

Headteacher:
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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 12th March 2020 at 8pm**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Amanda Bellerby (LA) **AB** Caroline Smith (Parent) **CS**
Claire Lewis (Co-opted) **CL** Jane Braddy (Co-opted) **JB**
Kay Adamson (Staff) **KA** Kate Konschel (Co-opted) **KK**
Craig Goulding (Parent) **CG** Elizabeth Ward (Foundation) **EW**
Mary Vizoso (Co-opted) **MV** Lorna Darrock (Parent) **LD**
Caryl Oliver (Co-opted) **CO** Jane Braddy (Co-opted) **JB**

Apologies: Matthew Bullivant (Parent) **MB**

Absent: Rev Paul Eddy (Foundation) **PE**

In attendance: Joanna Sanderson – Clerk

The meeting was quorate throughout.

No	Item	Action
1	Statutory Items	
1.1	Welcome JW welcomed everyone to the meeting at 8.05pm, especially CO after her recent injuries.	
	Attendance/Absences/Apologies /Acceptance of Apologies	
1.2	Apologies had been received and accepted from MB. PE was absent.	
	Quorum Declaration	
1.3	The meeting was quorate throughout.	
	Declaration of any urgent business	
1.4	None.	
	Declarations of Interests	
1.5	None.	
2	Previous Meeting	
2.1	Adoption of the minutes of the meeting held on 21st November 2019 The Chair signed the minutes as a true record of the meeting, and they were handed to KK at the end of the meeting for filing in the school. The confidential Part 2 (Item 4) signed minutes were retained by the Clerk.	
2.2	Review of Actions and Matters Arising from the meeting: The Review of Christmas activities is covered in the Headteacher's report.	
3	Correspondence None.	

SignedDated
Full Governing Board Stanford in the Vale School

No	Item	Action
4	<p>Headteacher’s Report including Health and Safety, and Governor’s Responsibilities (with reference to SIP/SEF) – Governor visits. <i>The Head Teacher’s report was circulated via GovernorHub prior to the meeting and the following points are to be highlighted.</i></p> <p>SIP 1:1 The coordinators inset day was very informative and deemed to be very useful. Thanks was passed to the Governors who have been in and completed monitoring visits.</p> <p>SIP 2:13 The Science Technology Engineering and Maths (STEM) day was a very good day; it was commented that the staff seemed very positive and engaged, and the children, enthusiastic.</p> <p>Thanks was passed to all concerned with the sharing assemblies and with the open morning.</p> <p>JW and AW are to coordinate regarding Mothers’ Day and Easter services.</p> <p>Andrew Markham on behalf of OCC was very pleased with how school is progressing.</p> <p>Rocksteady Group – is a music group which takes children as a little band to perform rock music.</p> <p>Gooseberry Planet is teaching children how to be safe on the internet, all areas are set to be age appropriate by the teachers.</p> <p>There have been no behaviour incidents in Foundation or Year 4. The FGB discussed how the Year 3 incidents have now reduced to 2.</p> <p>9 staff members are undergoing Team Teach training to learn to restrain caringly to safeguard both child and staff.</p> <p>Lucy leaves Fri 13th March and Nadja is to cover year 4 as an NQT.</p> <p>Attendance letters have been issued where required. The policy is to issue letters when attendance goes down whether it is illness related or not and the letter informs parents of attendance rates and asks for improvements.</p> <p>Thanks were passed to AW and EW for submitting the annual safeguarding report.</p> <p>The H&S audit was held on 10th March but the report is not in yet, thanks were passed to CG for coming in. Action will be to conduct a tree survey as this has not been done within 3 years, also to have 2 named fire marshals in case of absence.</p>	JM/AW
5	<p>Good Governance</p> <p>5.1 Review the ‘Governors schedule of work’ document – JW checks this regularly</p> <p>5.2 Pecuniary Interests – the list is on the website, but outstanding return from JB.</p> <p>5.3 Governors visits – The policy and form were reviewed at C&C. Curriculum areas need to be looked at thoroughly in preparation for the deep dives. The form will be uploaded to GovernorHub once an optional box has been added for general comments. The changes were discussed and the process confirmed whereby Governors should e-mail the relevant teacher direct to arrange a visit. The form has been aimed around questions asked of Governors at Ofsted inspections. The deep dives are always English and Maths and then another subject such as PE or history and Governor’s input is evidence based. It was noted that the form is not appropriate for finance, safeguarding or premises visits.</p> <p>5.4 Receiving and approving the Pupil Premium and PE funding – statements are on the website and had been agreed at committee meetings. The FGB also agreed.</p> <p>5.5 Governor future training – SIAMS Vision inset is on Mon 23rd March and all Governors are invited; JW and CL are to attend Safer Recruitment; MV is going on Data training; CL completed Purple Mash training; JW is to attend Inspection Ready training and EW will attend Safeguarding in April. All training courses are to be added to Governor profiles on GovernorHub.</p>	<p>JB</p> <p>All</p>

SignedDated

No	Item	Action
6 6.1	<p>Delegated Items</p> <p>Committee Reports</p> <p>Curriculum and Communications Committee 5 main points of discussion were:</p> <ul style="list-style-type: none"> • Curriculum co-ord reviews were very extensive and thorough. The deep dives are having an impact. C&C looked at a summary of what was said and found it was helpful to have questions in case of an inspection. • The quality of teaching review with Andrew Markham was very positive. The staff were given an Ofsted experience, and the school was rated as at least good and improving. • The SIAMS document needs to be reduced to 3 pages. The suggestion as to making your own case for excellence was approved and unanimously supported as being how the school outreaches to the community. • Governor visits form as minuted at item 5.3. • The questionnaires from parents, children and staff have been analysed and the findings are to be communicated. <p>Resources, Pay and Personnel Committee 5 main points of discussion were:</p> <ul style="list-style-type: none"> • Budget – KK reported on P10. With 2 periods to go, the school is in a good position with extra funding having been received throughout the year. • Premises – Work needs to be undertaken to repair the flat roof and quotes are being sourced. • The expected carry forward is over the 8% allowed, but the roof repairs are imminent. • Work is ongoing comparing income against expenditure for breakfast and after school clubs. An amended price for siblings is being considered for the new academic year. • The Crisis Management Plan has been updated to reflect a change in keyholder and JW has also been added as one of the Crisis Management Team. <p>6.2 Governors preparing for deep dive requirements Minuted in item 5.3.</p> <p>6.3 FOSS update</p> <ul style="list-style-type: none"> • FOSS has purchased some small outdoor play equipment; and two Alexa’s have been purchased (due to limits placed on quantities) but FOSS has agreed to fund one for each classroom. • Upcoming events – the quiz might be cancelled (JW and AW to discuss); plans continue for the circus and science dome. <p>6.4 Staff report Nothing to report.</p> <p>6.5 Any issues from committee meetings</p> <ul style="list-style-type: none"> • Parking – On advice of the PCSO, photos were taken of parking examples. Some parents complained about this. The PCSO has given some information to AW; the photos are to be collated and sent to the PCSO. 	<p style="text-align: right;">JW/AW</p>

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