



HPFS Full Governing Body Meeting Minutes
17 th May 2017 at 8am
Heyford Park Free School, Officers Mess, Kings Cliffe Room
Attendees: Paul Silver, Adrian Lockwood, Charlie-Morgan Harris, Jan Maulden, Gale Law, Sarah McCready, Emily Boswell, Steve Gee, 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		Elaine Robinson, Steve Maltby, Michael Loveland			
2.	Declarations of Interest		N/A			
3.	Minutes from last meeting	PSI	Minutes Approved			
4.	Matters Arising		Update on which Governors have completed Safe Guarding training	Recirculate Educare logon details for completion of online course	KAK	End May
			Update on process of reappointment of Governors	Update Governor Structure & TOR document	KAK	End May
9.	Student Outcomes KS4	MGR	MGR presented Yr10 student performance measures. MGR indicated she is confident that pupils are on track to meet their targets. PSI asked if grades are moving up, MGR confirmed the data indicates results are on track. MGR advised that all Yr10 students are currently			

		<p>sitting summer full paper exams which will be internal and externally moderated. PSI enquired if these are the targets that will be published and asked what confidence can be given to the Governors that the data is correct and students are on track to meet their targets. KHE explained that from the raw data children are improving and closing the gap from where they need to be, maths marking is accurate.</p> <p>EBO enquired if students will be sitting summer exams this was confirmed.</p> <p>PSI expressed concern that grades are going down and requested more accurate data. KHE requested Governors wait until the data is available from Summer exam results. PSI asked what we are expecting Summer exam results to show. KHE explained that this will be first time students taken complete paper for example the 3 in mathematics so expect overall grades to be below expectation expect raw marks to improve.</p> <p>EBO enquired how the data is being presented to pupils and parents. KHE advised they are constantly being updated and are managing the data discrepancy.</p> <p>PSI asked if struggling students have been identified, KHE explained targeted students have received focussed intervention and have shown improvements.</p>			
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9.	Student Outcomes KS1 expected	RHU	<p>RHU presented KS1 expected outcomes PSI asked if she is happy with the quality of staff to enable the push, RHU confirmed and noted parents were happy.</p> <p>ALO enquired when SATs results would be available, RHU advised this would be at the end of June and would be presented at the next FGB meeting</p> <p>EBO noted her concern about writing results RHU advised this was not a quick fix and was addressed in next years SIP</p> <p>PSI asked if the addition of 4 struggling students had an impact on teaching CMH suggested re-affirming progress in school letter</p>	<p>Presentation of SATs results at next FGB meeting</p> <p>Publish progress in school newsletter</p>	<p>RHU</p> <p>RHU</p>	<p>12.7.17</p> <p>ongoing</p>
5.	SIP 2016 – 2017 Impact Dashboard	KHE	<p>KHE presented figures from the SIP Dashboard highlighting the drop in persistence absence PSI asked if OFSTED spot checked what would they say KHE replied that we should be showing rapid improvement that is leading to impact</p> <p>PSI noted the data was well presented CMH asked when the next OFSTED was expected. Confirmed due May 2018</p>			
6.	Priorities of SIP & draft costs	KHE	<p>KHE presented the priorities of SIP asking if there were any omissions.</p> <p>JMA/EBO asked about depth of curriculum and personal development, this is covered in point 3</p>			

			<p>EBO asked about options for extra curricular activities, this is covered in point 3 SMC asked about closing gaps, this is covered in point 5</p> <p>CMH enquired about work experience. KHE advised this is happening for Yr10's. PSI asked if all Yr10's are taking it up. PSI and CMH advised this should be marketed</p> <p>Draft costs KHE advised costs from initial projects have been significantly reduced and can be managed moving forward with specific measures</p>			
7.	Report From committees: Premises	ALO	<p>ALO presented the Premises committee report JMA asked if minutes from all committee meetings be circulated to all Governors JMA asked for feedback from learning walks to be circulated to all Governors SGE enquired what was the plan to move forward with the fire escapes. PSI advised a report was being commissioned from an external company to be sent to the EFA raising a concern from Governors they are not fit for purpose</p>	Circulate minutes from all committee meetings to FGB	KAK	ongoing

	Finance	KHE	<p>JSW confirmed we were managing the risk, boards have been added to gaps in the railings, all staff have been instruted</p> <p>PSI noted his dissatisfaction that EFA are not repaying the Kier retention</p> <p>In the absence of SMA, KHE presented the cash flow report. KHE advised plans in place to begin address the deficit and there will be a need to agreee a recovery plan as well as ensure staffing restructure is implemented</p>			
10.	Policies: Single Central Record	KHE	KHE advised ERO is going to meet with KHE to complete a SCR check.			
11.	AOB		<p>School crossing SGE asked for an update KHE advised this was being lead by the Residents Association with imput from the school</p> <p>Governor Training Governors asked for dates to be confirmed</p> <p>Governors requested to receive school newsletter</p> <p>Governors requested Key Information sheet to be updated and circulated</p>	<p>Confirm dates of training and committee days</p> <p>Circulate school newsletter</p> <p>Update and circulate Key Information Sheet</p>	<p>KAK</p> <p>DFL</p> <p>KAK</p>	

Registered Office: 74 Camp Road, Upper Heyford, Bicester, Oxfordshire, OX25 5HD

Registered Company Number: 07926597

	Date of next Meeting		Wednesday 12 th July 2017 8am			

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