

**The Heyfordian School Trust**  
Governing Body of Heyford Park Free School



**Minutes of the full Governing Body meeting held at Heyford Park Free School on 14<sup>th</sup> September 2016 at 8.00am**

***Present:***

David Castles, Principal (DC)  
Paul Silver, Chair (PS)  
Michael Loveland (ML)  
Elaine Robinson (ER)  
Gale Law (GL)  
Emily Boswell (EB)  
Sarah McCready (SMc)

***In Attendance:***

Kate Akkerman, Clerk (KA)  
Anna Russell, Head of Secondary (AR)  
Rebecca Hughes, Head of Primary (RH)  
Vicky Wallington, Assistant Principal (VW)  
Dame Erica Pienaar

***Apologies:***

Steve Maltby (SM)  
Charlie Morgan-Harris (CMH)  
Jan Maulden (JM)  
Adrian Lockwood (AL)  
Nathan Jones (NJ)

The Chair (PS) opened the meeting, there were no Declarations of Interest.

PS reviewed the minutes of the previous meeting of 13<sup>th</sup> July 2016, they were agreed to be an accurate representation and were approved.

Governors were provided updates on the following:

<b>ACTIONS FROM 14/09/2016</b>			
Carolyn Unsted to meet with DC and SLT	PS	OPEN	
Re-publish policy list with Governor ownership	KA	OPEN	

Draft letter to EFA expressing concerns around outdoor space and security	PS	CLOSED	DC to draft letter and forward to PS
<b>ACTIONS FROM 13/07/16</b>	<b>PERSON</b>	<b>STATUS</b>	<b>COMMENT</b>
DC to meet with AL to discuss lease for Park Keepers	DC	CLOSED	Moved to Premises Committee Agenda
Premises Committee to submit proposal for EFA funding for site safety	DC/AL	CLOSED	Moved to Premises Committee Agenda
DC to liaise with VW regarding the need for additional temporary sports site	DC/VW	CLOSED	Additional area made available an in use
DC to circulate the 3-5 year strategic plan	DC	ONGOING	
Premises committee to obtain a quote for a window cleaning contract	DC/AL	CLOSED	Quotes obtained, moved to Premises Committee Agenda
AGM meeting to be scheduled	KA	CLOSED	Scheduled for 21/09/16
<b>ACTIONS FROM 27/04/16</b>	<b>PERSON</b>	<b>STATUS</b>	<b>COMMENT</b>
Business Plan proposal of Staff Performance Management for presentation to FGB	DC	CLOSED	Being updated. Pay & Performance Policy to be presented to the finance committee for approval
Diarise time for Governors to carry out learning walks and review policies	KA	CLOSED	Diary invitations sent out
Recruitment of new Parent Governor	KA	CLOSED	Email sent out to parent community

DC advised the Governors that a Fire Safety inspection had taken place. This has highlighted an area of concern regarding external fire escapes. These have been temporarily boarded up and an interim Risk Assessment has been put in place. This has been followed by two whole school fire escape practises. A structural engineer's report has been commissioned. Kier have been advised and will establish whether the fire escapes need replacing. This will be followed up by the Premises Committee.

EB informed the Governors of a superb training course her school had just carried out regarding lockdown procedures and terrorist attacks and recommended that HPFS carry out similar training.

VW advised the Governors that the sports pitch was now being used. SMC noted that the pitch had not officially been handed over to the school and should not be being used. Using the pitch before it was ready

was likely to cause additional issues to the surface in the future and a complication of whose responsibility it would be to resolve. SMC reminded the Governors that an additional pitch had been provided in the interim whilst waiting for the pitch to be ready for use.

EB stated that if the pitch was not ready then it shouldn't be being used. PS reiterated that the developer has stated money was available to fund any offsite transport or pitch costs needed while works were being completed.

SMC advised that a pitch surveyors report was due within the next 24 hours. The findings of this report would be shared with the school.

KA confirmed that learning walks were beginning to be booked with Governors. SMC was concerned these were being booked in small groups and requested that they be carried out individually. PS suggested that learning walks be carried out once per term.

PS asked the Governors for their views regarding recruiting a new Parent Governor. GL advised that it was not a requirement for her to lose her Parent Governor status as was previously stated. However, DC thought it would be a good idea to change Gale's Governor status to ordinary Governor and to go ahead with the recruitment of a new parent Governor. KA will organise a ballot to the parent community. AR noted that it was very useful having GL as a Governor as she was very regularly on-site. PS stated that it would be good to recruit a new Governor. It was approved that a new Parent Governor would be recruited.

### **Principals Report**

DC presented the updated staff list and student numbers. DC confirmed that the year 2/3 class had now been split into individual classes as it was near to sustainability.

PS enquired whether this was due to pupils swapping schools or intake from the new houses.

EB enquired how the school is managing the extra numbers of students. RH replied that there are 3 mixed year 1, 2 and 3 classes working in phases being a provision for the children that suits their needs, Maths being taught to their ability. RH advised there are now 3 primary teachers with 24/25 children per class along with 6 teaching assistants with 4 adjacent rooms on the upper level available for teaching. Year 4 are being taught on the ground floor.

DC added that some children were still in the admissions process which will be finalised by 1<sup>st</sup> October 2016.

DC presented the new staff structure. PS requested that Jennifer Walker, EYFS Leader, be available to present to Governors at the next meeting. RH enquired which Governor would be available to do a Learning walk, it was agreed that a date would be agreed with JM.

PS noted that would be useful for names to be added to the staff structure diagram and circulated to Governors.

PS enquired whether the Specialisms Campus was now just being used for teaching specialist subject only?

DC advised this was the case except for a small minority of cases where timetabled lessons were necessary to minimise site changes. PS asked VW if there was sufficient support at the SC and whether all of the facilities were working. VW replied that it was a considerable improvement on last year and that equipment was working but there were a few training requirements for the studio and kiln. DC advised that the dance studio was now fully fitted out with the ballet bars and mirrors now installed.

PS enquired whether the community were actively using the facilities. It was noted that there was a vacancy for a lettings administrator.

DC advised the Governors that there is still a vacancy for a Director of Learning and Teaching. EB enquired how this role would be filled as it creates a big gap and recruitment needs to be planned now. DC advised that the role would be advertised in Spring.

PS enquired whether all the SLT roles were clear. EB asked how many hours each of the SLT are spending

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teaching. VW – 16 hours, AR – 10 hours, RH 1.5 days. PS told the SLT to inform the Governors if this became too much.

DC advised the Governors that an area that they were down on was Specialist Science, he explained that this was currently being covered but that it did have an impact on SLT time.

### **Primary Phase – RH**

RH introduced herself to the Governors and informed the Governors of her key focus areas of assessment and its structure and the need to report to parents differently. EB enquired when this would be in place. RH advised that she has created a new assessment system in line with Key Stage 1 and 2 assessments that she has presented to staff members and received positive feedback. RH stated that her next step was to identify which requirements are essential. The current priority is phonics with training in place for all primary staff to be able to have a clear idea of where each child is with reading and phonics.

RH pointed out that the new playground space is working well but noted that it wouldn't be big enough as the school grows even further. PS suggested this was passed onto the Premises Committee for consideration.

PS welcomed RH to the school.

### **Partnership Support – PS**

PS provided some background and explained to the Governors that now that the school is over half full, and the premises are fixed it was a good time to check delivery. With a new SLT in place, new members of staff and a new GCSE structure PS is trying to offer a boost of resource to the SLT to work together in the right direction. PS introduced Dame Erica Pienaar. PS also referred to the proposal developed by Carolyn Unsted for strategic review of the school business plan and explained that Carolyn was unable to attend the meeting.

Dame Erica Pienaar introduced herself to the Governors, and explained that she had been involved with the school since inception and that she is available to question and gain experience from. EP explained that what is done now will effect staff retention and the outcomes of the children past their years at HPFS. EP also noted that a provision for KS5 should be put in place now. EB agreed stating that plans should be in place by then end of the year.

PS noted that another consideration should be whether Karen Healey was brought on board in a specific Year 10 focus role who would work with year 10 children, checking results and producing individual learning plans with students, staff and parents to ensure the first set of GCSE results are the best they can be. PS noted that it was important that parents be brought on board now. Any areas of concern could be fed directly into KH.

DC enquired how EP would see mentoring working alongside the proposal from Carolyn Unsted. EP replied that once the business plan was accurate then it needed to be delivered and the "how" is where the mentoring fits in, working to a set of aims and intentions.

PS stated that it was important that the Governors had a clear 3 year plan

The appointment of Dame Erica Pienaar and the proposal from Carolyn Unsted (NE Ltd) was ratified by the Governors.

PS asked the Governors if Karen Healey should pick up the year 10 role.

RH enquired what her background was. SMC explained that she had been a Head Teacher for 10 years and taken her school out of special measures to good. She has been an Educational Consultant for last 3 years.

PS noted that the next step was for the Governors to approve Karen's appointment.

DC asked whether the school wanted a consultant who would leave after her appointment was finished or a full-time member of staff?

PS stated that he didn't want to leave it that long as new staff take time to recruit.

EB endorsed what PS stated, there is a gap and we should use the extra resource now and ask them to help with the recruitment of a fulltime staff member

PS asked GL if she would be happy with the appointment of KH, GL replied she would and stated that we should take the experience now and put a recruitment plan in place as the right person with the right fit takes time to find.

AR noted that she would be happy with the appointment but concerned about when she left.

EP replied that processes would be in place to resolve that issue.

PS advised that the next step would be to tentatively agree a package with KH and for her to meet with DC and the SLT. *(This further meeting took place on 21/09/16, a proposal from KH should be received by 26/09/16 and DC has agreed an initial 3 day block of work from 10-12/10/16, KH would then join the SLT on a fixed-term basis from the end of the October half term).*

### **Safeguarding update – AR**

AR presented the key changes to safeguarding children

EB enquired whether all new staff have received safeguarding training, DC advised this was part of new staff induction training.

PS enquired whether the school policy is up to date. DC advised that the policy was reviewed and tweaked last year.

It was requested that the policy list with Governor responsibility be re-published.

EB enquired whether every member of staff including cleaners had received safeguarding training.

PS enquired what information is reported to Governors and noted that we could not report too much, any concerns should be reported, he was concerned that information was not shared quickly enough.

DC replied that when an external safeguarding issue was raised this was reported to Governors.

EB enquired what devices were available to children to access the internet. It was explained that personal mobile devices are not allowed at school and the laptop trolley is locked and managed via an access request tool. There is no access allowed to these during lunch or break times.

### **AOB**

None

The meeting was closed at 10.13

The next Governing Body meeting is scheduled for 8am on Wednesday 16<sup>th</sup> November 2016 at Heyford Park Free School.