



| |
|--|
| HPFS Full Governing Body Meeting Minutes |
| 28 th March 2018 at 8am |
| Heyford Park Free School, Officers Mess, |
| Attendees: Paul Silver, Adrian Lockwood, Steve Maltby, Steve Gee, Emily Boswell, Jan Maulden, Elaine Robinson, Karen Healey, Rebecca Hughes, Ash Rugoobur, Vicky Wallington, Lorraine Dumbill, Kate Akkerman |

| | Agenda Item | Lead | Comments | Actions | Who | Timescale |
|----|---------------------------|-------------|--|----------------|------------|------------------|
| 1. | Apologies | KAK | Gale Law, Charlie Morgan-Harris, Sarah McCready | | | |
| 2. | Declarations of Interest | KAK | No new declarations | | | |
| 3. | Minutes from last meeting | PSI | Minutes Approved | | | |
| 4. | Matters Arising | | PSI requested page numbers are added to agenda papers | | KAK | |
| 5. | EYFS, KS1 & Phonics | RHU | <p>RHU presented the EYFS, Phonics and Key Stage 1 position statement at February 2018 (AP3)</p> <p>An action from the previous FGB meeting was to focus on PP pupils. There are few in receipt of PP therefore individuals need to be looked at. Results are coming in but things are looking on target.</p> <p>Greater depth assessments are very much on target now. Writing is still a concern, there is a need to put some additional support in to achieve good levels of children working at ARE, we believe this is achievable. A real difficulty is new arrivals often with SEND difficulties or behavioural challenges that mean that TA time is used for these as a priority. SMA enquired if writing is always a problem, RHU noted it is the hardest target to achieve.</p> | | | |

| | | | | | | |
|----|--------------|-----|---|--|--|--|
| | | | <p>EBO commented that as they are such small numbers we must look at individuals</p> <p>JMA asked how many PP pupils are in Primary</p> <p>KHE confirmed that the numbers are so small work can be personalised for individuals</p> | | | |
| 6. | Year 11 data | ARG | <p>ARG presented the Year 11 data for March 2018, assessment point 3.</p> <p>At the last FGB meeting, it was requested data to be provided with Statistics / VCerts data included as a prediction and the 3 “outliers” removed. These 3 students are long-term non-attenders through managed moves to the school and others services are working proactively with them alongside the school.</p> <p>ARG explained that they had looked at boundary leapers, where students could be moved from 4+ to a 5 grade and putting interventions in place; extra lessons.</p> <p>EBO enquired if this intervention sessions had worked. KHE confirmed this had in all but Science as there is a lot of curriculum catch up to be done.</p> <p>KHE advised a revision timetable for the Easter holiday was in place for all students. CS is still an issue but help has been received from Banbury Academy and a revision day is planned during the holidays at BA. Working with the exam board to apply for special circumstances.</p> <p>KHE noted the impact of removing the outliers will improve the basics score</p> <p>SMA asked if OFSTED would exclude them</p> <p>KHE explained this may not be done this year but it will be allowed next year in relation to progress 8. KHE explained we need to be able to talk case studies with OFSTED and show how the data would be, 3 children equates to 5%, but published data does have to include them.</p> <p>SMA noted the maths results, KHE asked to remember where maths has come from and note the improvement.</p> | | | |

| | | | | | | |
|----|--|-----|--|--|--|--|
| | | | <p>KHE explained the data has now been moderated and boundaries have been compared with other schools. We have looked at individual children and identified those who can move grades and targeted them. We have met with the students and their parents to ask what we can do to help, and explained the exam timetable. We are making every day count.</p> <p>EBO asked if students will be taught throughout the exams, KHE confirmed students would remain at school.</p> <p>EBO asked about History, KHE noted it is not where is should be as playing catch up with the curriculum.</p> <p>SGE enquired if we are happy that the measures put into place will be carried forward for future years. KHE noted that Year 10 are in a better position.</p> <p>KHE advised that CS is still not fixed but that a plan is in place</p> <p>SGE asked if this could be led through an agency</p> <p>SMA asked if we can hire now</p> <p>KHE explained now we have insurance this will cover back pay, allowing us to offer an interim post with potential for a permanent position if necessary</p> <p>SGE asked how soon we can appoint</p> <p>SMA stated now the insurance is in place we should go ahead and recruit.</p> <p>KHE agreed to approach agencies to look at an interim contract.</p> | | | |
| 7. | Carolyn Unsted Review and school action plan | KHE | <p>PSI noted he had read the review and noted it had vastly improved, he asked KHE to highlight any actions.</p> <p>KHE stated the main action was to perform a health check to compare then and now, confirm the self evaluation is right and apply the SIP. KHE has aksed CU to hone priority actions for the remainder of the year.</p> | | | |

| | | | | | |
|--|--|---|--|--|--|
| | | <p>JMA commented it is interesting that CU highlighted excellence in writing when it is a focus for us. RHU noted because we know we have been focussing we need to be able to show all aspects of work as evidence of improvements</p> <p>PSI asked if we have evidence files, EBO asked if work is displayed on the classroom walls</p> <p>RHU explained a lot is on white boards but is recorded by photographs</p> <p>PSI asked if these are stored in a central database</p> <p>KHE explained that class tests will now be added to students folders to show evidence of marking</p> <p>PSI asked if there are folders containing observation sheets and a need to be able to link to the photographic evidence</p> <p>KHE explained you need to be clear what you are showing and telling</p> <p>PSI noted a need to set a culture which goes beyond what other schools do</p> <p>KHE will explore a system to publish half term data</p> <p>PSI asked if Governors have seen examples of student flight paths</p> <p>KHE explained each students has an individual flight path for every subject, students own them and update them after every assessment point</p> <p>JMA suggested Governors should set objectives to do more learning walks as they will learn so much</p> <p>PSI suggested it would be interesting to compare flight paths to actual results</p> <p>SGE asked if parents engage with the flight paths</p> <p>KHE noted they are always referred to with any parent engagement</p> <p>EBO asked if the children find the flight paths motivating, KHE replied that children always talk about them and look at the end result</p> <p>PSI asked in summary of CU's report are you happy it is a fair reflection</p> | | | |
|--|--|---|--|--|--|

| | | | | | | |
|----|------------------------|-----|--|--|-----------------------|--|
| | | | <p>SMA asked based on action plan, are measurements in place to ensure an impact on actions KHE replied work is on going but certain actions have a quick impact, very closely using time.</p> <p>PSI noted the report is vastly improved with less fire fighting and more strategy, PSI thanked KHE for all her hard work KHE replied things are still very operational, systems need to be put in place</p> | | | |
| 8. | Governance Action Plan | KHE | <p>KHE presented the Governance Action Plan</p> <p>All Governors need to complete online Safeguarding & Prevent training PSI asked for logins to be resent</p> <p>SMA suggested a need for an additional Governor meeting to discuss school expansion</p> <p>EBO confirmed the need to think about expansion in the future</p> <p>KHE stated RHU and her have a view but asked what the Governors view is</p> <p>SGE noted we need to understand timelines and finance, how much impact can Governors and the school have on any development SMA suggested a simple model, primary on one site and secondary on another, KHE didn't think it would all fit on 2 sites PSI suggested speaking with an educational architect</p> | <p>Resend login details for Educare website</p> <p>Diarise meeting to discuss school expansion</p> | <p>KAK</p> <p>KAK</p> | |

| | | | | | | |
|-----|----------------|-----|---|--|--|--|
| | | | <p>SGE stated the need to understand what options are available</p> <p>SMA stated the need to understand the vision first</p> <p>EBO stated the need to know the local community requirements</p> | | | |
| 9. | Strategic Plan | KHE | <p>KHE presented the draft Strategic Plan, highlighting the priorities, what we want outcomes to be and the key strategies to get there.</p> <p>PSI suggested more evaluation measures are needed</p> <p>KHE noted these are in the SIP but will add a milestones column to the plan.</p> <p>KHE explained the next step is to identify key strategies requiring a group of Governors to review. The SIP will come out of the result. The final draft will be finalised by May half term</p> | | | |
| 11. | Cash Flow | LDU | <p>LDU presented the current cash flow situation</p> <p>Government funding in line with budget, part of the loan has been paid however the remainder is required before the Kier payment can be made</p> <p>Keir have sent a demand notice. A reply has been sent explaining the requirement of the loan payment before this can be paid.</p> <p>The back log of aged debtors is being cleared</p> <p>Income is being received from wraparound, enrichment and school trips</p> <p>The access control has been installed at the Gym. PSI enquired if the new operator is on board. LDU explained there is a situation regarding the operational hours which needs to be agreed by OCC</p> <p>KHE explained a verbal agreement has been received but we are waiting for written confirmation before School Space will sign a contract.</p> <p>PSI suggested sending a letter to OCC stating a date the new hours will be effective from, SMA suggested sending a letter advising the change of hours with immediate effect.</p> <p>LDU advised support staff have been paid their backdated pay increase</p> | | | |

| | | | | | | |
|-----|---------------------------|-----|---|--|--|--|
| | Benchmarking | LDU | <p>PSI enquired if things would turnaround over the Summer and if we are confident this is an accurate picture</p> <p>LDU explained there is no recorded data for free schools or all through school in Oxfordshire. Alternative schools have been looked at but only for 2015/2016, our income is better.</p> <p>It was suggested to pick some local schools to share data with including pay scales</p> | | | |
| 12. | Income Generation meeting | LDU | <p>LDU presented the discussions from the Governor Revenue generation meeting</p> <p>Ask parents for a donation to the school. Ideal would be £10 per family per month, by setting up a standing order. Potential Profit: £9k** (May, June, July) **£3K per month (presuming 300 families pay £10 per month)</p> <p>PSI agreed this was a good idea and should go ahead SGE added a caution, can't reduce school hours after we have asked for contributions KHE noted we have to accept the national funding education crisis, SLT are in support understanding that we can't do it all, some things will have to go.</p> <p>SMA must stress that if you don't contribute it will have no impact on your child JMA be aware of the local community and mitigate any discussion SGE asked if any other local schools have done this PSI opportunity for other schools to cooperate EBO need to think about the timing of the letter</p> | | | |

| | | | | | |
|-----|------------------------|---|--|--|--|
| | | <p>PSI suggested sending the letter at the beginning of the school year JMA suggested clarifying the list of provisions in the letter.</p> <p>Requesting donations from local businesses on Heyford Park. LDU will produce a letter to send</p> <p>Shortening of the school day Same timetable all week. Savings to be made in support staff costs and staffing. EBO asked for clarification of where the savings will be made KHE noted Governors need to be clear of the benefits of the extended school day. SMA commented that the original vision of the school was not properly costed SMA ERO and SGE agreed we should remain with the extended day for the time being</p> <p>Increase wraparound fees after Easter by 5/10%. Justification – no increase over the past 2 years. A 10% increase in term 3 will bring in an additional 2K to the school. SMA agreed</p> <p>Open the Nursery over the summer period SMA need to look at staffing</p> <p>SGE suggested bringing in Ignite Sports to run summer clubs, KHE noted the safeguarding issues, this is not a priority</p> | | | |
| 10. | Reports for Committees | <p><u>Premises Committee Update</u> ALO provided an update from the Premises committee: Kier situation already covered under separate agenda item</p> | | | |

| | | | | | | |
|-----|----------|-----|--|---|-----|--|
| | | | <p>Site Manager report – no issues, MST now on top of outstanding issues, his report is very easy to identify issues. Numerous works planned for Easter holiday Janitor recruited</p> <p><u>Finance & HR Committee Update</u> SMA provided an update from the Finance Committee noting that most Finance items had been covered under previous agenda items</p> <p><u>Students Committee Update</u> EBO provided an update from the Students committee, noting there are known areas of concern. Computer Science and Science are moving forward. Year 10 data is positive, curriculum models need looking at.</p> <p><u>Post 16 Task Group</u> KHE provided an update from this task group. Advising the second open evening has taken place, working with Placi to identify business partnerships, biggest issue is capacity now the consultant has gone and Sarah not on board but group believe in place now to wait until Sarah starts</p> | | | |
| 11. | Policies | KHE | <p>Admissions Policy</p> <p>Admissions Policy was approved by the Admissions Committee</p> | <p>Arrange publication of approved policy on school website</p> | KAK | |

| | | | | | | |
|-----|----------------------|-----|---|--|--|--|
| 12. | Safeguarding | VWA | VWA advised the FGB one child is under child protection and is going to legal proceedings, they will need looking after. | | | |
| 13. | AOB | | <p>ERO asked how the new Heyford Park Nursery will impact HPFS Nursery. It is a different offering, ours being educationally focussed and term time only, we have built up relationships.</p> <p>There was a discussion regarding FGB meeting papers. It was agreed papers would be numbered and printed for each meeting JMA suggested adding Learning Walk reports to the pack.</p> | | | |
| | Date of next Meeting | | 23 rd May 2018 8am | | | |