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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 23rd June 2017 at 7:00pm**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Amanda Bellerby (LA) **AB** Kay Adamson (Staff) **KA**
Nona Lewis (Co-opted) **NL** Jane Braddy (Co-opted) **JB**
Angela Finn (Co-opted) **AF** Kate Konschel (Co-opted) **KK**
Rev Paul Eddy (Foundation) **PE** Elizabeth Robertson (Foundation) **ER**
Claire Lewis (Parent) **CL** Duncan Atkins (Parent) **DA**
Claire Petworth (Parent) **CP** Jodi Stenzhorn (Co-opted) **JS**

Apologies: None

Absent: Ruth Vigor (Parent) **RV**

In attendance: Helen Tate - Clerk

The meeting was quorate throughout

No	Item	Action
1	<p>Statutory Items</p> <p>Welcome JW welcomed everyone to the meeting at 7.05pm.</p> <p>Attendance/Absences/Apologies /Acceptance of Apologies RV was noted as absent – no apologies sent.</p> <p>Quorum Declaration The meeting was quorate throughout.</p> <p>Declaration of any urgent business None.</p> <p>Declarations of Interests None</p>	
2	<p>Previous Meeting</p> <p>Adoption of the minutes of the meeting held on 28th April 2017 The Chair signed the minutes as a true record of the meeting on 28th April 2017 and handed them to KK for filing in the school.</p> <p>Review of Actions and Matters Arising from the meeting <i>Actions from previous meetings were circulated with the agenda. Outstanding actions/updates were as follows:</i></p> <p>OUTSTANDING ACTION Training – RV, ER and CP need to complete Induction training at their earliest convenience</p> <p>ACTION – Clerk to update JW term dates on Governor Hub</p>	<p>RV/ER/ CP Clerk</p>

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Full Governing Board Stanford in the Vale School

No	Item	Action
	<p>OUTSTANDING ACTION – Skills Audit – Please could all Governors complete forms before September</p> <p>ACTION UNKNOWN STATUS – RV to approach Jewsons to apply for a donation for the school.</p> <p>All other items are either complete or being dealt with elsewhere on the agenda.</p>	<p>All</p> <p>RV</p>
3	<p>Correspondence</p> <p>None</p>	
4	<p>Headteacher Report</p> <p><i>The Headteacher's report was circulated via Governor Hub prior to the meeting.</i></p> <p>AW talked governors through key items on the report.</p> <p>Governors highlighted a number of points in the report.</p> <p>SIP 3:6 Governors were interested to note that Year 6 are running lunch clubs.</p> <p>Sports and gardening successes, and the Foundation Stage 5 Days Wild competition were noted.</p> <p>Governors were pleased to hear that extra swimming lessons are taking place.</p> <p>Governors commented that the Father's Day church service was lovely. Governors thanked the choir for singing at the festival, noting that they also sang at Dorchester Abbey last week.</p> <p><i>Instants of Restraint</i></p> <p>This item is deemed confidential and as such will be minuted separately.</p> <p><i>Authorised Absence</i></p> <p>Governors noted that the numbers are quite high. AW commented that these are mainly down to illness. One family is officially missing in education.</p> <p><i>SLT role</i> – AW commented that 2 internal applicants are being interviewed on Thursday.</p> <p><i>SIP link governors</i></p> <p>Governors discussed gaps. The following allocations were AGREED:</p> <p>AF to continue with Sustainability</p> <p>French - DC</p> <p>British Values – PE</p> <p>Pupil Support Services – NL</p> <p>Travel Plan – RV</p> <p>ACTION – JW to contact RV to ensure she is happy to take responsibility for the Travel Plan.</p> <p>ACTION – JW to send updated SIP to AW</p> <p>Governors thanked AW for a comprehensive report.</p>	<p>JW</p> <p>JW</p>
5	<p>Budget Update</p> <p><i>Budget monitoring documents were uploaded to Governor Hub prior to the meeting.</i></p> <p>KK discussed the points highlighted and expanded on them.</p> <p>She noted that the budget has been updated to reflect forthcoming staff changes. It puts the school in a better position – approximately £13k improvement in 17/18 and £6.5k in the overall 3 year budget.</p> <p>High staff absence has resulted in an overspend in the supply budget.</p> <p>Governors asked whether any funds have been allocated for a new office. KK explained that this has had to be removed from the budget due to lack of funds. PE commented that he could fund exploratory plans for the office extension from the Old School House Trust, and offered to put an architect in touch with AW for this.</p>	

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6	<p>Good Governance Anti-bullying policy and Safeguarding Audit <i>Children's Policy</i> The policy was circulated via Governor Hub prior to the meeting. Governors queried the definition of bullying in the policy, noting that this policy states "lots of times" whereas the main policy says "more than once". ACTION – It was AGREED to make the policies consistent by saying "more than once" in the children's policy. NL explained that she met with the school council and went through the policy with them. She was very impressed with their maturity when talking about bullying and how to use the policy. The school council have decided that they would like a copy of the policy in each classroom and at each entrance to the playground. They have also asked teacher to reiterate the policy after each long holiday. Governors asked whether the children are aware that it is not OK for adults to bully either. NL/AW commented that this subject hasn't been explicitly discussed. AW will cover this in collective worship. The policy was AGREED, subject to the above wording change.</p> <p><i>Social Media Policy</i> The policy was circulated via Governor Hub prior to the meeting. AW noted that Section 4, items 14 and 15 were added to the policy. Governors discussed use of cameras and phones within school, particularly by visitors. It was suggested that this point be added to the card in the foyer area by the signing in book. Governors asked if the school uses specific cameras to take school photos. AW commented that, yes, each class has a camera. Governors discussed the possibility of producing an official video of school productions. AW noted that this would be difficult given that they do not have permission to take pictures of some children. The policy was AGREED.</p> <p><i>Children Missing in Education Policy</i> The safeguarding audit highlighted that although AW does follow correct procedure regarding children missing in education, the school does not have a specific policy. AW explained that she decided it would be best to adopt the OCC guidance, which was circulated via Governor Hub prior to the meeting. The policy was AGREED.</p> <p><i>Safeguarding Audit</i> NL explained that the audit was requested after FCC had one. It is carried out by the LADO and is a very prescriptive set of questions. NL and AW were interviewed and documents were reviewed. Staff were chosen at random by the LADO for interview. NL noted that the report was very positive. All areas except one were either good or outstanding. Almost all actions are now complete. NL talked governors through the actions and gave more detail on them. Governors asked why Anti-bullying policy isn't on the Induction list. NL stated that it is provided as part of induction, but that the audit doesn't require it.</p>	AW

No	Item	Action
	<p>Recruitment – there is now a checklist on the front of all files. Missing items from older files are being chased.</p> <p>Governors discussed data retention and the implications of the new Data Protection legislation, noting that deletion of old data is now equally important.</p> <p>The Single Central Record was discussed. Governors asked what the back up is if the member of staff responsible for it is absent. NL explained the process.</p> <p>Action relating to Induction, only formalising what is already done by means of a sign off sheet.</p> <p>Governors asked whether anyone has completed Domestic Violence training. AW confirmed that she has.</p> <p>Governors asked how the initial concerns process works. NL explained the process to them. Governors commented that a more formal awareness is a good thing.</p> <p>Governors asked whether volunteers would use the process. AW explained that a member of staff would complete the form.</p> <p>NL commented that the audit was a valuable exercise and they expect all actions to be complete by 19th July.</p> <p>Governors noted that there is no reference to Integris in the report. AW commented that the LADO was informed about the complaints and incidents, and reviewed Integris procedures. The LADO was very positive about it.</p> <p>ACTION – LADO to be asked to review Integris reports when she returns on 19th July.</p> <p>Governors asked how staff are finding the new Integris reporting procedures. AW commented that they are finding it useful and user friendly. It is not too onerous.</p> <p>Governors commented that they are very lucky to have NL coming into school regularly to check reports, but wondered what happens if she is unable to attend the school.</p> <p>NL/AW explained that they are in regular contact regarding incidents, so that they can be dealt with as necessary.</p> <p><i>E-Safety Audit</i></p> <p>The audit was circulated via Governor Hub prior to the meeting.</p> <p>The e-safety audit went well. It was suggested that whilst all aspects of e-safety are covered by school policies, they should all be brought together in one policy.</p> <p>The school has been given some good resources and links to continue to monitor e-safety. The risk of losing knowledge if Matthew leaves was acknowledged. It was suggested that Schoolhouse fund could be used to help upskill others.</p> <p>It was noted that Clare is to attend staff training, which she will pass on to Governors.</p> <p><i>Annual Safeguarding Report</i></p> <p>The report was circulated via Governor Hub prior to the meeting.</p> <p>NL explained that the purpose of the audit is to assist with the production of the annual safeguarding report.</p> <p>AW updated Governors that item 12 (DBS checks) can now be changed because they have been received for all Governors.</p> <p>Governors commented that item 13 should include the anti-bullying policy. However it was noted that this is the standard recommended list, the same as the audit.</p> <p>ACTION – NL to ensure that the Anti-Bullying policy is included in the induction pack.</p> <p>Governors noted their actions from the report.</p> <p>The report was AGREED, and JW signed the report.</p> <p>JW thanked NL for her visits and report. Thanks to AW, NL and Clare for their work on the subject.</p> <p>Governors checked whether safeguarding is regularly reported to them. AW noted that it is always included in her Headteacher's report.</p>	<p>AW/NL</p> <p>NL</p>

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	<p>PE and KK left the meeting at 8.40pm</p> <p>Governors Monitoring of the OFSTED criteria <i>The monitoring document was circulated via Governor Hub prior to the meeting.</i> Governors checked that British Values are now on a display board – they are. JW drew Governors attention to the Ofsted folder, and asked them to keep up to date with it as they are due an inspection soon.</p> <p>PE returned to the meeting at 8.41pm KK returned to the meeting at 8.42pm</p> <p>Governor Training – Thinking Governance The following dates for the Thinking Governance training were set at the meeting: Monday 2nd October 2017 6.30pm Thursday 9th November 2017 6.30pm</p> <p>Excellence in Governance It was suggested that governors may consider starting the Excellence in Governance programme provided by the diocese. Governors discussed the suggestion and reviewed the available course modules. However it was noted that the school is already paying for Governor Services training. It was therefore AGREED that they should make better use of the existing subscription before considering other courses. The clerk noted that the subscription covers the cost of all courses, Governors just need to sign up for them via the OCC website.</p> <p>AB left the meeting between 8.50pm and 8.52pm</p> <p>Governor Healthcheck – questions 12-14 <i>Governors were asked to look at the questions 12-14 on Governor Hub prior to the meeting.</i> Governors discussed each question and the possible options in turn. Agreed answers are as follows: Q12 – 1 Q13 – 2 Q14 – 2 Governors discussed succession. They noted that membership of the Governing Board is very stable, and attendance at meetings is very high The Clerk updated the answers on Governor Hub during the meeting.</p> <p>Pupil Premium report <i>Governors reviewed the report which was circulated via Governor Hub prior to the meeting.</i> The Clicker 7 report is not as far along as they would like. They have done some work on the impact of it, but more will be done in September. Governors asked whether all classes are using it – Yes, they are. Some are using it with the whole class, others just with specific pupils.</p> <p>Succession Planning - LA governor It was explained that the post of LA governor becomes vacant in August. Governors Services have contacted the local councillor, who has no other candidate to suggest for the role and is happy for AB to continue. AB confirmed that she is willing to continue. Governors discussed AB's skill set, noting that her FS experience is invaluable. Governors AGREED to re-elect AB as LA Governor.</p>	

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No	Item	Action
7	<p>Delegated Items</p> <p>Foss Update AW detailed the fundraising activities and events over the past few months. AW relayed a request for governors to help with the Summer Fete 15/07/17 between 5-7pm. Governors asked how much the school is now relying on FOSS fundraising. AW explained that they have asked for £4k per year, but this year they have asked for £5k. PPC to match this amount. She noted that FOSS have £10k in the bank currently. Governors asked whether they are a registered charity – yes Governors queried why they don't ask for Gift Aid ACTION - AW to enquire as to whether FOSS could ask for Gift Aid. Governors suggested that a form be put in the Foundation Stage pack. Governors thanked FOSS for all they do for the school.</p> <p>Staff Report KA gave a verbal staff report. Noting that it was a very busy time in the school, and that the end of the academic year is rapidly approaching. Governors expressed their thanks to staff for all their hard work and all the extra things they do for the school.</p>	AW
8	<p>Academy Update Governors noted that OCC have recently committed to supporting maintained schools. They discussed the local situation. CP left the room at 9.13pm The letter and questionnaire from OCC were circulated prior to the meeting. The answers were noted by JW. Governors commented that it was difficult to answer the questions in any detail because they are still at the fact finding stage. Q1 – Fact finding Q2 – Improving standards of education and resources Q3 – Potentially. Criteria not yet agreed Q4 – Potentially. Criteria not yet agreed Q5 – Funding capital building. ACTION – JW to respond to OCC on behalf of the Governing Board. It was noted that a meeting for staff regarding academy conversion has been deferred to September.</p>	JW
9	<p>Springline (SPS) Update AW gave a summary of recent events and activities. A music event held last week was very successful. AW gave details of the school's involvement. AW has conducted a peer review at Uffington school. She found this to be a very useful exercise. A new SPS action plan has been created for the next academic year.</p> <p>CP returned to the meeting at 9.18pm</p>	
10	<p>Sustainability Action Plan Update Governors thanked AF for her report, which was shared via Governor Hub prior to the meeting.</p>	

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