

Minutes of the **Full Governing Board** of Stanford in the Vale CE Primary School
On **Thursday 28 September 2023 at 7pm**
The meeting will be held in the school

Respect the confidentiality of those items of business which the Governing Body decides from time to time should remain confidential. (Taken from the Governors Code)

Governors are reminded about the need to send their apologies if they cannot attend a meeting

Present: Claire Lewis (Co-opted (Chair)) CL Amanda Willis (Headteacher AW)
Caroline Smith (parent) CS Craig Goulding joined virtually (parent) CG
Jonathan Davie (parent) JD Yvette Upton (foundation) YU
Keith Stuchbury (parent) KS Elizabeth Ward (foundation) EW
Jane Lawson- Smith (Co-opted) JL-S Janet Warren (Foundation (vice-chair)) JW

No	Item	Action
1.1	Welcome CL welcomed everyone to the meeting at 8:05pm	All
1.2	Attendance/Absences/Apologies /Acceptance of Apologies Mary Vizoso (Co-opted) , Rachel Cook (staff)	
1.3	Quorum Declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business None	
1.5	Declaration of interests None – all governors requested to update this section on Governorhub for the new academic year.	
2.1	Election Election of Chair CL stood as chair and was unanimously voted in	
2.2	Election of Vice Chair JW stood for vice chair and was unanimously voted in. CG to shadow JW's role this year.	
3.1	Previous Meeting Adoption of the Minutes of the meeting held on 13th July 2023 The minutes were accepted and approved. CL signed the minutes to be filed in school	
3.2	Review of Actions and Matters arising from the meeting not covered in agenda items. Governors were asked to send all reports to Governor hub – some reports still to be uploaded. AW to complete and circulate Anti-bullying report – <i>Completed</i> Update on funding for quiet room and 150 years Artwork.	

	<ul style="list-style-type: none"> - OCC has said that school must go to building regs. Architect visit has taken place. Architect will draw up paperwork and then school can apply for building work. - 150 artwork – looking to apply for section 106 money. Plan is for artwork to be visible towards the front of the school for the community to enjoy. Governors have agreed to authorise School Finance Officer (WJ) and Headteacher (AW) to sign to approve the planned artwork. Parish Council to be informed at Parish County Council Meeting later this week. <p>JW, JL-S, YU & KS to complete prevent training – <i>completed</i></p> <p>KS and YU to complete Governor Induction training – <i>still to complete B</i></p> <p>CL & JW to complete a governor skills audit - <i>CL & JW to review profile of governor skills.</i></p>	
4.1	Review and adoption of Governing Board Standing Orders Use OCC standing orders – proposal to continue to adopt these accepted by Governing Board. If new clerk is not found, will need to be changed. Standing order dates/information to be updated for this academic year.	
4.2	Review and adoption of List of Delegated Decisions; Governors' Code of Conduct Proposal that committees stay the same – agreed by Governing Board	
4.3	Agree the current School Evaluation Form / School Development Plan and ensure it is linked to the budget Agree by Governing Board	
4.4	Map out, and agree, the governor monitoring plan linked to the success criteria of the agreed School Development Plan CS to set up table for who is monitoring which subject areas and expected frequency of visits	CS
4.5	Appoint Governors to monitoring roles either identified in the governor monitoring plan or linked to a statutory responsibility All subjects have governors with monitoring responsibility. See additional table on Governorhub	ALL
4.6	Review of Committees' Terms of References and membership:	
4.6.1	Curriculum & Communications 8 members + AW	
4.6.2	Resources, Personnel and Pay 6 members + AW	
4.6.3	Headteacher Appraisal MV, JW and CL to continue	
4.6.4	Pay Panel (governors assigned if needed)	
4.6.5	Appeal Pay Panel (governors assigned if needed)	
4.6.6	Complaints Appeal Panel (governors assigned if needed)	
4.6.7	Staff Dismissal Appeal Panel (governors assigned if needed)	
4.7	Governors' DBS check list and section 123 check All up to date	
4.8	Governors' attendance at meetings 2022-2023 (to be published) CL to update and upload	CL
4.9	Information on website	

	CL to update and upload	CL
4.10	Review subscription to Governor Services / other support – ensure all GB board members, HT and Clerk are aware of training / online training / toolkit / helpdesk available/ Insite: Schools News. All governors have access to Gov Hub and are encouraged to book own training.	All
4.11	Ensure Governing Board is GDPR compliant Recap and reminders of key information given to board.	
4.12	Ensure details held about people involved in governance are provided to the Secretary of State via GIAS (Get Information About Schools). Hub is updated for new governors. AW to update via GIAS	
4.13	Complete and review the annual safeguarding report and submit online to the LA before the deadline ER – annual report has been prepared and checked. It is ready to be submitted and all areas have been thoroughly thought through. Governors agreed that this could be submitted.	
4.14	Ensure governors have read the latest version of Keeping Children Safe in Education: KCSiE (2022) came into effect on 01/09/2023 & recorded this on Governorhub AW provided key updates to KCSiE. All governors to read updated documents above and record on governor hub.	
4.15	Policies: School Prospectus – updates to reflect changes to school day, uniform, staffing Confidentiality – no changes Dignity at Work – now antibullying and harassment policy (OCC) Safeguarding/Child Protection – OCC version, key names added Keeping Children Safe in Education – Gov doc Whistleblowing – OCC document accepted Code of Conduct – No change Social Media – no change Online Safety – no change Staff Dress Code – no change Emergency and Special Leave – OCC doc, have adapted form to request time off to aid our records, still following the governor agreed rule that if someone is full time we will pay for 5 days over the year if they need to look after their ill child, if they work 2 days a week, we will pay for 2 days over the year. Managing Sickness - OCC Home/School Agreement – updated to include Stanford way E-Safety User Agreement – no change Admission Policy – attendance team have not sent yet, carry over to next meeting	AW
5.1	Good Governance Approve the SEND report and publish on the website Approved	
5.2	Review Child Protection Policy and Procedures & record on Governorhub that it has been read and understood All governors to read and update	
5.3	Approve the annual school public sector equality duty statement and publish on the website Approved & on website	

<p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>Ensure all safeguarding training is in place, note any gaps and follow up All up to date.</p> <p>Governor training For exact dates, see Governorhub KS – Gov induction and safeguarding YU – Gov induction MV – Exclusion and suspension CS – Pupil premium and Agenda and minutes</p> <p>Governor dates: CS ends 30th September 2023 CL nominated CS to become a co-opted governor. CL nominated School Finance officer (WF) to be a co-opted governor. Need to advertise for new parent governor. By January, will need to appoint new staff governor.</p>	
<p>6</p>	<p>Headteacher's Report including:</p> <ul style="list-style-type: none"> • Health & safety Audit • Governors' Monitoring of School Improvement Plan (SIP)/Self Evaluation Form (SEF) • Governor Visits • Safeguarding review • Data • Schools position statement <p>- Comment on calm, purposeful, environment and impact of longer term display on environment and workload.</p> <p>- Q asked about marking/feedback – AW explain that adjustments had been made to the new feedback system to reduce workload and ensure work is purposeful. Books are now being traffic lighted and slides being used as feedback to inform learning for children. Staff covering lessons also using feedback books to share information.</p> <p>- Timetable for gov visits agreed and released.</p> <p>- Governors commented on positive staffing changes so staff are prepared for staffing changes in Jan.</p> <p>- It was discussed about the continued request for more reader volunteers</p> <p>- The continued involvement for this academic year as an associate/alliance member of FLT was discussed. FLT have new CEO.</p> <p>- Behaviour continues to be an issue with four children in each of year 4 and year 6. Some parents are not supportive of behaviour plan.</p> <p>- It was discussed how challenging and emotional this can be for staff, but it was also noted how staff are really looking out for each other.</p> <p>- Staff have had trauma informed schools training which was very good.</p> <p>Q asked to find out more about an incident with a penknife being brought into school. It was explained that Parents came in and were spoken, with the child and that the incident was referred to the safeguarding teams. PCSO came in very quickly and spoke to the children in year 6 and, at the same time to the</p>	

	<p>children in year three and four about respecting property. A parental complaint was also dealt with at this time.</p> <ul style="list-style-type: none"> - Currently there are a number of spaces in EYFS and Y1. 32 children in role in year 6 due to appeals. - Attendance – alternative provision for 2 days a week for one child in Year 6, funded by OCC. - New staff have settled in well. 	
7	<p>Budget Update update including approval and agreement of Reports (evaluation of 2022/23 and new 2023/24): - not this meeting</p> <p>Pupil Premium - covered in last meeting</p> <p>Sports Premium – covered in last meeting</p>	
8	Governor Skills Audit – see earlier	
9	Safeguarding Audit -	
10	<p>Committee reports:</p> <p>FOSS update - AGM in November. Discos, Bags to School, School Fete all planned for the year.</p> <p>Staff Report – no updates</p>	
11	Attendance – policy has been updated to reflect new timings	
12	School Vision Recap – Children are very confident and it is embedded. Revisited the vision and story for the year with the children.	
13	Springline (SPS) and Faringdon Learning Trust (FLT) Alliance SPS is financing Bassistry to come in for a day. AW to ask about clerking.	AW
14	<p>Sustainability Action Plan & Solar Panels update</p> <p>Application has been completed and submitted. As yet, no update, due to hear by end of Sept. Energy survey can be done soon – AW and JD to book in date. AW thanked JD for his work.</p>	
15	<p>Verbal report from Governors on the 20mph working group and a resolution of support from Stanford Governors</p> <p>Request has gone in, survey noticed as being very thorough. Waiting list of at least one year, but it is in plan.</p>	
16	Clerk's Items - none	
17	<p>Dates of next FGB meeting:</p> <p>19th October 2023 at 8pm</p> <p>1st February 2024 at 8pm</p> <p>25th April 2024 at 8pm</p> <p>11th July 2024 at 7pm</p>	