



Minutes of the **Full Governing Board** of Stanford in the Vale CE Primary School
On **Thursday 19 September 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:	Claire Lewis (CL) – Co-opted Governor, Chair Janet Warren (JW) – Foundation Governor, Vice Chair Amanda Willis (AW) – Headteacher Elizabeth Ward (EW) – Foundation Governor Yvette Upton (YU) – Foundation Governor Lisa Doman <i>previously James</i> (LD) – Parent Governor Keith Stuchbury (KS) – Parent Governor Caroline Smith (CS) – Co-opted Governor Jane Lawson-Smith (JLS) – Co-opted Governor Amanda Bellerby (AB) – LA Governor
Apologies:	Craig Goulding (CG) – Parent Governor Jonathan Davis (JD) – Parent Governor Mary Vizoso (MV) – Co-opted Governor
Absent:	
Vacancies:	Staff Governor Co-opted Governor
In attendance:	Kate McConaghy (KM) – Governance Professional

Item	Details	Action
1	<p>Opening</p> <p>Welcome</p> <ul style="list-style-type: none"> ○ The meeting started at 7pm. ○ CL welcomed everyone. <p>Attendance/Absence/Apologies/Acceptance of Apologies</p> <ul style="list-style-type: none"> ○ Apologies were received for CG, JD, MV. ○ It was noted CS would arrive late. <p>Quorum Declaration</p> <ul style="list-style-type: none"> ○ Meeting was quorate throughout. <p>Declaration of any urgent business (to be dealt with at the end of the meeting)</p>	

	<ul style="list-style-type: none"> ○ Staff governor appointment – see item 11 - AOB. <p>Declaration of Interests</p> <ul style="list-style-type: none"> ○ AW declared interest in item no 6 - Budget. 	
2	<p>Elections</p> <p>Election of Chair</p> <ul style="list-style-type: none"> ○ Nominations: Claire Lewis ○ Duly elected <p>Election of Vice Chair</p> <ul style="list-style-type: none"> ○ Nominations: Janet Warren ○ Duly elected 	
3	<p>Previous Meeting</p> <p>Adoption of the Minutes of the meeting held on 11 July 2024</p> <ul style="list-style-type: none"> ○ Correction from AB; only one Early Years governor visit last term. <p>Review of Actions and Matters arising from the meeting</p> <ul style="list-style-type: none"> ○ JW requested governors take up more training; see also Annual Schedule A.1.20 and Skills Audit 2023. <p>AW to contact Nick Cornell as appraisal adviser</p> <ul style="list-style-type: none"> ○ Nick Cornell is confirmed as appraisal adviser. <p>Governors to update their GovernorHub profiles with the new school emails provided for them</p> <ul style="list-style-type: none"> ○ Many governors have done so, but not all. ○ Governors requested guidance on forwarding emails from the school email address to an everyday-use account. 	KS
4	<p>Correspondence</p> <p>None</p>	
5	<p>Headteacher's Report</p> <p>Agree the current school SEF and SIP</p> <ul style="list-style-type: none"> ○ Governors agreed SEF and SIP at 25 April 2024 FGB in line with the financial year. <p>Latest updates to the SIP</p> <ul style="list-style-type: none"> ○ SIP 2:1 Neurodiversity training attended on September 2nd at Wantage Primary Academy ○ SIP 3:1 Training for the Mulberry Bush Social and Emotional Curriculum took place on the 10th September ○ SIP 4:1 Behaviour Policy has changed to a Relational Policy <p>Governors queried the usefulness of the Neurodiversity training.</p>	

	<ul style="list-style-type: none"> ○ Head reported the training reinforced many practices the school already implements as well as added a few new ideas to be incorporated, e.g. mind breaks between lessons. <p>Head went on to explain the Mental Health Lead meeting recommended the Mulberry Bush Social and Emotional Curriculum to address students' understanding of their own emotions.</p> <ul style="list-style-type: none"> ○ Governors queried which governor was responsible for monitoring social and emotional curriculum. <ul style="list-style-type: none"> ○ Safeguarding governor – currently EW <p>Governors queried the success of the open evening.</p> <ul style="list-style-type: none"> ○ Head responded it was well attended throughout. <p>Review attendance of pupils, including groups.</p> <ul style="list-style-type: none"> ○ Governors observed Foundation uptake is great. ○ Governors noted attendance looked improved upon last year, though still early in the year, and queried did the Head feel improvement would continue? <ul style="list-style-type: none"> ○ Head is hopeful as some children who struggled to come in last year should find it easier to come in this year and a large percentage of the children with poor attendance have moved on. <p>Governors queried progress on land change of use (first minuted 11 July 2024). Chair stated while applicant is listed as Oxfordshire County Council, current land owner is still listed as owning the land.</p> <ul style="list-style-type: none"> ○ Head had no further information. <p>Governors complimented the staff's efforts on reports.</p>	
<p>6</p>	<p>Budget Update Monitor the budget</p> <ul style="list-style-type: none"> ○ RPP 24 Oct 2024 will have a detailed budget with notes. <p>Head reviewed the budget with governors, focusing on variants over £1,000:</p> <ul style="list-style-type: none"> ○ SEN funding ○ Revenue for teaching staff and educational support staff ○ Building maintenance and improvements ○ Oil ○ IT Services ○ E27 Brought in Professional Services <ul style="list-style-type: none"> ○ Head clarified all the above require more journaling. ○ IT equipment <ul style="list-style-type: none"> ○ An Active Panel broke down unexpectedly and had to be replaced. 	

	<ul style="list-style-type: none"> ○ Public Service Network <ul style="list-style-type: none"> ○ School needed upgrade to VoIP as landlines are being phased out. ○ Printing and photocopying <ul style="list-style-type: none"> ○ Head is aware they need to keep an eye on this. ○ Stationery <ul style="list-style-type: none"> ○ Large order for the year has been done. <p>Governors queried a £20,000 difference in revised budget and actual budget.</p> <ul style="list-style-type: none"> ○ Head believes the £20,000 pension grant hasn't come through yet. <p>Governors questioned whether electricity budget factored in new solar panels.</p> <ul style="list-style-type: none"> ○ Head clarified that it does not, but the school do not yet know what the electricity bill will look like with the solar panels. <p>Heads queried status of the loan for repaying solar panel works.</p> <ul style="list-style-type: none"> ○ Governor leading on solar panels clarified once all invoices come in the loan can be applied for. It is expected cash will be available 25 Sep 2024. <ul style="list-style-type: none"> ○ Governor further iterated that repayments won't start until next year, though repayments are budgeted for this year. <p>Governors expressed satisfaction with financial outlook.</p>	
<p>7</p>	<p>Good Governance</p> <p>Review committees in place:</p> <ul style="list-style-type: none"> ○ Curriculum & Communications ○ Resources, Personnel and Pay ○ Headteacher Appraisal ○ Pay Panel <ul style="list-style-type: none"> ○ Committees to remain the same as last year. ○ Appeal Pay Panel ○ Complaints Appeal Panel ○ Staff Dismissal Appeal Panel <ul style="list-style-type: none"> ○ Committees to be formed as needed. <p>Agree committees and their Terms of Reference.</p> <ul style="list-style-type: none"> ○ Agreed by FGB. ○ To be passed at committee meetings. <p>Appoint committee members</p> <ul style="list-style-type: none"> ○ Committee membership remains the same as last year. <p>Appoint committee Chairs (or delegate to committees)</p>	<p>CL</p>

- Delegated

Update the register of business interests

- Two governors still needed to confirm at time of meeting.

CG, LJ

Agree clerking arrangements for FGB and committees

- 5 FGB and 1 Budget agreed

Appoint Link Governors

- Statutory:
 - Safeguarding - EW
 - SEND - JLS
- Non-statutory:
 - Whistleblowing - EW
 - Health and Safety - CG
 - Pupil Premium - JLS
 - Governor Training - JW

Appoint a Filtering and Monitoring Link Governor

- CL

Appoint an Attendance Link Governor

- EW

Agree if any tasks will be delegated to individuals, committees or the headteacher

- Scheme of delegation to be agreed at committee meetings

Appoint governors to monitoring roles as identified in SEF or SIP

- Monitoring roles to remain the same as last year.

Agree statutory policies update schedule or delegate this responsibility

- Delegated to Head.

Collect and publish board member diversity data

- Chair reminded board members that this was not statutory, but would generate an anonymous report if enough governors completed it.

Ensure governors details on GIAS are correct

- GIAS is currently up to date.
- Head will need to add staff governor after appointment – see item 11 - AOB.

Review and adopt the Governors' Code of Conduct and agree adherence to the Nolan principles of public life

<ul style="list-style-type: none"> ○ 2023 Code of Conduct has been updated for 2024. ○ A few governors still needed to reconfirm at time of meeting. <p>Link planned training and recruitment of governors to needs and gaps identified in the skills audit</p> <ul style="list-style-type: none"> ○ Next skills audit due end of July 2025. ○ Co-opted governor needed to fill skills gap; ideally local business person. <p>Review subscription(s) to Governor Services/ other support - ensure board members, head, and clerk are aware of training and resource available</p> <ul style="list-style-type: none"> ○ Stanford is subscribed to Oxfordshire Governor Services training. <p>Map out, and agree, the governor monitoring plan</p> <ul style="list-style-type: none"> ○ 2 visits for subjects ○ 3 visits for safeguarding ○ Head will add timetable to GovernorHub 2024-2025 folder. <p>Agree content and format of headteacher's report</p> <ul style="list-style-type: none"> ○ Head to supply the Chair with an example Headteacher's Report <p>Conduct Headteacher's appraisal (appraisal subgroup)</p> <ul style="list-style-type: none"> ○ It is recommended the Headteacher's appraisal be undertaken before that of teachers. Pay decisions for all teachers must be confirmed by 31 October 2024. <ul style="list-style-type: none"> ○ Scheduled <p>Ensure staff pay policy is adopted</p> <ul style="list-style-type: none"> ○ Deferred to October meeting as statutory policy has not been finalised by OCC. <p>Ensure whistleblowing procedures are in place, that the policy is up to date, and staff have been informed</p> <ul style="list-style-type: none"> ○ Completed on first inset day. <p>Ensure all governors have completed a DBS check and section 128 check</p> <ul style="list-style-type: none"> ○ The board have previously agreed to a 5-year DBS renewal. ○ 3 governors needed DBS renewal at time of meeting. ○ Governors questioned whether the DBS renewal service would be more time-efficient. <p>Review and agree the annual Safeguarding report and submit online to the LA before the deadline of 29 Nov 24</p>	<p>CG, KS, LJ</p> <p>JW</p> <p>AW</p> <p>AW</p> <p>CL, EW, JLS</p> <p>AW</p>
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	<ul style="list-style-type: none"> ○ The board approved the report for submission. <p>Ensure governors have read the latest version of Keeping Children Safe in Education (September 2024)</p> <ul style="list-style-type: none"> ○ 2 governors still to confirm at time of meeting. <p>Ensure all governors have completed Level 2 Safeguarding training and record on GovernorHub</p> <ul style="list-style-type: none"> ○ 3 governors still to renew training at time of meeting. ○ EW requested to renew Safeguarding Lead Governor training. <p>Ensure all governors have completed Prevent Duty Course 1 and record on GovernorHub</p> <ul style="list-style-type: none"> ○ 3 governors to complete Prevent Duty training at time of meeting. <p><i>CS entered the meeting at 20:03</i></p> <p>Review and monitor compliance with cost of school uniform statutory guidance</p> <ul style="list-style-type: none"> ○ School requires an unbranded uniform. <p>Check the school is now compliant with attendance statutory guidance</p> <ul style="list-style-type: none"> ○ Penalty notices have been updated. 	<p>CG, LJ</p> <p>AB, CG, MV EW</p> <p>CG, LD, KS</p>
<p>8</p>	<p>Delegated Items:</p> <p>Policies:</p> <ul style="list-style-type: none"> ○ School Prospectus <ul style="list-style-type: none"> ○ Info updated and new photos. ○ Governor requested more photos of Foundation as opposed to older groups. ○ Code of Conduct <ul style="list-style-type: none"> ○ Updated Deputy Designated Safeguarding Lead (DDSL). ○ Attendance <ul style="list-style-type: none"> ○ Penalty amounts have changed. ○ Foundation is expected to follow attendance policy even though it isn't statutory. ○ Social Media <ul style="list-style-type: none"> ○ Added smart watches need be turned off for staff. ○ Emergency and Special Leave <ul style="list-style-type: none"> ○ Form added for requesting time off ○ Online Safety <ul style="list-style-type: none"> ○ Updated DDSL ○ No changes to: <ul style="list-style-type: none"> ○ Confidentiality 	

	<ul style="list-style-type: none"> ○ Dignity at Work ○ Harassment and Discrimination ○ Keeping Children Safe in Education ○ Whistleblowing ○ Staff Dress Code ○ Managing Sickness ○ Home/School Agreement ○ E-Safety User Agreement ○ Admission Policy 	
9	<p>School vision recap Working together, achieving together. Love, hope & community.</p>	KM
10	<p>Sustainability Action Plan Update Replacement of distribution board, installation a new electricity meter, replacement of all internal lighting with LEDs, and installation of 80 solar panels on the roof has been complete.</p> <ul style="list-style-type: none"> ○ School will be receiving a payment for energy exported back to the grid. ○ Next step: export tariff <p>Governors thanked sustainability governors and celebrated the solar panel project progress.</p> <p>Each class now has Eco Warriors instead of an after-school Eco club. This helps with staff well-being as it is completed in school hours. It also raises the profile of sustainability work throughout the school.</p> <p>Travel plan to be discussed in RPP.</p>	KM
11	<p>AOB Nomination and appointment of Staff Governor</p> <ul style="list-style-type: none"> ○ Laura Jamison (LJ) will stand as Staff Governor (SENCO) ○ Board agreed to appoint LJ as Staff Governor 	
12	<p>Next FGB 24 October 2024 8.00 pm 30 January 2025 8.00 pm 24 April 2025 8.00pm 10 July 2025 7.00 pm</p>	

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
3	A	FGB Minutes 11 July 2024

5	B	Headteacher's Report September 2024
5	C	SEF and SIP 2024-2025
6	D	Budget Monitoring P5 Final
7	E	Stanford Scheme of Delegation
7	F	Governors Code of Conduct 2024
7	G	Audit Response Stanford-in-the-Vale CofE Primary
8	H	Policies: Confidentiality, Dignity at Work, Harassment and Discrimination, Keeping Children Safe in Education, Whistleblowing, Staff Dress Code, Managing Sickness, Home/School Agreement, E-Safety User Agreement, Admission Policy, School Prospectus, Code of Conduct, Attendance, Social Media, Emergency and Special Leave, Online Safety.
9	I	Our Vision 2020

Action Log

Meeting date	Item no.	Action	Owner	Deadline
19-09-24	3	KS to contact JD about providing guidance to governors on forwarding school emails to daily-use accounts	KS	ASAP
19-09-24	7	CL to add Headteachers Appraisal Committee to Terms of Reference	CL	7-10-24
19-09-24	7	CG & LJ to update Register of Business Interests	CG & LJ	24-10-24
19-09-24	7	CG, KS, LJ to (re) confirm governors code of conduct	CG, KS, LJ	24-10-24
19-09-24	7	JW to letter drop to local businesses re: co-opted governor position	JW	
19-09-24	7	AW to add monitoring visit timetable to GovernorHub	AW	Complete
19-09-24	7	AW to supply CL with example Headteacher's Report	AW (CL)	
19-09-24	7	CL, EW & JLS to arrange with AW for new DBS	CL, EW, JLS	24-10-24
19-09-24	7	AW to investigate DBS renewal service	AW	
19-09-24	7	CG & LJ to confirm reading KCSiE 2024	CG, LJ	24-10-24
19-09-24	7	AB, CG, MV to renew Safeguarding training	AB, CG, MV	24-10-24
19-09-24	7	EW to renew Designated Safeguard Lead Governor training	EW	
19-09-24	7	CG, LD, KS to complete Prevent Duty	CG, LD,	24-10-24

		training	KS	
19-09-24	9	KM to move School Vision Recap to Welcome for future agendas	KM	24-10-24
19-09-24	10	KM to investigate whether the school legally has to have a school travel plan	KM	24-10-24