



MINUTES of the meeting of the Governors of the John Hampden School and Tetsworth Schools' Federation on 24 April 2023 at 7.30pm held at Tetsworth School.

PRESENT: Mrs A Bowden (Head of School at Tetsworth) Mr L Hanratty
Mrs R Bowling Mr D Hayes
Mrs S Bradford Mrs N Henderson
Mrs R Caseby (Chair) Mrs S Stratton
Mrs L Craig
Mrs B Fulton
Mr P Hankey (Executive Headteacher)

IN ATTENDANCE: Mrs K Richardson Clerk to Governors
Mrs S Spencer Observer

APOLOGIES:

1 WELCOME AND CONFIRMATION OF GOVERNOR QUORUM

The Chair welcomed everyone to the meeting which started at 19:30.

The Chair asked the board to ratify the decision made on GovernorHub to allow Sarah Spencer to join the meeting as an observer.

The board confirmed this decision.

The Chair had discussed the need for confidentiality with the observer prior to the meeting and noted that the observer would have no vote, and would only be able to contribute to discussions if invited.

The meeting was confirmed as quorate.

2 APOLOGIES

All Governors were present.

3 NOTIFICATION OF ANY OTHER BUSINESS

The following items were tabled under any other business:

- To appoint a Swimming Governor
- Strike action update

4 DECLARATIONS OF INTEREST

There were no additional declarations of interest in items covered at this meeting.

ACTION

		ACTION
5	MINUTES AND MATTERS ARISING	
5.1	MINUTES	
	The Minutes of the meeting held on 27 March 2023, including the confidential minutes, having been circulated, were confirmed, subject to the following amendments, as an accurate record.	
	<ul style="list-style-type: none"> • Mrs Stratton had sent apologies to the Chair. • To change the word 'reduced' timetable to 'reintegration' timetable. 	
	The minutes would be signed by the Chair and marked as signed on GovernorHub.	Chair
	A signed copy of the Minutes would be made available in school.	Headteacher
6	MATTERS ARISING	
6.1	ACTION LOG	
	<ul style="list-style-type: none"> • Safeguarding – It was agreed that the Safeguarding Lead would liaise with the school re the questions in the safeguarding pupil voice exercise. Following best practice, the schools would then carry out the pupil voice exercise to ensure any issues were identified and supported, before sharing the anonymised responses with the Safeguarding lead governor to review and communicate to the board. • Communication from the Governing Board – The schools confirmed that the communication from the Governing Board to parents had been sent out to all parents and carers. • Condition surveys for both schools – These were still outstanding. • Safeguarding Lead information – The Safeguarding Policy and websites for both schools had been updated with the new Safeguarding Lead's name. • Finance Working Group – The Finance Working Group notes had not yet been circulated. These are still with the School Business Manager. 	Safeguarding Lead and DSLs
	19.40pm Mrs Fulton joined the meeting.	RC/ SB
7	SCHOOL IMPROVEMENT	
7.1	UPDATE DATA REPORT FOR BOTH SCHOOLS	
	TETSWORTH	
	<ul style="list-style-type: none"> • Jane Ratcliffe, the local authority (LA) School Improvement Officer, had met with the Executive Headteacher, Head of School for Tetsworth, RC and BF on 18 April 2023, following the recent Ofsted inspection. • The LA has established a strategy group to support the school. This 	

would involve the use of short, targeted action plans to quickly move the school to a strong position.

- The first draft action plan had been shared with Governors at the previous meeting, however this had been updated further, following feedback and circulated via GovernorHub before this meeting.
- Support from the LA will include focused support and challenge meetings and targeted CPD for staff and leaders.
- The LA will monitor the progress against the action plan. The Governing Board will also monitor the progress and provide challenge. The action plan would be rag rated to show the progress being made.
- Governors considered the first 7-week action plan. This covered: curriculum; quality of teaching; Behaviour; SEND provision and Leadership.

RC to draft the GB monitoring plan based on agreed action plan

Area 1: Curriculum

Governors challenged the ambition to have a complete and bespoke curriculum in place for TPS by the end of the summer term. There was concern that the school should focus on specific areas of the curriculum, and ensure these were in place, personalised to our children and known and used by all staff.

The Executive Headteacher confirmed that the school has purchased Cornerstones, a curriculum framework, for all subjects. This framework provides a 2-year rolling programme, so gives a skeleton on which to build the Tetsworth curriculum that closely matches our new class structure. It would still need to be adapted and personalised for the curriculum at Tetsworth, therefore, it was agreed that the actions would change to:

1. Put the Cornerstones skeleton in place.
2. Identify the priority subject areas for this seven-week period and to complete the curriculum design for these.

Governors noted that the teachers at TPS have multiple subject leader responsibilities, so will have several curriculum areas to plan for. What is the planned approach to ensuring this is achievable and embedded, taking into account staff workload?

The Head of School recognised that there was a lot of work to do. Teachers will use Cornerstones for all subjects, which will support them as the basis for any curriculum design.

19.48pm Mrs Bradford joined the meeting.

Governors asked about the move from the current curriculum planning to the new bespoke curriculum. Some of the curriculum has already been covered by year groups. How would the school ensure that the pupils did not repeat these parts of the curriculum again?

The new Cornerstones curriculum would be phased in, taking into account what parts of the curriculum had already been covered. Subject leaders would review their subject areas and look at the skills and topics that had already been covered, mapping these into the planning to minimise any unnecessary repetition for children.

Governors asked what support was in place for the staff to make these changes to the curriculum.

The LA would provide support and work with the Executive Headteacher and Head of School. The next Ofsted inspection would take place within 1-2 years and the school would want the outcome to be a solid 'good' or better. The 7-week action plan provides a focus on the areas for improvements and helps to support pace while allowing the board to hold the school to account for improvements. A separate SIP (School Improvement Plan) was in place for the remainder of the academic year.

Governors asked about changes in personnel in school and therefore changes in subject leadership responsibilities. What is the plan to manage this?

The members of staff who were leaving are employed until 31 August 2023 and therefore their subject leadership responsibilities are still in place. CPD for staff for Cornerstones would be put in place to support the development of their subject areas. A staff handbook would also be written which would include expectations of staff who work at Tetsworth including the pedagogy expected. This would be used to support new staff joining the team so they were clear about the expectations of the leadership and how we teach at TPS.

Governors asked about the costs of purchasing Cornerstones?

The Executive Head reported that this was about £1,000 a year and included CPD for staff.

Area 2: Quality of Teaching:

Governors asked have the outcomes of the observations of teaching and learning matched the feedback given by Ofsted?

Yes. Overall, the teaching was good, but there had been a lack of challenge in a couple of sessions and staff were managing some challenging behaviour.

Governors asked at what point the operational decision was made to support a teacher more formally?

The school is categorised as a 'strategy' school and therefore the school is provided with a direct link to HR. If a teacher is not meeting the teacher

standards, this can form part of the teacher's appraisal targets or the competency policy can be used if this becomes necessary.

Governors asked who would contribute to the new staff handbook setting out the non-negotiables and clear information about teaching expectations at TPS.

The Executive Headteacher and Head of School will write the staff handbook. The SENCOs would review the practise and expectations for SEN in the classrooms and would feed this into the handbook.

Area 3: Behaviour:

- The Behaviour Policy was in the process of being rewritten. Currently the Behaviour Policy was a federation policy and was due to be renewed.
- Targeted CPD would be put in place for current staff and new staff.
- A TAF (Team Around the Family) meeting had been held for one family and discussions had also been held with the exclusions and reintegration team. A third party was supporting this process by liaising with the family.
- 2 pupils have significant needs requiring additional school resources to manage this. This was impacting on both pupil and staff morale.
- Alternative provision was raised by the board and is an option for the school. The pupils do not have an EHCP and therefore, currently, the school did not receive any additional funding to support this.

Governors asked whether all pupils at Tetsworth know what is acceptable behaviour, and asked about the rewards in place for pupils who have showed positive behaviour?

Reviewing the Behaviour Policy and having a Staff Handbook would help support staff with the consistency of how behaviour is managed and help improve the culture re behaviour. It would make it clear to staff what the school's expectations are for behaviour. Pupils would then understand that all staff would address negative behaviour in the same way, and the consequences would be clear, known and consistent.

A well-planned progressive curriculum would also help to inspire and excite the pupils in their learning which would support good behaviour.

Area 4: Improving the outside space

- There is a focus on the appropriate equipment being available for the pupils to use at lunchtimes and pupils understanding how they can use this effectively.
- The school was in the process of requesting quotes for the redevelopment of the EYFS outdoor area and increasing the classroom size for year 3 to improve the learning space.

Area 5: Leadership and Management

- CPD to be put in place for leaders and subject leaders, to increase their knowledge of their curriculum subjects.
- The cost of Cornerstones includes unlimited access for staff to CPD. The LA may provide additional coaching for the leadership team.
- Expectations of subject leaders would be detailed in the Staff Handbook so everyone was clear about this at TPS.

Governors asked whether expectations were clear for staff?

Yes. The school has a monitoring programme in place, staff will discuss and understand the expectations required on a school and individual basis and the SLT will monitor through lesson observations, looking at the progress in the books, the feedback from pupil voice and pupil engagement etc. and amend their plans and actions accordingly.

Governors asked who is reviewing the lesson plans to ensure consistency and progression.

The subject leaders will monitor and review and the leaders will then monitor the subject leaders. A summary would then be presented to Governors.

Area 6: SEND Provision

The curriculum and quality of teaching focus areas will also support quality SEND provision.

- For SEN expectations would be set out for all staff so expectations are consistent and aspirational.
- Part of the work identified following the Ofsted visit, was to review all job descriptions to ensure these are accurate and reflect the current practice and roles within the school
- The SENDCOs would produce the non-negotiables requirements for all teaching to support our SEND pupils. The impact of these will be monitored by the SENDCOs, the leadership and the board so prompt action can be taken to ensure rapid improvement in this area.

Governors asked about the staff's response to the clear steps that are being put in place for improvements.

The school is in a period of transition. 2 teachers are leaving and staff morale is low. Leaders also want to ensure that support staff are on board with all the changes that are being put in place. By using Cornerstones as the basis of a progressive curriculum it will help to support staff with curriculum planning and should help to reduce workload. CPD will also be put in place to support staff. The federation as a whole would benefit from Tetsworth using Cornerstones as there was an opportunity to share

HT Report
05.06.2023

Executive
Headteacher
Clerk:
Agenda

the curriculum and topics with the subject leaders at John Hampden, and the Cornerstones team updates the curriculum to match changes in the national curriculum or the inspection framework focus.

- The advert for the teacher posts closes on 27 April 2023.

Governors approved the action plan with the changes noted.

DATA REPORTS

The data report for TPS Key Stage 1 had been circulated as this data was not available at the last data review.

Tetsworth

- For year 2 pupils, 70% of pupils are at expected for reading compared to 67% national. For writing 80% of pupils are at expected compared to 58% national and for maths 80% of pupils are at expected compared to 68% national. For combined 70% of pupils are at expected compare to 53% (national for last year).

John Hampden

- The SIP for both schools would be separate moving forward.
- The safeguarding culture was good across both schools. The visitor sign in protocols and procedures had been tightened up, and the culture of safeguarding was becoming embedded at both schools.

Governors asked how does internal pupil data impact on an inspection.

Ofsted will only look at the most recent external published data. The LA will look at the school's internal data. Governors also need this information to ensure that children are well prepared for the next stage of their education and that all groups of pupils are performing well across the schools.

Governors asked what percentage of year 2 pupils were achieving greater depth.

40% of pupils for reading, 0% for writing and 20% for maths. It was expected for this to increase as the data for writing is evidence based and therefore staff would be collecting more evidence to show which pupils achieve greater depth. As this may be externally moderated, the evidence is essential and pupils will be given the opportunity to demonstrate their writing skills before the assessment deadline.

- The data for other year groups will be updated and re-circulated via GovernorHub for the board to review at the next meeting.

8 FINANCE AND PREMISES WORKS – UPDATE TO BE PROVIDED BY HEADTEACHER AND SBM

8.1 BUDGET

The Finance reports had been circulated via GovernorHub prior to the meeting.

TETSWORTH

- The cost of staffing at Tetsworth is high due to moving back to the 4-class structure and because there is additional support for leadership currently. However, in terms of school improvement, this was the model considered to have the biggest impact on pupil outcomes in the short term. The need to consider returning to a three class structure was noted as was the temporary nature of the support for leadership, as the school will need to be affordable to be sustainable.

Governors queried the accuracy of the predicted pupil numbers for Tetsworth as each child generates revenue for the school?

The pupil numbers are based on numbers on roll on census day. The intake for EYFS for September was currently 12 pupils even though the pupil admission number is 8. This number of pupils may increase as another family is interested in their child attending.

The Executive Head confirmed that the school can have up to 20 pupils in each class.

Governors asked whether the budget reflected all of the pupils who have left in this school year, or may be due to leave.

The school confirmed that all know leavers had been included and the budget was as accurate as possible.

There are no more confirmed leavers. Numbers had been based on pupil numbers as at Easter.

Governors asked about the 5.0 FTE staffing. What is the additional 0.2?

This is for the current teaching levels, the leadership and the Planning, Preparation and Assessment cover for the teachers.

Governors asked whether there had been any significant changes to the budget since the Finance Working Group met to discuss this in more detail.

The only addition since this scrutiny has been the cost for Cornerstones

and the associated training which is now included in the budget.

Governors approved the budget for 2023/24 for Tetsworth.

JOHN HAMPDEN

Governors asked how many admissions had been confirmed for EYFS for September 2023.

60 places had been accepted and therefore EYFS would be full for September 2023. The number of applications had significantly exceeded the number of places available.

Governors asked about the FTE of 16.8 which had been included in the budget for 2025/26? This includes 1.2 FTE for Nursery staff. What is the extra 0.6 FTE after the leadership is included?

This is for the PPA cover.

Within the staffing assumptions the staffing costs for 2025/26 have been based on 1 teacher leaving. There had also been a reduction in some of the part time posts, and a teacher/PPA post has been removed. It had assumed that the music and French PPA would stop from March 2024. The staff at JH are very experienced and the percentage of the budget being spent on staffing in year 1 is 85% compared to 95% in year 3. This is higher than the recommended 75%.

Governors approved the JHS budget for 2023/24.

Governors thanked staff for all their hard work in preparing the budget.

9 SAFEGUARDING UPDATE FROM EACH SCHOOL

- There were no new issues to report from either school.
- The safeguarding documents and policy have now been updated with the new Safeguarding Lead's name. Governors thanked LC and the Headteacher's PA for actioning this.
- The Executive Headteacher is leading Generalist Level 2 safeguarding training for staff for both schools on 25 May 2023 for any staff who are due their safeguarding refresher training.
- RC to visit both schools with DH for a lead governor monitoring handover.

RC/DH

10 EXECUTIVE HEADTEACHER'S VERBAL UPDATE

- The KS2 SATS would take place over 4 days after bank holiday for the King's Coronation. **The schools requested Governor attendance at the opening of the SATs papers to ensure security of the papers and that the arrangements are in line with expectations.**

**All
Governors to
arrange any
visits directly
with the
schools**

- The Chair had reviewed the security of the KS1 SATs papers already received by JHS. These were securely locked and the packs seen were sealed. A log was initiated to capture this check.
- JH would be affected by strike action due to the increased numbers of staff taking strike action. Parents had been informed and signposted to online learning. It was the first time strike action had impacted on the operation of the school. Governors requested that their thanks were passed onto staff for letting the Executive Headteacher know that they were striking prior to the day to allow for planning. The school would still be open for EYFS pupils and two other classes.
- At Tetsworth, 1 teacher was taking strike action but governors were advised that this should not affect the opening of the school to all pupils.

11 GOVERNOR UPDATES SINCE LAST MEETING

11.1 TPS VISION WORK

- This was discussed at a later point in the meeting.

11.2 LEAD GOVERNOR UPDATES

- The board appointed NH as the Swimming Governor.
- Governor monitoring plans for Health and Safety, safeguarding and inclusion were available on GovernorHub. The Chair asked the SLT to let Governors know if there was an issue re Governor monitoring and staff workload as there had been some delay in responses to meeting requests and requests for information previously agreed by the board.
- It was agreed that the Governor monitoring plan linked to the TPS action plan would be shared with staff by the leadership.
- There is a health and safety visit booked for 28 April 2023.

**NH/SBM
Clerk to
email
swimming
checklist
Clerk:
Agenda**

**RC
LH**

11.3 WORKING PARTY – WRAP AROUND CARE AT TPS – UPDATE

- The wrap provider was still unable to start after school club due to the Ofsted registration not yet being confirmed. All paperwork had been submitted. The SBM had tried unsuccessfully to contact Ofsted for an update. AB would investigate and confirm the deadline.
- The board recognised that this delay was causing a problem for parents at TPS re childcare, particularly as the available childcare in the village is not adequate for the need.
- Governors discussed whether there was a greater need for after school club or breakfast club. The provider, without being Ofsted registered, was only allowed to provide 2 hours of wrap around care a day and this might help families.
- The board did not support the establishment of the afterschool

**AB to
investigate
and explore
family need**

club without the required and statutory Ofsted registration, but would do all they could to expedite the process.

Governor Communication

Following the governor communication to all families, a parent had emailed the Chair to raise two issues:

- The variety of activities in the afterschool / wrap around provision at JHS
- The range of clubs available to JHS pupils

The Leadership informed the board that the afterschool club/ wrap around provision at JHS was provided by an outside body that was separate from the school. The school did not have a role in determining activities at this provision but did oversee that its safeguarding arrangements were in place.

The Leadership also noted that the school runs a range of clubs after school and at lunch times, noted during the Ofsted visit, but that these are dependent on staff volunteering to either run these, or oversee the children if volunteers run these (in line with the schools' safeguarding requirements).

The board agreed to ask parents for their views on the clubs offered so that they could consider whether any changes or improvements might be required.

The board also agreed that the school should communicate to parents what is currently offered by the school in terms of lunch and after school clubs and what is currently provided by the separate afterschool / wrap around care.

Governors asked about club provision at Tetsworth.

There is a range of clubs including French Club which is paid for by parents. A review of provision may be necessary but the board noted that there are fewer staff at TPS to offer clubs.

12 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

- 5 June 2023 at 7.30pm – JHS
- 17 July 2023 at 7.30pm – JHS

13 ANY OTHER BUSINESS

13.1 TO APPOINT A SWIMMING GOVERNOR

This had been discussed under agenda item 11.2

13.2 STRIKE ACTION

This had been discussed under agenda item 10.

14 ITEMS FOR NEXT AGENDA

- Governor monitoring plan for the Tetsworth action plan to be agreed. *This would be shared on GHub as soon as it has been drafted to ensure monitoring in the weeks before the next meeting.*
- JH – SIP
- Tetsworth - Vision work to include parent/ carer; staff and pupil voice
- Curriculum leaders update – maths
- Latest Performance Data
- Quality of teaching report- summary for both schools following the monitoring programme
- Policies – Behaviour Policy and Data Protection Policy
- Review of equality objectives
- Public Sector Equality Duty Statement – to approve and publish on the school’s website
- Invite SENCOs to the September meeting

**Clerk:
Agenda**

VISION WORK

- Governors completed a SWOT analysis as part of the vision review. This involved identifying the strengths, weaknesses, opportunities and threats for TPS currently and would inform the board’s vision work alongside the parent/ staff/ pupil voice information. The outcomes will be collated by BF and shared on GHub.

15 CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes **(with the exception of any Restricted Confidential Minutes).**

The meeting closed at 22.03pm

Signed Date
CHAIR