

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

	Agenda Item	Lead	Comments	Actions	Who	Timescale
1.	Apologies		Paul Silver, Charlie Morgan-Harris, Sarah McCready			
2.	Declarations of Interest		N/A			
3.	Minutes from last meeting	ALO	Minutes Approved			
4.	Matters Arising		SMA noted that the SIP should have been sent with agenda. It was explained that this had been sent by PSI before Christmas for approval. JMA and ERO requested hard copies of meeting papers be sent ALO requested meeting papers be numbered corresponding to Agenda ALO requested meeting minutes be sent within 7 days of meeting. KHE suggested that we build this in to governance planning and timelines. JMA enquired if Site Funding had been submitted to EFA. KHE confirmed. JMA enquired the status of the school	Meeting papers sent as hard copy to requestees	KA KA KA	

			expansion plan. KHE noted this was an action on both Premises and Finance Committees, there are impacts to identify. JMA asked for timescales.			
5.	National Performance Measures - Primary	RHU	<p>RHU presented 2015-2016 Primary data summary.</p> <p>RHU confirmed that the data for Foundation Stage in 2016 not robust. However the 2017 data was based on robust assessment and moderation. Data suggested it would not replicate figures in 2017. ALO enquired if the data had been moderated. RHU confirmed. EBO enquired if there was detailed breakdown data behind the figures. RHU confirmed.</p> <p>EBO commented that the end of KS1 data was not great, RHU confirmed this was to be improved in 2017. EBO enquired how the data was obtained in 2016. RHU explained SATs had been sat and internally marked.</p>			
6.	National Performance Measures – Secondary	KHE	<p>KHE presented how secondary performance would be measured nationally from this year onwards. (paper provided for briefing)</p> <p>EBO enquired if the measures were currently being used. KHE advised that data systems were being introduced through a data analysis tool. All departments now report based on a GCSE assessment. These are either linked to course so far and cumulative or are a full paper as in the case of mathematics.</p>			

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			EBO noted that this change was something all schools were experiencing and the data provided was very useful.			
7.	Targets - Primary	RHU	RHU presented the Primary targets for 2016-2017.			
8.	Targets - Secondary	KHE	KHE presented the Secondary Targets across all subjects. KHE asked for Governor Approval of targets. Governing Body approved Primary and Secondary targets.			
9.	Report on current achievement position – Year 10	AR	ARU presented Year 10 data. EBO asked if we should be concerned about the low levels. EBO enquired how the results had effected pupils, KHE explained that she had met with each pupil and explained their current position and their flight path. ALO noted it was important to receive attainment data at Governor Meetings. EBO enquired how assessments are managed. KHE advised staff had a calendar to work to. EBO asked if this had been communicated to parents. EBO equired if subject evenings were in place. KHE advised these were planned for March. GLA and EBO expressed these were very important.			
10.	Report on current achievement position – Foundation & Phonics	RHU	RHU presented the Reception Class Tracker data. EBO enquired how the data was obtained. RHU			

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			explained it was internally observed by 3 separate teachers.			
11.	Nursery Update	RHU	RHU presented the Nursery Action Plan. JMA noted that it was a very good report. ALO advised he would provide an update at each meeting. RHU enquired if Governors were happy with the plan. Governors agreed the plan was thorough. RHU requested the formation of a steering group. It was agreed that JMA, GLA and ALO would form the Governance part of the group	TOR to be agreed for steering group Budget to be agreed Visits undertaken to outstanding and similar settings	KHE KHE Steering Group	31.01.17 End of Feb
	School Improvement Plan	KHE	It was noted that not all Governors had received the SIP and therefore not in a position to approve it. KHE noted that the priorities were agreed at the last FGB. ALO requested an extra-ordinary meeting be called where approval of SIP could be given. KHE noted that it was important for Governors to hold senior staff to account. JMA enquired how Governors will monitor actions against the SIP. KHE advised reports would be provided at each Governor meeting. This need to link to work stream of governance.	Re-send SIP to all Governors and request receipt Extra-ordinary meeting to be called	KA KA	19.01.17 24.01.17
12.	Website Update	KHE	KHE advised that the school website was in the process of being updated. EBO enquired who updated it. KHE advised that were now linking pages to leads who sent information to IT to up-date. Responsibility lay with lead.	All website information to be current and include all statutory requirements	IT	End of Feb

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			EBO enquired when it would be finished. KHe explained that the basics would be done by end of February – but a lot would be removed. There was a need to rethink the website.			
13.	Strategic Planning	KHE	Moved to extra-ordinary meeting agenda			
14.	Governors calendar of statutory activities & responsibilities	KHE	Moved to extra-ordinary meeting agenda			
15.	Policies	KHE	KHE presented 3 policies for Governor approval: Perfomance Management Policy – Approved by Governing Body Complaints Procedure Policy – Approved by Governing Body Behaviour Policy – Approved, with the removal of “			
16.	AOB		<i>Safeguarding</i> KHE advised that quotes have been received for security fencing amounting to £36K + VAT and proposed an immediate go ahead of installation as a recommendation of the Premises Committee. It was advised that their was a risk if the EFA didn’t approve the funding request. SMA advised this could be funded. EBO enquired whether alternative quotes were obtained. RThis was confirmed Governors approved the installation of security fencing.			

		<p><i>Admissions</i></p> <p>KHE advised that the Admissions Committee had met to discuss 200 applications, it was to be expected that there would be a large appeals process. KHE suggested this should be an outsourced process. It was clear that a 3 form entry was needed.</p> <p>ALO noted that the plan for a sixth form should be arranged before 3 form entry is agreed.</p> <p><i>Cash Flow</i></p> <p>SMA distributed current cash flow position to all Governors.</p>			
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