



HPFS Full Governing Body Meeting Minutes
12 th July 2017 at 8am
Heyford Park Free School, Officers Mess,
Attendees: Paul Silver, Charlie-Morgan Harris, Jan Maulden, Gale Law, Sarah McCready, Steve Gee, Elaine Robinson, Steve Maltby, Kate Akkerman, Karen Healey, Rebecca Hughes, Jonathan Swift, Monica Green
Apologies/Absent: Elaine Robinson, Steve Maltby, Michael Loveland

	Agenda Item	Lead	Comments	Actions	Who	Timescale
1.	Apologies		Emily Boswell, Adrain Lockwood, Michael Loveland			
2.	Declarations of Interest		N/A			
3.	Minutes from last meeting	PSI	Minutes Approved			
4.	Matters Arising		Letter to Kier has been drafted, listing outstanding faults, SMA passing to a barrister for scrutiny. Letter will be forwarded to PSI for approval and signature. Project Expenditure documents have been superceeded by SIP	SMA to forward letter to PSI JSW to circulate replacement document	SMA JSW	
5.	Pupil Performance Data & Analysis	RHU	<u>Early Years (Paper 1b, 1 of 3)</u> RHU presented her Early Years Report PSI enquired if we will have an open day			

			<p>RHU is looking at open afternoons and will look to add a session in July – meet the teacher</p> <p>We should celebrate what we have achieved</p> <p>PSI enquired if we are able to sign post private practitioners for help</p> <p>RHU explained that now her and JWA have greater knowledge of the county they can signpost but must be cautious of making recommendations</p> <p><u>Phonics (Paper 1b, 2 of 3)</u></p> <p>RHU presented Phonics screening check results noting the success of 97% children achieving a pass against the HPFS target of 85% and the national average of 81%. These results have been achieved by using a funded specialist to work with targeted children. KHE noted that dedicated funding has impacted outcomes</p> <p>CMH enquired if there was a way of publishing this success to the parent community</p> <p>PSI suggested this should be added to the Governor Newsletter</p>			
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		KHE	<p>PSI thanked RHU for her presentation of the data noting it was easy to follow.</p> <p><u>KS1 Published Figures (Paper 1b, 3 of 3)</u> RHU presented her report explaining that we are playing catch up and progress will be made by the next data point. JMA enquired that given the cohort where do you think we should be? RHU replied we should be above the national average but it will be cohort dependant. KHE advised being cautious of stating high SEN figures, these figures are currently under review. RHU advised that Maths at greater depth has been worked on and is showing improved results Next steps are writing and base lining pupils CMH commented that Primary maths was exceptional and that the children really enjoyed the use of the school library</p> <p><u>Year 10 (Paper 1a)</u> KHE presented Year 10 achievement report noting data had changed to green, English results have significantly moved</p>			
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			<p>up. Now have robust evidence, being external moderated last week.</p> <p>PSI asked for Governors to be notified if external moderation takes place.</p> <p>KHE highlighted Maths results as being most pleasing having moved up to 66% being above where they were expected to be. Methodology and question level analysis being the recent focus</p> <p>PSI asked if Ebacc results should be flagged as Red</p> <p>KHE advised the issue with Progress 8 results is being addressed by re-staffing in History Spanish and Science and restructured curriculum time. These subjects will now be closely monitored but is confident we have robust data with a full years worth and results from full exam papers</p> <p>SMC asked why we are not looking at staffing with regards to Spanish</p> <p>KHE replied that staffing is not the only issue, there is a cultural battle but she is aware that something more inspirational needs to be done to engage students.</p> <p>SMC explained she had been to a school where they have MFL ambassadors that are fluent in a foreign language</p>			
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			<p>SMC advised she had connections to a Spanish school that she could broker a relationship with</p> <p>Next Steps</p> <p>KHE advised that Year 10 will experience an exams results day next week</p> <p>Staff training is planned for September with subjects looking at data per pupil. Identifying pupils that are not where they should be. This has already had an impact in English and Maths</p> <p>Full reports are being sent to parents next week including current grades, where they should be, flight path, identifying strengths and focus areas.</p> <p>PSI asked if all children were to reach their target would we be in top 20% of schools</p> <p>KHE advised targets were very aspirational and must be what we work for.</p> <p>SGE asked when the next data point would be available.</p> <p>KHe advised that full analysis of July data will be presented in September meeting and then data points at each half term point.</p>			
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6.	Attendance	VWA	<p>VWA presented attendance data advising both attendance and persistent attendance is improving.</p> <p>PSI asked if Friday pm was an opportunity for absent students to catch up</p> <p>VWA explained that not for students who require a teacher as they are training</p> <p>SMA asked if a piece could be added to the newsletter detailing how performance is affected by non-attendance</p> <p>GLA enquired if holiday taken in term time was Primary and Secondary, this was confirmed</p> <p>CMH offered Governor support for non-attendance.</p>			
7.	Impact of SIP	KHE	<p>KHE presented her report on the impact of SIP. There is now no inadequate teaching, we can now show improvements from the data. We are able to show the large journey, and provide evidence of what has been done in order to achieve the results and the improvements made as well as focus areas and targets.</p>	Add EYFS to Self Evaluation table	KHE	
8.	Growth & Expansion	SMC	<p>SMC presented a summary page outlining the growth at Heyford Park and the impact on the school. The</p>			

			<p>requirement is for 4 form entry at both Primary and Secondary to handle the increase of homes at Heyford Park.</p> <p>SMC advised the next step is for Dorchester to undertake a feasibility study, can the current site be modified to encompass the expansion, is a third site required for another primary school.</p> <p>JMA asked for clarification of whose responsibility it was</p> <p>SGE asked for confirmation that OCC are requesting an increase in pupil numbers regardless of who provides them</p> <p>SGE noted that we need to remember the ethos of the school being small but could see lots of positives</p> <p>PSI asked KHE how she would like to see the school expansion work</p> <p>KHE preference would be 3 sites managed as one school or a MAT</p> <p>SMC will advise 3 sites but with no decision on what each site will offer</p> <p>SMC noted that the formation of an MAT was complicated and very time consuming</p> <p>PSI added that he sees this as an opportunity, bringing more funding enabling a more sustainable curriculum and improved facilities</p>			
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9.	Budget Approval		<p>JSW outlined the budget for 2017-2018 he advised delaying filing due to the deficit figure. PSI enquired if the deficit has been factored into the cash flow, PSI advised pulling out exceptional staffing costs to explain some of the deficit in that area</p> <p>JSW advised action has been taken for next year starting with staff restructuring, new strategy will ensure the budget next year is more sustainable allowing deficit reduction</p> <p>PSI enquired where the £150K snagging costs are allocated</p> <p>PSI clarified deficit reduction = surplus creation</p> <p>SMA advised the target is to break even next year</p> <p>PSI asked how much income is at risk, what % of non-pay costs are teaching materials</p> <p>KHE advised an exercise would be done to prune the costs as has already been done with staffing, smaller contracts will be looked at</p> <p>SMA asked if the FGB were happy to approve the budget.</p> <p>Governors ratified the 2017 – 2018 budget</p>			
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			PSI suggested pushing nursery admissions up to 26			
10.	Calendar of Meetings	KAK	Dates were distributed for forthcoming FGB meetings and committee meetings	Send calendar appointments and list of meetings to Governors	KAK	
11.	Appointment of Chair & Vice Chair	KAK	The Clerk received one nomination for Chair from PSI and one nomination for Vice Chair from ALO. Governors agreed the re-appointments of these positions. PSI noted that there is only 2 years left of the Chair and Vice-Chair terms and advised making succession planning			
12.	AOB		KHE extended her thanks to the Governors in her first year and expressed her gratitude for the support she has received PSI acknowledged her thanks and expressed his gratitude			
	Date of next Meeting		13th September 2017 @ 8am			