

*Headteacher:*  
Mrs A.J. Willis

Stanford in the Vale CE Primary School  
High Street  
Stanford in the Vale  
Faringdon  
Oxfordshire  
SN7 8LH

Telephone: 01367 710474  
Fax: 01367 718429  
E-mail: headteacher.3240@stanford.oxon.sch.uk  
Website: www.stanford.oxon.sch.uk

**Minutes of the Meeting of Stanford in the Vale CE Primary School  
Full Governing Body held at the School on Thursday 11 February 2016 at 7:45pm**

Present:

Janet Warren (JW) –Foundation (Chair)	Rev Paul Eddy (PE) –Foundation
Angela Finn (AF) – Co-opted	Diana Thomas (DT) - Parent
Jodi Stenzhorn (JS)– Co-opted	Alistair Thirkettle (AT) - Parent
Amanda Bellerby (AB) – LA	Claire Lewis (CL) - Parent
Nona Lewis (NL) – Co-opted	Amanda Willis (AW) - Headteacher
Kate Konschel (KK) – Co-opted	Kay Adamson (KA) – Staff
Marie Philpott (MP)-Foundation	

Apologies:

Jane Braddy (JB) – Co-opted(Vice Chair)  
Mike Stene (MS) – Parent

In attendance:

Jan Walker (JWa) – Clerk

***The meeting started at 7:55 pm***

		<b>ACTION</b>
1.	<b>Apologies</b> Apologies were received and accepted from those listed above. The meeting was quorate	
2.	<b>Declarations of Interest</b> No interests were declared.	
3.	<b>Minutes of last meeting (26 November 2015)</b> The minutes were agreed and signed as a true and accurate record of the meeting. Signed minutes passed to KK for filing at the School.	
4.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• JS reported back on OCC proposal to close all Children Centres. She advised that 2,715 responses had been received, 71% did not favour any of the three proposals put forward. The Director said that in light of the responses received they had compromised and there would be some Stay and Play sessions and that the 11 centres that currently offered childcare will remain open and will be funded until April 2017. There would still be a mobile bus. £1.9m had been set aside to change existing buildings so they could cater for 0-19 years rather than their current 0-5 yrs. There would approx. 200 redundancies. It was also stated that in 2020 all schools will have become academies. Proposals will be put to Cabinet on 23 February. Chair thanked all governors who responded to the consultation.</li> <li>• Chair reviewed Christmas events, the productions were excellent in Church and thanks was given for the Christmas lunch and carol service.</li> </ul>	

		ACTION
5.	<p><b>Headteachers Report</b></p> <p>The report had been circulated prior to the meeting. Points in report highlighted by Chair:</p> <ul style="list-style-type: none"> <li>• Thanks was given to governors who had been into school especially MS who had been in at various times to assist with an IT issues. MP had been in to help with the new leadership team. CL had been in to help KK with the finances and NL had been in school to look at Safeguarding.</li> <li>• The Open Morning was a good event and enjoyed by all.</li> <li>• Lee Abbey visited which was very good and the children were really engaged and enjoyed the visit.</li> <li>• Key Maths resources are now in all classes.</li> <li>• Working party in new forest school site on 20 February, any governor interested in going along to let AW know.</li> <li>• All the art work displayed over Christmas was really good.</li> <li>• Y6 organised a collection for the homeless, they did this independently.</li> <li>• HSLW is working with a total of 14 families.</li> <li>• Absence figures were good, the highest authorised is in foundation.</li> </ul> <p>Governors thanked AW for her comprehensive report and also the teacher training information circulated <b>however governors pointed out that the evaluations and impacts of the training had ceased</b>. AW admitted that this had stopped and advised that this would start again.</p>	
6.	<p><b>2015-16 School Strengths and Weaknesses</b></p> <p>The governors monitoring of Ofsted criteria report was circulated prior to meeting. The document had been updated and shows the present strengths and weaknesses. AW went through this self evaluation document explaining where improvements had been made</p> <p>NL will speak to Duncan Millard to see if he would be able to do some governor training on the Ofsted Inspector dashboard.</p> <p>AW advised that the reports are now looking more at where children are now and forecasting where it is expected them to be.</p> <p>There is a lot of communication with parents/carers and the community.</p> <p><b>Governors suggested that it could be an idea to ask retired people to come into school to talk about the job they held prior to retirement.</b></p>	NL
7.	<p><b>Springline Update</b></p> <p>AW advised that she had just come back from a music launch at The Beacon which had been very successful. The meetings are very good and schools are opening up and sharing more. Heads have looked at each other's SEFs and SIPs. They are looking at using each other's ideas; there is a strong sharing of good practice and supporting each other. Chair said that governors also needed to do more of getting together sharing good practice.</p>	
8.	<p><b>Academy Update and Neighbourhood Plan Update</b></p> <p>All appears to have gone very quiet. Chair advised that she had emailed Chris Dyer, Project Manager, but had not received any reply. The feasibility study report had been sent to OCC so it was very unclear as to why no further contact had been made. Chair advised that she will email Melinda Tilley, Councillor, with the concerns of the school. Chair advised that she will keep pressuring for a response.</p>	JW

		<b>ACTION</b>
9.	<p><b>Safeguarding and Safer Recruitment Training</b>            AW asked for all governors who had completed this training to let her know. PE is looking into the governors doing Safeguarding training with the Church. AW also asked governors to complete Prevent Training, this training looks at grooming children to be terrorists looking at radicalisation. Training can be completed online and AW will email governors with a link to the training.</p>	<p><b>ALL PE</b></p> <p><b>AW</b></p>
10.	<p><b>Sustainability Action Plan Update</b>            Paper circulated prior to meeting            Plan had been updated. <b>Governors asked for feedback on the parking issue.</b>            AW advised that she had received 10 letters of response and she intends to put the issue in the annual questionnaire.</p>	<p><b>AW</b></p>
11.	<p><b>Code of Conduct Policy for Parents</b>            Paper circulated prior to meeting.            AW advised that this had arisen from a SPS meeting, a head had had to ban a parent from the school site. Another said they had heard, although only a rumour, that a school had failed an Ofsted inspection as parents had been allowed to have mobile phones on whilst on school site. <b>Governors discussed the issue and concluded that it would be better to add points to the home/school agreement.</b> This would be more positive and could include information about social media ie taking photos and videos. It was also agreed that a poster be displayed advising that the school will not tolerate bad language on site.</p>	<p><b>AW</b></p>
12.	<p><b>Standing Items</b></p> <ul style="list-style-type: none"> <li>• <b>Committee Reports – Curriculum &amp; Communications Committee</b>            Meeting held prior to FGB meeting.</li> </ul> <ol style="list-style-type: none"> <li>1. The MUST Audit, which specifies the EYFS requirements providers must fulfil, has been completed and checked by AB.</li> <li>2. The SEND and G &amp; T Action Plans had been looked at and show lots of training and the sharing of good practice by the TA's. JB had been in school with the SENCo and will be doing more work on Gifted and Talented</li> <li>3. The SEF has now been updated so that it is in line with the Ofsted framework.</li> <li>4. Numerous policies had been reviewed and approved. The Promoting Positive Behaviour Policy had been carefully looked at by all staff so that there is continuity throughout the school.</li> <li>5. The impact on the pupils receiving extra help from the pupil premium money was looked at.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Committee Reports – Resources, Personnel &amp; Pay Committee</b>            Meeting held on 1 February 2015, minutes previously circulated, key points:</li> </ul> <ol style="list-style-type: none"> <li>1. Audit Assurance Report back from OCC. The audit is very comprehensive with lots of detail and there are many governor's responsibilities. It was very successful with only a few minor recommendations, most already actioned.</li> <li>2. The annual SFVS Assessment has been completed and actions listed on this are a result from the audit and will be actioned by end of March.</li> </ol>	

		<b>ACTION</b>									
	<p>3. KK went through the budget report in great detail. It was highlighted that we still have a considerable amount available to spend. RP &amp; P proposed spending some on extra office staff which all governors approved. As a result of the IT issues there may also be some spend on IT / wireless improvements. Governors agreed to the RP &amp; P proposal to accept the quote from Timotay for the foundation/year 1 playground area</p> <p>4. PE advised the governors that when the field was given to the school it should have been transferred to the Church. This is now in place and correct documentation is in place.</p> <p>5. There is a new Lettings Policy in place.</p> <p>6. NL &amp; MS have been more active in Safeguarding, Behaviour and Health &amp; Safety. MS had been looking at IT issues.</p>										
	<ul style="list-style-type: none"> <li>• <b>Link Governor</b> Chair thanked governors for the reports received on governor visits and a reminder to keep JB updated.</li> <li>• <b>Staff Report</b> KA advised it was the end of a busy half term which had been fraught with IT issues with some staff work had initially been lost and then retrieved. The latest Newsletter had a link about a new drop in pensions. KA asked governors whether it would be possible for someone to come into school to talk about this update to pensions. Governors agreed to this proposal and PE suggested that maybe it could be offered to SPS staff. NL will investigate.</li> <li>• Issues from Committee meetings No issues.</li> </ul>	<b>NL</b>									
13.	<p><b>Clerks Items</b> JWa advised that she was still awaiting a response from Governor Services about the organising partnership training on Governors Impact. JWa will chase again.</p>										
14.	<p><b>AOB</b> Chair advised that this will be MP's last governor meeting as she will be moving from the area so there will a vacancy for a foundation governor. Clerk will also be leaving at the end of the academic year. DT's position of parent governor comes to the end of the term in April 2016. Clerk advised that parent governor elections will need to be held.</p>										
15.	<p><b>Dates of Next meetings</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>RP &amp; P Committee</td> <td>Monday 25 April</td> <td>7:00 pm</td> </tr> <tr> <td>C &amp; C Committee</td> <td>Thursday 5 May</td> <td>6:00 pm</td> </tr> <tr> <td>Full Governing Body</td> <td>Thursday 5 May</td> <td>7:45 pm</td> </tr> </tbody> </table>	RP & P Committee	Monday 25 April	7:00 pm	C & C Committee	Thursday 5 May	6:00 pm	Full Governing Body	Thursday 5 May	7:45 pm	
RP & P Committee	Monday 25 April	7:00 pm									
C & C Committee	Thursday 5 May	6:00 pm									
Full Governing Body	Thursday 5 May	7:45 pm									

Meeting closed at 9:20 pm

13/02/16/jw