

Headteacher:
Mrs A PEARCE
Chair of Governors:
Mrs J NISBET



WOODEATON MANOR SCHOOL
WOODEATON
OXFORD
OX3 9TS

**Minutes of the full Governing Body meeting held on
Tuesday 13 September 2016 at 7 pm**

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| Present: | Tim Burns (TB) Claudia Cassidy (CC) Andy Foulsham (AF) Phil Garratt (PG) Peter Hore (PH) (Vice Chair) Kathryn Lewis (KL) June Nisbet (JN) (Chair) Anne Pearce (AP) Mathew Phelps (MP) Anne Purse (APu) | Staff Governor Parent Governor Parent Governor Partnership Governor, Co-opted Governor Partnership Governor Partnership Governor Headteacher Co-opted Governor LA Governor |
| | | <i>(The meeting was quorate)</i> |
| In attendance: | Sarah Brodie (SB) Kit Howells, Clerk (KH) | Associate Member |

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| 1. | Apologies for absence Apologies were received, and accepted, from: Marella de Bruijn (MdB) Co-opted Governor Rebecca Edwards (RE) Parent Governor Jenny Yahia-King (JYK) Parent Governor | |
| 2. | Notice of any other business - None. | |
| 3. | Declaration of Pecuniary or other Interests There were no declarations of any Interests in Items on the Agenda. New Interests forms for 2016-17 had been previously circulated for completion by governors and will be filed at the School, and noted for the Register. Governors were reminded to send these to KH as soon as possible, if not already submitted. | All |
| 4. | Minutes of the meeting held on 21 June 2016 The Minutes were accepted, signed by the Chair as a true record, and retained at the School for the Minutes file. Governors had agreed that Minutes should be uploaded to the School Website as a matter of course, once they are formally approved at the following meeting. | AP |

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| 5. | Matters arising from the Minutes of 21 June | |
| 5.1 | (Item 7): AP confirmed that interim arrangements to replace the IT teacher had been successfully put into place with Simon Bishop taking on IT teaching for this academic year, following which a new appointment will be made from September 2017. | |
| 6. | Governing Body | |
| 6.1 | <p>Governor appointments – to fill 4 vacancies:</p> <p>LA Governor (APu end of term) The FGB ratified its decision to re-appoint APu for a new term of office of 4 years.</p> <p>Partnership Governor (JN end of term) The FGB ratified its decision to re-appoint JN for a new term of office of 4 years.</p> <p>Staff Governor (TB end of term) TB had been re-appointed for a new term of office of 4 years.</p> <p>Parent Governor (vacancy left by resignation of T. Kerswell) AP is generating interest among new parents and it is hoped to appoint to this vacancy soon.</p> | KH |
| 6.2 | <p>Election of Chair 2016-17 The Clerk took the Chair for this Item. Several nominations had been received for JN and she left the meeting while this Item was taken. JN was elected Chair for 2016-17.</p> | |
| 6.3 | <p>Election of Vice Chair 2016-17 JN resumed the Chair. KH noted that several nominations had been received for PH. PH left the meeting while this Item was taken. PH was elected Vice Chair for 2016-17.</p> | |
| 6.4 | <p>Committee membership – review and confirmation The current list had been circulated. It was agreed to retain the current three-Committee structure (Premises, Finance & Curriculum Committees) and agreed membership should be retained as currently, subject to the addition of CC to Finance Committee and to the addition of JYK to Premises Committee (KH to ask). Governors confirmed Chairs as APu (Premises), PH (Finance) and JN (Curriculum). KH to amend accordingly and circulate new list.</p> | KH KH |
| 6.5 | <p>Governor Liaison / Link roles – review and confirmation The current list of Liaison/Link roles undertaken by Governors had been previously circulated. SB will be leaving after October half term and thus her responsibilities were reallocated. It was agreed KH to ask JYK to liaise with Linda</p> | KH |

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| | <p>Norman re Learning for Life. AF will liaise re Exams. CC will liaise with Emma Lawes re Looked After Children. PG will liaise with Simon Bishop re Pupil Premium Children. It was noted that Tim Burns is now responsible for Safeguarding in School and JN will liaise with him instead of Linda Norman. Otherwise responsibilities remain the same for this academic year. KH will amend accordingly and circulate new list.</p> <p>This will be further reviewed at January FGB meeting, due to further staff movement.</p> | <p>All to note</p> <p>KH</p> <p>KH</p> |
| 6.6 | <p>Appointment of Headteacher's Appraisal Group It was agreed that JN, PH, and PG be appointed. The Group next meets in November.</p> | <p>AP,JN, PH,PG to note</p> |
| 6.7 | <p>Adoption of Standing Orders 2016-17 and Code of Conduct The Standing Orders 2016-17 were adopted. The Code of Conduct was adopted. Both will be uploaded to GovernorHub.</p> | <p>KH</p> |
| 6.8 | <p>Governor visits to school – if any (reports), and those planned – to link with SDP A number of governors attended Leavers' Day at the end of the Summer Term. Governors thanked the School for a successful afternoon at which pupils' achievements were celebrated.</p> <p>SB had visited at the start of this Term.</p> <p>All Governors will make arrangements to meet with their counterpart staff before the November FGB meeting, for monitoring/liaison visits to ensure that they fully understand their areas of responsibility.</p> | <p>All Govs, before 22 November</p> |
| 6.9 | <p>Governor training needs and attendance reports All Governors had undertaken Safeguarding training including Prevent Duty, in July. CC and JYK were encouraged to undertake an Induction course as soon as possible via Modern Governor or OCC (KH to send OCC brochure) SB had undertaken further course in Prevent Duty. Governors were reminded to forward any certificates/evidence to KH for upload to GovernorHub and/or Governor files at School.</p> | <p>CC JYK KH</p> <p>All Govs</p> |
| 7. | <p>Headteacher's Report AP's report had been circulated and she briefed governors on the main issues, including actions taken in relation to staff movements, roll numbers and likely availability of places next year, and with particular reference to the exam results 2016</p> | |

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| | <p>and transition in for new pupils and out for leavers.</p> <p>Governors asked about arrangements being made with regard to filling imminent vacancies and extra days and AP informed of the agreed plans.</p> <p>The new pupils had settled well into school, and leavers' transition had been excellent with no leavers being 'NEET' (not in employment, education or training).</p> <p>Governors noted the excellent attendance record at 94.5% for 2015-16.</p> <p>Governors congratulated staff and pupils on the best ever exam results with 100% pass rate for 65 entries in GCSEs, and the impressive quality of teaching, with 100% of lessons being observed as Good or better. (Governors noted the change in Ofsted's approach to quality of teaching, which will not be by grading).</p> <p>AP had previously circulated MP's Annual Behaviour Report and MP briefed Governors, noting that staff have CPD to ensure ongoing improved understanding and support of pupils in their autism, which makes a significant impact on behaviour of pupils. Governors were pleased to note the positive Report, from which it was seen that numbers of behaviour incidents (including racism and bullying, which were already very low) had reduced compared to last year, despite having 8 more pupils. Governors noted the impact that one pupil can make on the figures and where behavioural issues mostly occur. Governors asked how many incidents fall into each of the different levels and MP responded that most incidents were Levels 2 and 3. MP will provide more detail on Level of incident in next year's Report.</p> | <p>MP</p> |
| <p>8.</p> | <p>School Development</p> <p>8.1 RAP 2016-18 – any issues The new RAP had been previously circulated and is on the School website. Governors will provide comments to AP/TB which will feed into detailed discussion at the Curriculum Committee meeting on 11 October.</p> <p>8.2 Daytime SEF update, for approval & Residential SEF The Daytime SEF had been previously circulated and was accepted. It will be discussed in detail at Curriculum Committee meeting on 11 October. The Residential SEF had also been updated and circulated. AP will provide a 2-page summary SEF for ease of overview.</p> | <p>All gobs</p> <p>Curric Comm</p> <p>Curric Comm</p> <p>AP</p> |

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| <p>9.</p> | <p>Finance - any issues; Regular Budget monitoring continues. AP reported that the Budget is on track with no issues, including the incorporation of any costs relating to staff movements. AP will circulate updated end of month budget information to Finance Committee members.</p> <p>Next meeting: Tuesday 22 November at 6.30 pm (immediately prior to FGB meeting).</p> | <p>AP</p> <p>Fin Comm</p> |
| <p>10.</p> | <p>Curriculum issues – including review of Summer exam results data TB tabled Summer 2016 exam results data sheet.</p> <p>Governors noted the excellent, best ever results and TB detailed the numbers of pupils achieving 5 or more A*-C GCSEs including English and Maths, and the number of exams taken by each of the pupils, as well as briefing Governors on the streamlining of exams and disappearance of modular courses and multiple entry levels.</p> <p>Governors looked in detail at the results data for all Year Groups.</p> <p>Governors were impressed with the results, particularly taking account of the changes to exams and associated issues and were pleased that pupils’ expectations to do well are filtering down through the school so that all pupils wish to take exams and expect to do well in them. Governors noted the good progress made by all students from their starting points, whether they had taken GCSE exams or entry level qualifications or functional skills qualifications, providing pathways to college courses and other avenues for further education. The achievements by very poorly children were also acknowledged.</p> <p>Accessibility to learning continues to be of major importance, to ensure pupils are emotionally and socially well as possible in order that they can achieve their best potential academically.</p> <p>The results and progress data will be discussed in more detail at next Curriculum Committee meeting on 11 October, with a view to agreeing the approach to take during this academic year to ensure progress is maintained.</p> <p>Governors congratulated the staff for their considerable achievement and continuing commitment to ensure provision of opportunities for the pupils to engage in learning and achieving.</p> | |

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| | Next meeting: 11 October at 5.30 pm. | |
| 11. | <p>Premises Committee – any issues</p> <p>Governors were pleased to note completion of the roof works and how well this work had been undertaken.</p> <p>Next meeting: 9 November at 6 pm.</p> | Prem Comm |
| 12. | <p>Safeguarding (<i>Standing Item</i>): issues and Annual Report</p> <p>AP reported one safeguarding referral in Term 6, being dealt with ongoing.</p> <p>AP noted excellent outcome for previously notified safeguarding referral for adult ex-pupil who is now in college.</p> <p>TB is the new Designated Safeguarding Lead (DSL).</p> <p>Governors had been made aware of the new Guidance: Keeping Children Safe in Education (KCSIE), effective from 5 September, which is essential reading and notes the changes which have been made to the guidance. Governors agreed to take full account of this Guidance. KH has uploaded to GovernorHub and will circulate by email.</p> <p>The Safeguarding area of the School website has been updated and given a stronger higher profile, as in School documentation.</p> <p>All staff have had updated Safeguarding training alongside their other Continuing Professional Development (CPD).</p> | All Governors – urgent/essential |
| 13. | <p>Academy status options</p> <p>PG reported following the three meetings of the Academy Working Group held on 5 July, 2 August and 6 September.</p> <p>The Group had been set up to respond to the Government agenda encouraging academisation, and to continue the Governing Body’s review looking into options and ideas regarding academy status.</p> <p>The four options being explored by the Group are: to remain as a Foundation School; to become a ‘stand-alone’ Academy; to become the lead school in a Multi-Academy Trust; and to be one of the Schools in a Multi-Academy Trust. The Group has begun to look at pros and cons of each option and the most recent meeting welcomed experts from SBM and the LA who discussed issues with the Group.</p> <p>Governors agreed that the current stance should remain, that</p> | |

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| | there is no urgency to make a decision, that options should continue to be explored in detail and the issue should remain high on Governors' agenda for ongoing thorough attention to be given by the Working Group. The uniqueness and particular ethos of the School are key factors in considering this issue; there are no financial incentives; governors agreed that care and caution was essential. The SEF contains this issue as part of the Governors work this year, including consideration of extending the Woodeaton facility into other parts of the County. | PG |
| 14. | Date of next meeting - Tuesday 22 November 2016, 7 pm <i>(Apologies noted from Anne Purse)</i> Agenda to include: Curriculum Committee's response to GovernorHub HealthCheck, for ratification and to note any actions. | All to note Curric Comm 11 Oct |
| 15. | Dates of Committee meetings - to feed into FGB meeting on 22 November Finance Committee: 22 November at 6.30 pm Premises Committee: 9 November at 6 pm Curriculum Committee: 11 October at 5.30 pm. <i>(Agenda to include RAP and SEF discussion; GovernorHub HealthCheck 2016)</i> | Fin Comm Prem Comm Curric Comm |
| 16. | AOB – none. | |

*The meeting closed at 9 pm
KH/16.09.16*

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