



<b>HPFS Full Governing Body Meeting Minutes</b>
15 <sup>th</sup> March 2017 at 8am
Heyford Park Free School, Officers Mess, Kings Cliffe Room
Attendees: Paul Silver, Steve Maltby, Elaine Robinson, Gale Law, Sarah McCready, Michael Loveland, Emily Boswell, Steve Gee, Kate Akkerman, Karen Healey, Rebecca Hughes, Anna Russell, Jonathan Swift, Simon Morrell
Apologies/Absent: Adrian Lockwood, Charlie-Morgan Harris, Jan Maulden

	Agenda Item	Lead	Comments	Actions	Who	Timescale
1.	Apologies		Adrian Lockwood, Charlie Morgan-Harris, Jan Maulden			
2.	Declarations of Interest		N/A			
3.	Minutes from last meeting	PSI	Minutes Approved			
4.	Matters Arising		PSI requested a consolidated list of actions be added to the front page of minutes for ease of reference PSI requested update on completion of Skills Audit PSI requested an update on completion of Educare safeguarding training	Redistribute Skills Audit form Provide list of Governors who have completed training	KAK KAK KAK	22.3.17 22.3.17
	Governance Structure Calendar & TOR approval	KHE	KHE advised that some Governor terms of office had expired. PSI requested a process be put in place for the renewal of Governor terms of office in line with articles. SMA and ERO agreed to renew their term of office. Governors agreed this.	Set up process to renew Governor terms of office	KAK	May 17

			<p>The Governing body ratified the Structure and TOR document, EBO advised that some meeting dates were not suitable. KHE agreed to amend dates by looking at possible suitable dates with group. It was suggested that meetings for the next academic year should be longer and fewer. Agreed 2017-18 to have 4 Full Governing Body meetings.</p>	Alter timings of Student sub-committee meetings	KHE	27.3.17
5.	Pupil performance data and analysis – Year 10	ARU	<p>ARU presented year 10 performance data (Paper 2) captured in February 2017 (Paper 2) PSI queried what percentage of students would achieve their targets. Referred to final page of paper.</p> <p>PSI noted that the mathematics figure was poor and queried if previous data had been inaccurate. KHE explained that previously there had not been sufficient method marking. PSI also noted that the Geography figure was poor and queried whether this was also lack of exam technique. ARU confirmed this and the need to develop response to extended answer questions. ARU advised a workshop had taken place to assist. EBO enquired whether this was for pupils or staff. ARU confirmed this was for pupils. However, staff had attended and identified strategies were being identified for embedding across the curriculum. GLA added that pupil feedback about the workshop had been positive. SMC enquired about the low History figure, KHE explained this was due to a</p>			

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	Pupil performance data and analysis – Primary	RHU	<p>lack of a specialist teacher and whilst support was being provided by a specialist there had been impact. She advised one was to start in May and additional time had been planned into 2017-18 to support. PSI enquired how we are communicating success and were we recommending tutors if requested. EBO suggested we should not make tutor recommendations. PSI suggested staff could provide extra assistance during holidays with prior approval from the principal. EBO suggested running clinics, KHE confirmed arrangements were in place during lunchtime and after school.</p> <p>PSI requested an additional column be added to the performance measure data for comparison and where possible national comparison.</p> <p>RHU presented Phonics screening check data (Paper 3).</p> <p>PSI enquired if RHU was confident the correct interventions are in place to get on track. RHU explained they have changed their approach to focus more on guided reading to boost skills in specific areas. PSI asked if SEN children had been identified, RHU confirmed this was being undertaken as reported in Students Committee. SMC confirmed this had been reviewed in Students Committee. EBO enquired if phonics results matched up with other skills,</p>	National levels comparison column to be added to data	KHE	May 17
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			and hearing and sight tests had been carried out. RHU confirmed.			
6.	Attendance Data	VWA	VWA presented the schools attendance figures. (Paper 4). PSI enquired if the school could fine for non-attendance. VWA advised the school cannot issue fines, this is done via the Education Welfare service.			
7.	Reports from committees Students  Premises	SMC	SMC advised the FGB that the committee had approved the curriculum model and approved the need to provide History additional time in Y11. This had been gained from PE.  No update due to absence of ALO			
8	Finance		SMA presented the summary cashflow PSI noted that the non-payroll / staffing ratio was high. SMA advised this was due to existing committed projects. PSI questioned how much of this years expenditure had already been paid, SMA advised not much could be changed. PSI queried the figure allocated to OFSTED ready project. SMO explained that each project was costed and there was an additional costed project sheet.,			

		<p>SMC enquired if there was any further funding available from the EFA for the nursery set-up, SMO advised there was not</p> <p>PSI queried the need for security fencing around sports pitches. KHe explained there was the need to consider safety and safeguarding in relation to sports pitches. PSI queried if a risk assessment would be met if supervision by teacher was in place. He suggested Dorchester may provide fencing as part of their new development within the next 18 months.</p> <p>It was noted that a percentage of the figure allocated to Safety was for the repair of the Fire Escapes. SMC advised a complaint had been sent to Kier via the premises committee. PSI requested a copy of the communication to Kier.</p> <p>Chair offered to follow up with EFA regarding “fit for purpose” aspect of the fire escapes</p> <p>SMA requested a schedule of items where the school is not fit for purpose</p> <p>PSI queried the high figure allocated to 6<sup>th</sup> form provision. Khe explained that this was costed on the need to run an academic sixth form based on 45 students currently at HPFS who wished to remain. Premise was that until results and a unique offer developed to build reputation that this would not be full. Year 1</p>	<p>Forward copies of communication to Kier to PSI</p> <p>Contact EFA</p> <p>Produce revised project expenditure</p>	<p>JSW / ALA</p> <p>PSI</p> <p>JSW</p>	
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			<p>costs include Director of 6<sup>th</sup> Form to lead set up. EBO stated these should be in place for summer term. KHE explained currently could not fund this.</p> <p>SMc raised costs to set up nursery. JSW explained that this would be repaid in 5 years. PSI queried the charges and whether these could be raised to address this. SMc raised the need to see if can coherently match offer with S106 requirements. Psi suggested Smc attend nursery governors steering group to explain the community needs and S106 requirements.</p> <p>PSI requested a revised set of figures containing essential expenditure in order to prioritise</p> <p>PSI suggested using external providers for community provision to lower this figure. Governors agreed to have a futher meeting to discuss funding</p>	<p>Nursery meeting to be convened to share information in relation to school's EFA requirements and S106 requirements</p> <p>Arrange follow-up meeting for prioritisation of financial expenditure</p>	<p>ALO JMA RHU KHE PSI SMc</p> <p>PSI, SMA, JSW, SMO KHE</p>	
9.	Governance Action Plan	KHE	KHE requested Governors feedback via email		ALL	22.03.17
10.	Link Governors	KHE	The FGB agreed the delegation of Link Governors.			
11.	Strategic Plan & Governor Training Day	KHE	FGB agreed to schedule a day via Doodle Poll	Distribute suggested dates via Doodle poll	KAK	15.03.17

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12.	Nursery Policy	RHU	RHU requested the ratification of the Nursery Policy be delegated to the Steering Group. FGB approved the delegation			
13	AOB		SGE asked for an update on the installation of the outdoor gym equipment SMC advised she was waiting for a letter from JSW to forward to CDC for a planning amendment	Send permission letter for Dorchester to seek planning permission	JSW	22.03.17
	Date and time of next meeting		Wednesday 17 <sup>th</sup> May 8am			