

Headteacher:
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**Minutes of the Meeting of Stanford in the Vale CE Primary School
Full Governing Board held at the School
on Monday 4th March 2019 at 8pm**

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

Apologies: Craig Goulding (Parent) **CG** Claire Lewis (Co-opted) **CL**
Rev Paul Eddy (Foundation) **PE** Duncan Atkins (Parent) **DA**

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 at 8pm.	
1.2	Attendance/absences/apologies /acceptance of apologies Apologies from CG, PE and CL were received and accepted. Late apologies were received from DA.	
1.3	Quorum declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business Governor Terms dates - minuted at 13.1.	
1.5	Declarations of interests None.	
2	Previous meeting	
2.1	Adoption of the minutes of the meeting held on 22nd November 2018 The Chair signed the minutes including the Part 2 (Items 5 and 13) Confidential Minutes as a true record of the meeting. The Minutes and Part 2 (Item 13) Confidential Minutes were handed to KK at the end of the meeting for filing in the school. Part 2 (Item 5) Confidential Minutes have been retained by the Clerk.	
2.2	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> DA signed the Pecuniary Interest form as required. Governor Skills audit forms are on the Hub to be reviewed by individuals prior to the June meeting.	All

SignedDated
Full Governing Board Stanford in the Vale School

No	Item	Action
	Induction training for MB - Clerk to re-send the link.	Clerk
3	<p>Correspondence None.</p>	
4	<p>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: The question was asked about progress regarding Attendance certificates in relation to medical reasons for absence, however there is no way to differentiate medical absences on Integris. A further review is needed on attendance as FCC allow some holidays and AW needs to ensure decisions remain legal and consistent. Overall attendance figures are good but the group figures are not so good and were picked up by Ofsted. The Governors who have been in to the school were thanked, also those that went in on the snow day. The Governor visits to school policy form is available on GovernorHub. After a visit, Governors are to send the completed form to those people they met during their visit, and AW, before uploading on the Hub. The Arts Mark form has been updated since uploading onto the Hub. School events were praised including the Science day, Christmas performances, and Stanford’s Got Talent. The OCC visit from Andrew Markham went well; data and judgements were discussed, and he was impressed with the joined up approach. There is no change on the Academy status. It was confirmed that any Restraint RA is agreed and signed by the parents. The lock down practice went well specifically with the use of walkie talkies which proved to be an improvement over that of mobile phones. Teachers and parents were advised of the planned practice and the Governors were impressed with the way the children handled it. H&S checks are up to date. ELSA TA having 17 children – AW confirmed this was a manageable workload but that she was monitoring, and extra time had been provided. The GDPR Compliant signing in book is now up and running. AW is obtaining quotes for asbestos work in the Yr1 cupboard. The next H&S audit is scheduled for 18/3/19. The annual stress questionnaire is aimed at staff and discussed at RP&P. Authorised absence figures are up but there has been a lot of sickness. The Yr1 place is expected to be filled, an offer letter has been sent but awaiting a reply. It was queried whether it would be possible to reward attendance. AW and KK are to review but it is hard to analyse on the system, and also to remain consistent. There has been one applicant for the cleaning vacancy and the closing date is Friday 8th March. There may be a need to advertise the vacancy wider. This is the first time the After-School club play leader has not been someone involved with the school, she was praised for her enthusiasm.</p>	<p style="text-align: center;">AW</p> <p style="text-align: center;">AW</p> <p style="text-align: center;">AW/KK</p>
5 5.1	<p>Good Governance Review the “Governors Schedule of Work” document</p>	

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No	Item	Action
5.2	<p>JW has checked and the FGB is up to date.</p> <p>Pecuniary Interests list on the website. Completed.</p> <p>5.3 Governors monitoring of the OFSTED criteria – School Position Statement. No further update.</p> <p>5.4 Receiving and approving the Pupil Premium and PE funding (<i>Documents available on GovernorHub</i>) – statements on the website. These have been reviewed by RP&P and C&C; the FGB approved the documents on the website.</p> <p>5.5 General Data Protection Regulations – update Duncan Scott has checked the website including photos. Valid permission has been received for photos on the website, therefore this a housekeeping task now.</p>	
6	<p>Delegated items <i>All reports were circulated via GovernorHub prior to the meeting.</i></p> <p>6.1 Committee reports</p> <p>Curriculum & Communications Committee</p> <p>1. There was a detailed report about the curriculum review; Coordinators had good subject knowledge and presented to JW and AW.</p> <p>2. The SIAMS document has been updated and staff are looking at 2 strands per ½ term; it is anticipated that by the end of the year all strands will have been reviewed. There are 5 years between SIAMS inspections.</p> <p>3. Pupil premium – attendance was the main topic of discussion.</p> <p>4. PE - there are a huge range of activities on offer. Dance was successful, with 40 children taking part in the Dance Festival. There was a concern that 19 students are not confident in water and it was questioned whether they could be helped further.</p> <p>5. A letter is to go home to parents following the recent questionnaire. A Believe and Achieve award is to be introduced with a trip to the café for a drink and cake.</p> <p>Resources, Pay and Personnel Committee RP&P met before ½ term.</p> <p>1. Budget – better position than before – staff pay grant, additional capital funding received, monitoring spending carefully, savings made on supply staff & educational supplies. Funding for this year is lower due to numbers and the Minimum Funding Grant not being received therefore we are down £12k. DfE are reviewing the teachers’ pay grant and while it will be received for next year (approx. £7k), there are no guarantees moving forwards.</p> <p>2. Updated Crisis Management Plan – carrying out Lock Down Practice on 6th Feb</p> <p>3. Staff - After School Club new appointment</p> <p>4. Visitors System – to be included in next year’s budget</p> <p>5. Penalty Notice training carried out! It was queried where the money goes for penalty notices? It has also been mooted that the penalty bills may be increased.</p> <p>6. Several policies adopted</p> <p>FOSS update</p> <p>6.3 The Committee is looking healthier following several successful fundraising initiatives. There will be a bingo night on 30 March and an Easter trail around the village throughout April. FOSS has agreed £4k pa is to go towards the school, this year teachers were asked for a wish list which was all approved at a value of £2k.</p>	<p style="text-align: center;">AW</p> <p style="text-align: center;">AW</p>

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No	Item	Action
6.4	<p>Staff report Nothing to report</p> <p>Any issues from committee meetings Healthy lunchboxes – 3 complaints were received and in response it has been agreed not to put slips in those children’s lunchboxes. As there is free fruit provided for KS1, FOSS asked whether it would be possible to review costs for providing fruit for KS2. AW is to investigate and pass costs for consideration for FOSS. Other parents have complimented and praised the initiative and there were no comments on the parents’ questionnaire. 1 slip on the ice was reported.</p>	AW
7	<p>Springline (SPS) update Covered within the Headteacher’s Report.</p>	
8	<p>Sustainability Action Plan update There has not been a meeting therefore AW has updated this and uploaded to GovernorHub. There is a need to renew the green flag which involves paperwork and an assessor coming in to do this.</p>	
9	<p>Pre School update The research has been done and the topic should remain an agenda item but it is currently too much of a financial risk to pursue.</p>	
10	<p>Neighbourhood Plan and School Expansion Plan update No updates to report. JW to write to OCC re the soakaway. Planning is underway for 300 new houses although there is a decline in pupil numbers across the county.</p>	JW
11	<p>Academy update Currently there is no need to become an Academy – NFA.</p>	
12	<p>Clerk’s items Update from the Clerks’ Briefing held on 22nd January: <i>The agenda, with links, was circulated via GovernorHub prior to the meeting.</i> The NGA have produced practical guidance on succession planning for Chairs and Vice Chairs, the link is available on the agenda. It is requested that all Governors read the Keeping Children Safe in Education (circulated via GovernorHub). Pg 32 of the guide details a new check for Governors which would be undertaken by the staff member responsible for the DBS checks. Ofsted changes being reviewed in Jan 2019 for implementation in Sep 2019 with a focus on curriculum, the link for further information is available on the agenda. The Clerk reminded the FGB about the Child & Adolescent Mental Health evening presentation through OGA on Monday 3rd April, and an Oxfordshire Schools Mental Health and Wellbeing meeting on 6th March.</p>	
13 13.1	<p>Any other urgent business End dates for FGB terms of office JW (11 Mar) to continue for one more term but needs to go through the Diocese. KA (13 Mar) staff to be approached. JB (31 Aug) happy to continue. AF (31 Aug) will stand down.</p>	

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No	Item	Action
13.2	KK (31 Aug) happy to continue. JW has sent 28 invitations to people in the village for a community lunch but is seeking other suggestions? Local businesses were proposed, and any other suggestions should be forwarded.	All
14	Date and times of next meeting Monday 29th April at 8pm	

Meeting closed at 2120
 JLS 5 March 2019