



Minutes of the **Full Governing Board** of Stanford in the Vale CE Primary School
On **Thursday 11th July 2024 at 7pm**

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: Amanda Willis (AW) – Headteacher
 Janet Warren (JW) – Foundation Governor, **Vice Chair**
 Amanda Bellerby (AB) – LA Governor
 Elizabeth Ward (EW) – Foundation Governor
 Yvette Upton (YU) – Foundation Governor
 Keith Stuchbury (KS) – Parent Governor
 Lisa James (LJ) – Parent Governor
 Mary Vizoso (MV) – Co-opted Governor
 Caroline Smith (CS) – Co-opted Governor

Apologies: Claire Lewis (CL) – Co-opted Governor, **Chair**
 Jonathan Davis (JD) – Parent Governor
 Craig Goulding (CG) – Parent Governor
 Jane Lawons-Smith (JLS) – Co-opted Governor

Absences: None

In attendance: Kate McConaghy – Clerk

Agenda Item	Actions
1 Statutory Items	
1.1 Welcome	
1.2 Attendance/ Apologies/ Absences <ul style="list-style-type: none"> • Apologies received and accepted for JD, CG, JLS, and CL 	
1.3 Quorum Declaration: <ul style="list-style-type: none"> • The meeting was quorate throughout 	
1.4 Declaration of any urgent business (to be dealt with at the end of the meeting) <ul style="list-style-type: none"> • None 	
1.5 Declaration of Interests <ul style="list-style-type: none"> • AW – budget 	

<p>2</p> <p>2.1</p> <p>2.2</p>	<p>Previous meeting dated 25 April 2024</p> <p>Adoption of the Minutes</p> <ul style="list-style-type: none"> • Minutes approved by the Board and signed by the Vice Chair <p>Review of Actions and Matters arising from the meeting:</p> <ul style="list-style-type: none"> • Neighbours were informed of scaffolding and proposed developments on site over the summer 	
<p>3</p>	<p>Correspondence</p> <ul style="list-style-type: none"> • None 	

<p>4</p>	<p>Governing Body Health Check - complete questions 11-14</p> <ul style="list-style-type: none"> • Question 11: We carry out our statutory duties as governors and ensure that our school/academy/college fulfils all statutory duties including safeguarding, equality, 'Prevent' strategy and complies with relevant codes of conduct / guidelines including SEND provision and financial controls. We know that safeguarding is effective. (Leadership & Management). <ul style="list-style-type: none"> ○ Strongly agree • Question 12: We have a clear and current vision and strategy which will deliver high quality education and training for all our learners. Our strategy is realised through strong shared values across the leadership team, up-to-date policies and plans which lead to good practice in the classroom and beyond. (Leadership & Management). <ul style="list-style-type: none"> ○ Strongly agree • Question 13: We ensure that staff have opportunities to develop their subject and pedagogical knowledge. We are realistic and constructive in understanding and addressing the pressures on our staff, including their workload. We ensure that leaders protect staff from bullying and harassment. (Leadership & Management) <ul style="list-style-type: none"> ○ Agree ○ Governors discussed the Parent Code of Conduct adopted to deal with bullying and harassment ○ AW highlighted that the staff are training as much as the budget will allow • Question 14: We know our roles as governors / trustees. We hold our leaders to account for the quality of education that our school/academy/college provides and ensure that they manage resources wisely. We are prepared to intervene when leadership falls short and to celebrate when there is success. (Leadership & Management) <ul style="list-style-type: none"> ○ Strongly agree 	
<p>5</p> <p>5.1</p>	<p>Headteacher's Report</p> <ul style="list-style-type: none"> • The Headteacher's Report was circulated via GovernorHub prior to the meeting and covered: <ul style="list-style-type: none"> ○ SIP '24-'25' <ul style="list-style-type: none"> ▪ Governors asked for clarification on use of rolling arms and hands on head in classroom; AW clarified this is a clear way to 	

<p>5.2</p> <p>5.3</p>	<p>check student understanding throughout the lesson as per the suggestions of the Ofsted report.</p> <ul style="list-style-type: none"> ▪ Governors asked for clarification on the Growing Great Teachers professional development; AW clarified staff will choose an area of personal development, feedback to others, and self-evaluate. Governors requested feedback on what areas staff choose to develop if this can remain anonymous. ▪ Governors noted the coffee morning had no attendees; AW clarified the intention of coffee mornings was to address issues that take up a lot of time in the year, but the intended audience did not attend. Governors questioned whether it was the timing or the format that failed; AW suspects it's the format. ▪ Governors asked for clarification of Neurodiversity Training; AW clarified that the training would be beneficial for children who don't have an official diagnosis but show signs of neurodiversity. ▪ Governors questioned the accessibility of reflection spaces; AW clarified the reflection tables and tents, although the KS2 tent has currently been put away due to inappropriate use but would be back in September, reflection room is used regularly by visitors and the Home School Community Link Worker. ▪ Governors asked for clarification on removal of the traffic light behaviour system in the classroom; AW clarified this system would be swapped for a recognition board and staff will be given scripts to help them implement a restorative approach to behaviour management. ▪ Governors questioned whether attendance is likely to improve in September; AW is positive it will. <ul style="list-style-type: none"> ○ General Notes <ul style="list-style-type: none"> ▪ Governors enquired about the success of the Summer Fete; AW highlighted the fete raised ~ £3000 before expenses. ▪ Governors complimented the Headteacher on the school's variety of enrichment (sporting event, school trips, nature school, guests) ▪ Governors enquired how Y6 found Move Around Day; AW clarified that the children found it enjoyable and helpful toward their transition to Secondary school. ▪ Governors queried what support the Headteacher had received for a threat made against her; AW clarified that the threat had been logged with police but not pursued and risk mitigation advice was provided. ○ FLT ○ Racial Incidents ○ Bullying Incidents ○ Behaviour Incidents ○ Incidents of positive handling ○ Exclusions <ul style="list-style-type: none"> ▪ AW highlighted new exclusions in Y5 & Y6 ○ Health and Safety 	
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5.4	<ul style="list-style-type: none"> ▪ Governors complimented Headteacher on school’s 5-star food hygiene inspection for Breakfast and After School Cubs ○ Attendance ○ Staffing and staff wellbeing ○ Complaints received <p>Governor visits</p> <ul style="list-style-type: none"> • Governors noted the following visits this term: <ul style="list-style-type: none"> ○ JW - music ○ EW - safeguarding ○ MV - geography and history ○ CS - Breakfast Club ○ AB - Early Years (x3) • Governors noted training taken by three Governors this term <ul style="list-style-type: none"> ○ JW requested Governors take up more training <p>Working hours</p> <ul style="list-style-type: none"> • Governors questioned whether the Headteacher’s working hours had increased due to changes in leadership structure; AW clarified that her additional hours provided cover for other staff • Governors questioned whether the school was fully staffed for September; AW clarified that she will be needed one morning per week in Y1 from January and may cover some of a maternity leave/ maternity cover gap (2-3 weeks) <ul style="list-style-type: none"> ○ Governors requested Headteacher do her best to keep her PPA time <p>Stress questionnaire feedback</p> <ul style="list-style-type: none"> • AW highlighted that this year’s questionnaire was an improvement upon last year <ul style="list-style-type: none"> ○ Governors requested the Headteacher reflect on why that might be; AW clarified that some of the stress in the classroom environment had improved • AW highlighted that the new TA had complimentary things to say about being welcomed as part of staff on their first day 	<p>All JW has requested Governors take up more training</p>
6 6.1	<p>Budget Update</p> <p>Not much has changed since budget was set. Some new items not included in the budget:</p> <ul style="list-style-type: none"> ○ new interactive board for year 5 ○ architect services ○ electric company work toward solar panels ○ Request put in to PPC for 30 laptops ○ deficit in year 3 by ~£8,000 ○ The above does not take into account projected savings for solar panels. <ul style="list-style-type: none"> ▪ Solar panels should save £6,000 – £9,000 per year including loan repayment. ○ Governors questioned what pupil numbers looked like for September; AW clarified pupil numbers were creeping up in Foundation and Y1. 	

6.2	<p>PE Premium - Publish details of how PE and sport premium funding was spent by July 31st, 2024</p> <ul style="list-style-type: none"> • Slight overspend due to replacing broken trim trail equipment • Most money goes to Paul Chadwick as expert • Governors questioned whether Y6 made up their swimming; AW clarified they had, though some would not go, and swimming is booked again for next year. <p>Pupil Premium - Publish details of how PP funding was spent by July 31st, 2024</p> <ul style="list-style-type: none"> • AW has evaluated this year's and is producing next year's PP spending <ul style="list-style-type: none"> ○ AW would like to improve attendance ○ AW would like to improve academic achievements ○ AW would like to improve social-emotional support <ul style="list-style-type: none"> ▪ Much spent on Home School Community Liaison, ELSA and interventions ○ Some swimming, trips, and residential have been subsidised ○ Breakfast club and after school club have been subsidised for some families ○ Governors queried whether they are required to approve the spending itself; no, need to approve the report 	
7 7.1	<p>Good Governance</p> <p>Statutory requirements</p> <p>1.4 Review Child Protection Policy and procedures</p> <ul style="list-style-type: none"> • AW noted changes from previous year's Child Protection Policy • Governors adopted policy • Governors also adopted the following OCC updated statutory policies: <ul style="list-style-type: none"> ○ Safer Recruitment ○ Dealing with Allegations Against Staff <p>2.3 Approve the SEND Information Report and publish on the website</p> <ul style="list-style-type: none"> • AW noted changes to policy's data • Governors adopted policy <p>2.4 Approve the annual school public sector equality duty statement and publish on website</p> <ul style="list-style-type: none"> • Governors queried where this statement goes on the website; AW clarified the school puts it on the curriculum page • Governors adopted policy <p>2.7 Ensure details held about people involved in governance are provided to the Secretary of State via Get Information About Schools (GIAS)</p> <ul style="list-style-type: none"> • Up to date <p>2.8 Ensure staff safeguarding training is in place; note any gaps and follow up</p> <ul style="list-style-type: none"> • 1 DBS up for renewal, volunteer safeguarding training in September, otherwise all up to date <p>3.3 Appoint two to three governors to conduct headteacher's appraisal in the autumn and appoint an external adviser</p>	<p>AW To contact Nick Cornel as</p>

7.2 7.3	<ul style="list-style-type: none"> • JW, MV, and CL appointed to appraisal • External adviser to be Nick Cornel • AW to contact Nick <p>Appointment of two new governors – Staff and Co-opted</p> <ul style="list-style-type: none"> • One staff member willing to come on, but would prefer to attend meetings virtually • Co-opt gov with no links to school needed <ul style="list-style-type: none"> ○ Deferred until September <p>Review Policy - Governor Virtual Meeting Attendance</p> <ul style="list-style-type: none"> • Governors adopted policy 	appraisal adviser
8 8.1	<p>Delegated Items</p> <p>Committee reports:</p> <ul style="list-style-type: none"> • Curriculum and Communications Committee / Resources <ul style="list-style-type: none"> ○ None • Personnel and Pay Committee <ul style="list-style-type: none"> ○ None • Staff Report <ul style="list-style-type: none"> ○ Working hard; tired at end of term; nothing reported to Headteacher ○ 95 families at open evening; positive atmosphere • Any issues <ul style="list-style-type: none"> ○ none 	
9	<p>School Vision Recap</p> <ul style="list-style-type: none"> • Governors reviewed Vision and Values 	
10	<p>Sustainability Action Plan update and Solar Panels</p> <ul style="list-style-type: none"> • School has received final quotes from contractors • Next step is to receive purchase order from OCC <ul style="list-style-type: none"> ○ This has required a structural survey which happened yesterday ○ Feedback from survey was positive ○ Form can be submitted to OCC 16 July 2024 ○ Ideally, money will be received by school break • Governors questioned the possibility of an asbestos survey <ul style="list-style-type: none"> ○ KS clarified the solar cabling install runs outside building so no asbestos survey is required, saving significant cost • KS highlighted 3 September 2024 as deadline for solar panel works; an external company will need to review the solar install on this date or they won't be able to come back for a year <ul style="list-style-type: none"> ○ Solar panel works are currently pencilled in for completion on 16-17 August 2024 • The school are currently waiting for SEN to upgrade the supply • KS highlighted that the process has been complex, which may be the biggest barrier to schools applying for funding • Governors queried why batteries had been removed from the funding list <ul style="list-style-type: none"> ○ KS clarified that batteries are not necessary at the outset, but can be added to the system in future • Governors questioned who is in charge of overseeing usage and storage of 	

	<p>energy</p> <ul style="list-style-type: none"> ○ KS clarified this function will be performed by someone at OCC 	
11	<p>Any other business</p> <ul style="list-style-type: none"> ● AW highlighted that OCC has purchased land between the school and Millenium Green <ul style="list-style-type: none"> ○ OCC have put in for a change of land use - agricultural to educational – should the school need to expand in future ○ The land would become playground space; the pond would remain; any building works would expand onto the present play area ● AW highlighted that the school will also be receiving funding for an iron artwork 	
12	<p>Dates of next FGB meetings:</p> <p>19 September 2024 7.00 pm 24 October 2024 8.00 pm 30 January 2025 8.00 pm 24 April 2025 8.00pm 10 July 2025 7.00 pm</p>	