absence

There were no apologies for absence, all Governors being present.

2. Declarations of interest

There were no declarations of interest for this meeting. The Register is published on the school Website.

3. Notification of any Urgent Business

(i) *Traffic outside school* : ME reported that on 8 November congestion led to a situation whereby a bus mounted the kerb. Some parents contacted the bus company. ME wrote to Stagecoach and the Oxford Bus Company asking them to come in and talk. In addition, a PCSO and local Police Constable visited the following Monday but said they could not attend regularly at key times. The Bus Company said that it was not their problem. It was suggested that there should be a notice warning people against parking opposite the school gate that culprits would be identified. TB suggested that Cheney Y6 and 7 might pupils might be able to assist. Police said they will act retrospectively if parents take photos but this could be difficult; they advised the school to check signage and the lines – if these are in place fines could be higher, with points attached. It was agreed that pupil power would be very powerful – JK will check the Highways Act and come back with suggestions.

(ii) *Planning application for No. 122 (Shop & new 3-bed house)* : GP urged Governors to object because no. 122 is directly opposite the school entrance. GP will forward the link to RM to circulate. RM will also e-mail link to parents and JK will send to staff at Cheney.

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(iii) *Asbestos in Plant Room* : Noted that the room is now sealed. Fibres were found last week and OCC identified them as harmful. Chris Honey is taking forward with OCC to try and obtain an audit trail – MB reported that 3 years ago Carillion was employed to remove all the asbestos and they said they had removed 100%. Governors agreed that Health & Safety Exec. Committee should be notified and JK undertook to raise the matter at Trust level. MB pointed out that there are different levels of asbestos contamination and that some are not dangerous : JK said that there was need to look at the legal document as checks should have taken place every year and get absolute clarity about dates. She added that Ben (HR Compliance) will check.

Action : JK

4. **Minutes and Confidential Minutes of the meeting held on 19 October 2017 and Matters Arising**

The Minutes and Confidential Minutes of the meeting held on 19 October 2017 were approved.

Matters Arising :

Open Minutes 19/10/17 -

(i) *Barton Pool* : ME reported that he had e-mailed Sandra Higgs at OCC and was informed that it will be considered in the December meeting round : because it is a large amount of money there has to be scrutiny.

(ii) *Lettings Policy update* : No update available.

(iii) *Doors* - Noted that one door is no longer permanently open; other door issues are not yet quite sorted.

Canopy – Noted that the plan is to replace all Playground canopies.

(iv) *Safeguarding* – GP reported that she asked the question about Young Carers in Full Council, and there are now c140 Young Carers awaiting assessment – 46 have been waiting for more than 3 months.

Confidential Minutes 19/10/17 –

(i) *OFSTED* – RM and JK were thanked for the very positive Press Release; there had also been good coverage for the school of the Night Light Lantern Festival.

5. **Parental complaint**

JK reported that she had fully investigated the complaint and spoken to the LA. She had met with the parent and staff at school, sharing information with TB as Safeguarding Governor, and ME as Chair. OFSTED were very satisfied with the

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way in which it was dealt with, as was the parent. OFSTED responded that there

would be no further action on their part. The school has since updated its Medical Policy and all children now have a wristband which staff put on, with red signifying a significant injury. Children are responding well and parents have received a letter about the new wristbands.

6. **OFSTED Report**

RM said she thought the Report was a very fair reflection on the school and areas listed for improvement are achievable. Staff were pleased with the Report, and overall it was about moving on.

Q. Were there any surprises?

A. No – the way in which the Inspector worked is that by Day 2 there should not be any. The Inspector agreed with Andrew Swallow that Attendance was very good. Andrew has been invited back in April, which will allow time to embark on some of the areas for Raising Improvement – RM, JK and AS will be working on this. Early Years, Leadership & Management are areas which can be strengthened further, then we can work on Behaviour, which is linked to Teaching & Learning.

Q. Are there lessons for Governors?

A. It's really looking at areas for improvement, Governor visits, and linking Governor and Staff work. JK added that the level of strategy is important, together with making sure that areas of inconsistency are less impactful. Also, looking at teaching priorities in the SEF and at what is being done to move forward. It was noted that CSAT will be working with other MATs on outstanding practice. T&L is an essential component and it's not possible to be awarded "Good" without it – Governors need to look at T&L linked to outcomes.

7. **Skills Audit and DfE Framework**

RM, GP, JF and ME had gone through every page and prioritized a flip-chart. Other ideas for each competency would be welcomed – RM will e-mail.

Action : RM

8. **Headteacher Report**

RM's HT Report was received. The following points were highlighted :

(i) *Staffing update* : RM reported that the school is fully staffed, with the exception of a Deputy Head – there was need to have discussion re recruitment. One member of staff is on sick leave but will return after Christmas. A Family Liaison Officer, also a teacher, has been appointed who has worked in a variety of settings locally and in Manchester. She will begin work either just before or after Christmas and will take on high-profile family cases. She will also work on attendance, alongside Julie and has capacity to work outside of term-time.

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(ii) *Attendance* : Attendance is looking good (97%) although sickness last week led to a drop to 96%. Persistence absence has halved. Governors requested that RM show last year's figures in brackets in the next report.

Q. *When will you incorporate the OFSTED matters into the SIP?*

A. These will be put in italics on the Plan and the SEF will have an OFSTED section.

9. Committee Reports

(i) Finance and Resources

(a) *Meeting held on 16 November* : Shane had presented the accounts - £38K is in hand, and the position looks in good shape for next year. There were a lot of issues to be addressed regarding building facilities, also the Lettings Policy needed a decision on barriers outside the school. An architect will be engaged for the Early Years area. Next meeting will be on 23 March. RM added that internal designers came in to give a quote for corridor space, etc. – RM would like to move quickly on this – the quote is c£10K, but there is a £2K discount if the school signs up quickly.

Q. *Can the School Council be involved? They could talk about what happens at home.*

A. Governors will be brought into meetings, with presentations.

Action : RM to invite Governors

(b) *Terms of Reference* : Approved.

(ii) Pupil Standards :

(a) *Meeting held on 19 October* : No report.

(b) *Terms of Reference* : Approved.

10. Policies for approval

None.

11. Pupil Premium*

Statement on Use of Pupil Premium : RM tabled the Statement, explaining that the strategy is more or less the same as last year. Most of the money has been spent on Read/Write Inc, a proven intervention, followed by Speech & Language therapy + Learning Mentors and the interventions they provide. Attendance was an issue last year but is not an issue this year. Healthy life style has been tweaked so that it is more around mental health and what children eat.

Q. *Are there people who can come in and talk to the parents?*

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A. We would like to do this – one teacher already does an After School Cooking Club. We would like to do a lunch-box audit and maybe some cooking together

with families. We also need to look at growth mind-set in Parents' Forum. Noted that RM will be meeting with Pete to discuss the Catering contract review.

Q. *Will we make the savings we were promised?*

A. Yes, and there should be an improvement to quality. We need to consider getting the numbers up – this will be added to the Pupil Premium Plan.

Action : Arrange time for Governors to come in and try the food together with staff and children.

Noted that Ruth Cadman has already started her Play Therapy course, which is for an academic year. She can begin to practice once the contract is signed off next week.

The Pupil Premium Statement was approved.

12. **Health and Safety***

Taken earlier in the Agenda (item 3(i) and 3(iii)).

13. **Safeguarding***

Taken earlier in the Agenda (item 4(iv)). GP attended a course with AD and will receive a certificate.

14. **Headteacher Appraisal**

In hand. Pat O'Shea (External) will be coming in. HT Appraisal Governors confirmed as ME, JF, and BP.

15. **Academy News/items for Trustees**

JK reported that she had attended the Academy Show – there were a lot of things of interest, which have been shared with RM and AS.

(i) *Scheme of Delegation :*

With one minor amendment to P.6 (6.14), and a request that the document be gender neutral, the Scheme of Delegation was approved.

16. **Governors**

(i) *Vacancies* (1 Staff, 1 Community, 1 Academy) :

Names of potential new Governors were noted -

David Robson (Academy) and Eric (Vicar) who had indicated he would not be available until June. It was agreed to ask both to come on board.

(ii) *Link Governor updates :*

The list is not yet very well defined and clearer Terms of Reference need drafting to show what is expected and how it will work. ME and JF undertook to progress.

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There needs to be a link into the SIP and guidelines for school visits, also a timetable for reporting back to Governors : JK, RM, JF, and ME will make a plan and JK will share with Claire to see what Cheney has done.

Action : ME, JF, JK, RM

(iii) Governor Hub :

Noted this is a central information zone for Governors and worth considering.

17. **Diary Dates**

Christmas Fayre : 8 December

Full Governors (all meetings at 5 pm) :

Thursday 22 February

Thursday 19 April

Thursday 12 July

18. **Other Business**

(i) Firework Display :

All agreed that the Firework Display had been fantastic, raising £1500 – well done to Amy and all who helped make it such a success.

(ii) Staffing :

Amy was thanked for all her work recently following the departure of Dawn (Deputy Head).

Noted that an advert would go out after Christmas for a Deputy Head, closing date 22 January. The selection process would take place the following week – tbc.

Action : RM

(iii) Lantern Parade :

LM was thanked for all her work in organizing the Parade : LM asked if the PTA might consider funding lights for the lanterns in future so that the children would not have to hand them back at the end of the event.

(iv) Farewell

Noting that it was TB's last meeting, Governors thanked him for all his work as Governor and as former Chair of Governors. ME said TB had been instrumental in helping him as a new Chair, and GP thanked TB on behalf of the children.

The meeting closed at 7.00 pm.

Signed *Date*.....



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Appendix A

<i>For attention of:</i>	<i>Governors of Bayards Hill Primary School</i>
<i>Purpose of report/submission:</i>	<i>For information</i>
<i>Status:</i>	<i>Final</i>
<i>Author and role/title:</i>	<i>Rachel Medley</i>
<i>Date:</i>	<i>04.10.17</i>

1) Pupils: for Sept 2017								
<i>Nursery</i>	<i>Reception</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>	<i>Total</i>
<i>50 by end of year</i>	<i>37</i>	<i>58</i>	<i>60</i>	<i>53</i>	<i>53</i>	<i>59</i>	<i>50</i>	<i>420</i>
•								
2) Staffing:								
<p><i>We have a full complement of staff for September.</i></p> <p><i>We are recruiting for 2 TAs to work with children who have additional Sen funding and 1 to teach RWI</i></p> <p><i>We have successfully recruited Julie Germain as HT PA and Clerk to Govs</i></p> <p><i>We have had a resignation from Ashleigh Coppen (KS1 Mat cover TA) and Jayne Saberton Haynes who is retiring at Christmas.</i></p> <p><i>New leaders have settled in well</i></p>								
Strategic Leadership team	Rachel Medley	Head Teacher Teaching and Learning , safeguarding						
	Dawn Baker	Deputy Head Teacher Teaching and Learning and Assessment Pupil Wellbeing, Behaviour, Attendance safeguarding						
NON CLASS BASED	Amy Jones	Assistant Head Teacher Inclusion and SEN Reading leader						
Senior Leaders	Suzanne Sentance	N/R Leader						
	Paul Waite	Lead practitioner /wider curriculum						
	Elizabeth Cook	Maths lead / Year 3 / 4 leader						
	Mike Smart	Lead practitioner /ICT outdoor learning						
Middle leaders	Jen Law	NQT induction leader						
	Kelly Quinn	Art and design Tech						
	Sade Blaydes	Year 5 standards leader						
	Hailey Stopper	Year 2 standards leader/ PE						
	Sangeeta Vadivale	Reading						
	Teacher	Support						
Nursery	Jane Allsworth - Nursery Manager	Victoriya Ischei Sharon Wake						
Reception	Suzanna Clements Natasha Brewer NQT from Sept	Shirley Bone Emma Parmee Claire Hamilton						
		Julie Hart RWI TA						
Year 1	Symphony - Kelly Quinn Acapella - Sangeeta Vadivale	Marcia Lee Hilary Watkins Ashleigh Coppen						

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Year 2	Rhythm - Hailey Stopper Blues - Aichia Hebbachi NQT	Tracy Bourton Julie Booker
Year 3	Classical - Sarah Reading Jazz - Tom Brown NQT	Nicola North Moreen White
Year 4	Baroque - Jessica Armstrong Octave - Elizabeth Cook	Lynette Seymour Jamila Aktar
Year 5	Beethoven - Sade Blaydes TLR Mozart - Jayne Saberton Haynes/ Pia Oliver	Sonja Saunders Gemma Moss English Wendy Maths
Year 6	Sibelius - Mike Smart Elgar - Paul Waite	Linda Morton Wendy Maths / Gemma English

3) SIP Priorities for 2017-2018 see Sip document

4) Safeguarding up date

- All staff have received generalise safeguarding training
- Amy Jones has now had designated lead training
- SCR is being updated to include Trustees
- Safeguarding Gobs checked SCR on 5th October
- Safeguarding case load is still increasing We currently have:

Child in Need	Child protection	Early help assessment	Looked after	Social Care current involvement
2 families	5 families	13 families	3 children	4 families

5) Feedback from Andy Swallows Visit- see feedback sheet and Gov questioning sheet

5 Dates for your diary

18th - 19th October - parents evenings
3rd November PTA fireworks night
Week of 11th December - Christmas concerts

Signed *Date.....*