



HPFS Full Governing Body Meeting Minutes
22 nd November 2017 at 8am
Heyford Park Free School, Officers Mess,
Attendees: Paul Silver, Adrian Lockwood, Gale Law, Steve Gee, Elaine Robinson, Emily Boswell, Charlie-Morgan Harris Kate Akkerman, Karen Healey, Rebecca Hughes, Jonathan Swift, Ash Rugoobur, Cat Marin, Vicky Wallington
Apologies/Absent: Jan Maulden, Steve Maltby, Sarah McCready

	Agenda Item	Lead	Comments	Actions	Who	Timescale
1.	Apologies		Jan Maulden, Steve Maltby, Sarah McCready			
2.	Declarations of Interest		No new declarations			
3.	Minutes from last meeting	PSI	Minutes Approved			
4.	Matters Arising		PSI requested dates of meetings be allocated to actions in minutes Updates on student achievement now provided at each FGB EYFS will be added to self-evaluation by next FGB Revised project expenditure is now incorporated into budget under SIP		KAK RHU	 March 2018

			All statutory publications are now available on the school website			
5.	Pupil Performance Data & Analysis – Year 11	ARG	<p>ARG presented the performance data for Year 11. He noted that all points have improved except Maths 9-4 and PE, this is because grade boundaries have increased approx. 4%. He noted that females were doing better in all subjects except maths. ARG advised the positions are being reviewed and analysed and meetings are taking place with parents</p> <p>CMA noted that students are beginning to see the urgency and they are aware of available resources</p> <p>CMA advised that mock examinations are taking place w/c 27th November</p> <p>EBO asked if all exams are happening in one week.</p> <p>EBO asked when the mock exam results will be available, ARG advised this will be after xmas holiday with a parents evening planned for January with reports</p> <p>PSI requested an email to FGB with results</p> <p>EBO issued a note of caution to not be alarmed by results</p> <p>CMH enquired if any work would be available during the xmas holiday</p>	Provide mock exam results to FGB	ARG	Jan 2018

			<p>EBO suggested students need a rest and work should be staggered from January onwards</p> <p>PSI enquired how targeted children will be assisted, KHE advised they will be taken out of core PE to attend extra lessons, staff will be taken off classes in lower years</p> <p>SGE asked how will you manage the expectations of parents of students in lower years, KHE hoped it would be met favourably</p> <p>PSI asked for a summary of the information, CMA stated very happy with English, well above NA and happy with Maths</p> <p>EBO stated she still has a concern with History – large gap between History and English, KHE confirmed there is still a concern, however results have gone up from last data point</p> <p>EBO enquired if the History teacher has enough time to teach the syllabus, KHE confirmed she does, she has been given an extra lesson a week and all content will be covered by xmas.</p> <p>PSI asked what effect being taken out of lessons is having on students confidence, PE is a good way of releasing stress</p>			
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			<p>ARG advised meetings with parents were favourable</p> <p>KHE advised removal from PE is not for the whole term, its very targetted</p> <p>GLA explained her daughter was happy to miss PE if it will help her grades, she is confident it is a good thing.</p> <p>GLA advised parents see Science as more of a problem than History</p> <p>PSI asked if we are on track on Science</p> <p>GLA said she had received positive feedback regarding the new Science teachers</p> <p>PSI asked if the school/parent communication regarding progression is clear, GLA replied it has been very well received</p> <p>PSI enquired if many parents are getting tutors, GLA replied yes quite a number</p> <p>EBO enquired if the students realise they have to do the work themselves, KHE replied that staff are focussing on independent learning, there are a few girls that school workin hard with, one was put in Banbury exclusion unit to ensure they realised seriousness of their behaviour.</p> <p>EBO enquired if students stay after school to do extra work, CMA advised 16 students stayed after school on Monday</p>			
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			<p>20th November for English. Confirmed growing number although not all. GLA noted that the students are very aware of how important their results are for them and also for the school which adds to the pressure</p> <p>ARG advised assemblies are being held covering coping with stress, exam techniques, how to revise etc.</p> <p>KHE noted that staff are also very aware of how important the results will be</p> <p>EBO/PSI offered a formal vote of thanks to staff for their hard work</p> <p>KHE stated it was worth looking at the Year 10 data as they are in a much better position than current Yr11's were at this time last year (see data sheet attached as paper to agenda)</p>	Formal letter of thanks and appreciation from FGB to staff	KHE/PSI	Dec 2017
6.	Teaching & Learning Impact Report – Secondary	CMA	<p>CMA presented her report</p> <p>EBO enquired which teachers are NQT, CMA advised 2 maths and 1 science</p> <p>ALO advised parental feedback had been received that classroom disruption action has not been consistent, KHE advised 1 teacher is receiving SEN training to help manage situations</p>			

		<p>PSI asked how much time is spent visiting classrooms, KHE advised SLT visit 3 classrooms a week as a minimum each with a particular focus</p> <p>PSI asked if there is a consistent marking scheme, KHE replied this is being addressed as there is but ensuring consistency and quality.</p> <p>PSI enquired if Carolyn Unsted had carried out her review, KHE advised that CUN was ill and her visit would be re-scheduled for January</p> <p>PSI enquired how staff morale was, do staff have good working relationships CMA replied they did, and that the recent Teacher/Parent meetings had a massive positive impact</p> <p>EBO enquired how often these took place, advising they should be once yearly. This was confirmed.</p> <p>PSI noted that self-evaluation had rated "required improvement" and asked when this would be "good"</p> <p>CMA replied rapid improvement meant that some teaching already improved to good, KHE advised all would be good after xmas, noting that one member of staff was being supported but may not be able to improve this quickly and more formal procedures maybe needed.</p>			
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	Teaching & Learning Report - Primary	RHU	<p>RHU presented her report noting that behaviour had slipped due to high percentage of new children and this is a big focus</p> <p>It was established there is a bit too much teacher talking and not enough time for pupils to react. Primary are encouraging independent learning, supporting lower attainers.</p> <p>RHU advised positive feedback from parental questionnaires</p> <p>The FGB had no questions for RHU</p>			
7.	School Dashboard	KHE	<p>KHE noted that Dashboard data had been covered in previous agenda items</p> <p>PSI noted that the self-evaluation report needs reviewing, KHE stated this will be brought to January FGB meeting</p> <p>KHE noted that 6 months ago teaching was inadequate, this has moved a whole level up</p> <p>PSI agreed the SLT was in a much better place than a year ago</p> <p>ALO stated he was supportive of setting the bar high and is important to retain staff by the culture</p> <p>SGE noted that staff seem to be happy</p>			
8.	Budget	JSW	<p>JSW confirmed Paper 4a had not been sent out and provided a verbal update</p>			

		<p>advising a £130K deficit for 2016-17 but hoping to clear this within 2 years KHE advised the cash flow issue is due to the EFSA not releasing the pupil adjustment funds until July. This has required a recovery plan to be produced requiring a no interest loan in January to be paid back in July although no official confirmation has been received PSI asked if a date had been given when confirmation would be received, KHE replied no but she needs to know this month, PSI asked how FGB will be updated, KHE advised she is chasing on a weekly basis and will inform FGB as soon as any news is received KHE suggested an extra finance meeting has be diarised</p> <p>CMH noted that the school was very resrticted by cash flow PSI asked for an update regarding Kier KHE advised FGB that a decision was made in Finance committee meeting to pay 29K of outstanding money to EFSA on the understanding they would chair a meeting between HPFS and Kier as this was ESFA condition. ALO enquired if this could be escalated</p>	<p>Extra Finance meeting to be diarised 8th December</p>	<p>KHE</p>	<p>November 2017</p>
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			<p>PSI stated he would be happy to write to EFSA on behalf of FGB</p> <p>SGE noted his concern if the loan is not received</p> <p>KHE noted the budget has been set with no slack</p> <p>JSW advised a meeting has been arranged for lawyers to look at the Kier paperwork, initially this will be FOC</p>			
9.	Trustees Report	KHE	<p>KHE asked the FGB to look over the draft report</p> <p>A few minor changes to be made:</p> <p>Priorities amended</p> <p>Adding SGE to list of Governors</p> <p>Removing Nathan Jones</p> <p>Amending EBO to miss</p> <p>Amending spelling of GLA</p> <p>After above amendments, FGB approved these sections Trustees Report for year ending August 2017</p>	Make amendments to Trustees report	KAK	November 2017
10.	Safeguarding Report	VWA	<p>VWA presented the Safeguarding Audit Report.</p> <p>VWA advised there were still a few additional policies to be reviewed</p> <p>PSI asked if these could be available to be approved prior to the next FGB</p>	Write all remaining policies and distribute to FGB for approval	VWA	February 2018

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			<p>VWA advised that site security is not compliant at SC due to lack of perimeter fencing and secure line outside EBO asked how this would effect an OFSTED report – This was confirmed.</p> <p>PSI asked the cost for the fencing VWA advised a fixed quote had been obtained for £50K</p> <p>EBO stated that if we are not compliant this must be done</p> <p>JSW advised that it will mean the canopy for EYFS would have to be delayed</p> <p>EBO asked what impact that will have on primary, RHU stated it will mean they can not plan for outdoor provision</p> <p>ALO asked the cost of the canopy – 18K</p> <p>PSI asked if this cost can be added to leasing costs of fencing</p> <p>ALO noted that a bid last year had been applied for that had been rejected but should be appealed.</p> <p>RHU requested the canopy be put in the budget for next FY</p> <p>PSI suggested potentially obtaining business sponsorship for the canopy</p> <p>VWA asked for Governor volunteers to carry out safeguarding risk assessments</p> <p>GLA and SGE volunteered to help</p>			
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		<p>It was agreed to move forward with fencing of SC through a leasing agreement</p> <p>SGE suggested getting alternative quotes, JSW advised we wouldn't get any cheaper</p> <p>PSI asked for confirmation the community would still have access to the pitches</p> <p>ALO noted the fencing would provide protection for the children and the asset</p>	<p>Procure fencing for SC via leasing agreement</p>	<p>Bus Mgr/KHE</p>	<p>January 2018</p>
		<p>VWA asked that Safeguarding is added as a standard agenda item at FGB meetings</p>	<p>Provide Safeguarding report for each FGB meeting</p>	<p>VWA</p>	<p>Ongoing</p>
		<p>EBO enquired who scrutinises safeguarding cases, KHE stated FGB should be aware of all cases, KHE advises PSI and ERO of individual cases</p> <p>PSI enquired if bullying is an issue</p> <p>VWA advised staff use CPOMS to log any bullying cases but it is not currently an issue</p> <p>PSI asked if there had been any re-occurrence of the issue last year regarding staff abuse, VWA stated no</p>			
		<p>PSI requested SEN be an agenda item on next FGB meeting agenda</p>	<p>Add SEN as agenda item for next FGB meeting</p>	<p>KAK</p>	<p>February 2018</p>

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			<p>RHU advised there is still one violent child in primary PSI asked if they required restraint and if training was required RHU advised 1 TA is restraint trained and 1 teacher but their training has lapsed KHE noted it required the correct person and wasn't a requirement for all teachers GLA asked how many secondary teachers were restraint trained VWA replied there was no capacity to restrain as some students are bigger than staff, staff are told not to intervene PSI asked if there were any safeguarding concerns with the Nursery RHU noted Nursery was very calm and quiet with no concerns ALO asked if the Nursery outdoor space was working well RHU confirmed it was CMH offered his thanks on behalf of the Governing Body to all those involved in the set up of the Nursery</p>			
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11.	Reports for Committees	<p><u>Premises Committee Update</u> CMH provided an update from the Premises committee: Safeguarding already covered under previous agenda item Kier situation already covered under separate agenda item Site Manager report – no red flags except for fire escapes</p> <p><u>Finance & HR Committee Update</u> SGE provided an update from the Finance Committee noting that most Finance items had been covered under a previous agenda item</p> <p>KHE advised the FGB a member of staff had been dismissed last week There is still an open vacancy for Spanish Teacher, some interviews had taken place but no one suitable had applied KHE noted they needed to be creative, ask whether all students needed to study a language It was agreed this would be taken to Students Committee for further discussion KHE advised a new Business Manager had been appointed to start 4th December</p>		
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			<p><u>Students Committee Update</u></p> <p>SMC advised KHE and RHU were performing the SENCO role and produced a joint Primary/Secondary report of changes made in response to issues identified.</p>			
12.	Policies	KHE	<p>Use of Force & Restraint Policy – approved by FGB</p> <p>Drugs & Misuse Policy – approved by FGB</p> <p>Equality Policy - approved by FGB</p> <p>Anti-Bullying Policy - approved by FGB</p>	Arrange publication of approved policies on school website	KAK	December 1 st 2017
13.	AOB		None			
	Date of next Meeting		15 th December – Auditors Financial Report sign-off			