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**Minutes of the Meeting of Stanford in the Vale CE Primary School  
Full Governing Board held at the School  
on Thursday 8<sup>th</sup> March 2018 at 8pm**

**Present:** Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**  
Nona Lewis (Co-opted) **NL** Amanda Bellerby (LA) **AB**  
Rev Paul Eddy (Foundation) **PE** Elizabeth Robertson (Foundation) **ER**  
Kay Adamson (Staff) **KA** Kate Konschel (Co-opted) **KK**  
Angela Finn (Co-opted) **AF** Claire Lewis (Parent) **CL**  
Craig Goulding (Parent) **CG**

**Apologies:** Jane Braddy (Co-opted) **JB** Duncan Atkins (Parent) **DA**  
Claire Petworth (Parent) **CP** Jodi Stenzhorn (Co-opted) **JS**

**In attendance:** Helen Tate - Clerk

**The meeting was quorate throughout**

No	Item	Action
1	<p><b>Statutory Items</b></p> <p><b>Welcome</b> JW welcomed everyone to the meeting at 8.05pm. Everyone introduced themselves to CG, new parent governor.</p> <p><b>Attendance/Absences/Apologies /Acceptance of Apologies</b> Apologies were received and accepted from CP, JB, DA and JS.</p> <p><b>Quorum Declaration</b> The meeting was quorate throughout.</p> <p><b>Declaration of any urgent business</b> None</p> <p><b>Declarations of Interests</b> Item 11 – PE noted that he is trustee of the land.</p> <p><b>ACTION – PI form to be completed by CG at his earliest convenience and returned to the school office for filing in the school.</b></p>	<b>CG</b>
2	<p><b>Previous Meeting</b></p> <p><b>Adoption of the minutes of the meeting held on 20<sup>th</sup> November 2017</b> Confidential minutes were circulated at the meeting. The Chair signed the minutes as a true record of the meeting on 20<sup>th</sup> November 2017 and handed them to KK for filing in the school.</p> <p><b>Review of Actions and Matters Arising from the meeting</b> <i>Actions from previous meetings were circulated with the agenda.</i> Outstanding actions/updates were as follows:</p>	

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Full Governing Board Stanford in the Vale School

No	Item	Action
	<p><i>Skills Audit</i> – The Clerk noted that PE, JS, KA and NL have not completed the online form.  <b>ACTION - Please could all arrange for this to be done at their earliest convenience</b>  <i>Governor Health &amp; Safety visit</i> – this was done in December (see RP&amp;P minutes)  <i>Register of Business Interests</i> – <b>New ACTION – CG to complete Pecuniary Interests forms as soon as possible.</b></p> <p><i>All other items are either complete or being dealt with elsewhere on the agenda.</i></p>	<p><b>PE/JS/ KA/NL</b></p> <p><b>CG</b></p>
3	<p><b>Correspondence</b>  Following the previous meeting RV resigned. She has been replaced by CG as Parent Governor.  JW has also received a resignation as governor from CP, which she has not yet accepted. She hopes to convince her to stay.  A letter has been received regarding the Neighbourhood plan. This is on the agenda.</p>	
4	<p><b>Headteacher Report</b>  <i>The Headteacher's report was circulated via Governor Hub prior to the meeting.</i>  Points raised by Governors:  SIP 1:12 Governors requested an explanation on Purple Mash. AW explained that it is a safe online platform for computing and e-safety activities. It helps staff to teach the IT curriculum. Staff will receive training on the platform soon.  AW commented that she observed a lesson and the children were very enthusiastic.  SIP 3:2 Bible verses in the school entrance were highlighted to Governors.  Governors celebrated the Year 6 success in the National Maths Challenge. AW explained that one child has reached the next stage of the competition for the first time. The paper has been completed and sent off. They are awaiting the results.  AW noted that although the flu vaccine has been administered this year, those with asthma were advised to go to their GP to get it because it was done quite late.  Governors noted that the Christmas events were well attended.  Governors commented on the new log cabin. AF and CG commented that it is also used as a bird hide because of the big, low window at the back.  NL commented that the Earnest Cook Trust in Fairford offers grants for outdoor learning.  Governors commented that Stanford's got Talent was a good event.  Health &amp; Safety – Governors were pleased to hear that the lockdown practice went well.  AW noted that they have now purchased and practiced with walkie talkies as the mobile phones don't work in some parts of the school.  AW has had no complaints or emails regarding the practice. She did, however, warn parents that they were going to carry out the practice. AW noted that of all the children, year 6s were the most affected by it.</p> <p><i>Behaviour</i>  Governors reviewed the incidents log and noted that the incidents have reduced.  Governors checked that teachers are being regularly reminded of the need to log incidents.  AW confirmed that they are reminded of procedures in their Tuesday and Thursday meetings. TAs and staff all know how to use the system and are much more aware of the need to use it.</p>	
6	<p><b>Good Governance</b>  <b>Review of Governors' Schedule of Work document</b>  <i>This was shared via Governor Hub prior to the meeting for information.</i> JW noted that both she and the Clerk review the document when agenda setting.  <b>Pecuniary Interests list on Website</b>  KK confirmed that this is now on the website.</p>	

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No	Item	Action
	<p><b>Governors monitoring of the Ofsted Criteria – School Position Statement</b> Governors noted that AW has reduced Absence (line 35) to 2. AW explained the action she is taking to address this.</p> <p><b>Thinking Governance Update</b> JW thanked Governors for attending the 3 sessions. All agreed that it was a very useful exercise. It was confirmed that the outcome will be included on the SIP. Two versions of the final document were circulated. Both were discussed and it was <b>AGREED</b> that the Themes version of the document will be used. AW listed a number of changes to wording e.g. targets must be “challenging”, not “achievable and realistic”. All amendments were <b>AGREED</b> by Governors. <b>ACTION – AW to forward her amendments to JW. JW to update the document and circulate.</b> <b>ACTION – All abbreviations to be explained in full the first time they are used.</b> <b>ACTION – JW to use bullet points in the formatting of the document to aid clarity.</b> Governors thanked JW for running the sessions.</p> <p><b>School Vision Inset</b> The document produced on the Staff inset day was circulated prior to the meeting and reviewed on screen. Governors discussed and considered all the recommendations from staff. Governors commented that “spiritual diversity” was an unusual phrase for a church school. AW confirmed that it has been historically used. Value 2- Governors discussed changes to this value at length, noting that they would not want to respect “all beliefs of others”, citing the example of FGM as something they would not wish to respect, despite being part of other's beliefs. It was <b>AGREED</b> that the wording should be changed to “respecting spiritual beliefs of others” Aims – 8 It was suggest that “Outstanding” should be changed to “Exceptional” 3 Governors proposed adding the words “of others”. All other amendments were <b>AGREED</b>. <b>ACTION – AW to amend document, take the changes back to staff, and circulate to Governors for agreement at the next FGB meeting.</b></p> <p><b>Receiving and approving the PE and Sports Premium statements</b> The reports were circulated via Governor Hub prior to the meeting. The statements were <b>APPROVED</b>.</p> <p><b>SFVS financial report</b> Reviewed and agreed at RP&amp;R. The SFVS was <b>APPROVED</b>.</p> <p><b>GDPR (General Data Protection Regulations)</b> AW explained where they are at with preparing for the new legislation. KK and AW have RAG rated the Key document on GDPR requirements. She noted that The Key are suggesting 3 jobs to complete every month. AW ran through the requirements for a Data Protection Officer. The Diocese are not offering a service. Turn It On can provide a service for a one off cost of £595 with an annual fee of £1k. Governors agreed that this is too expensive for the school. AW is reluctant to ask a member of staff as most of the people who would usually carry out this role are ineligible. Governors suggested that they may like to consider someone from the village. AW has asked the Faringdon Academy if they can help, but they are only at the start of the</p>	<p><b>AW/JW</b></p> <p><b>JW</b></p> <p><b>JW</b></p> <p><b>AW</b></p>

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No	Item	Action
	<p>process. Governors discussed the impact of the legislation on the school. KK highlighted their concerns and the areas they need to cover.</p> <p><b>ACTION – All were encouraged to attend the training session with Turn It On on 17<sup>th</sup> April 4pm-5.30pm</b></p>	<b>All</b>
7	<p><b>Delegated Items</b> JW explained the role of the committees to CG. She invited CG to attend both committees before deciding which to join. The Clerk noted that committee membership must be established at FGB.</p> <p><b>Curriculum and Communications Committee</b> 5 key discussion points from the meeting:</p> <ol style="list-style-type: none"> <li>1. EYFS expressive arts</li> <li>2. Pupil progress was discussed</li> <li>3. SIAMS is due in the summer. The diocesan advisor will attend the next FGB</li> <li>4. Report – curriculum</li> <li>5. Pupil and parent’s questionnaire results were discussed, and letters were agreed.</li> </ol> <p><b>Resources, Pay and Personnel Committee</b></p> <ol style="list-style-type: none"> <li>1. Budget status was discussed. The school is eating into the carried forward. Governors thanked KK and AW for their strong budget management. Governors noted the support from FOSS.</li> <li>2. The Benchmarking report was reviewed.</li> <li>3. Number of policies were adopted</li> <li>4. GDPR plans were discussed</li> <li>5. S106 money was discussed.</li> </ol> <p><b>Foss Update</b> AW summarised the fundraising initiatives happening currently. CL is to write a letter of thanks to FOSS for their support of the budget.</p> <p><b>Staff Report</b> KA commented that staff were pleased with the early decision to close the school on Friday due to the snow. New staff are settling in very well. Governors expressed they’re thanks to staff for all their hard work.</p> <p><b>Issues from Committee Meetings</b> None</p>	
8	<p><b>Springline (SPS) Update</b> AW commented that this is a good support network. Peer reviews are to start again soon. 28<sup>th</sup> March, 2 Heads are visiting to look at Challenge and Writing. AW is to visit Ridgway after Easter. No one has made any further moves to join an academy.</p>	
9	<p><b>Sustainability Action Plan Update</b> <i>The plan was circulated via Governor Hub prior to the meeting.</i> Governors reviewed the plan. AW noted that class 3 and the Eco club were invited to the Co-Op to look at Fair trade. It was noted that Forest School and Eco club are helping the school to address the actions required.</p>	
10	<p><b>Pre School update</b> Minutes of the recent meeting were circulated prior to the agenda.</p>	

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No	Item	Action
	<p>AW explained that they are still at the exploratory stage. She is keen to investigate the finances and implications on the school's budget before proceeding.</p> <p>The Early Years team at OCC have been contacted to arrange a school visit.</p> <p>The next meeting with the pre-school will focus on finances. KK and CL will be invited. AW commented that the pre-school must break even. It cannot be a drain on school resources.</p> <p>AW confirmed that, once feasibility is established, more people will be included in discussions to look at the logistics.</p>	
11	<p><b>Neighbourhood Plan and School Expansion Plan Update</b></p> <p>A letter from the Neighbourhood Planning Group concerning the desk top study report of 3 possible future sites for a new school was circulated prior to the meeting.</p> <p>The report has been presented to the Parish Council and Governors have been informed that they would like to present the report to them.</p> <p>Governors discussed the options and <b>AGREED</b> that JW, AW and PE will receive the report on behalf of the Governors.</p> <p>Key points noted were that the decision to initiate change is OCC's, not the school's.</p> <p>Governors commented that OCC need to state in writing that there is no money available for a new school.</p> <p>The remainder of this agenda item is deemed <b>CONFIDENTIAL</b> and, as such, will be minuted separately.</p>	
12	<p><b>Academy Update</b></p> <p>No update at this time.</p>	
14	<p><b>Clerk's Items</b></p> <p><b>Briefing</b></p> <p>The Clerk summarised the key changes from the briefing. The agenda, which contains links to relevant documents, has been uploaded to Governor Hub.</p>	
15	<p><b>Date of next meeting</b></p> <p><b>Thursday 26<sup>th</sup> April 2018 8pm</b></p>	

Meeting closed at 9.40pm

HET 12/03/18

Signed .....Dated .....

Full Governing Board

Stanford in the Vale School

Page 5 of 5