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 Bellerby (LA) AB
Claire Lewis (Co-opted) CL
Kay Adamson (Staff) KA
Craig Goulding (Parent) CG
Mary Vizoso (Co-opted) MV
Caryl Oliver (Co-opted) CO

Amanda Willis (Headteacher) AW

Caroline Smith (Parent) **CS**Jane Braddy (Co-opted) **JB**Kate Konschel (Co-opted) **KK**Elizabeth Ward (Foundation) **EW** 

Lorna Darrock (Parent) **LD** 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	
3	None.	
	None.	

Signed	Dated
Full Governing Board	Stanford in the Vale School

No	Item	Action
No 4	Headteacher's Report including Health and Safety, and Governor's Responsibilities (with reference to SIP/SEF) – Governor visits.  The Head Teacher's report was circulated via GovernorHub prior to the meeting and the following points are to be highlighted.  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. 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.  Thanks was passed to all concerned with the sharing assemblies and with the open morning.  JW and AW are to coordinate regarding Mothers' Day and Easter services.  Andrew Markham on behalf of OCC was very pleased with how school is progressing. Rocksteady Group – is a music group which takes children as a little band to perform rock music.  Gooseberry Planet is teaching children how to be safe on the internet, all areas are set to be age appropriate by the teachers.  There have been no behaviour incidents in Foundation or Year 4. The FGB discussed how the Year 3 incidents have now reduced to 2.  9 staff members are undergoing Team Teach training to learn to restrain caringly to safeguard both child and staff.  Lucy leaves Fri 13 <sup>th</sup> March and Nadja is to cover year 4 as an NQT.  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.  Thanks were passed to AW and EW for submitting the annual safeguarding report.  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	JM/AW
5 5.1 5.2 5.3	Good Governance Review the 'Governors schedule of work' document – JW checks this regularly Pecuniary Interests – the list is on the website, but outstanding return from JB. 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. 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. 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.	JB

No	Item	Action
6	Delegated Items	
6.1	Committee Reports	
	Curriculum and Communications Committee 5 main points of discussion were:	
	<ul> <li>Curriculum co-ord reviews were very extensive and thorough. The deep dives are having an impact. C&amp;C looked at a summary of what was said and found it was helpful to have questions in case of an inspection.</li> </ul>	
	<ul> <li>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.</li> </ul>	
	<ul> <li>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.</li> <li>Governor visits form as minuted at item 5.3.</li> </ul>	
	<ul> <li>The questionnaires from parents, children and staff have been analysed and the findings are to be communicated.</li> </ul>	
	Resources, Pay and Personnel Committee	
	5 main points of discussion were:     • Budget – KK reported on P10. With 2 periods to go, the school is in a good      **Transport of the diagram of the diagram of the school is in a good to specific a with a good to specific and the school is in a good to specific and the school	
	<ul> <li>position with extra funding having been received throughout the year.</li> <li>Premises – Work needs to be undertaken to repair the flat roof and quotes are being sourced.</li> </ul>	
	The expected carry forward is over the 8% allowed, but the roof repairs are imminent.	
	<ul> <li>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.</li> </ul>	
	<ul> <li>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.</li> </ul>	
6.2	Governors preparing for deep dive requirements Minuted in item 5.3.	
6.3	<ul> <li>FOSS update</li> <li>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</li> </ul>	
	<ul> <li>one for each classroom.</li> <li>Upcoming events – the quiz might be cancelled (JW and AW to discuss); plans continue for the circus and science dome.</li> </ul>	JW/AW
6.4	Staff report Nothing to report.	
6.5	<ul> <li>Any issues from committee meetings</li> <li>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.</li> </ul>	

No	Item	Action
	<ul> <li>A parental complaint was received about payment of trips or for charity work but would not discuss their circumstances further.</li> <li>Local vandalism has been occurring including broken bottles thrown into school grounds, rubber burnt, and children jumping into school and getting the scooters out. There is consideration to installing cameras or putting notices up. It was also confirmed the policy states there is the potential to charge £500 for unauthorised access to school property.</li> <li>Parents have complained about other parents smoking by the Millenium Green gates. Potential notices were discussed.</li> <li>Coronavirus – The FGB listened, discussed and confirmed the content of a letter AW will send to parents on 13th March. Schools are not to close without being told to do so by Public Health England and OCC. A concern over water bottles in school was raised. AW is to check the self-isolation process and staff are thinking about work that can be completed at home to try to prepare as much as possible in case of a full or partial closure. It was confirmed any supply teacher costs incurred would come out of the budget. Information is changing regularly at the moment and any changes will be sent to staff and Governors.</li> </ul>	
7	Springline (SPS) Update – Governors meeting The Governors meeting minutes are available on GovernorHub.	
8	Sustainability Action Plan Update This has been reviewed and is available on the website.	
9	Pre-school Update  No change and this item is to be taken off the agenda.	
10	Neighbourhood Plan and School Expansion Plan Update Action: To be discussed at each meeting. Building work is starting on the houses now with 100 on one area and 75 on another. JW is to contact OCC.  JW	
11	Academy Update Following a meeting between the CEO from Faringdon and AW, it was agreed it would be useful for AW to attend meetings and training for upskilling staff. As the school is not part of the Academy, there would be a charge, but it was agreed more collaboration is needed as the majority of the children go on to FCC.	
12	Clerk's Items The next Heads and Chairs Briefings are on 24 <sup>th</sup> March in Banbury and 1st April in Abingdon although JW confirmed this briefing is now full. The agenda from the last Clerks' briefings is available on GovernorHub.	
13	Date and times of next meetings: 27th April 2020 at 8pm 25th June 2020 at 7pm	

Meeting closed at 9.30pm JLS 13 Mar 2020

Signed	Dated
Full Governing Board	Stanford in the Vale School