

Headteacher:
Mrs A.J. Willis

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

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

**Minutes of the Meeting of Stanford in the Vale CE Primary School
Full Governing Board held at the School
on Thursday 22nd November 2018 at 8pm**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Amanda Bellerby (LA) **AB** Elizabeth Robertson (Foundation) **ER**
Rev Paul Eddy (Foundation) **PE** Lorna Darrock (Parent) **LD**
Kay Adamson (Staff) **KA** Kate Konschel (Co-opted) **KK**
Angela Finn (Co-opted) **AF** Jane Braddy (Co-opted) **JB**
Craig Goulding (Parent) **CG** Matthew Bullivant (Parent) **MB**

Apologies: Claire Lewis (Co-opted) **CL** Duncan Atkins (Parent) **DA**

Absent: None

In attendance: Joanna Sanderson – Clerk

The meeting was quorate throughout.

No	Item	Action
1	Statutory Items	
1.1	Welcome JW welcomed everyone to the meeting including MB and LD as new Governors at 20.05. Reminders were given about: <ul style="list-style-type: none">Confidentiality of Governors meetings until the minutes are published.Governors Standing Orders: -<ul style="list-style-type: none">(a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;(b) ensuring that the head teacher performs her responsibilities for the educational performance of the school; and(c) ensuring the sound, proper and effective use of the school's financial resources.All governors must act with integrity, objectivity and honesty and in the best interests of the school (not individuals).Governors are not expected to sort out parents' concerns.	
1.2	Attendance/Absences/Apologies /Acceptance of Apologies Apologies from CL and DA were received and accepted.	
1.3	Quorum Declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business None.	

SignedDated
Full Governing Board Stanford in the Vale School

No	Item	Action
1.5	Declarations of Interests AW declared her interest in agenda item 5.	
2 2.1 2.2 2.3 2.4 2.5 2.6 2.7	Previous Meeting Adoption of the minutes of the meeting held on 27th September 2018 The Chair signed the minutes as a true record of the meeting and they were handed to AW at the end of the meeting for filing in the school. Review of Actions and Matters Arising from the meeting <i>All other items are either complete or being dealt with elsewhere on the agenda.</i> PI forms to be completed. AW, KK and KA had previously handed their forms in at school. DA is due into school on 23 rd and AW will ask for him to complete his at their meeting. The Clerk is to send the collated form into KK for her to update with these outstanding details and return to the Clerk. All forms received by the Clerk were handed into AW at the end of the meeting for filing in school. Committee TOR to be reviewed at the relevant committee meetings this term and any changes reported to the FGB in November for ratification. Both ratified and now on GovernorHub. AW to ask Nick Cornell if he will continue to be the external advisor. Actioned successfully. OPL have produced an online brochure of available courses – circulated. LD has completed the induction course which she found to be very informative. Promote safe car parking and the walking bus. Parking is regularly mentioned on the newsletters.	AW/Clerk KK
3	Correspondence None.	
4	Headteacher’s Report including H&S and Governors Responsibilities (with reference to SIP/SEF) – Governor visits <i>The Head Teacher’s report was circulated via GovernorHub prior to the meeting.</i> Points discussed by the FGB: SIP4.3 Clubs for G&T will be at different times; Rachel’s support will be in normal class sessions and she is working 4 days in foundation. Newspaper club will be obligatory as it will during school time, the problem-solving club will be run in lunchtime so a letter inviting children to participate will be sent. £444 raised for Children in Need and very good. Question about Y2 forest school - they go half a class at a time. The setting has been developed and is a lovely atmosphere where the children can learn new skills as well as letting off steam. Question about Photograph income - It is approx. £180 a time circa £600pa. Tempest are expensive, so KK has met with another company who offered other products. Remembrance and WW1 learning invoked lovely comments in the community about the poems left by the pupils. Question asked if Y5 still go to the Grange. Mrs Finney takes 6 children each week. SPS – great way to share ideas and costs, focus on mental health and wellbeing of students. Suzanne is employed by the school along with a number of other schools to support certain families. Sometimes within schools sometimes externally. Behavioural incidents – These are not bullying incidents but behavioural incidents. DA and LR working hard as safeguarding lead and Governor.	

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	<p>DBS' checked on 16/11/18, LR to check on each visit and sign off. Dave Rhodes has been appointed as the new maintenance person along with an additional cleaner (now 3). Dave comes in for 8 hrs a week and is getting on top of the maintenance work as prioritised by AW. OCC want attendance to be 95% of the time. Hospital appointments are still an absence and have to be recorded accordingly. The school is trying to tackle lateness. The process of dealing with unauthorised absences is: letters home; contracts with parents; promotion of breakfast clubs etc; OCC involvement; parents can also be fined.</p> <p>SEF – Current vacancies for responsibilities. 1.14 Improving community links and breakfast & after school club – MB volunteered. 1.17 N/A as not in budget. 1.20 Arts, design and technology, 2.7, 2.8, 2.14, 2.15 & 2.16 - LD volunteered. Due to the safeguarding responsibilities LR has asked if someone take over Maths 2.6 & 4.9 - MB volunteered 3.4 Support Services -LR & JB volunteered.</p> <p>It was noted that training is for this academic year and should therefore be amended on the system as CG is still on there.</p>	
5	<p>Headteacher's Performance Management The item regarding the Headteachers' Performance Management is minuted in Part 2(5) – Confidential Items of These minutes</p>	
6	<p>Good Governance</p> <p>6.1 Review the "Governors Schedule of Work" document Ongoing.</p> <p>6.2 Governors monitoring of the OFSTED criteria – School position statement. This is part of the school's self-assessment document and looked at each FGB – based on the present Ofsted criteria. At present there is no change.</p> <p>6.3 Governors skills audit To be reviewed around February to see our skillset.</p> <p>6.4 Governor Self assessment To be revisited in June.</p> <p>6.5 Culture of the school To be Revisited in June in line with the Vision</p>	
7	<p>Delegated Items <i>All reports were circulated via GovernorHub prior to the meeting.</i></p> <p>7.1 Committee Reports</p> <p>Curriculum & Communications Committee 1st meeting of the year is all about data, an overview of the report was presented, and no questions asked. 5 Key messages:</p> <ol style="list-style-type: none"> 1. Foundation Data - The percentage of Good Development compared to last year is higher and we are above the LA. 2. End of KS Analysis – Went through last year's results in Foundation, Year 2 and Year 6. Overall is good and higher than last year. However, Progress, has declined and is showing a declining trend. <p>We did discuss -What is being done to improve things? Writing is constantly being</p>	

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No	Item	Action
	<p>reviewed; more EGPS activities in writing; staff teaching more in actual writing; WALT to have EGPS targets rather than just the outcome; more whole class reading to help improve pupil's vocabulary. Reading and writing progress can be linked with children not reading at home so discussed ideas to focus on this – possible book swap on World Book Day and Reading Café. Next year' results should give a better picture as all results will be from the same curriculum</p> <ol style="list-style-type: none"> 3. Expectations for the end of Key Stage results this year - AW has set targets for each year group. 4. SEND and G&T Policies and Action Plans Reviewed - All Policies had been updated with the main changes being in the G&T Policy. 5. SIAMS - Now new toolkit which has 7 strands. Strands 1 and 2 have been looked at and Strand 3 is now being worked on. <p>Resources, Pay and Personnel Committee</p> <p>5 Key Messages:</p> <ol style="list-style-type: none"> 1. Budget - A thorough review of the budget was held at the meeting. £10k should be received from OCC to be used for improvements in Annual Year 2018/19. This will be used for the safety surface releasing the funds previously earmarked for this. The pay grant has come through based on £16.40 per pupil. £2k grant for the healthy child fund sees us in a better position for the 3 year plan although still in deficit. The pay grant in 2020 is as yet unknown and a new funding scheme is to be detailed later in the year. Other methods of trying to save money are being considered including electricity monitors, solar panels, and due diligence when looking at external companies for purchasing. Concerns were raised about the £60k deficit over 3 years, and the need to build up additional funds of £15k. Suggestions including asking parents to gift aid £5 pm direct debit were made. Forward planning for the budget and other money saving/raising ideas are to be added to the RP&P agenda for the next meeting. 2. SFVS – completed & propose agreement for submission to OCC 3. Staff & Headteacher appraisals 4. Health and Safety Policy – Nut Allergy 5. Policies - Several other policies adopted <p>7.2 FOSS update The committee has 2 new secretaries and a new treasurer. FOSS raised £10,500 profit last year.</p> <p>7.3 Staff Report Everybody is gearing up for Christmas, and there is nothing to report.</p> <p>7.4 Any issues from committee meetings Social Media - AW received complaints from parents about videos which were uploaded onto social media platforms featuring other children without permission. AW has sent a letter out via ParentPay.</p>	RP&P
8	<p>School Financial Value Standard (SFVS) Audit</p> <p>CL and KK meet annually for the SFVS which a replacement of a full audit is and discussed in length at RP&P. The main section is about FGB and staff, setting budget, SIP, value for money, procedures for purchasing, protecting public money, and a health check to confirm the school is following procedures set by OCC. Staffing is also reviewed, as is the pupil premium, H&S and safeguarding.</p> <p>It was agreed at RP&P tonight a new policy is to be sent to parents about no nuts on the premises following a pupil's anaphylactic shock reaction.</p>	

SignedDated

No	Item	Action
	SFVS form is available on GovernorHub; all at the FGB agreed and the Chair signed the report at the end of the meeting.	
9	Springline (SPS) Update SPS development was available on GovernorHub.	
10	Sustainability Action Plan update Further discussion to be held with CG. The Action Plan key is yellow = in progress and green = completed.	
11	Travel plan DA is meeting with AW on 23 rd November to discuss.	
12	Pre School update <i>The report was circulated via GovernorHub prior to the meeting</i> The report was discussed at C&C. Plans are currently on hold.	
13	Neighbourhood Plan and School Expansion Plan update – Confidential minutes The item regarding the Neighbourhood Plan and School Expansion Plan is minuted in Part 2(13) – Confidential Items of These minutes.	
14	Academy update Currently there is no need to become an Academy – NFA.	
15	School Christmas events Christmas lunch on 19 th December – JB, JW & AB volunteered to serve the children and then have lunch. Pantomime on 20 th December - JW, JB & AB volunteered to accompany the children. Any additional volunteers are to let AW know. Christmas concerts help serving mulled wine – JW to e-mail separately. JB volunteered to help on both dates and AB can help on one of them.	
16	Clerk's Items None	
17	AOB Still looking for a Co-opted governor if anyone has any suggestions.	
18	Date and times of next meeting Monday 4th March at 8pm	

Meeting closed at 22.00
JLS 24 November 2018