



HPFS Full Governing Body Meeting Minutes
7 th February 2018 at 8am
Heyford Park Free School, Officers Mess,
Attendees: Paul Silver, Adrian Lockwood, Steve Maltby, Gale Law, Steve Gee, Emily Boswell, Jan Maulden, Sarah McCreedy, Karen Healey, Rebecca Hughes, Ash Rugoobur, Vicky Wallington, Lorraine Dumbill, Kate Akkerman

	Agenda Item	Lead	Comments	Actions	Who	Timescale
1.	Apologies	KAK	Elaine Robinson, Charlie Morgan-Harris			
2.	Declarations of Interest	KAK	No new declarations			
3.	Minutes from last meeting	PSI	Minutes Approved			
4.	Matters Arising		PSI requested minutes of sub-committee meetings be circulated to FGB members		KAK	
			Fencing procured for SC – Matter closed			
			Safeguarding report added to agenda for each FGB meeting - Ongoing		VWA	
			Letter of thanks from FGB to staff sent – Matter closed			
			Mock exam results data presented in Paper 2 – Matter closed			
			Remaining Policies being written, current list to be circulated to FGB – Ongoing		VWA/KAK	

			<p>SEN added as agenda item in this meeting – Matter closed</p> <p>Dates of actions now added to agenda – Matter closed</p> <p>Amendments made to Trustees Report – Matter closed</p>			
			<p>PSI updated the FGB regarding the meeting with Kier held on 6th February</p> <p>Kier did not attend the meeting, it was requested that HPFS should make the outstanding payment with the agreement Kier would be brought back in to deal with the defects. School budgets will be reviewed to consider the financing of the fire escape repairs. PSI agreed to produce a timetable with EFSA.</p> <p>PSI suggested an operating lease for the Fire Escapes. PSI noted he was not comfortable with the fire escape situation and suggested Dorchester may pay for the repairs and deduct the money from that owing by Dorchester to EFSA</p>			

5.	EYFS, KS1 & Phonics	RHU	<p>RHU presented the EYFS data from January 2018, there were no questions from FGB.</p> <p>RHU presented the Phonics data from January 2018. EBO asked if the children knew they were being tested, RHU advised the children are aware of the 1to1 work.</p> <p>RHU presented the KS1 data 2018 predictions. PSI asked what are the interventions in place for writing. PSI asked if the 73% target was achievable and by what timescale. RHU advised this would be by May adding writing is the hardest measure and spelling is also an issue. PSI enquired if the children have regular spelling tests, RHU advised this was not always the best route and they look at what teaching suits the children using a broader approach. EBO asked if parents were clear of their expectations. RHU advised this is outlined at parents evenings. SMC asked if the data should be grouped by PP etc. to build a picture, PSI asked if the data was objective and had been moderated.</p>	Group KSI data by PP	RHU	
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			<p>RHU confirmed the data had been externally moderated and no alterations were necessary</p> <p>JMA praised the fantastic work achieved noting a great leap forward.</p> <p>RHU advised children working at a greater depth are given extra time to work differently.</p> <p>PSI added the data was very positive.</p>			
6.	Year 11 data	ARG	<p>ARG presented the Year 11 data for December 2017, assessment point 2.</p> <p>ARG explained the maths intervention had involved grouping students, providing target groups and forecasting the results</p> <p>SMC asked to see personalised learning targets</p> <p>PSI noted there are attainment 8 issues</p> <p>ARG explained the Computer Science staffing issue</p> <p>SMC noted that maths is on the road to recovery, waiting for an impact in History, English is secure although dip of 3 children and Science is catching up.</p> <p>KHE confirmed they will get the children through Computer Science through focused intervention using external resources</p>			

			<p>ALO asked what the Year 10 results looked like, KHE confirmed they are in a much better situation compared with Yr. 11 at the same point last year EBO requested to see the data by grades</p> <p>SMC asked what impact the additional NCFE course will have on the data. PSI asked how we know the data is accurate, ARG confirmed that most data has been externally moderated PSI noted the rapid improvement in the data and thanked the staff for their hard work</p> <p>ARG presented the Subject Report data grouped by Upper, Middle, Lower, PP and non-PP students</p> <p>PSI asked if this was published data SMC noted there was a problem due to some legacy issues but felt the results would come up but might not be in time KHE noted that attainment was moving upwards but there has been an impact on progress due to legacy issues. Whilst improved there is still a gap. ALO requested for a column to be added to provide national average figures</p>	<p>Provide data by grade for Year 11 results</p> <p>Input NCFE data into results to show impact</p>	<p>ARG</p> <p>ARG</p>	
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			<p>JMA noted there were a lot of confusing acronyms. KHE agreed to include full detail followed by the acronym for clarity</p> <p>EBO enquired if there were any more data points before GCSEs, KHE advised there were some off timetable mocks in March and some assessments in lesson time</p> <p>EBO asked if there would be any study leave time and if students had access to past papers. KHE confirmed students had past papers to refer to but there would be no study leave.</p>	Include national average figures column in Subject Report where possible		
9..	Finance Update	LDU	<p>LDU updated the FGB on the current finance situation. LDU advised the FGB that the £130K loan from the EFSA had been agreed and £95K had been received in February with the balance being due in May. A clause being that cash flow data is sent monthly. LDU suggested a meeting be held prior to the data being sent.</p> <p>It was suggested that Simon Morrell be co-opted as a new Governor to add re-assurance</p> <p>PSI added that SMO has already been carrying out the role without any</p>			

		<p>responsibility ALO asked for clarification of SMO's role ALO requested an opportunity to discuss Governance moving forward PSI agreed and suggested arranging succession planning</p> <p><u>All Governors agreed to co-opt Simon Morrell as a new member of the Governing Body</u></p> <p>LDU noted there were still concerns around school finances and one option being considered was writing to parents to ask for donations. EBO asked if KHE was happy with that decision. ALO suggested researching presidency to see how successful it had been. EBO stated to ensure donations were kept confidential, teachers shouldn't know. SMC suggested diarising a session to discuss further</p> <p>SMC enquired if the Sports Management Company was in place LDU explained the company are happy to take on lettings but not gym LDU advised there is a high proportion of unpaid gym usage</p>	<p>Diarise session to discuss cash generation</p>	<p>KAK</p>	
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			<p>KHE explained it required investment to allieviate the problem</p> <p>SMA noted we are carefully managing who we are paying and when PSI asked how many creditors are over 90 days, LDU a lot but work being done to clear the backlog PSI requested a copy of the cashflow to show to EFSA</p>	Forward copy of cash flow to PSI to share with EFSA	LDU	
7.	Attendance Data – Autumn Term	VWA	<p>VWA presented the Autumn term attendance data noting it was in line with same time last year. VWA suggested imposing fines for those taking holiday out of term time.</p> <p>All Governors agreed to the imposing of fines for un-authorized school absence</p> <p>EBO suggested tackling most problematic times. It was suggested that the absence policy be re-published and rigidly sticking to it</p> <p>It was suggested a letter be sent form Governors to those taking un-authorized absence</p> <p>SMC asked if summer school was still useful. KHE suggested it has changed to</p>			

			become the beginning of the academic year and include new Year 7's But reception will use as induction			
8.	Safeguarding Report	VWA	<p>VWA presented the safeguarding figures from May 2017 to date</p> <p>PSI enquired how the data compared to other schools and asked how the Governing body can monitor it as the figures seem to be high</p> <p>VWA explained that some work has been done with staff to ensure correct reporting</p> <p>JMA asked for clarification of Children in Need (CIN)</p> <p>EBO asked if the cases are initiated by school</p> <p>PSI asked if there had been an incident where the authorities have come back to us where we havent intervened</p> <p>PSI asked what if we miss things, VWA explained this is what CPOMs will highlight to limit risk and build picture</p> <p>PSI asked if the Grooming incidents had been reported by parents. VWA explained raised by student</p>			
10.	Reports for Committees		<u>Premises Committee Update</u>			

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			<p>ALO 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 – MST doing a good job Sports pitches ongoing, still more work to be done which can't happen until Spring It was suggested inviting Nathan to the next Premises meeting.</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 a previous agenda item Reminder to schedule a brainstorming meeting to discuss revenue generation</p> <p>GLA advised the FGB EME has until 13th February to request a tribunal, it is expected she will do so.</p> <p>KHE advised there is still an attendance and capability issue with Computer</p>	<p>Invite Nathan from Dorchester to next Premises meeting</p>	<p>KAK</p>	
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			<p>Science staff member. SGE asked how can we manage this going forward. KHE advised she will be visiting his classroom with no notice and commence a formal capability procedure if required</p> <p>KHE advised the FGB a student has been permantly excluded. SMC asked how long after joining did the incident occur. It was confirmed he joined us from Meadow Brook following PEX on 30th October and was excluded Decemer for intimation and threatening behaviour towards staff</p> <p><u>Students Committee Update</u></p> <p>SMC advised she has seen positive results. The decline in English is due to 3 individual students. SMC confirmed she is happy with the data, it is being consistantly presented and is honest and trustworthy</p>			
11.	SEN Update	KHE	<p>KHE advised the FGB she has not appointed a SENCO. The advert is re-running</p> <p>OSTA are giving a day a week specilaist help and receiving help from Banbury Acadamy.</p>			

			PSI asked if they could help with the recruitment. Confirmed governors would be involved with interview process			
12.	Governor Monitoring	KHE	KHE advised ERO is doing a ½ termly check on the Single Central Record recording findings and highlighting any issues JMA requested that Governor walks be recorded and added to FGB meeting packs			
12.	Policies	KHE	6th Form Admissions Policy – approved by FGB It was requested 6 th Form committee feedback be added to FGB agenda	Arrange publication of approved policy on school website Include 6 th form committee update be added to FGB agenda	KAK KAK/EBO	February 1 st 2018
13.	AOB		JMA mentioned that not enough time is spent reviewing strategic issues and identifying the risks PSI noted we are now in a better shape with the formation of the sub-committees		KAK	

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			<p>KHE reminded the FGB of the strategic plan agreed in the Summer which is addressed in the FGB agenda items</p> <p>EBO suggested spending alternate meetings discussing strategic issues</p> <p>PSI asked when the report was due from the recent visit by Carolyn</p> <p>JMA suggested we should be revisiting last years report</p> <p>PSI agreed to phone CU to discuss her latest findings</p> <p>KHE reminded FGB Governance was not on her list to evaluate</p>	<p>Re-distribute Governance Action Plan to FGB</p> <p>Add action plan to agenda to review at next mtg</p> <p>Draft Strategic Plan to be added to agenda for discussion at next mtg</p>		<p>February 1st 2018</p> <p>March 18</p> <p>March 18</p>
	Date of next Meeting		28 th March 2018 8am			