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**Minutes of the Meeting of Stanford in the Vale Primary School Governing Body
Held at the School on Thursday 24 September 2015 at 7:00pm**

Present:

Janet Warren (JW) –Foundation (Chair)
Angela Finn (AF) – Co-opted
Jodi Stenzhorn (JS)– Co-opted
Rev Paul Eddy (PE) -Foundation
Amanda Bellerby (AB) – LA
Jane Braddy (JB) – Co-opted(Vice Chair)

Mike Stene (MS) – Parent
Diana Thomas (DT) - Parent
Alistair Thirkettle (AT) - Parent
Amanda Willis (AW) - Headteacher
Kay Adamson (KA) – Staff
Kate Konschel (KK) – Co-opted

Apologies:

Nona Lewis (NL) – Co-opted
Marie Philpott (MP)-Foundation

In attendance:

Jan Walker (JWa) – Clerk

The meeting started at 7:00 pm

		ACTION
1.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>a) Chairman – JWa took the meeting and advised nominations had been received for JW to hold position of chair. JW was asked to withdraw from the meeting. JW was elected by governors to serve as Chair for 2015/16.</p> <p>b) Vice Chair – nominations had been received for JB to hold position of Vice Chair. JB withdrew from the meeting. JB was elected by governors to serve as Vice Chair for 2015/16.</p>	
2.	<p>APOLOGIES</p> <p>Apologies were received and accepted from those listed above. The meeting was quorate</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>No interests were declared and governors completed the Annual Register of Business/Pecuniary Interests forms. Clerk advised governors that the “Constitution of governing bodies” issued by DofE, August 2015 stated that there was now a requirement to publish details of relevant business and pecuniary interests of all governors on the school’s website.</p>	JWa/ AW
4.	<p>MINUTES OF LAST MEETING (25 JUNE 2015)</p> <p>The minutes were agreed and signed as a true and accurate record of the meeting.</p>	

Signed Dated
Minutes 24 September 2015 Stanford in the Vale School

		ACTION
5.	<p>MATTERS ARISING</p> <p>Forms for the Parent Governor vacancy have now been sent to parents, closing date is 14 October.</p> <p>Staff had now been restructured with the appointment of Assistant Headteacher.</p> <p>Parents Open Evening went well.</p>	
6.	<p>REVIEW AND ADOPTION OF GOVERNING BODY STANDING ORDERS</p> <p>The Standing Orders for 2015/16 were circulated prior to the meeting and governors agreed to adopt. Chair highlighted various points in the Governor's code.</p>	
7.	<p>REVIEW AND ADOPTION OF LIST OF DELEGATED DECISIONS</p> <p>Scheme of Delegation circulated prior to the meeting after being updated with the reconstititional information. Governors agreed to adopt the Scheme of Delegation after adding the correct date.</p>	JW
8.	<p>REVIEW OF COMMITTEE TERMS OF REFERENCE</p> <p>It was agreed that the Terms of Reference would be reviewed at the first meeting of the relevant Committee.</p>	RP&P C&P
9.	<p>MEMBERSHIP OF COMMITTEES AND GOVERNORS RESPONSIBILITIES</p> <p>Clerk reminded governors of membership to the Committees. It was noted that currently there was not a Whistle Blowing or Child Protection Governor and it was agreed to appointed to NL as Safeguarding Officer. Governors approved the Committee memberships.</p>	
10.	<p>GOVERNOR RESPONSIBILITIES 2015/16</p> <p>The School Improvement Plan had been circulated prior to the meeting. Governors were reminded to look to at their responsibilities and additional responsibility were allocated as follows:</p> <p>ICT – MS</p> <p>Vulnerable children to come under SENDS – JB</p> <p>Chair asked governors to consider who could take on the Breakfast/After School Club and PE role.</p> <p>Governors were reminded that they need to send in reports and continue to monitor school performance.</p>	
11.	<p>HEADTEACHER'S REPORT</p> <p>The report had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> • AW updated governors that Rachel Cook had been appointed as Assistant headteacher. • The Teaching & Learning position is hoped to be in place for the end of half term after being advertised internally. A shared position of this post had been put to Head by two members of staff. • Governors discussed the pros and cons of having the position as a job share. <ul style="list-style-type: none"> ➤ Governors questioned whether having half the staff on the leadership team may mean that the dynamics may not be as good. ➤ It was countered that this may possible be to the advantage of staff. 	

	ACTION
<ul style="list-style-type: none"> ➤ Governors did not see how it could work with each person only attending alternate Leadership meetings as felt that both needed to be there to participate and offer views. ➤ Governors also asked whether the role could be easily split equally into two roles and governors were also concerned that it may be hard to change back to one role if things didn't work out. ➤ Governors also asked whether each person would be receiving the top up salary or whether it would be shared as if shared would be very minimal. ➤ Head advised that it would be good for both staff concerned for their career development and it could possibly mean that they may lose staff. ➤ It was decided that the job would be advertised as one role and then if appointed as job share that it may be on a trial basis. ➤ Governors didn't feel that a decision could be made until it was known who applied for the post. Head advised that it will be advertised. <ul style="list-style-type: none"> • Governors noted that the progress in Year 6 in Maths and higher levels in reading was not good. Governors asked how they could review and keep track of those subjects that fall below the Oxfordshire level. • Head advised that it is hard to now trace back as levels have now gone although Y6 was now going to be standardised score but no information has yet been given. • Head advised that as part of her appraisal she is tasked with tracking the data, she also informed the governors that she provides the chair with data three times a year. • RaiseOnline should be out in November ready to be looked at by C & C. • Head advised that she is aware that Maths and Reading are not good and staff have attended training on Reading and Y3 are trialling a Reading skills programme. Y6 are trialling Maths and head advised that she will be teaching the bottom 10 pupils in Year 6, looking at consolidating Y5 curriculum to return to basics. • Head advised that the Maths exam now consisted of 1 of arithmetic and 2 of reasoning so changing expectations. • Head assured governors that she is very aware and progress is a big push. • A document was sent out with this report where present weaknesses were highlighted. Head and Chair assured governors that the data will be looked at in C&C Committee. • JW was now asking Head to put gradings in the form of a spreadsheet, to show the present strengths and weaknesses. • Governors agreed that it was important to keep Creative Curriculum as the pupils love it. Head advised that Ofsted were focussing on the whole curriculum not just English and Maths. • Chair advised that she had had a guided tour of the school by two pupils who pointed out items she had not noticed, it was excellent and she would highly recommend it for all governors. <p>Governors thanked Head for information circulated on the training courses that staff had attended.</p>	

		ACTION
	SPS Partnership is now in operation and inset held had EY focus. Chair advised that she had spoken to governors at Stockham School and they would like to have contact with other governors at other schools.	
	<i>JS left the meeting 8.25pm</i>	
12.	<p>SCHOOL BUDGET 2015/16</p> <p>Report circulated to all prior to the meeting.</p> <ul style="list-style-type: none"> • KK advised that all finance and HR had now moved from OCC over to Hampshire (IBC), 3 days before the end of term. Previously consisted of a team of 60 which had now reduced to a team of 6. • Staff hadn't been paid and it was all extremely frustrating as any queries were taking weeks to get answered. • All general ledger codes had been changed so all financial information had to be converted to the new coding, there had been little training given and any queries were referred to the help pages on the OCC website. • The office had also been very busy with an increased volume of calls, staff had been off and some were feeling the pressure. KK wanted to make the governors aware of the extreme pressure she was feeling. • Head said she was happy to relocate KK so that she can concentrate on finance and HR without having to deal with other queries. • KK talked the governors through the report that had been circulated, which she had managed to provide despite all the problems she had encountered. <p>Governors thanked KK for all the work that she had put in to produce the report despite the pressures of trying to work to a new system. Governors agreed that a letter of complaint would be written about the new shared service.</p>	JW
13.	<p>ACADEMY UPDATE</p> <ul style="list-style-type: none"> • The new SPS was working really well. • Headteacher of Stockham School was doing headteacher observations with AW. • A letter had been sent from OCC pushing Academies again. • Head advised that she had been invited to attend FCC as an Associate member this enables her to working with the school at various times but not becoming part of FCC academy. 	
14.	<p>OCC AND SCHOOL EXPANSION</p> <ul style="list-style-type: none"> • AW advised that a Project Manager had now been appointed, Chris Dyer. JW and AW met with Chris Dyer, OCC and Millennium Green Trust. • Various options for the use of Millennium Green being looked into by OCC. Natural England also needs to be consulted. • Millennium Green Trust to meet. • There is a worry if it becomes share land as Millennium Green is often vandalised. AW advised that all of this will take some time to go through. • Governors were advised that the project manager has spoken to the Neighbourhood Plan Committee and that the results of the questionnaire were still to be released. 	
15.	GOVERNORS' IMPACT ON LAST YEAR'S SIP	

		ACTION
	Chair advised that she was working on this document.	
16.	REVIEW OF VISION AND AIMS The school's vision and aims had been circulated prior to the meeting. Governors all agreed that these still reflected the vision and aims of the school.	
17.	POLICIES Policies had been circulated prior to the meeting. The following policies were all approved and adopted. Prospectus Admission Policy Attendance Policy Homework Policy Home/School Agreement Policy Dress Code Code of Conduct Policy was accepted subject to amendment of: 2.5 to remove the word "seriously" and 5.3 to read "Personal gifts from individual members of staff to <i>individual</i> students ..."	
18.	EXCELLENCE IN GOVERNANCE-MODULAR TRAINING PROGRAMME Chair advised governors of ODST Excellence in Governance training that was available at a cost of £450 per school. Governors discussed what was available but felt that as they already paid for OCC training would see what was on offer from them. Clerk will send to all governors the latest training brochure.	JWa
19.	GOVERNOR DETAILS UPDATE Clerk had circulated current governor details list, no amendments were necessary.	
20.	STANDING ITEMS <ul style="list-style-type: none"> • Link Governor Reminder all reports to be sent to JB to be uploaded and also all training attended to be sent to JB. • Staff Report KA reported that it had been a very busy start to term; accidents and illness meant that the staff were very stretched. Staff were also struggling with problems with the laptops and Wi-Fi after the installation of the new server, which was adding pressure. KA thanked governors on behalf of the staff for the summer BBQ, she said that all staff really appreciated it. Lucy the new NQT was settling in well. 	
21.	CLERKS ITEMS Clerk advised governors that there was training on clerking for a committee that was aimed at governors that would be held on 21 October at Unipart if any governor wishes to attend.	

		ACTION									
22.	<p>ANY ISSUES</p> <p>Chair felt that the governors needed to improve their profile with parents and thought that presence at parents evening would be a start. These are held on Monday and Tuesday, the week before half term.</p> <p>DT advised that there was a Facebook page for Foundation and that she had answered a lot of questions that would have gone to the school. Governors thought that it may be worth setting up a FAQ page.</p>	All Governors									
23.	<p>DATES OF NEXT MEETINGS</p> <table border="1" data-bbox="306 555 1241 674"> <tr> <td>C & C Committee</td> <td>Thursday 9 November</td> <td>7:00 pm</td> </tr> <tr> <td>RP & P Committee</td> <td>Thursday 26 November</td> <td>6:00 pm</td> </tr> <tr> <td>Full Governing Body</td> <td>Thursday 26 November</td> <td>7:45 pm</td> </tr> </table>	C & C Committee	Thursday 9 November	7:00 pm	RP & P Committee	Thursday 26 November	6:00 pm	Full Governing Body	Thursday 26 November	7:45 pm	
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Meeting closed at 9:35 pm

27/09/14/jw