



Minutes of the **Full Governing Board** of Stanford in the Vale CE Primary School
On **Thursday 24 October 2024 at 8pm**

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:	Janet Warren (JW) – Foundation Governor, Vice Chair Amanda Willis (AW) – Headteacher Laura Jamison (LJ) – Staff Governor Elizabeth Ward (EW) – Foundation Governor Craig Goulding (CG) – Parent Governor Mary Vizoso (MV) – Co-opted Governor Caroline Smith (CS) – Co-opted Governor Jane Lawson-Smith (JLS) – Co-opted Governor
Apologies:	Claire Lewis (CL) – Co-opted Governor, Chair Keith Stuchbury (KS) – Parent Governor Amanda Bellerby (AB) – LA Governor Lisa Doman (LD) – Parent Governor Jonathan Davis (JD) – Parent Governor
Absent:	Yvette Upton (YU) – Foundation Governor
Vacancies:	Co-opted Governor
In attendance:	Kate McConaghy (KM) – Governance Professional

Item	Details	Action
1	<p>Statutory Items</p> <p>1.1 Welcome</p> <ul style="list-style-type: none"> o JW welcomed governors to the meeting at 20:03 <p>1.2 Attendance/Absence/Apologies/Acceptance of Apologies</p> <ul style="list-style-type: none"> o Apologies were received for CL, KS, AB, LD, JD o It was noted YU was absent <p>1.3 Quorum Declaration</p> <ul style="list-style-type: none"> o Meeting was quorate throughout <p>1.4 Declaration of any urgent business (to be dealt with at the end of the meeting)</p> <ul style="list-style-type: none"> o None 	

	<p>1.5 Declaration of Interests</p> <ul style="list-style-type: none"> ○ AW and LJ declared interest in Item 5 – Budget <p>1.6 School Vision Recap</p> <ul style="list-style-type: none"> ○ Governors reviewed School Vision 2020 	
2	<p>Previous Meeting</p> <p>2.1 Adoption of the Minutes of the meeting held on 19 September 2024</p> <ul style="list-style-type: none"> ○ Minutes were agreed as an accurate record ○ Vice Chair signed minutes <p>2.2 Review of Actions and Matters arising from the meeting:</p> <ul style="list-style-type: none"> ○ See Action Log 	
3	<p>Correspondence</p> <ul style="list-style-type: none"> ○ KM to remove this item from future agendas and post applicable correspondence to Governor Hub (GH). 	KM
4	<p>Headteacher’s Report including Health and Safety and Governors Responsibilities (with reference to 2024/25 SIP/SEF)</p> <p>Headteacher provided a copy of the report prior to the meeting. Highlighted at the meeting:</p> <p>Governors congratulated the Headteacher on the success of the Harvest Service at St Denys.</p> <ul style="list-style-type: none"> ○ Headteacher noted that the service was well-attended by parents and the school received plenty of donations for the Farringdon Food Bank. <p>Governors highlighted the children’s pleasure with particular sporting activities:</p> <ul style="list-style-type: none"> ○ Inflatable Football <ul style="list-style-type: none"> ○ Headteacher clarified this activity would return for a Christmas and Summer after school club as so enjoyed. ○ Tag rugby tournament <p>Governors asked for more information on the pupils taking part in public speaking training.</p>	

	<ul style="list-style-type: none"> ○ Headteacher clarified this is in partnership with Springline Partnership of Schools (SPS). SPS suggested a Rotary Club speaking competition to encourage children in speaking more confidently. The children are currently meeting up every so often to discuss research projects with the aim of giving a public speech in the spring term. Speeches will be judged and awarded. ○ Governors recommended Poetry by Heart as another potential resource for improving public speaking as well as reading aloud from favourite books for SEND children. <p>Governors observed that Years 3 and 4 have quite a high number of behaviour incidents.</p> <ul style="list-style-type: none"> ○ Staff governor highlighted that support implemented for these children includes: <ul style="list-style-type: none"> ○ the new social-emotional curriculum ○ relational plans with some parents of more challenging children ○ Behaviour incidents are expected to calm down <p>Governors queried whether the staff was confident in parents' support of the school.</p> <ul style="list-style-type: none"> ○ Staff governor clarified that the parents are willing to speak with children on the phone or come in to school to speak to children so as to show a united front. The children were included in part of the meeting with parents to emphasize the team effort. <p>Governors noted that persistent and severe absences are still an issue for the school though the percentages are more favourable this year compared to last year.</p> <p>Governors sought an update on the process of appointing a long term supply teacher to cover a maternity leave.</p> <ul style="list-style-type: none"> ○ Headteacher clarified the school has appointed a supply teacher who works M/T/W. Headteacher and Staff Governor are sharing the other two days of the week between them. Headteacher has taken on planning, though clarified most of the planning will be through schemes or previous plans from last year. 	
5	Budget Update	

	<p>Headteacher provided a P6 3-year forecast prior to the meeting. Highlighted at the meeting:</p> <p>Resources Pay and Personnel (RPP) committee clarified they had reviewed the main budget line by line.</p> <p>Headteacher highlighted that the in-year position is good due to monies that have been carried forward from previous years.</p> <ul style="list-style-type: none"> ○ The school is technically overspending this year ○ Pay increases are imminent ○ But loan repayments for the solar panels won't begin for another year <p>RPP committee clarified that the solar panel repayment isn't fully factored in, but neither are the solar panel savings.</p> <p>Headteacher highlighted that pupil numbers are up from last year and there will be a surplus to be spent at end of financial year. This will likely go toward replacing:</p> <ul style="list-style-type: none"> ○ old smart boards ○ old wooden doors 	
6	<p>Good Governance</p> <p>6.1 Website Compliance:</p> <ul style="list-style-type: none"> • Ensure details of governing structures and people are published on the school's website (including board members from the past 12 months and their responsibilities, agreed committees and their membership, attendance records at FGB and committee meetings, the register of business interests) <ul style="list-style-type: none"> ○ Clerk to send 2023-24 meeting attendances and 2024-25 Business Interests register to Head to update website ○ Chair to check website is up to date • Approve strategy statement on use of Pupil Premium and publish on website <ul style="list-style-type: none"> ○ Approved and published • Complete evaluation of spend on Pupil Premium and Service Pupil Premium pupil in previous academic year and publish on website <ul style="list-style-type: none"> ○ Completed and currently published on website 	<p>KM</p> <p>CL</p>

<ul style="list-style-type: none"> • Ensure all required information is published on the school website <ul style="list-style-type: none"> ○ Chair to check website meets requirements <p>6.2 GovernorHub Compliance</p> <ul style="list-style-type: none"> • Ensure GovernorHub is up to date (Chair and Vice Chair, Clerk, Committee memberships and chairs, Link Governors, governor details are up to date, business interests, confirmation all governors have read Keeping Children Safe in Education 2024, all governors are signed up to the agreed code of conduct). <ul style="list-style-type: none"> ○ A small number of governors still to update their email addresses <p>6.3 Pay</p> <ul style="list-style-type: none"> • Ensure staff pay policy is adopted <ul style="list-style-type: none"> ○ FGB agreed to adopt staff pay policy though this has not yet been released • Ensure the pay committee has received recommendations from the Headteacher for teacher pay and the appraisal sub-group for headteacher pay <ul style="list-style-type: none"> ○ RPP committee have received recommendations and give feedback in Minutes ii Item 7.1 • Confirm all pay decisions for teachers by 31 Oct 24 and headteacher by 31 Dec 24 <ul style="list-style-type: none"> ○ Pay decisions confirmed 24 October 2024 <p>6.4 Health & Safety and Wellbeing</p> <ul style="list-style-type: none"> • Ensure all staff safeguarding training is in place <ul style="list-style-type: none"> ○ Headteacher confirmed all safeguarding training is in place • Plan a Health & Safety visit by your Link Governor <ul style="list-style-type: none"> ○ Premises and Safeguarding governors each paid a visit this term • Monitor safeguarding in school by visiting during the school day; talk to staff/children and monitor policies in practice <ul style="list-style-type: none"> ○ As above, Safeguarding governor has paid a visit this term and spoke with the children 	<p>CL</p>
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	<p>Governors requested Safeguarding governor make an effort to speak with staff on next visit</p> <p>Headteacher highlighted the school is due to organise an OCC Safeguarding Audit this year</p> <ul style="list-style-type: none"> • Staff wellbeing: improve workload and well-being and support for workload reduction in your school <ul style="list-style-type: none"> ○ Headteacher circulated a staff well-being report prior to the meeting highlighting all the schools does to improve staff well-being including (to list very few): <ul style="list-style-type: none"> ○ Extended lunchbreaks ○ Protected Planning Preparation and Assessment (PPA) time which can be done from home to assist with childcare ○ Paying into a lot of resources to make planning easier ○ TA support <p>Governors praised the Headteacher for working with staff who juggle home life and career and creating a culture in which this is normalised.</p> <p>Staff governor highlighted that staff members are comfortable and confident in communicating with each other.</p> <p>6.5 Ensure governing board is GDPR compliant</p> <ul style="list-style-type: none"> ○ A small number of governors still to adjust to school email addresses <p>Headteacher reminded governors that school email addresses and GovernorHub are the best ways to share documents; ideally no papers should be printed, especially those households with school children or other family members linked with the school.</p>	EW
7	<p>Delegated Items</p> <p>7.1 Committee Feedback</p> <ul style="list-style-type: none"> • Communication and Curriculum (C&C) Committee Feedback <ul style="list-style-type: none"> • Receive and discuss reports on curriculum development 	

- Review and monitor specified curriculum areas
 - C&C tabled their minutes from 7 October 2024. Highlighted at the meeting:
 - Foundation children have settled in well. The children have a wide range of additional needs. Having two TA's has proved beneficial.
 - Year 6 has had a positive start and will focus on children moving to 'above' levels in maths and reading.
 - Year 5 reading and writing will be an area of focus.
 - Year 4 has a higher level of need.
 - Year 3 is similar to Year 4.

Head highlighted that school's catchment is changing. Many new children have Special Education Needs and Disabilities (SEND) and earn pupil premium. Academic data shows a significant decline from Year 5 downward. Inclusion team has a huge timetable of activities in progress and staff are settling into providing interventions.

- SIAMs framework has changed from September. There will be outcomes not judgements. New Diocesan advisor attending FGB in April.
- Employee responsible for website updates has given notice that he will be leaving at end of this year. C&C will need to consider options going forward.

- RPP Feedback
 - RPP verbally fed back from their meeting held 24 October 2024, just before FGB:
 - Schools Financial Value Standard audit has been reviewed and is compliant
 - Chair to sign off
 - Budget looks healthy
 - Solar panel loan repayment needs review
 - Tariff for solar export needs setting up
 - Staff and Headteacher pay reviewed and recommendations were discussed at length
 - Decisions discussed in Minutes ii Item 7.1
 - A vigorous health and safety audit was undertaken week beginning 14 October 2024

CL

	<ul style="list-style-type: none"> ○ Positive overall with some minor improvements to be made ○ A long list of policies were reviewed and approved <p>7.2 Review and evaluate monitoring from any planned governor visits</p> <ul style="list-style-type: none"> ● Professional Growth <ul style="list-style-type: none"> ○ Some discussion of professional growth was undertaken during Headteacher's appraisal ● Music <ul style="list-style-type: none"> ○ All very positive ○ Years 3 and 4 very enthusiastic about recorders ○ Years 5 and 6 enjoying guitars and iPad keyboards <p>Head highlighted the school has a better balance of instruments this year with Years 1 and 2 learning to play glockenspiels, and plans for Years 5 and 6 to play real keyboards as well.</p> <p>7.3 Policies:</p> <ul style="list-style-type: none"> ● Code of Conduct – Parents <ul style="list-style-type: none"> ○ Approval of policy needs to move to July ready for September ○ Governors noted chain of complaint – vague in one section of policy and specific in another ○ Approved by FGB ● Governor Visits <ul style="list-style-type: none"> ○ Governors appreciate the pro forma in same document ○ Approved by FGB ● School Uniform <ul style="list-style-type: none"> ○ Approval of policy needs to move to July ready for September ○ Approved by FGB 	KM
8	<p>Sustainability Action Plan</p> <ul style="list-style-type: none"> ○ Solar projects discussed recently with Eco club; in progress ○ School is currently using more power than it is generating 	
9	<p>Any Other Business</p> <ul style="list-style-type: none"> ○ EW's term ends 21/02/25 <ul style="list-style-type: none"> ○ Re-appointment needs Diocese approval for January FGB minutes 	

	Governors queried whether Headteacher would ask for help with Christmas festivities. Headteacher confirmed she would. Dates are on the school's website.	
	Meeting concluded at 21:31	
10	Dates of next FGB meetings 30 January 2025 8.00 pm 24 April 2025 8.00pm 10 July 2025 7.00 pm	

Appendices (documents and reports discussed)

Agenda Item	Appendix	Name
1		Our Vision 2020
2		Stanford FGB Minutes 19 SEP 2024 and Stanford FGB Minutes ii 19 SEP 2024
2		Action Log October
4		Headteacher Report October 2024
5		P6 3-year forecast
6		Staff well-being September 2019 (Updated Sept 2024)
7		Policies – Code of Conduct – Parents. Governor Visits, School Uniform

Action Log

Meeting date	Item no.	Action	Owner	Deadline
19-09-24	7	CL to add Headteachers Appraisal Committee to Terms of Reference	CL	ASAP
19-09-24	7	JW to letter drop to local businesses re: co-opted governor position	JW	
19-09-24	7	AW to investigate DBS renewal service	AW	
19-09-24	7	CG, MV to renew Safeguarding training	CG, MV	ASAP
19-09-24	7	CG, LD, KS to complete Prevent Duty training	CG, LD, KS	ASAP
24-10-24	2	AW to contact IT about forwarding notifications of emails	AW	ASAP

24-10-24	3	KM to remove correspondence from future agendas and use GH noticeboard instead	KM	Ongoing
24-10-24	6	Clerk to send 2023-24 meeting attendances and 2024-25 Business Interests register to Head to update website	KM	ASAP
24-10-24	6	Chair to check website is up to date and meets requirements	CL	31-12-24
24-10-24	6	Chair to check website meets requirements	CL	31-12-24
24-10-24	6	Safeguarding governor to speak with staff on next visit	EW	
24-10-24	7	Chair to sign off SFVS	CL	31-01-25
24-10-24	7	To move two policies to July approval	KM	10-07-25

Commented [KM1]: Provisional date