



Subject to Ratification

Minutes of the Meeting of the Local Governing Body (LGB) of Christopher Rawlins C.E. (Aided) Primary School held on Thursday 25th November 2021 at 7.00pm

Present:	Ian Bailey (IB)	Parent LGB Member / Chair
	Sarah Duffy (SD)	Foundation LGB Member
	Lianne Dye (LD)	Co-opted LGB Member
	John Harrop (JH)	Foundation LGB Member
	Patrick Plunkett (PP)	Foundation LGB Member
	Danny Roberts (DR)	Parent LGB Member
	Ray Robinson (RR)	Foundation LGB Member
	Jess Arthur	Staff LGB Member
	Sarah Smith (SS)	Headteacher LGB Member

Also in attendance: Keith Bossom (KB) Clerk to the Governing Body

Governor support and challenge is highlighted in green.

Welcome and Apologies

1.1 **Welcome:** IB welcomed everyone to the meeting.

1.2 **Apologies and consent to absence:** An apology had been received and was accepted from Rev Liz Simpson (LS), Foundation LGB Member.

1.3 **Confirm the meeting is quorate:** The Clerk confirmed the meeting was quorate.

2. Procedural Matters

2.1 **Declarations of interest relating to this agenda:** No interests were declared.

2.2 **Declarations of confidentiality:** LGB Members were asked to consider the confidentiality and sensitivity of the information for discussion.

2.3 **Adoption of Committee Terms of Reference:** All Terms of Reference were agreed within committee and adopted.

3. Notification of Any Other Urgent Business or Correspondence

No urgent business had been notified.

4. Minutes of the Meeting held on 23rd September 2021 and Matters Arising

4.1 The minutes of the meeting held on 23rd September were agreed as an accurate record for signature by IB. **(Action: IB)**

4.2 All actions were closed except for Action number 8: LGB Members to complete the keeping Children Safe in Education (KCSIE) quiz and return to SS. SS commented that there were a few completed quizzes outstanding and SS will follow-up with an e-mail to LGB Members **(Action: SS)**.

5. Headteacher's Report to the LGB

The Headteacher's written report to the LGB had been shared in advance on GovernorHub. SS summarised the key points and provided a verbal update where required. Questions were invited.

Section 1 – Staffing

- a) SS suggested to LGB that they may like to commemorate the service that Sandra Lushey had provided to the school and provided options for this to happen.
- b) An experienced EYFS teacher, Mrs Druce has joined the teaching staff to carry out a role of Teaching Assistant and will be also taking on the SEN role.
- c) Following recruitment SS commented that Mrs Williams has joined the SEN support staff team and settled in well
- d) There is an advert from tomorrow (26/11) for an additional member of staff for a TA to support an SEN pupil and the KS1 team, FPP had approved this.
- e) The school no longer has a premises / handy person and currently has a job advert in place to fill this role.
- f) The office is currently vacant following Mrs Siviter's resignation. Having no-one in the office presents a challenge. LGB Members offered to help, and SS thanked LGB Members for their offer and will put together a structure with volunteers. There will be an advert in place for January 2022, however, the school is able to recruit before this date if anyone is aware of a suitable applicant.
- g) RR asked what NOSSP referred to, SS clarified North Oxfordshire Schools and Sports Partnership.
- h) SS highlighted the importance and benefit of the nurturing role and how this was sourced from a volunteer from the school community. Linked to volunteering, IB commented how the Covid situation had impacted on parents' engagement and would hope that overtime as the National situation normalises the PTFA and LGB can explore how we can rebuild engagement with parents and school community.

Section 2 – Admissions/Pupil Numbers

- a) SS highlighted that the school is forty-three short overall of available spaces.
- b) The Admissions Policy is being reviewed at Item 6.
- c) RR asked what the figures in red brackets referred to. SS clarified that these were the number of spaces within each class.
- d) IB questioned the year 4 and 5 numbers. SS clarified that some pupils had moved to private schools.

Section 3 – Attendance

- a) SS highlighted that attendance was better than the OCC average.
- b) A small number of pupils had attendance rates below 85% and within these circumstances, SS engages with parents.

Section 4 – SEF/SDP

- a) RR asked what RAG referred to, SS clarified Red, Amber, green.
- b) RR asked if LGB should be concerned that the quality of education is RI? SS informed yes, however; the school has created a good pathway within curriculum that should improve this judgement.
- c) SS commented that there was a positive meeting with Ian Frost and Ian Connors from ODST. IB asked if they analysed information in detail, SS confirmed not, and feedback was that having a structured plan in place satisfies Ofsted.

Section 5 – Vision and values / church school

- a) SS highlighted the following pieces of information:
- b) The Children's ethos team has been set up.

- c) This term we are exploring the value of Trust.
- d) School council have led an assembly on Children in Need this term.
- e) The Harvest tea took place for the community and was well attended. School council intend to run a similar Christmas event.
- f) Rev Liz still attends weekly for CW. KS2 attended church for a remembrance service.
- g) Rev Liz and Michael Stevens attended school for the year 3 and 4 Bible service.

Section 6 – Standards

- a) SS highlighted the following pieces of information:
- b) Target Tracker was inputted into at the end of Term 1 to ascertain levels at the start of the year (baseline). All children have an EOY target to be working towards in Reading Writing and Maths. Target sheet is in file for tonight and will be transferred to ODST on Friday 26th November.
- c) This week is assessment week for tests to be conducted across the whole school targeting Reading and Grammar.
- d) The school has applied its own set of baselines, and this has enabled pupils who will attain good levels of achievement to be identified and tracked.
- e) SLT are conducting weekly learning walks.

Section 7 – Curriculum

- a) SS congratulated JA on leading a Science and Maths Inset session during the last Inset day before half term.
- b) SS and staff team are planning to roll-out curriculum evenings for parents.
- c) There is a plan in place for the next staff meeting focussing on different areas within the curriculum. LD commented that innovative ideas vary the focus as an alternative to English & Maths.
- d) IB asked JA how she felt the inset day went. JA said that it was positive being able to share thoughts as a staff team.
- e) SS confirmed that Curriculum teams have met termly, and all subjects have an action plan and a judgement using the RAG criteria, assessing intent and implementation.
- f) Reception parents largely attended a Phonics meeting sharing about the new Phonics scheme
- g) Additionally, the KS1 team held a meeting on phonics to communicate expectations on the recent Phonics assessment for year 2.

Section 8 – SEN

- a) Grace Challans from ODST carried out a SEN audit.
- b) A new person will be in post from January and will take forward areas that need actioning.
- c) There has been a warm-hand-over with the outgoing SENCo.
- d) The current SENCo met with SEN parents and others as a collective group and also offered to meet parents on a 1-2-1 basis, although take-up fell short of expectations. IB asked if parents at that time knew that the current SENCo was leaving? SS confirmed that for the initial meeting not but for the 1-2-1's this was not the case. IB asked if there was any feedback from parents who did meet the SENCo? SS replied none.
- e) JH asked if the new SENCo can carry out this role as required, SS confirmed that this was the case.

Section 9 – Premises / Health & Safety

- a) SS explained that a H&S audit has recently been conducted and there is concern that with no caretaker some of the required minor aspects may be overlooked.

- b) PP confirmed that he has recently undertaken the Governors online H&S training which has indicated to him that there is much housekeeping outstanding.
- c) PP would like to consult with SS to identify H&S concerns that need recording and taking forward. **(Action: PP)**.
- d) PP would like to carry-out a H&S review and report findings for the next LGB in January 2022. **(Action: PP)**.
- e) PP suggested that ODST are contacted to visit the school and provide H&S advice. **(Action: SS)**.
- f) SS confirmed that the school Caretaker role has been advertised on ODST and the school website. LD asked how many hours were being contracted, SS confirmed twelve although, there will need to be discussions around hours and responsibilities.

Section 10 – Safeguarding, LAC, Incidents including Bullying, Exclusions and Behaviour

- a) SS highlighted key points from the report:
- b) SS has ensured that there is adequate DSLs in school following the pending departure of a member of staff.
- c) The SLT and SS have completed the Annual Safeguarding Audit for OSAB. PP has checked this and confirmed that it is ready for submission.
- d) SS outlined an incident where the staff very much focussed on the duty of care of pupils and took steps to positively resolve a situation.
- e) Procedures were followed in relation to a racism incident.

Section 11 – Covid updated including Remote Learning and plans.

- a) Very recently there has been an increase in Covid cases. SS confirmed that the risk assessment and procedures are being followed.

Section 12 – Other.

- a) SS gave an overview of the listed dates of interest, although some events will be reviewed in accordance with changes to the Covid situation and updated guidance.
- b) SS informed that she has a contact in Bibby who have a volunteering in the community day and may be able to ask for assistance with the school pond. **(Action: IB)**
- c) SS highlighted that the school has a 60-year milestone next year and LGB may like to start thinking about a celebration.

6. Adoption and approval of policies

6.1 All policies up for review were approved and adopted at this LGB meeting. These are:

- Admissions Policy 2023-2024 v2
- Behaviour Policy 2021
- Charging and Remissions Policy
- Code of conduct for LGB Members
- Esafety Acceptable Use Policy November 2021
- Marking and Feedback Policy October 2021
- Nursery Admissions Policy 23-24
- Pupil Premium Policy 2021
- Whistleblowing Policy October 2021
- Special thanks to PP for the time and work that he has undertaken in preparing a number of policies. PP commented that he is keen to have all narrative within the same format and will identify further time to achieve this aim.

- 6.2 The ODST Pay Policy is agreed, however, PP is currently working on a level 3 to personalise the policy for the school **(Action: PP)**.
- 6.3 SS added that although the Admissions policy is approved, this needs to be with ODST within the next 3 weeks
- 6.4 JH informed that LGB need to be especially aware of the Pupil Premium Policy as it is viewed closely by ODST.

7. LGB Business

- 7.1 **Clerking update:** KB confirmed that all communications received, have been forwarded onto IB. The main update is also within GovernorHub on the ODST tab, dated 4th November 2021.
- 7.2 SS reminded KB of the outstanding information needed to update the school website. **(Action: KB)**,
- 7.3 **LGB Member training:** KB highlighted forthcoming training on 7th December headed Ofsted review on Peer-on-Peer Sexual Harassment & Safeguarding.

8. Committee Reports

- 8.1 RR gave a summary of the FPP committee meetings held on 19th October and 23rd November, centred around the current finance position as follows:

2020/21 Budget	
Budgeted overspend	-£20,248
Actual overspend	-£48,000
ODST reduced that deficit to	-£9,537

2021/22 Budget	
October projected out-turn	£42,856
Less 2020/21 overspend	-£9,537
Projected surplus	£33,318

- a) RR explained that caveats to consider are:
 - We are at an initial period within the year
 - There will be a cost for ODST Bursary support – there are two people from ODST covering the role at 4 hours per week.
 - The school is about to recruit a caretaker
 - The school may need an additional teacher for 2022-23
 - There is a need for a TA for SEN pupil.
 - RR suggested that LGB keeps a close monitor of the finances as the year progresses.

- 8.2 LD provided a summary of the Curriculum committee meeting

- a) Learning walks undertaken have been hugely positive. SD commented that there were lots of good displays of pupil’s work and everyone was happy and engaged. Individual feedback has been given to teachers. IB highlighted that we just need to reinforce that learning walks are not intrusive, they are supportive and collaborative. LD confirmed that all is positive in this area. SS added that it

would be nice for LGB Members to attend school plays and other events. There was discussion on how visits to school by LGB Members is logged and evidenced and DR suggested using the iPad at the school reception to sign-in. As this has been unused or sometime DR agreed to investigate **(Action: DR)**.

- b) RR asked if the school was on-track to improve achievements and attainment. DR asked how this is measured. LD informed of the benchmarking assessment developed by the school with assessments and more importantly that there is a structured plan in place. SD added to this highlighting that the school have improved tremendously on the planning aspects structured by SLT having a monitoring role. This has assured that each part of the curriculum has a plan in place.

9. Safeguarding

9.1 **Anonymous update on any issues or concerns requiring LGB Member involvement since the last meeting:** This had been covered in the Headteacher's report

9.2 **Keeping Children Safe in Education 2021:** KB confirmed that all LGB Members have read this and completed their declarations on GovernorHub.

10. Health and Safety

10.1 **Update on any issues or concerns requiring LGB Member involvement since the last meeting:** There were no issues to discuss since the last LGB meeting.

11. Any other Business

11.1 There was not Any Other Business.

12. Date of Next Meeting: Thursday 27th January 2022 at 7.00pm.

There being no further business, the formal meeting closed at 8.25pm

ACTIONS

	Item	Action	By whom	By when
1	4.1	Sign minutes of LGB meeting of 23 rd September 2021.	IB	20/12/2021
2	4.2	SS to pursue the outstanding KCSIE completed quizzes with a follow-up e-mail to LGB Members.	SS	26/01/2022
3	5 (9 c))	PP to consult with SS to identify H&S concerns that need recording and taking forward.	PP	26/01/2022
4	5 (9 d))	PP to carry-out a H&S review and report findings for the next LGB in January 2022.	PP	26/01/2022
5	5 (P e)	SS to contact ODST and ask if a H&S specialist can visit the school and provide H&S advice.	SS	26/01/2022
6	5 (12 b))	IB informed that he has a contact in Bibby who have a volunteering in the community day and may be able to ask for assistance with the school pond.	IB	26/01/2022

7	6.2	The ODST Pay Policy is agreed, however, PP is currently working on a level 3 to personalise the policy for the school.	PP	26/01/2022
8	7.2	SS reminded KB of the outstanding LGB information needed to update the school website	KB	20/12/2021
9	8.2 (b)	Research using the iPad at the school reception for LGB Members to sign-in.	DR	26/01/2022