



MINUTES of the meeting of the Governors of John Hampden and Tetsworth School's Federation held at Tetsworth School on 29 January 2024 at 7.30pm.

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

	ACTION
<p>1 WELCOME AND CONFIRMATION OF GOVERNOR QUORUM</p> <p>Mrs Caseby chaired the meeting, who confirmed that the meeting was quorate.</p>	
<p>2 APOLOGIES</p> <p>Apologies were noted.</p>	
<p>3 NOTIFICATION OF ANY OTHER BUSINESS</p> <p>The following item was tabled for discussion under Any Other Business</p> <ul style="list-style-type: none">• Neighbour – land. <p>The school's neighbour had approached the school as he would</p>	

like to buy some of the school's land on the John Hampden's site. It was confirmed that the school does not own the land and that the land is owned by OCC. The school would have to cover the cost of the legal fees associated with the purchase as well as the cost of installing a new fence. PH had met with the neighbour.

Governors discussed the general proposal:

- Sale of any part of the carpark space would limit any future carpark remodelling or development plans in what is already a significantly limited space.
- At some point the school may need to consider electric car infrastructure that could put additional pressure on car park space.
- The boundary of the school has been in place since the school opened.
- The sale of land from the school site is not part of any strategic plan and would be of no benefit to the school.
- Other, future developments may be impacted by the loss of any land now (e.g. storage facilities, bike racks).
- It could also potentially set a precedent for other neighbours backing onto the school to submit proposals to purchase land.

Governors agreed to not agree to sell the land to the neighbour, due to the above points

19.33pm Ms Fulton joined the meeting.

4 DECLARATIONS OF INTEREST

The following declarations of interest in items covered at this meeting were made:

- RB knows the neighbour who had approached the school to purchase some of the school's land.

5 MINUTES AND MATTERS ARISING

5.1 MINUTES

The Minutes of the meeting held on 18 December 2023, having

		ACTION
	<p>been circulated, were confirmed as an accurate record subject to the following amendments:</p> <p>The minutes would be signed by the Chair and marked as signed on GovernorHub.</p> <p>A signed copy of the minutes would be made available in school.</p>	
6	MATTERS ARISING	
6.1	S175	
	<ul style="list-style-type: none"> It was confirmed that the S175 audit had been submitted to the LA for both John Hampden and Tetsworth. 	
6.2	EQUALITITES OBJECTIVES	
	<ul style="list-style-type: none"> It was agreed to move this agenda item to the April meeting. 	Clerk: Agenda
6.3	ASSET MANAGEMENT PLANS	
	<ul style="list-style-type: none"> The Asset Management Plans needed to be reviewed. This would be an agenda item for the next meeting. 	SBM Clerk: Agenda
7	SCHOOL IMPROVEMENT	
7.1	JHS – SIP	
	<ul style="list-style-type: none"> The SIP had been updated with annotations and progress. <p>Governors asked what has the impact been on pupil outcomes e.g. in EYFS?</p> <p>The autumn term outcomes for EYFS for autumn 2024 are lower compared to the outcomes for autumn term 2023. The data currently showed no impact from the improvements being made. The percentage of pupils expected to achieve a good level of development by the end of the academic year was similar to last years outcomes.</p> <p>Governors asked how long do you expect it to take for the improvements to show in the pupil data?</p> <p>Outcomes are reviewed on a termly basis.</p>	

Governors asked at what point do you expect to see the improvements impacting on the data and if the data does not show the impact what is the plan moving forward?

By the end of this academic year, it was expected to see the impact of the improvements on the pupil data. An action plan was in place and staff had visited other schools to look at their practises. Governors will be presented with the tracking data. EYFS pupils are not assessed at the same time as the rest of the school. 58% of pupils are currently on track to achieve a good level of development compared to 50% at this time last year. Pupils had been baselined at a lower level than last year.

Governors asked when a new intervention is put in place do you expect interventions to take longer to have an impact when put in place for the younger pupils compared to the older pupils?

Fundamental changes needed to be put in place to change the practises in EYFS. The EYFS staff are aware of the changes that need to be made. This includes working with the Nursery. Previous strategies had not had the impact on pupil outcomes.

Governors asked is it an advantage or disadvantage to have a job share in EYFS?

An advantage. The team work together well and support each other with the workload. There are additional challenges in EYFS including 2 pupils with very high needs. RC would arrange to meet with the EYFS Co-ordinator.

RC

Governors asked why has the target been set for 70% of pupils to achieve a good level of development by the end of the academic year?

The target set is slightly above the national average of 68%.

Governors asked how is the development of middle leaders and the curriculum going?

At the inset day CPD had been attended by staff. This was to ensure that all curriculum leaders know the expectations and to set up a monitoring cycle Staff had worked as a team to review the RE, geography and history curriculum. Staff had also been given follow up time and had led some staff meetings. The school was currently looking at the OCC RE curriculum expectations and how this could be covered using the Discovery scheme.

Governors asked spelling is highlighted in yellow – what is trying to be achieved?

The school had bought in a scheme called the Spelling Shed. The English Lead had led 2 staff meetings. Spelling Shed maps out lessons and provides planning and progression documents. The scores for Year 3 pupils had improved especially for the less confident spellers. The Spelling Shed would be rolled out across other year groups.

Governors asked about maths?

Last week meetings had taken place with staff to discuss the autumn data. The numbers of pupils achieving age related had dropped in Years 1,2 and 3. It had been identified that staff were using resources from lots of places. The school was now looking at the same resources being used across the whole school to help with consistency.

7.2 TPS SCHOOL IMPROVEMENT PLAN

- The 6-week plan is linked to the strategy meetings.
- The school is making good progress against the plan.
- Staff meetings this term had been impacted by staff absence. Staff meetings had discussed reading, writing, maths, science as well as a review of the assessment data in the autumn term.

Governors asked how is the quality of education, safeguarding etc?

The use of Cornerstones to support the curriculum was having a positive impact. Monitoring of science has taken place. Pupil books had been checked for coverage of the curriculum, ensuring skills and knowledge are being taught. Pupils are enjoying science lessons. 1 ECT had asked to be involved in science and she had written an action plan.

- History, Geography, Art and DT had been planned into staff meetings. The RE Leader was looking at the RE curriculum. For PHSE Jigsaw was being used as well as assemblies. Training was being put in place for PE and pupils would have two hours of PE a week. The school ha

ordered new PE equipment.

- All staff had been trained in writing ripple and the school had carried out book looks like part of the monitoring of writing. The schools were looking at arranging moderation across the 2 schools. There is a focus on handwriting, presentation and spelling.
- The cycle for English and reading has been rewritten. Quality texts were now in place.
- The Marking Policy had been reviewed.
- For Years 3 to 6 there is whole class reading in place.
- Phonics was a big focus and interventions were in place to support pupils.
- The curriculum at Tetsworth is a 2-year rolling programme.
- The reading mornings with parents were working well.

Governors asked have Tetsworth parents had more information on reading?

Yes. An information evening for parents had been held with included information on how parents can support their children with reading. As part of this evening a phonics session had been modelled.

Governors asked PH whether he has had time to observe?

PH and AB had received the autumn term action plan and PH comes to the school site on a weekly basis.

- Staff are working hard. The wellbeing of staff is important and as the school is on a journey of improvement this creates additional pressure on staff.
- The SEF needed to be reviewed. It had been updated with the staff induction process.

Governors asked what support is in place to support teachers?

SS was supporting teachers. The behaviour specialist from the LA had visited the school. Walkie talkies were now in place to enable staff to call for support. Behaviour scripts and individual behaviour plans were also in place.

7.3 PUPIL DATA – JH

- The school continued to track pupil data and had benchmarked its data with other schools who use target

tracker.

- Broadly the outcomes are favourable when compared to national, but some year groups (generally KS1) were identified where at this stage of the year we were below the Juniper benchmark. This could be due to an assessment issue (over caution or impact of decline in EYFS standards impacting on Year 1). This would be closely monitored over the course of the year.
- Pupil premium pupils achieve and the gaps close as the pupils move up the school.
- The SLT had met with all year groups to review the data.
- TA support has been redirected to support the high needs pupils.
- PH was taking a third group of Year 6 pupils in maths to support.

Governors asked how the school's pupil premium outcomes compared to other schools? How many of these pupils are also SEN?

29 pupils.

Governors asked what else did the school need in order to help support?

Ideally a non-teaching deputy. LC was currently teaching which had reduced the capacity of the leadership team.

Governors asked isn't it the teacher's responsibility for the pupil progress for pupil premium pupils and SEN ?

The SEN pupils have a variety of needs which are different for each pupil. The school focuses on quality 1st teaching and supporting with attendance. If pupils have poor attendance, it is harder to have an impact from the interventions that are in place.

Governors asked is there any difference with the relationships with families with a change in staff?

Not as much as the school would like. The SENCO's workload is big, and LC has taken on more of the safeguarding workload. This impacted on capacity.

PUPIL DATA – TETSWORTH

- The Year 6 cohort are making good progress and achieving

well. 4/6 pupils are achieving greater depth in reading and maths.

Governors asked how is phonics going?

9/10 pupils on track to pass the phonics test.

Governors reviewed the IDSRs for both schools and the SEN report had been circulated.

- There are currently more boys with SEN needs than girls. There are currently 11 pupils with an EHCP with 72 pupils on the SEN register. Reintegration timetables are reviewed on a regular basis.
- Zones of regulation were a focus. The sanctuary was being used in the mornings to support the pupils with a high level of need.

8 SAFEGUARDING**8.1 SAFEGUARDING UPDATES**

- Governors thanked DH for his Governor visit report.
- DH had reviewed the S175 audits. There were no concerns.
- During the sign in process, he was informed who the DSL was.
- The SCR is up to date. The school was in the process of changing the format to an online format for the SCR.
- DH had reviewed what the school had in place for monitoring and filtering. DH had reviewed the service level agreement with the provider. The school was not happy with the response and clarity from the provider from the last incident. Governors want to feel confident that the provider is ensuring that there is a high level of protection.
- It was agreed to write to RM. JH do not use RM as their provider.
- AB had arranged to attend a safeguarding conference. PH is on the waiting list.
- Walkie talkies had been purchased to provide additional support to staff. Staff can then request for support without having to leave the classroom.

**Chair/
Headteacher****Governors asked do both schools have an Online Safety Policy?**

Yes.

- Improvements to the site security for TPS were being considered. This included for the fencing and the door entry system.

8.2 REVIEW OF PUPIL ATTENDANCE AND ACTION TAKEN - JHS

- Attendance continues to be a focus for both schools.
- At JH Arbour, is a new system which is being used to track attendance. Letters have been issued to parents of pupils who has attendance below 90% in the spring. These letters had been followed up by a phone call. The schools were following their Attendance Policy.
- A letter had been sent out to all parents in the autumn term setting the goal of good attendance for all.

Governors asked how many pupils had attendance at JH below 90%?

19 pupils.

- 8.3**
- 3 families are accessing Early Help.

REVIEW OF PUPIL ATTENDANCE AND ACTION TAKEN – TPS

- At TPS 1 family had poor attendance.
- 1 pupil was not in school due to being overseas.
- 1 pupil is on a reintegration timetable which was impacting on their attendance. Attendance is currently 94.1% at TPS.
- Attendance would be an agenda item for the next meeting. This would include information re the attendance for specific groups of pupils including SEN, FSM etc.

9 HEALTH AND SAFETY

9.1 CONDITION SURVEY UPDATE

- The schools had still not received the condition surveys.

9.2 HEALTH AND SAFETY UPDATE

- LH had circulated his health and safety report.
- The Lockdown Plan for TPS had been written but had not

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yet been trialled with the pupils.

- The actions from the OCC audit had been completed or were in the process of being completed.

Governors asked has TPS got an interim Lockdown Plan until the new fire alarm system is installed?

Yes.

Governors asked do you have plans to trial the Lockdown Plan with the pupils?

Yes. Blinds needed to be installed for the windows however the windows need replacing.

- The After School Club providers need to carry out a fire drill.
- A risk assessment would be written re the peacocks.

10 HEADTEACHER'S REPORT

- The Headteacher's report had been circulated.
- To develop staff's professional development CPD and opportunities for staff to visit other schools was in place.
- From the results of the staff wellbeing survey actions had already been taken to address any issues raised. The results of the survey would be an agenda item for the next meeting.

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Governors asked PH how are you feeling about the additional monitoring? Do you feel like you know TPS better?

Yes. PH now has a more direct oversight of TPS and feels confident that the milestones will be achieved.

Governors asked how are staff feeling?

Staff feel supported.

11 FINANCE

11.1 BUDGET MONITORING REPORT

- The Finance Governors had met to review the budget.

Governors asked are nursery numbers going up or down?

ACTION

Nursery numbers are as expected. The school would look at offering 30 hours from September 2024.

Governors asked what is the School Hampden Trust?

It is a charitable trust which had donated £15,000 to the school. Last year £1,000 had been used to fund the pupil premium pupils who went on the residential.

Governors asked what are the risks?

Staff absence which impacts on staff morale. The maintenance costs at TPS were also a risk due to the cost.

Governors asked is TPS fully recruited?

Yes, SS is covering some teaching.

12 GOVERNOR UPDATES SINCE LAST MEETING

- DH had completed a safeguarding visit and LH had completed a health and safety visit.
- Publication of the diversity of the Governing Board would be an agenda item for the next meeting.

NH

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13 POLICIES FOR REVIEW OR APPROVAL

Governors reviewed and approved the following policies:

- Confidentiality Policy
- Health and Safety Policy part 4 - JHS

14 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

- 18 March 2024 at 7.30pm - Online
- 29 April 2024 at 7.30pm - JHS
- 3 June 2024 at 7.30pm - TPS
- 15 July 2024 at 7.30pm - JHS

Governors to note

15 ANY OTHER BUSINESS

15.1 CAR PARK

Covered under agenda item 3.

16 AGENDA ITEMS FOR THE NEXT MEETING

- **Draft budget for 2023/24**
- **Feedback from humanities – JH (April)**
- **Feedback from parents**
- **Publication of the diversity of the Governing Board**
- **Attendance**
- **Asset Management Plan**
- **Results from the staff wellbeing survey.**

17 CONDUCT OF MEETING

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 ***(with the exception of any Restricted Confidential Minutes)***.

The meeting closed at 21.54pm

Signed Date
CHAIR