

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 25 April 2017 at 7 pm**

Present: Marella de Bruijn (MdB) Co-opted Governor (to Item 13.1)
Tim Burns (TB) Staff Governor
Rebecca Edwards (RE) Parent Governor
Andy Foulsham (AF) Parent Governor
Kathryn Lewis (KL) Partnership Governor
June Nisbet (JN) (Chair) Partnership Governor
Anne Pearce (AP) Headteacher

(The meeting was quorate)

In attendance: Kit Howells, Clerk (KH)

1.	<p>Welcome to new Parent Governor & Apologies for absence Apologies were received, and accepted, from: Mel Dodds (MD), Parent Governor Peter Hore (PH) (Vice Chair), Co-opted Governor Phil Garratt (PG), Partnership Governor Mathew Phelps (MP), Co-opted Governor Anne Purse (APu), LA Governor Jenny Yahia-King (JYK), Parent Governor Claudia Cassidy (CC), Parent Governor, was absent.</p>	
2.	<p>Notice of any other business - None.</p>	
3.	<p>Declaration of Pecuniary or other Interests There were no declarations of any Interests in Items on the Agenda.</p>	
4.	<p>Minutes of the meeting held on 17 January 2017 The Minutes were accepted, signed by the Chair as a true record, and retained at the School for the Minutes file.</p>	
5.	<p>Matters arising from the Minutes of 17 January 2017 - None.</p>	
6.	<p>Headteacher's Report AP's report had been circulated and she briefed governors on the main issues.</p> <p>There are currently 68 pupils on roll with 76 from September. Due to likely movement it has been agreed that the School will be funded for an aggregate of 72 across the academic year so that full funding for that number can be received at the beginning of the year. This has been included in the draft budget. Pressure on places continues to grow. However, with some Y11 pupils' destinations still unclear it is not yet possible to accept additional pupils.</p> <p>Building work for the new classrooms is under way and governors will visit these areas immediately prior to the next meeting.</p>	

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	<p>Governors were pleased to hear that new and more rigorous processes are now in place to ensure pupils are transitioned from Northern House to the correct places for their particular needs and Simon Bishop and AP are working closely with colleagues at other schools to ensure pupils being placed at Woodeaton have needs that can be met here. Governors emphasised it is essential for OCC to recognise Woodeaton as an autism provision and pupils with other needs should not be blocking placements at this School, in addition to the difficulties that arise from incorrect placement.</p> <p>Staff movement and proposed movement (subject to approval at Finance Committee meeting on 2 May) were noted.</p> <p><i>Q: Was the police visit to talk to pupils about cyber bullying planned?</i> <i>A: Yes, it is not in response to any particular issue. It is necessary to have two visits as there is a different focus for older children compared with younger ones.</i></p> <p><i>Q: Is the funding situation more difficult now?</i> <i>A: Despite reducing funding, Woodeaton's plan shows a good position until the end of year three, unlike many other schools. This is mainly due to the School not employing Supply cover (AP and TB cover when necessary), which is a huge cost saving. In addition, there are neither lunchtime supervisors as in other schools, nor any travel mileage claims due to use of school vehicles.</i></p> <p>Governors recorded that the School leadership manages the funds very well and ensures best value for money in all areas, including renegotiation of contracts, doing work in-house wherever possible and the staff are all knowledgeable about the budget limitations and have ownership of the outcome.</p> <p>Apart from the Outstanding Residential Inspection (see Item 7.1), Governors congratulated staff on the Outstanding quality mark awarded to the School for Looked After Children.</p> <p>Exclusions: None. Complaints: None. Attendance is currently at 95%. There had been 2 Safeguarding referrals in Terms 3 and 4.</p>	
<p>7.</p> <p>7.1</p>	<p>School Development :</p> <p>Residential Ofsted Inspection 6-8 February 2017 (Outstanding) Governors noted the Outstanding grade awarded to the School following the recent Residential Inspection and formally expressed thanks to MP and his team, and to all School staff in all areas, including catering, administration, Health & Safety, premises, HR and safeguarding, especially given that the Inspection focused</p>	

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	<p>strongly on the impact of the Residential facility experience on pupils' progress and the links between daytime education and the Residence for the pupils. JN had been interviewed by the Inspector. The Inspection had taken 3 days, and was thorough and fair.</p> <p>The only slight concern highlighted was about data recording to ensure that risk assessments are fully detailed with chronological information. The School has responded immediately to put in place an LSA for safeguarding administration to ensure all aspects are strengthened. The proformas were amended as advised while the Inspector was present.</p> <p>The Inspector was very positive about the young staffing of the Residential provision, noting the strong and energetic team and their relevant skills. There had been over 44 parent responses regarding the Residence all except one of which were positive; the one negative comment has been discussed at a previous FGB meeting. The Inspector noted the consistency of the responses.</p> <p>7.2 Raising Achievement Plan (RAP) 2016-18 and SEF The updated summary SEF and updated summary RAP are on the School website.</p> <p>The SEF will now remain as is until the SATs results and profiles of new pupils are known.</p> <p>The RAP will be updated following detailed discussion at the recent Curriculum Committee meeting; Finance Committee will attach funding to the already agreed priorities at its meeting on 2 May.</p>	
<p>8.</p>	<p>Finance Committee - any issues; and ratification of Minutes of meeting 17.1.17 There has not been a meeting of the Committee since the last FGB meeting. Minutes of the meeting held on 17 January 2017, previously circulated, were ratified. The contents had been discussed at the last FGB meeting.</p> <p>The next meeting will be held on 2 May 2017 at 6 pm. It was agreed that a quorum of the Full Governing Body would attend this meeting in order to discuss and approve the Budget for 2017-18. Therefore, TB will join the meeting for the Budget Item. If required, MdB and/or AF are available to attend. KH to inform PH. An OCC Finance Officer will visit School on 26 April to ensure the draft is ready for Governors to look at on 2 May.</p>	<p>TB MdB/AF KH PH to note</p>
<p>9.</p>	<p>Curriculum Committee – report of meeting held 4.4.17 The Minutes of the meeting held on 4 April 2017 had been previously circulated and JN briefed Governors.</p>	

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	<p>The main topic of discussion had been the issue referred to in the HT Report (above) regarding transition of pupils from Northern House and to Northfield School and the procedures now put in place to prevent similar issues arising in future.</p> <p>The Committee also looked at this year's exam entries, noting the needs of the current Y11 cohort as compared with recent previous years, which are being met by the School's provision of an intervention programme focusing on literacy and numeracy, rather than holding curriculum based study sessions. Staff and pupils are preparing extensively for exams and the usual tensions exist but are being well managed.</p> <p>There are also SATs for Y6 children in The Nest and additional revision work is being undertaken after school at the request of pupils.</p> <p>Next meeting: 12 June at 5 pm.</p>	<p>Curric Comm</p>
<p>10.</p>	<p>Premises Committee – report of meeting held 22.2.17 Minutes to follow (to be ratified at next FGB meeting). In APu's absence, JN and MdB briefed Governors on the work of the meeting, which included discussion of the Health & Safety Inspection outcome (see 11 below), training and safeguarding, as well as looking at the internal building works and new classrooms, and noting the related budgetary considerations. Most of these issues had been covered in the Finance Committee Minutes (above) and the HT Report (above).</p> <p>Next meeting date was suggested as 4 July at 5 pm (KH to establish whether APu is able to do that date, and if so check availability of other Committee members).</p>	<p>APu/ KH</p> <p>KH Prem Comm</p>
<p>11.</p>	<p>Safeguarding (<i>Standing Item</i>) & Health & Safety: issues</p> <p>Health & Safety Monitoring Visit 21.2.17 Inspector's report and associated documents had been previously circulated. Governors congratulated AP and staff on the Outstanding result with no issues found after a long and challenging inspection. A small amount of work will be necessary to align Woodeaton's Critical Incident Plan with the new statutory framework to ensure all necessary points are included.</p> <p><i>Q: There is no entry on the line in the report for 'stress at work'; why is this?</i> <i>A: There were no issues. The School has a Stress at Work policy approved by Governors, attached to which are a large number of related policies which ensure that staff are well cared for.</i></p>	

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	Anne Peake is delivering safeguarding training to other schools in the Gosford Partnership.	
12.	Academy status options (<i>Standing Item</i>) The Academy Working Group had not met since the last FGB meeting. AF will coordinate PG's availability with that of his colleague who is Chair of Governors at another school, who has indicated his willingness to talk to the group about his experience of converting to academy status, so that a date can be fixed in June for the next meeting. This will be a useful discussion and all governors will be invited to attend.	
13.	Governing Body	
13.1	Governor appointments: PG's end of term and reappointment: Partnership Governor Governors had agreed to ask PG to stand again as Partnership Governor for a new 4-year term of office, and he was duly appointed (by email exchange, out of session). Governors ratified the decision. RE's end of term as Parent Governor RE's term of office ends on 9 May and she is no longer eligible to stand as a Parent Governor. Governors agreed they would like to retain RE's experience and that her continuing contribution to the work of the FGB would be valuable. It was agreed, therefore, to appoint her as an Associate Member. A Parent Governor election will be held by the School to fill the vacancy.	KH AP
13.2	Governor visits to school – if any (reports), and those planned – to link with RAP - KL briefed Governors on her monitoring visit on 29 March to look at Education Health & Care Plan processes. She highlighted the LA's serious delays in finalising the Plans which have caused considerable issues, especially when completion of the Plans is necessary in preparation for pupils' College placements and progress made by pupils is not being adequately reflected. The School is completing the Plans now, noting where sections remain draft due to lack of response from the LA and keeping comprehensive records of the status of each Plan to ensure tracking. It is understood that the LA delays are a consequence of staffing cutbacks, reorganising of SEN Officers and their high pressure and large workloads. - RE and her son (ex pupil) had joined a class for lunch and	<i>MdB left the meeting 8.25 (meeting no longer quorate but no decisions required to end of meeting)</i>

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	circle time, so that her son could talk to pupils about his experience of College in comparison to school.	
13.3	Governor training needs and attendance reports None.	
13.4	GovernorHub HealthCheck The GovernorHub HealthCheck document had been previously circulated. It was agreed that Curriculum Committee would undertake this self-evaluation process at its next meeting, taking account of the new Governance Competency Framework and make recommendations to the next FGB meeting.	Curric Com (JN/TB)
14.	Date of next meeting - Tuesday 20 June 2017 at 7 pm	All to note
15.	Dates of Committee meetings - to feed into FGB meeting on 25 April Finance Committee: 2 May at 6 pm; and 20 June 6.30 pm (tbc) Premises Committee: (To be confirmed) 4 July at 5 pm (KH to check with APu and then confirm with members). Curriculum Committee: 12 June at 5 pm (immediately prior to Parents & Carers Meeting that evening).	Fin Comm Fin Comm KH/PH APu/Prem Comm Curric Comm
16.	Woodeaton hosting speaker on Middle Leadership James Bowen, former HT of an Outstanding School, is an inspirational speaker who will speak at Woodeaton as part of National Association of Headteachers series, on The Role of an Effective Middle Leader, on 13 June, 4.30-6.30 including tea and sandwiches. Places are limited; if governors are interested in attending they should inform AP by 1 May.	

*The meeting closed at 8.50 pm
KH/26.04.17*

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