



**ST EBBE'S C.E. (AIDED) PRIMARY SCHOOL**  
**Headteacher: Mrs Susie Bagnall M Ed**

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**Minutes of the Full Governing Body Meeting**  
**Held on Tuesday 25<sup>th</sup> January 2012 at 7.00p.m at the School**

**Present**

Susie Bagnall (Headteacher) (Staff Governor)  
 Jill McCleery (Chair) (LA Governor)  
 Claire Cory (Foundation Governor)  
 Andrew Godley (Foundation Governor)  
 Helen Graham (Foundation Governor)  
 Janet Rayment (Foundation Governor)  
 Steve Hellyer (Foundation Governor)  
 Jo Horn (Foundation Governor)  
 Pete Wilkinson (Foundation Governor)  
 Clare Whyles (Community Governor)  
 Jane Godby (Staff Governor)  
 Carol Walton (Staff Governor)  
 Rosie Harlow (Parent Governor)

**In Attendance**

Lucy Tyrell – Clerk (arrived at 7:30pm – minutes taken by Jo Horn until item no. 7)

	<b>MINUTE</b>	<b>ACTION</b>
<b>1</b>	<p><b>Welcome and Apologies</b></p> <ul style="list-style-type: none"> <li>◇ Jill welcomed everyone to the meeting.</li> <li>◇ Steve opened the official meeting with a prayer.</li> <li>◇ Apologies were received and accepted from Fiona Whitehouse (Parent Governor).</li> </ul>	
	<p><b>Procedural Matters</b></p> <p>The meeting was quorate.</p>	

Signed.....Date.....

2.	<p><b>Election of Vice-Chair</b></p> <p>Jill explained that Sally Smith (Deputy Chair) (Foundation Governor) had not attended previous meetings as her mother has recently died. She informed Jill that she is officially stepping down as a Governor. The vote for a new Deputy Chair has been delayed until the next meeting.</p>	<p><b>Next meeting – agenda item</b></p>
3.	<p><b>Business Interests to declare</b></p> <p>There were no business interests to declare.</p>	
4.	<p><b>Minutes of Meeting on 28<sup>th</sup> November 2011</b></p> <p>The following points were highlighted:-</p> <ul style="list-style-type: none"> <li>• Page 3: under point 4 – Changes to Admissions Code – we need to clarify that the criterion of ‘children to staff members’ will appear in the new policy after the criterion of ‘church members at St. Ebbe’s and St Matthew’s and before the criterion about ‘members of other churches’.</li> </ul> <p>In view of the above the minutes were accepted as correct and signed by the Chair.</p>	
5.	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	
6	<p><b>Head teacher’s Report</b></p> <p>This was circulated before the meeting.</p> <p>Susie highlighted the following:-</p> <p>Number on roll will top 300 in the summer term.</p> <p><u>Development of School Building</u></p> <p>Jill and Susie have met with the Diocese and have been given full backing for the development of the school building to fit the school’s needs as it expands to 2-form entry. LA will provide money for the basic build as they are responsible for meeting the basic needs of the children. This funding is not yet guaranteed. Liz Harrison (Diocese) has stressed they are committed to spending money to enhance the project, concentrating on aesthetics and helping the new parts of the</p>	

	<p>building fit the existing.</p> <p>The building work includes 2 new classrooms on the present tarmac facing the rest of the school, an expanded staff room and hall (all at full height), a new full size netball court (potentially to be used by the community), upgrading of the spare classroom for EYFS and conversion of the IT suite into an additional classroom, but retaining our separate library.</p> <p>It is proposed that car parking is made available in the OCC car park across the road.</p> <p>These plans are very early stage and staff will be able to look at more detailed plans when available and comment on them.</p> <p>Jill was concerned that the second EYFS classroom and toilets should meet the standard of the present provision.</p> <p>The building work should commence in Spring 2013 to be completed by Autumn 2013.</p> <p><u>Admissions Code</u></p> <p>Susie fed back that discussions with Grandpont regarding 2-form entry have been very positive and she is confident in developing a positive future partnership. It is Grandpont's preference for both EYFS classes to be sited at St Ebbe's, which is the easier option for St Ebbe's also.</p> <p>The Governors were asked to vote on the above and the result was unanimous. The Governors were agreed that it is in the best interests of the community to proceed to 2-form entry.</p> <p>Susie expanded on the possibility of having a second full-time EYFS teacher from September to avoid the problem of having to annually recruit to a temporary post for the summer term. This would be affordable due to the greater sum of money the youngest children would attract (£3,297) if 30 children start in September 2012.</p> <p>Susie has calculated that 30 children on roll for the January census would cover the staffing costs of the two classes.</p> <p>The Governors were asked to vote as to whether St Ebbe's should employ another EYFS teacher from September 2012 and the Governors agreed unanimously.</p>	
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	<p>(Clerk arrived at meeting and carried on with minute taking).</p> <p><u>Cherwell Partnership Collaboration</u></p> <p>The Cherwell Partnership Collaboration is being run by facilitator John Hulett, a retired Head Teacher from Thame. A graphic highlighting the aims of the partnership was tabled at the meeting. Susie emphasised the need for governors to be involved in the partnership in the future as it is likely to involve financial decisions as schools are faced with buying in services previously provided by the LA.</p> <p>The Governors discussed the likelihood of St Ebbe’s being ‘left out’ of the Cherwell Academy due to geographical location. Susie clarified that Cherwell is our nearest secondary school and most Yr 6 children were offered their place for 2011, although only on the 2<sup>nd</sup> and 3<sup>rd</sup> tranche.</p> <p><u>Latest Ofsted News</u></p> <p>Susie highlighted the latest news detailed in her report and indicated an inspection may be due this Autumn.</p> <p><u>DfE News</u></p> <p>Susie informed the Governors that proposed developments are unlikely to change before 2013 and highlighted that although the curriculum is 20 years old, teachers are still making it work and making it creative.</p> <p>The report ended with a list of Curriculum Events since 28.11.11, for the Governors’ information.</p>	
<p><b>7</b></p>	<p><b>Governor Committee Reports</b></p> <p><u>Personnel &amp; Welfare</u></p> <p>The minutes from 5<sup>th</sup> January 2012 were circulated with the FGB agenda.</p> <p>Lucy Gething is to return from maternity leave after Easter for one day a week until the Summer Term and will cover PPA/NQT time.</p> <p>The Committee had looked at Home School Agreements and Carol confirmed these are kept at the school. They plan to update these in the near future and to monitor that they are signed and returned.</p>	

	<p>The Homework Policy is currently being updated.</p> <p>A Tea Party has been arranged for 16<sup>th</sup> July 2012 at 3:30pm and all Governors are encouraged to attend. It will be an excellent opportunity for Governors to affirm the staff and acknowledge the end of a good year.</p> <p><b>Date of next meeting .....</b></p> <p><u>Parent &amp; Community Links</u></p> <p>The minutes from 13<sup>th</sup> January 2012 were circulated with the FGB agenda.</p> <p>The following was highlighted:-</p> <ul style="list-style-type: none"> <li>➤ The tarmac issue will now be dealt as part of the capital development, but remedial work needs to be carried to the uneven kerb stones and paving which was raised as a H&amp;S issue in the recent audit.</li> <li>➤ Two trees at the front of the school have been causing damage and creating a serious trip hazard. Susie has been advised to obtain quotes for their removal and quotes for the remedial work to the playground surface. Susie would like this work to be done in the Easter holidays because of the H&amp;S risk. The Governors suggested a carefully worded paragraph in the newsletter to reassure parents the trees are being removed due to the risk they are posing.</li> <li>➤ Rosie questioned if the raised drain cover should be highlighted to Mouchel as a health and safety issue. Susie to investigate.</li> </ul> <p><b>Date of next meeting Friday 24<sup>th</sup> February 2012 at 3:15pm</b></p> <p><u>Curriculum</u></p> <p>The minutes from 10<sup>th</sup> January 2012 were circulated with the FGB agenda.</p> <p>Janet highlighted the literacy report – there is a significant discrepancy between pupil performance in reading and writing achievement, particularly at Level 5, as per a report written by Saskia van de Zee. Reading attainment was good, however the school would be focusing on technical writing skills and raising standards in spelling and handwriting. Saskia is to write and circulate policies for handwriting and spelling.</p>	<p><b>Susie</b></p> <p><b>Susie</b></p>
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	<p>Royal Society Grant – the award of this grant offers the school great opportunities in Science, with workshops led by 6<sup>th</sup> formers.</p> <p>The Assessment policy, approved by the Committee was signed at the FGB meeting.</p> <p>Jo questioned if there existed a ‘teacher’s wish list’ to enable Governors to be aware of resources/help required by teachers and asked if this could be prepared. The Governors agreed.</p> <p>Jill informed governors that £529 has been raised by the community to be spent on maths literacy games.</p> <p><b>Date of next meeting 1<sup>st</sup> March 2012 at 3:30pm</b></p> <p><u>Finance</u></p> <p>The minutes from 17<sup>th</sup> January 2012 were circulated with the FGB agenda.</p> <p>Rosie highlighted the following:-</p> <ul style="list-style-type: none"> <li>➤ Linda, a bursar from Sue Bremmer Mills will help out at the school on a needs-must basis.</li> <li>➤ Awaiting result of funding application for monies to develop EYFS outdoor learning area.</li> </ul> <p><b>Date of next meeting 28<sup>th</sup> February 2012 at 9:15am.</b></p> <p><u>Buildings</u></p> <p>Covered by capital development project.</p> <p><u>Foundation</u></p> <p>The minutes from 18<sup>th</sup> January 2012 were circulated with the FGB agenda.</p> <p>Our resident artist is working with the student council with a view to creating a mural at the back entrance of the school. It has been agreed to do fantasy animals lead by a dragon on the way in to school and Noah’s Ark marching animals leading out of school.</p> <p><b>Date of next meeting Wednesday 29<sup>th</sup> February 2012 at 3:30pm.</b></p>	<p><b>Committee to investigate</b></p>
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	<p><u>Admissions</u></p> <p>Carol updated the Governors as follows:-</p> <ul style="list-style-type: none"> <li>➤ 4 appeals before Christmas. 2 were refused and 2 upheld (Yr 3).</li> <li>➤ F1 applications are with LA and school is awaiting the list of preferences.</li> </ul>	
<b>8.</b>	<p><b>Governor Visits</b></p> <p>Governors were sent a list detailing their class links with the agenda papers before the meeting. Susie highlighted to the governors they are linked by class, not by teacher and governors are to initiate contact.</p> <p>Susie advised the governors to use the SDP to guide them in their observations, but highlighted it is not a formal observation but will help governors develop a more critical eye of our strengths and weaknesses. Governors will also be better informed to support staff.</p> <p>Jo questioned if governors were to be linked through Champions and it was suggested that Curriculum Committee would look at this.</p>	<b>Curriculum Comm</b>
<b>9.</b>	<p><b>Governor Training</b></p> <p>None reported.</p>	
<b>10.</b>	<p><b>Policies Review</b></p> <p>The Assessment Policy was signed and filed.</p>	
<b>11.</b>	<p><b>Health and Safety</b></p> <p>Health and safety is being looked at by Susie and Janie. They aim to look at 3 risk assessments at each meeting and are also working on COSHH and the other action points arising from the annual audit.</p>	
<b>12.</b>	<p><b>Correspondence</b></p> <p>Jill had received a letter from Prof Margaret Maden asking if she could be considered as a governor if an appropriate vacancy arose. Jill to reply.</p> <p>John Perry has been nominated as a candidate for a St Matthew's governor.</p>	<b>Jill</b>  <b>Foundation</b>

	That leaves a vacancy for the diocese – forward to Foundation committee meeting.	
<b>14.</b>	<b>AOB</b>  None.	
<b>15.</b>	<b>Next Meeting</b>  The next meeting will be on Wednesday 7 <sup>th</sup> March at 7pm at the school.	
	<b>Close</b>  Steve closed the meeting with a prayer. The meeting closed at 8:35pm.	