

SUMMER TERM 2023



John Hampden Primary School

Tetsworth Primary School



John Hampden and Tetsworth Schools' Federation

MINUTES of the meeting of the Governors of John Hampden and Tetsworth Schools' Federation held at the school on 17 July 2023 at 7.30pm.

PRESENT:	Mrs R Bowling Mrs S Bradford Mrs R Caseby (Chair) Mrs L Craig Ms B Fulton Mr P Hankey (Executive Headteacher)	Mr L Hanratty Mr D Hayes Mrs N Henderson Mrs S Stratton
IN ATTENDANCE:	Mrs S Braund Mrs K Richardson Mrs S Spencer Mrs L Watson	SENCO - Tetsworth Clerk to Governors Interim Deputy Headteacher SENCO – John Hampden
ABSENT:	Mrs A Bowden	Apologies received and accepted

		ACTION
1	WELCOME AND CONFIRMATION OF GOVERNOR QUORUM The Chair welcomed everyone to the meeting. It was confirmed that the meeting was quorate. The Chair thanked everyone for their hard work and commitment over the last, very busy academic year.	
2	APOLOGIES Apologies were received and accepted.	
3	NOTIFICATION OF ANY OTHER BUSINESS No items were tabled for discussion under Any Other Business.	
4	DECLARATIONS OF INTEREST OR LOYALTY There were no declarations of interest or loyalty in items to be covered at this meeting.	

5 Special Educational Needs and Disabilities (SEND) AND INCLUSION

5.1 Special Educational Needs Coordinator (SENCo) update to the board

JHS

- Aim to continue to embed zones of regulation. Feedback had been very positive from parents.
- 3 applications for EHCPs had been submitted and 2 of these applications had been approved.

19.34pm Ms Fulton joined the meeting.

- Currently 2 Teaching Assistants (TA) support pupils with a disability. The school uses Maths 4 Life with these pupils, as part of a pilot scheme, which has been very successful. The TAs were trained and had significant input in delivering the programme. The local authority were now rolling Maths 4 Life out to 50 other schools in Oxfordshire.
- The intervention was now being rolled out to use with other SEN pupils in the school.
- The maths co-ordinator had also signed up for information sessions.
- The school had implemented ELSA (Emotional Literacy Support Assistant) support for pupils. A TA had completed the training. This intervention was used to support pupils who struggle to regulate their emotions. The current ELSA lead was leaving however succession had been agreed with another member of staff.
- The school was trialling a different model for TA support. Instead of one-to-one support the model was for the TA and staffing team to be a 'team around the child'. Therefore, the TA support would not be provided by the same TA all of the time. This approach was supported by research and prevented an over-reliance on a particular individual.
- Staff had received Positive Handling training which includes non-physical and physical interventions to support good behaviour.

TPS

- The school now had a nurture room, which was being

accessed when pupils needed to regulate their emotions, behaviour etc. Some pupils were seeking out the resource when they recognised that they needed a quiet room/space.

- Pupils who struggled to regulate their emotions/behaviour were slowly learning to re-regulate their behaviour in order for them to return back into the classroom. There were also safe spaces within the classrooms.
- Staff had received training on challenging behaviour and pupils' needs were being better met in the classroom. Teachers were adapting their teaching and using task boards.
- The EYFS area has been adapted for more bespoke provision.
- There was now a lot more parental involvement. More parents are attending pupil profile meetings which was having a valuable impact.
- Staff had successfully used reintegration timetables. 1 pupil was now back in the classroom full time.
- The school had re-established home/school links in order to work with and support families.
- SENCOs had access to the SENCO Helpdesk with advice being followed through in the classrooms.
- 54% of SEN pupils are working below in reading, 45% in writing with 18.2% above national in maths. 36.4% of pupils had made well above the 6 steps of progress. SEN pupils had made more progress in writing compared to non-SEN pupils.
- Many changes had been made at Tetsworth and the impact of these changes were now being seen.

Governors asked how the school had increased parental engagement.

Staff are out on the playground during drop off and pick up times. Teachers are available to talk to parents. Having a SENCO on site has helped with increasing parental engagement.

Governors asked the SENCO about the next priorities for SEND?

Staffing as there are only 2 TAs in place for next year. This may impact on the delivery of interventions. 1 of the TAs would be working in EYFS due to ratios. At John Hampden there is a high level of need in EYFS for September 2023. 4 pupils are non-verbal and 1 pupil has a high level of complex needs. There is not a year group without an EHCP. Using the 'team around the child' model

<p>it was ensuring that the statutory requirements of the EHCPs are being well met. Quality first teaching was the key focus, with interventions taking place in the classroom, so that all pupils routinely get excellent teaching. Governors asked for an update about the changes at the next meeting.</p>	<p>ACTION</p>
	<p>Clerk: Agenda</p>
<p>5.2 SEN INFORMATION REPORT</p>	
<ul style="list-style-type: none"> The SEN information reports had been circulated. Governors discussed the reports and recognised that they reflected the provision for SEND at both schools. 	<p>Headteacher</p>
<p>Governors approved the SEN information reports for John Hampden and Tetsworth Primary Schools.</p>	
<ul style="list-style-type: none"> The reports would be published on the school’s website. Governors thanked the SENCOs for their presentation and input to the meeting. 	
<p><i>19.55pm Mrs Braund and Mrs Watson left the meeting.</i></p>	
<p>6 MINUTES AND MATTERS ARISING</p>	
<p>6.1 MINUTES</p>	
<p>The Minutes of the meeting held on 5 June 2023 would be considered and agreed at the next FGB meeting.</p>	<p>Clerk: Agenda</p>
<p>7 MATTERS ARISING</p>	
<p>7.1 COMMUNICATION</p>	
<ul style="list-style-type: none"> It was confirmed that the latest communication had been sent out to parents from Governors. This was considered a useful way of communicating the work of the board. 	
<p>7.2 CONFIRMATION OF AGREED QUESTIONS FOR THE PUPIL SAFEGUARDING VOICE</p>	
<ul style="list-style-type: none"> The questions had now been agreed. 	<p>DH/ PH/ AB Pupil Voice outcomes to be shared at the 2 meeting of 2023.24</p>

8 SCHOOL IMPROVEMENT UPDATES

8.1 TPS – UPDATE OF 6 WEEK ACTION PLAN TO INCLUDE FOCUS FOR NEXT YEAR

- The report from the LA visit had been circulated via GovernorHub
- There had been lots of progress and it was agreed that the changes that were being put in place for SEN support would require developing with new staff and then embedding.
- Improvement work was focussed on the key priorities and a monitoring plan for the school had been developed for the first term.
- Re the 6 week plan, Governors requested the actions planned weekly so that the governor monitoring cycle can be linked to this. The aim is to ensure improvements are established and embedded so that children benefit.
- There is a new staffing team and new curriculum for September 2023. Staff had been using Cornerstones this term for curriculum planning. Staff were still working to adapt the curriculum for TPS. Lots of work had gone into planning the English and maths curriculum for September 2023.
- Assessment training had been arranged for staff so everyone knows the expected level for each stage across the school.

Governors asked whether the curriculum planning and implementation had improved the quality of teaching, and if so, what did this look like and how is this being shared with staff?

Quality of teaching is observed and monitored and on the spot feedback is given to staff. Monitoring allows for leaders to hold teachers to account and priorities will be included in the appraisal process. The school will develop moderation across the school. Staff will then know the progression of the curriculum across the school rather than just by individual classes. The staff handbook will also detail expectations.

Governors asked to see a copy of the staff handbook.

Clerk: Agenda

This would be shared when completed.

- The school is in a period of transition with a largely new staffing team from September 2023.

- Governors noted that the action plan was ambitious, and asked about time for induction and to ensure enough time for embedding.
- Governors also asked for the action plan to be rag rating to highlight to Governors the progress across each priority areas and any barriers.

Governors asked about other priorities for TPS.

Safeguarding remains a priority. The safeguarding workload as well as the extra support that had been used to support behaviour had reduced leaders' capacity to work on priorities this year.

Governors asked about the expectations of pupils and whether these were ambitious and aligned across both schools.

The school had worked hard at TPS to recruit good teachers that would fit with the vision for the school. Leaders had been honest with the new teachers about where the school is and the improvements that needed to be made. During interview the new staff shared their keenness to be part of the rapid school improvement, sharing ambitions for taking on leadership roles.

8.2 JHS – UPDATE ON SCHOOL IMPROVEMENT PLAN PRIORITIES TO INCLUDE FOCUS AREAS FOR NEXT YEAR

- Separate school improvement plan (SIP) for JHS and TPS would be written for 2023/24.
- Progress had been impacted due to the additional support that had been needed at TPS.
- Due to the declining good level of development (GLD) outcomes at JHS, this would be a priority for 2023/24. A strong staffing team was in place and due to the results not being what were expected staff are looking at how to address this immediately.

Governors asked whether the results were due to the school provision, the assessment or the impact of Covid.

Results were below the national average last year. 2 years pre Covid, results had been at the national average but with a falling trend.

- Maths would also be a priority for the SIP.
- A more detailed look at the data would also identify other

priorities for 2023/24 and these would be shared in the SIP for discussion.

9 FINANCE AND PREMISES WORK

9.1 BUDGET UPDATES FOR BOTH SCHOOLS TO INCLUDE

ANY CHANGES FROM PLANNED SPENDING

JHS

- The carry forward year end figure for JHS had increased from the original forecast figure of £8,751 to £19,000.
- Most budget areas are on track.
- 2 full time TAs and 1 part time TA were leaving. The school was only recruiting for 1 TA. Due to the level of need in the new EYFS cohort, an additional TA may need to be recruited but this is in the budget.
- The use of staff across the schools has impacted on the JHS budget this year.
- Fixed term contracts were being used to allow some flexibility with staffing as the needs of the schools change.

Governors asked whether the budget included the 6.5% pay increase for teachers.

Part of the pay increase was being funded by the Government and a pay increase had been allowed for in the budget. The SBM would confirm the impact of the pay increase on the budget when this was confirmed.

SBM

TPS

- The end of year carry forward (£27,500) had increased from the original forecast.
- Staffing was for 5.5 FTE teachers and 4.5 TAs. The school had interviewed for 2 full time TAs today. The cost of the TAs were included in the budget.

ANY RISKS

- The level of SEN funding did not cover the full cost of support for SEN pupils and this had a significant impact on the budget.
- The school was also keeping an eye on trips as an increased numbers of parents were informing the school

that they could not afford to pay. The school had secured some funding for the residential trip however the full cost of the trip would not be covered.

Governors asked whether the pupil premium grant was used to help fund trips.

The pupil premium funding is primarily used to fund TA support. The school was working to increase the pupil premium funding by encouraging parents to complete the eligibility form.

- There is currently some long-term sickness (2 members of staff). Their absence had been covered internally and therefore overtime payments had been made. This is budgeted to remain high for the next two terms.
- The school was looking at additional income streams to help increase the school's income.
- There was some concern re the condition surveys as the reports had not yet been received. Therefore, the schools did not know what works would need to be completed. It was hoped that some of the works would be funded by the local authority.

BUDGET NOTES FROM MICHAEL NAYLOR

- These had been circulated and governors noted that the budgets had been approved and that risks had been identified.

LEAD GOVERNOR'S INPUT

- The Finance Working Group had met to monitor the budget with the School Business Manager (SBM). There were no additional comments following the summary above.

LAND UPDATE

See agenda item 5.1.

9.2 UPDATE TO BUILDINGS PROJECTS

TPS EYFS AREA

- The SBM updated the board about the outdoor EYFS area improvements. Full planning was required, as confirmed

by South Oxfordshire District Council, as the school is listed and therefore this would increase timescales. Due to quotes being received some time ago, the price for the works may increase. The contractor had been in touch as they have already bought some of the materials in preparation for a summer holiday start.

INTERNAL ALTERATIONS TO THE NEW BUILDING TO INCREASE THE SIZE OF CLASS 3

- The SBM also updated the board that the internal alterations to increase the classroom size, also required a full planning application. Support from OCC would be requested in order to put the planning application together.

INSTALLATION OF FREE STANDING CANOPY ALONG THE BACK OF THE NEW BUILD

- The installation of the free standing canopy also requires full planning consent.

RELOCATION OF LOCKERS OUTSIDE TO SIT UNDERNEATH THE PROPOSED NEW CANOPY

- A parent had agreed to fund the relocation of the lockers outside. However, this could not take place until the canopy was installed. There were also concerns about the lockers sitting directly on the ground which could cause them to rust.

CONDITION SURVEY UPDATE

- Discussed under 9.1.

10 SAFEGUARDING AND HEALTH AND SAFETY

10.1 UPDATE FROM JHS INCLUDING ESAT REVIEW OUTCOMES

- The ESAT review supported what had been detailed in the monitoring reports.
- Mrs Bradford would complete safer recruitment training.
- Regular safeguarding briefings were held for staff.

		ACTION
10.2	UPDATE FROM TPS	
	<ul style="list-style-type: none"> Covered under agenda item 10.3. 	
10.3	LEAD GOVERNOR INPUT	
	<ul style="list-style-type: none"> DH had undertaken Governor visits at TPS and JHS and had circulated his reports. There is evidence of the embedding of a strong safeguarding culture at the school. Governors discussed the changes in the past few years and the impact these had had on keeping children safe at both schools. 	
10.4	OCC HEALTH AND SAFETY VISIT REPORT	
	<ul style="list-style-type: none"> An OCC health and safety visit is scheduled to take place at TPS on 19 July 2023. Once received the report would be circulated via GovernorHub. The JHS report had been circulated via GovernorHub. There had been no significant findings and LH had been involved as the Health and Safety lead governor. 	Headteacher
10.5	LEAD GOVERNOR INPUT – HEALTH AND SAFETY	
	<ul style="list-style-type: none"> The Health and Safety Governor reminded the board that the action plan for both schools would be monitored regularly and shared with the board to ensure best practice across both schools. 	
11	EXECUTIVE HEADTEACHER’S VERBAL REPORT	
11.1	ATTENDANCE	
	This had been provided at the last meeting.	
11.2	UPDATE ON PUPIL DATA TO INCLUDE	
	<u>JHS</u>	
	<ul style="list-style-type: none"> The JHS data was strong for the KS2 SATS, which was above national. 85% of pupils had achieved expected in reading compared to national of 73%, 82% in writing compared to national of 71% and 84% in maths compared to national of 73%. The punctuation and spelling results were lower than the previous year with 77% of pupils achieving expected. 	

Grammar assessments would be held across the other KS2 year groups. Spelling would be a whole school focus for the SIP for 2023/24.

TPS

- The Year 6 cohort has 9 pupils.
- 67% of pupils had achieved expected in reading compared to 73% national, 67% in writing compared to 71% national and 67% in maths compared to 73% national.
- These areas were already included in the action plan for TPS.

11.3 SATS OVERVIEW: R/W/M AND COMBINATION WITH GROUPS

- This would be an agenda item for the next meeting.

Clerk: Agenda**11.4 EYFS INFORMATION – NURSERY AND GLD****JHS**

- 57% of pupils had achieved a good level of development. This was disappointing and needed unpicking. 70% of these pupils who were in trach had attended the school's Nursery. A whole review of EYFS including Nursery was required.
- An experienced Nursery Leader was in place for next year. The school would also request an external review.

Governor asked whether the school had been moderated for EYFS this year.

PH confirmed that the school had not been involved in any EYFS moderation this year.

TPS

- 75% of pupils had achieved a good level of development.

11.5 PHONICS OUTCOME**TPS**

- 3 pupils out of 8 (38%) had passed the Year 1 phonics test. This was disappointing and had been discussed at the strategy meeting as this was different from the predicted

outcomes previously shared with the board where 5 out of 8 were expected to pass.

- 4 out of the 5 of the children who had not passed had scored 23 with the pass mark being 32.

Governors asked about the provision for the children who had not achieved the standard. The school confirmed that they had already begun a phonics intervention to support these children and that further training was being put in place for staff.

- A phonics screening check had been carried out with EYFS children and the data had been positive.
- 90% of Year 2 pupils had passed their phonics screening check. 1 SEN pupil had not passed.

JHS

- 88% of pupils had passed their phonics test in Year 1. 92% of Year 2 pupils had passed their phonics test.

11.6 MULTIPLICATION CHECK OUTCOMES

JHS – The multiplication check outcome was 19.8 out of 25, compared to 19.3 last year.

TPS – The multiplication check outcome was 20.5 this year.

11.7 COMPLAINTS AND EXCLUSIONS UPDATE

There had been no complaints or exclusions.

11.8 STAFFING UPDATE

This had been covered under agenda item 9.1.

12 PUPIL PREMIUM STRATEGIES

12.1 REVIEW IMPACT FOR 2022-23

Governors considered the strategy updates for the year 2022-2023 for both schools. Pupils who qualify for the pupil premium are still a priority group and the gap between this group and 'other pupils' is still wide.

- JHS (KS2) – 75% of pupil premium pupils had achieved the expected standard in reading, 58% in writing and 50% in maths. It was noted that a group of pupils in this cohort had dyslexia.

- TPS (KS2) – 100% of pupil premium pupils had achieved expected in reading, 100% in writing and 50% in maths. Maths would be a focus for the SIP for 2023/24.

12.2 APPROVE FOR WEBSITE PUBLICATION BEFORE 31.07.23

- **Governors approved the pupil premium strategy updates for JHS and TPS.** These would be published on the school's websites.

13 GOVERNOR UPDATES SINCE LAST MEETING NOT ALREADY COVERED

13.1 OTHER LEAD GOVERNOR UPDATES

- NH had carried out a Governor visit in her role as the Swimming Governor to complete the H&S return. This return had been shared prior to the meeting.
- NH confirmed there were still some areas to complete by the school but these were in hand.

13.2 WEBSITE REVIEW OUTCOMES - NH

- The website monitoring documents had been uploaded onto GovernorHub. Actions had been forwarded to the Headteacher.
- Some of the links to documents needed to be updated.

LC

Governors asked about the inclusion of a search function on the website.

LC would look into this. Governors thanked LC for her and her husband's work in updating and running the schools' websites. Their hard work was much appreciated.

LC

13.3 WORKING PARTY FOR WRAP AROUND CARE AT TPS – UPDATE

- The provider had still not received its Ofsted registration so the school is continuing to offer a morning session and a club in the afternoon to support families.
- The Ofsted registration should be in place by September 2023.

13.4 HEADTEACHER APPRAISAL SUB GROUP – AGREE MEMBERSHIP AND EXTERNAL ADVISOR

Governors agreed for BF, SS and RB to be appointed to the appraisal sub-group. The appointed external advisor is Elaine Ricks-Neal. The date set for the appraisal had been agreed for the first half term.

13.5 EVALUATION

13.5 GOVERNING BOARD – CORE FUNCTIONS FOCUS - QUESTIONS

1. Transparency had increased. The information being provided for Governors was strong and provided clarity. This was making it easier for Governors to hold the school to account especially for Tetsworth on its journey of improvement – green
2. Vision – Due to focussing on the improvements needed this year the vision had not been as much of a focus – amber
3. Strategy – SIP objectives – amber.
4. Employer responsibilities - Head feels well supported – amber.
5. Accountability Q of E– Information received is more transparent enabling Governors to challenge more efficiently. Subject Leaders attending meetings has also helped to support with this.
6. Accountability financial oversight – Finance working party, new SBM, information provided improved – green
7. Accountability Stakeholders – Governors have stepped up into roles, carried out Governor visits, provided Governor reports - green.

CHAIR

- A 360 Chair’s review had been completed and outcomes had been shared beforehand. There were only 4 returns.
- The feedback was primarily good but timekeeping had been raised as an area for improvement .
- Governors were asked to consider whether they would like to be Chair/ a Co Chair or Vice Chair next year.

14 POLICIES

14.1 DATA PROTECTION AND PRIVACY NOTICES

This would be an agenda item for the next meeting.

Clerk: Agenda

		ACTION
14.2	<p>TPS BEHAVIOUR POLICY</p> <p>Governors asked whether the policy cross-referenced to the DfE guidance?</p> <p>Yes. It refers to child on child abuse.</p> <p>Governors approved the Behaviour Policy for TPS and the associated Anti Bullying Policy.</p>	
15	<p>MEETING DATES – FOR AGREEMENT</p> <ul style="list-style-type: none"> • 11 September 2023 – JHS • 9 October 2023 – TPS • 13 November 2023 – Online • 18 December 2023 – JHS • 29 January 2024 – TPS • 18 March 2024 – Online • 29 April 2024 – JHS • 3 June 2024 – TPS • 15 July 2024 - JHS <p>Governors agreed the meeting dates.</p>	Governors to note
16	<p>ITEMS FOR THE NEXT AGENDA</p> <ul style="list-style-type: none"> • Agree GB structure, roles, policies and paperwork. • Review and consider progress towards the school’s equality objectives. • Approve the annual PSED statement for the website. • Combined data R/W/M data and group data. • Budget update. • Data protection and privacy notices. <p>The Chair thanked everyone for all their hard work over the academic year and wished everyone a lovely summer break.</p>	Clerk: Agenda
17	<p>EVALUATION OF MEETING</p> <p>Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes <i>(except for any Restricted Confidential Minutes)</i>.</p>	

The meeting closed at 21.35pm

Signed Date

CHAIR