



**MINUTES of the Full Governors' Meeting held at Tetsworth Primary School on Monday 7 October 2024 at 7.30pm.**

**PRESENT:**

- Mrs Sarah Bradford
- Mr Paul Hankey (Executive Headteacher)
- Mr Luke Hanratty
- Mrs Natalie Henderson
- Mrs Sarah Spencer (Tetsworth Head)
- Mr Dan Hayes
- Mrs Laura Craig

**IN ATTENDANCE:**

**ABSENT:** Mrs Rosy Bowling apologies received and accepted

		<b>ACTION</b>
<b>1</b>	<b>WELCOME AND CONFIRMATION OF GOVERNOR QUORUM</b>  Natalie Henderson chaired the meeting, and confirmed that the meeting was quorate.	
<b>2</b>	<b>APOLOGIES</b> Apologies were noted.	
<b>3</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b> NH asked DH to confirm he will continue as Safeguarding Lead. DH confirmed.	
<b>4</b>	<b>DECLARATIONS OF INTEREST</b>  There were no interests declared on matters relating to the agenda. The clerk reminded governors that they must re-confirm their interests on GovernorHub as soon as possible.	<b>All governors confirm interests</b>
<b>5</b>	<b>MINUTES OF MEETING 16 SEPTEMBER 2024</b>	
<b>5.1</b>	<b>MINUTES</b>  The Meeting held on 16 September, amendment required – 1. Welcome by Natalie Henderson not Mrs Caseby Minutes agreed with amendment.	<b>Chair type minutes</b>  <b>Clerk agenda</b>

Initialed by Chair .....

**ACTION**

**6 MATTERS ARISING**

None.

**8 GOVERNORS**

**8.1 Governor Vacancies**

NH confirmed Parent Governor role to be advertised across both Schools

**PH invite parent Governor nominations**

External applicant spoken to by NH and will confirm her interest. Vote to elect candidate will take place in next meeting 11 November

**Co-option on agenda**

**9 HEADTEACHERS' REPORTS**

**9.1** The Executive Headteacher and Head Teacher gave reports. Governors noted:

- TPS has maintained pupil numbers in spite of recent issues, and has an in year application in progress
- JHS has reported the lowest pupil intake numbers due to a low birth year, however, the highest percentage across the 3 primary schools in Thame.
- LC discussed the capacity to focus on low level behavioural disruption which has become largely expected by staff and tolerated up to this point. The strategy to achieve tackling the low level behaviour includes setting and sticking to non negotiables, developing the Hampden Way further and introducing a behaviour curriculum. This will be based on positivity through zones of regulation for good behaviour. Sanctions for bad behaviour are currently inconsistent across the school.

Signage is being upgraded around the school inside and out.

**Governors asked if there is a cyclical pattern across the 4 or so year period. Is there a de-sensitisation of lower-level disruption.**

LC explained that her experience of teaching across multiple year groups has identified where the gaps are in terms of classroom management

SS discussed that TPS behaviours have been chaotic in the past. There is an environment filled with positive attitudes which is having a noticeable impact on children's behaviours. The key is for TAs to reinforce the firm expectations are maintained by the children.

Welcome meetings have taken place at both schools with a positive response from families.

Curriculum

- TPS have had meetings with SIP and support from OCC & Benson School. The curriculum is in place and now needs consistent monitoring for it to become embedded. Training on adaptive

teaching to support.

Governors asked if there is anything the Governing Board can do to allow SS to have more space.

● SS thanked the board and noted nothing required at present.

PH expressed positive opportunities for CPD through the Thame Partnership.

School Development Plan Themes for both JHS and TPS had been shared on GovernorHub. They included:

- Assessment where it has been noted that some teachers are more cautious than others in assessing pupils so that achieving greater consistency is an important first step.
- Early Years outcomes aiming to achieve above national average in GLD. Work sharing by leaders has been rationalised so that one or other leader is in school over the whole week.
- The number of pupils working at greater depth should be higher in Writing and Maths, based on Reading scores.
- Ensuring every subject at TPS shows clear progression.
- Teaching of French, Music and RE will be improved by removing it from the PPA teacher.
- Improving low level behaviour – which is not bad but could be better.
- Improving the consistency of support in the literacy journey for pupils with SEND.

***Governors asked about improvements in provision of support for SEND pupils.*** 1:1 support is provided as necessary by TA. The headteacher is monitoring the use of play gym. Staff are managing pupil angst and pressure, and the atmosphere is calmer than last year. ***Governors asked whether there were particular parts of the school that cause concern.*** Last year in Year One the focus had been on two children but there was not the same profound need this year. There are high needs in the Nursery requiring lots of support. Some TPS children who were out of school have come back into school this year and are now full-time in Reception.

## 10. Safeguarding

- 10.1 TA cover at JHS stretched across the needs required across the school. Increased support for SENCO with Mrs Roberts in post and LC now non teaching. Likelihood that EHCPs will increase significantly and team will visit another setting to explore their SEN provision. Temporary SENCO at TPS supplied from Brill School until Mrs Braund return from maternity leave.

## 11. HEALTH AND SAFETY

### 11.1 HEALTH AND SAFETY UPDATE

Department for Education conducted a visit and will issue a buildings

Initialled by Chair .....

**ACTION**

report. Areas identified that require maintainance.

TPS roof repair - quotes required

PH & Corrina have put together a complete list of works that are required. This will have financial figures marked against each and prioritised.

**12. FINANCE**

**12.1** Budgets & Finance reporting in next meeting.  
Pupil Premium strategy to be included.

**12.2** Pay Committee to be held at TPS 5th November at 5pm. LH & NH to attend.

**Clerk  
11 November  
agenda**

**13. GOVERNOR UPDATES SINCE LAST MEETING**

**13.1** No updates.

**14 POLICIES FOR REVIEW OR APPROVAL**

**14.1** • Administration of Medications. Governors approved.

**14.2** • Complaints Policy. Governors approved.

**14.3** • Allegations Policy. Governors approved.

**14.4** • EYFS JHS specific. Governors approved.

**15. DATES, TIMES AND LOCATION OF FUTURE MEETINGS**

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

- 11 November 2024 at 7.30pm - JHS
- 16 December 2024 at 7.30pm - Online
- 20 January 2025 at 7.30pm – TPS
- 17 March 2025 at 7.30 – JHS
- 28 April 2025 at 7.30pm – TPS
- 2 June 2025 at 7.30pm – JHS
- 14 July 2025 at 7.30pm - TPS

**Governors to note**

**16 ITEMS FOR NEXT AGENDA**

1. Headteachers will prepare written reports.
2. The Chair will report on Governor Monitoring Plan with recommendations.
3. Consideration of filling the Co-opted governor vacancy.

**Clerk agenda**

**ITEM FOR 11 NOVEMBER AGENDA**

The main item will be Finance.

**Clerk agenda**

Natalie Henderson  
In the absence of the clerk.

Signed ..... Date .....

CHAIR

Initialed by Chair .....