



Blewbury Endowed C of E Primary School

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Telephone: (01235) 850411

Interim Headteacher: Miss Becky Costello BA Hons

Chair of Interim Executive Board: Mr. Kevin Moyes

Inspiring Minds Through Outstanding Opportunities

Appreciation, Community, Forgiveness and Perseverance

Minutes of the meeting of the Interim Executive Board Meeting held on Wednesday 17th July 2019 at 6.30pm at the school

Present:

Kevin Moyes (**KM**) Chair
Matt Cole (**MC**)
Ann Parham (**AP**)
Robin Sharples (**RS**)

In Attendance:

Becky Costello (**BC**) Interim Headteacher

Clerk:

Kevin Moyes (**KM**) Chair

Apologies:

Astrid Fox-Orband (**AFO**)
Roger Murphy (**RM**)

The meeting was quorate

Examples of Governor Challenge

<i>Item</i>	<i>Details</i>	Doc Ref:	Acti on
1.	Welcome and Opening Prayer KM welcomed governors. RS opened the meeting in prayer.		
2.	Apologies for absence AFO and RM		
3.	Urgent additional items not covered elsewhere on the agenda There were none.		
4.	Declaration of Interests None were declared for this meeting.		
5.	Approval of Minutes Minutes were approved. It was noted that the agreed changes to the May 2019 minutes have not yet been made.	Doc 5.1. 2019.06.13 IEB Minutes Doc 5.2 2019.06.13 Confidential IEB Minutes	K P-D
6.	Matters arising not covered on the agenda None		

<p>7.</p>	<p>Headteacher Report</p> <p>Annual Report on Looked After Children – it was noted that we do not have any looked after children on the current school roll.</p> <p>It was noted that attendance overall is looking positive. Q: What work has been undertaken to validate the data for persistent absenteeism? A: worked with the SIL on attendance data – pulled off information from the LA system which did not match our internal data. Governors noted that historically attendance has been poor for PP and SEN children and this needed to be a focus going forward.</p> <p>BC discussed the SATs results with governors. KS2 results are lower than our aspirations especially in math but meet FFT targets and progress is improving. Governors were clear that further work is needed here – BC confirmed that we have a KS2 specialist literacy TA and we are training 2 TAs, we have changed their hours from 1 day and 2 days per week to now 1.5 hours per morning to give continuity to the children they support we are also training in big ideas math.</p> <p>KS1 results are very low – class has had historically inconsistent tracking data which has now been rectified a different in results between boys and girls was discussed. The phonics results were very good. Governors highlighted the impact of the teaching changes in the last year on the pupils and the need to ensure that in September, we have the right staff in the right classes and that consistency is then provided for the pupils. Governors noted that reading results have improved but governors were clear that the SATs results are still not good enough and have concerns about progress –BC confirmed that the staff and other changes this term has already had a positive impact and we are seeing accelerated progress.</p> <p>Governors noted that foundation stage results are 32% GLD this year and national is 72%, governors asked the reasons for this and what is being done to support these pupils in year one? A: BC confirmed the reasons for this and that the only area, which was holding the pupils back, was writing which moderation showed we did not have enough evidence for. To support with this writing groups have been run writing groups and the changes in staffing and other changes will lead to rapid improvement in this area.</p> <p>Governors were clear that historically the aspirations for pupils have been too low and these have now been raised, rapid improvement is required and governors will monitor this carefully at each assessment and data point and ensure leaders are held to account. BC confirmed that all teachers and TAs have robust performance targets based on our higher aspirations for pupils and everyone is held to account. In addition, BC and external Advisers are monitoring regularly and assessing progress based on lessons, books, talking to pupils and the assessment data. It was noted that the school is currently receiving a high level of external support from the LA, Diocese and soon ODST and that we needed to ensure there was no overlap and the support was having an impact.</p>	<p>Doc 7.1 Head teacher Report</p> <p>Doc 7.2 Audit of Accessibility plan</p>	
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Q: Five exclusions - is this the same child? A: no, different children, there is not a pattern and the child who was reintegrated is now settled, occasionally having to have lunchtimes off site.

BC confirmed that the Lockdown Policy has been developed and staff have undertaken a table lock down exercise and further practices next term. The school now have 2-way radios (donated by a family) which will be on charge in the office for use when needed. KM confirmed that he had spoken to one of the parents at the recent community meeting and thanked him for the radios and additional support given to the school. **Governors asked if the complaint number in the report were complaints or concerns noting that there is a difference in policy.** BC confirmed they were concerns raised with her which have been resolved. Agreed that in future reports concerns and complaint number will be separated. BC confirmed that one concern was received via email and led to a meeting with the parents where the issues was resolved, another was an email which BC responded to and received no response. and one parent had a chat about a concern on a point which just needed a clarification and they were happy with the explanation. BC confirmed that overall there were 8 parents who said they were worried about class changes etc. BC offered all class 5 parents a meeting where it was confirmed what was in place, 6 parents agreed to stay positive until December and see what happened and BC offered them another meeting in first half term. 2 parents came afterwards and said still unhappy—one parent said might leave but would be an inconvenience. BC has heard that some parents have approached Harwell and Chilton schools but none have taken up places. BC is keeping a watching brief.

The recent issue was discussed regarding school sign which happened on the same day as the fire alarm going off. BC confirmed that the incidents were unrelated and this had been communicated with parents. **Governors raised the issue of the communication to parents about the class changes in September (as discussed at previous meetings) It was acknowledged that there was learning from this. BC confirmed that it was an honest mistake – she had prepared the first communication (summary) and the second communication (more detailed and shared with KM for builds) but BC had asked the office send out the first one and not the second. BC acknowledged the impact that this had with parents and apologized for this in the 2nd communication when it went out.** Governors noted that because BC was the 0.2 Headteacher before MM retired the community view her as having been in the Headteacher for some time but in reality being in the full time Headteacher role now is very different, that there will be learning along the way and things have changed since then in terms of BC delegating tasks she should not be involved with BC also noted that a major challenge had been that there were no templates etc. for key documents which meant additional time take up. It was agreed that going forward when major communications etc. are to be issued then KM reviews these with BC (and if needed share with governors) before they are issued.



	It was agreed that AP and AFO would meet with BC in the holidays to agree on the data layout for governors. Then at each assessment point AP and AFO would meet with BC to analyze the data and then submit a report to the IEB.		AP and AFO
8.	<p>School Improvement Plan - Including Evaluation of 2-weekly plans, SEF, Summary of External support received and plan of external services to buy-in for 2019-20</p> <p>It was noted that the SIL supported with the production of the document. Governors agreed that this was an extremely useful document and that it matched the school's priorities, where we are and where we are going. It was noted that the document production was delayed due to the long lead time in receiving the LA Statement of Action although this did not mean that we had not already been working on the key areas. Governors noted that the document does match the statement of action and incorporates the old and new Ofsted framework areas. BC confirmed that it was impactful to have the milestones split across terms which would help her and staff to focus on the incremental steps to get to the big end goal. BC confirmed that the ODST lead Adviser has suggested some refinements to the action plan section which will happen next term.</p> <p>Pupil Premium Strategy Evaluation 2018-19 and Strategy 2019-20 – It was noted that Lucy our LA Adviser advised BC to just focus on the 2019-20 strategy as we do not have the evidence for 2018-19 figures Governors <i>requested that we add historically now expectations in the school barriers section.</i> <u>–Governors approved the document with the agreed change</u></p>	<p>Doc 9.1 School Improvement Plan</p> <p>9.2 Pupil Premium Strategy Evaluation 2018-19 and Strategy 2019-20</p>	BC
	BC left the meeting at 7.30am to attend a community event		
10.	<p>Governor Updates Since Last Meeting</p> <p><i>Monitoring Reports, Lead Governor Updates and External notes of Visit (not covered elsewhere)</i></p> <p>It was noted that a wide range of governor and external monitoring had taken place since the meeting. It is important to get the balance right in them and ensure governors are consistent in their approach to and are not crossing boundaries and making judgements which should only be made by the education professionals, this includes those governors who have education background – monitoring should be through the eyes of a lay person – a statement of facts on what you saw on the day. It was agreed that the next steps section is useful and could include talking to the expert/lead in school about what you have seen and ask them any questions – if any next steps are operational then BC would pick up and if strategic the IEB would pick up. Reports should be concise and punchy for everybody. KM confirmed that he has invited Rachel Caseby – Head of Governor services to run a session on governor monitoring at the next IEB meeting.</p> <p>The reports showed a lot of positive comments about the school being open staff and leaders not being defensive – Health and Safety very</p>	<p>Doc 10.1 10.06.2019 External NOV SIL</p> <p>Doc 10.2 11.06.2019 Governor Monitoring Report Safeguarding and Behaviour</p> <p>Doc 10.3 12.06.2019 External Nov – Diocese Staff Meeting</p> <p>Doc 10.4 12.06.2019 Governing Monitoring Report PP Funding Review</p> <p>Doc 10.5 12.06.2019 – External NOV PP Funding Review</p> <p>Doc 10.6</p>	

	<p>open and honest – inspector commented it was the first time she had positive engagement here. The Didcot Partnership Education Psychologist also took the time to email to say what a different place the school now is.</p> <p>All governors will review the monitoring schedule and ensure up to date and dates booked in with BC.</p> <p>Finance and Staffing</p> <p>It was confirmed that the Headteacher Interim Performance Review is booked for September. – It is later than planned to ensure BC has had a solid period in the full-time post before an assessment takes place. The LA SIL has been asked to support to ensure robustness.</p> <p>As per Headteacher report section - BC confirmed that all teachers and TAs have robust performance targets based on our higher aspirations for pupils and everyone is held to account. It was agreed that as part of the support for BC from ODST – mentoring from the Northbourne Headteacher all staff performance targets would be reviewed to ensure they are as SMART as possible.</p> <p>Fencing Cost Estimate: Governors discussed the cost estimate, given the high cost, the need to focus resource on improving outcomes for children and as replacement was not raised as issue on the H&S and Safeguarding Audit the school should repair the section which has stretched and lowered. BC will arrange this.</p> <p>New School Sign cost: This will be installed in the holidays.</p> <p>Update on Induction process for staff and volunteers: on July 25th BC will work with two members of the county safeguarding team to risk assess and update all personnel files and to develop a robust induction process ready for September 2019. BC to update and share NOV at next IEB meeting</p> <p>Inclusion</p> <p>SEND Strategy Governor Monitoring – Monitoring visit along with external monitoring shows that BC understands the issues re SEND in the school. Further work needs to take place so all staff understand BC's and their role and responsibilities regarding SEND. Further systems monitoring needs to be put into place and BC has a clear plan for this based on the priorities The fact that BC will now have three non-contact days will enable her to achieve more in this area. This visit was very positive. BC is clearly passionate about her role and she is determined to make SEND and differentiation at the heart of T&L across the school.</p>	<p>19.06.2019 Governor Monitoring Report Teacher Interviews – Doc 10.7 20.06.2019 – External Note of Visit SIL Doc 10.8 24.06.2019 – External Note of Visit SIL – Doc 10.9 26.06.2019 External Note of Visit Diocese Doc 10.10 28.06.2019 Governor Monitoring Report – Class 2 Assembly Doc 10.11 – 01.07.2019 External Note of Visit SIL 10.12 05.07.2019 Governor Monitoring Report – Class 1 Assembly – 10.13 05.07.2019 Governor Monitoring Report – Learning Walk and Head teacher questions Doc 10.14 Local Authority Statement of Action Doc 10.15 Minutes of 13th June LA Strategy Meeting – KM Doc 10.16 Finance Governor Monitoring Report 10.17 Fencing Cost Estimate Doc 10.18 SEND Strategy Governor Monitoring</p>	<p>BC</p> <p>BC</p> <p>BC</p> <p>BC</p>
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<p>11.</p>	<p>Academisation Update</p> <p>KM confirmed that the initial meeting with ODST went well and next steps and actions were clear. ODST want to work in partnership with the school and offer us their full support now as though we were already an ODST school. So the actual change date should be seamless for the pupils, staff and parents. It is planned that we will become an academy by the end of 2019.</p> <p>KM confirmed that his discussion with an ODST school Headteacher was very positive – confirmed no negative impact and really values the fact that support and advice is always available when needed. Said if you want to retain your ethos and values as a C.E school then what better trust than ODST.</p> <p>Governors who attended the community meeting with ODST on 19th July 2019 felt that it had gone well. Attendance was lower than expected and so agreed to run the next session at a later time. There was good engagement from the parents and some thoughtful questions asked. It was agreed that another meeting with Parents, ODST (including a Chair of Governors and Headteacher from an ODST school) should be arranged for September. For this meeting we should ask for questions in advance and answer these first before covering any slides. It should be clear if ODST or governors or both are leading the meeting and governors should all view the slides beforehand.</p>	<p>Doc 11.1 13.06.2019 ODST Meeting Minutes Doc 11.2 13.06.2019 Governor Monitoring Report – discussion with ODST Headteacher</p>	<p>KM</p>
<p>12.</p>	<p>External LA Safeguarding Audit</p> <p>Final actions to being completed by next term:</p> <ul style="list-style-type: none"> • Site map to be drawn up and high-risk areas to be recognized • To run a twilight session to ensure staff have understood KCSIE and CP policy • Audit of all staff and volunteer files using a file checklist • Add columns to SCR for Right to Work, EEA check, Overseas Check and Section 128 Check – Highlighted checks still to be added. • Remove the List 99 column as there is a Prohibition check column - To be actioned. • Staff inductions • Staff refresher training as required • Safer Recruitment accredited staff details to be obtained, certificates to be printed and added to the training matrix – To be added. • Chair or Safeguarding Governor to complete Advanced Level Safeguarding training <p>In addition, work will start in the holidays to make the reception area more secure.</p>	<p>Doc 12.1 External LA Safeguardin g Audit</p>	<p>BC</p>

<p>13.</p>	<p>Health and Safety Incidents Since Last meeting – including pupil minor incident reporting</p> <p>No Health and Safety Incidents since the last meeting</p> <p>Map of the School provided to governors – actioned.</p> <p>Three actions outstanding from Audit (all will be completed by next term)</p> <ul style="list-style-type: none"> • Any actions identified as necessary by the Water Services Hygiene risk assessment must have been implemented. • The local Health & Safety policy must be adapted to reflect the current management of the establishment/ setting's structure • Governors must complete the checklist for swimming <p>RS and MC to book another monitoring visit in for September to check actions have been completed and to discuss access to disabled toilet.</p>	<p>Doc 13.1 Map of the School</p>	<p>RS/ MC</p>
<p>14.</p>	<p>SIAMS1/Christian Distinctiveness</p> <p>Chris Price-Smith (Diocese Adviser) has attended a staff meeting and conducted the training. Agreed to invite Chris to the 2nd IEB meeting next term to discuss the new SIAMs framework with governors and their responsibilities including on SIAMs monitoring.</p> <p>Governors discussed the work to take place on the school vision and values and if this should happen before or after the academy conversation considering the added pressure this work could create for BC and the staff and if doing before would be a benefit to the school. Governors agreed that it was important to continue with this now because it should be a school vision and not an ODST vision and important for the community to be involved in this now so we are all clear on the direction of travel. The point was also raised that we should continue to work on our current in school challenges first and then once all stable focus on this.</p>		<p>KM</p>
<p>15.</p>	<p>GDPR</p> <p>No data breaches reported since the last meeting?</p> <p>Meeting with company providing our DPO would be arranged next term with BC and KM.</p>		<p>BC</p>
<p>15.</p>	<p>Governor Business</p> <p>Staff and Volunteer Questionnaire Analysis</p> <p>Noted that this should be viewed as the baseline as collection started in May 2019 before any changes in school took place because it has taken time to get sufficient responses in - 14 responses were received in total. It was noted that there were lots of positive responses and the areas for focus (where over 30% of staff disagree) were:</p>	<p>Doc 15.1 03.06.2019 Staff and Volunteer Letter and Engagement Questionnaire Doc 15.2 Staff and Volunteer Questionnaire Analysis Doc 15.3</p>	

¹ Statutory Inspection of Anglican and Methodist Schools



	<ul style="list-style-type: none"> • At work, my opinions seem to count and I am involved in decision-making • The school shares information effectively • In the last six months, the Headteacher has talked to me about what I have achieved • I receive regular, timely feedback that helps me improve my performance • I am able to achieve a good work life balance <p>It was agreed that BC would carry out a staff hours audit next term and discuss the responses in a staff meeting for ideas on resolving them. Other areas are being addressed through the current changes and governors have another questionnaire scheduled for later in the year to track progress.</p> <p>Community Questionnaire Analysis</p> <p>Noted that this should be viewed as the baseline as collection started in May 2019 before any changes in school took place because it has taken time to get sufficient responses in - 34 responses were received in total</p> <p>It was noted that there were lots of positive responses and the areas for focus (where over 30% of staff disagree) were:</p> <ul style="list-style-type: none"> • My child receives appropriate homework for their age • I receive valuable information from Blewbury Endowed CE Primary School about my child's progress • Blewbury Endowed CE Primary School makes sure its pupils are well behaved • Blewbury Endowed CE Primary School is well led and managed • Blewbury Endowed CE Primary School responds well to any concerns I raise <p>It was noted that the school and IEB are working on these areas as part of the school improvement plan. However, parents still have concerns about these and other areas. It was agreed that governors would send a detailed communication during the holidays/start of new term which would give practical details on the actions taken and to be taken on the above as well as other key areas. The communication would also include an update on ODST, sharing the slides and Q&A form the last session and details of the next community session.</p> <p>Governor Website Audit</p> <p>There are a small number of actions now outstanding and BC will complete this work over the holidays. Rachel Caseby will then re-audit in September. This will include adding a Charging and remissions policies as at the moment only guidance on there. In addition, the secure section of the website used by governors needs to be deleted.</p>	<p>20.06.2019 Communica tion to Community Doc 15.4 Community Questions and Answers</p> <p>Doc 15.5 Community Questionnai re Analysis</p> <p>Doc 15.6 Governor Website Audit – Update 26.06.2019 Doc 15.7 Governor Action plan updated with more specific dates (action from last meeting)</p> <p>Doc 15.8 Monitoring plan updated by lead governors (action from last meeting)</p>	<p>BC</p> <p>KM</p> <p>BC</p>
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	<p>Confirm new parents are included in all school communications</p> <p>BC has confirmed this to KM.</p>		
16.	<p>Governor Training Update</p> <p>Updated Governor Training Summary</p> <p>MC having challenges booking on to the face to face safeguarding and induction training – will book into the September session.</p> <p>AFO to confirm if attended face to face Induction training</p>	Doc 16.1 Updated Governor Training Summary	<p>MC</p> <p>AFO</p>
17.	<p>Policies Review/ for approval (as per policy schedule):</p> <p>Updated policy schedule Lead Governors Leads to use to plan policy reviews:</p> <ul style="list-style-type: none"> • Behaviour Policy – <u>approved</u> with the addition of making clear that physical restraint is only carried out by trained staff, ensuring appendix 4 is referenced in the policy and link to anti-bullying policy. • Lockdown Policy – <u>approved</u> with amendment to make clear which staff would check which toilets, also suggested that we seek feedback from Didcot school where there was a recent incident in how the policy worked in practice. • Staff Code of Conduct (Model) – <u>approved</u> • Use of Photo and Video Policy – <u>approved</u> with one addition – to make clear how and when someone with a camera could be challenged. • Exclusion Policy – <u>approved</u> with amendment of adding information in on reintegration. <p>Also noted that the Complaints Policy on the school website is the un-customised version and needs to be replaced with the customised version.</p>	<p>Doc 17.1 Updated policy schedule with Governor Leads – use to plan reviews in</p> <p>Doc 17.2 Behaviour Policy</p> <p>Doc 17.3 Lockdown Policy</p> <p>Doc 17.4 Staff Code of Conduct (Model)</p> <p>Doc 17.5 Use of Photo and Video Policy</p>	<p>BC</p> <p>BC</p>
18.	<p>Items for next agenda (in addition to actions)</p> <ul style="list-style-type: none"> • Sports Funding Evaluation of 2018-19 Spending and Strategy 2019-20 • Asset Management Plan • Governor Training – Safeguarding (Practical) and Governor Monitoring – Rachel Caseby • Fix back fence • School sign • Staff Induction process for staff and volunteers • Community communication and session (following survey and ODST session) • Staff communication (following engagement survey) • Safeguarding Audit Actions • Health and Safety Audit Actions • H&S Governor Monitoring • Meeting with DPO company • Website Actions 		

	October meeting; Staff Hours Audit Chris- Price Smith – SIAMs framework		
19.	Date of next meeting: To be agreed via Doodle Pool		KM

The meeting closed at 8.35pm