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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 17th March 2022 at 8pm**

**Present:** Claire Lewis (Co-opted (Chair)) **CL** Amanda Willis (Headteacher) **AW**  
Lorna Darrock (Parent) **LD** Janet Warren (Foundation (Vice Chair)) **JW**  
Caroline Smith (Parent) **CS** Jane Lawson-Smith (Co-opted) **JL-S**  
Kate Konschel (Co-opted) **KK** Craig Goulding (Parent) **CG**  
Amanda Bellerby (LA) **AB** Mary Vizoso (Co-opted) **MV**  
Jonathan Davis (Parent) **JD** Caryl Oliver (Co-opted) **CO**

**Apologies:** Elizabeth Ward (Foundation) **EW**

**Absent:** Rev Paul Eddy (Foundation) **PE** Naomi Scott (Staff) **NS**

**In attendance:** Joanna Sanderson – **Clerk**

**The meeting was quorate throughout.**

No	Item	Action
<b>1</b>	<b>Statutory Items</b>	
<b>1.1</b>	<b>Welcome</b> CL welcomed everyone to the meeting at 8.05pm.	
<b>1.2</b>	<b>Attendance/Absences/Apologies /Acceptance of Apologies</b> Apologies were received and accepted from EW. PE and NS were absent.	
<b>1.3</b>	<b>Quorum Declaration</b> The meeting was quorate throughout.	
<b>1.4</b>	<b>Declaration of any urgent business</b> None.	
<b>1.5</b>	<b>Declarations of Interests</b> None	
<b>2</b>	<b>Previous Meeting</b>	
<b>2.1</b>	<b>Adoption of the Minutes of the meeting held on 25th November 2022</b> The minutes were accepted and approved.	
<b>2.2</b>	<b>Review of Actions and Matters arising from the meeting</b> <ul style="list-style-type: none"><li>Outstanding PI declarations to be completed: PE, CG and CO. Update: PE still to complete.</li><li>The Governor Skills audit remains outstanding - JW to re-share the link; this is ongoing to identify areas of strength or training required.</li><li>Governors' Code of Conduct to be uploaded to the Governor declarations on GovernorHub for Governors to confirm – LD, PE, CO, and EW. Update: EW and PE still to complete.</li></ul>	<b>PE</b>  <b>JW</b>  <b>EW/PE</b>

Signed .....Dated .....  
Full Governing Board Stanford in the Vale School

No	Item	Action
	<ul style="list-style-type: none"> <li>• Prevent training – CO to confirm if she has completed. Completed</li> <li>• Safeguarding training - PE outstanding.</li> <li>• Information on website - CL has uploaded the OCC list onto GovernorHub and highlighted some areas of non-compliance. JW to advise CL of the point of contact regarding uploading items onto the website. Update: CL is to input the Terms of Office for each Governor and cross check roles. Governors were asked to update their own profiles for DBS clearance.</li> <li>• Ensure governors have read the latest version of Keeping Children Safe in Education: KCSiE (2021) came into effect on 01/09/2021 – PE, CG and CO. Update: PE still to complete</li> <li>• Review the Policy for Governor Visits to School - The focus for visits is on the SIP, CL is to review the gapped areas for JD and JL-S to take on with a view to possibly re-distribute the areas of responsibility after they have completed their induction. Completed, Governors were reminded to use the Governor Visits form and to focus on the SIP area. JD has taken on responsibility for the travel plan and sustainability.</li> </ul>	<p>PE</p> <p>CL</p> <p>All</p> <p>PE</p>
3	<p><b>Correspondence</b> None</p>	
4	<p><b>Headteacher’s Report including COVID 19 Update, Health and Safety and Governors Responsibilities (with reference to SIP/SEF)</b> <i>The Head Teacher’s report was circulated via GovernorHub prior to the meeting and the following points are to be highlighted.</i></p> <ul style="list-style-type: none"> <li>• Governors asked about the increase in behaviour numbers in Foundation. It was explained that staff are handling the situation and one staff member has increased their hours after the holidays to help with behaviour and gaps.</li> <li>• Year 6 IMPS training took place in school rather than visiting the hospital.</li> <li>• Governors queried the Child Protection Online Management System (CPOM) which has been set up. It is a “paid into” system to enable all staff to record information relating to an incident/concern/pupil profiles/meetings/e-mails etc. The system maintains records chronologically and centrally. It will also alert certain people as required. Governors were reassured the system is secure and different levels of permissions can be set. The system will also be able to be used as a single central record for staff DBS and training records. H&amp;S is to be added as are staff appraisal/capability meetings.</li> <li>• The Christmas performances were discussed and praised, especially as many other schools cancelled theirs. It was felt that the carol singing at The Grange went well and was very well received.</li> <li>• It was noted that the children are taking part in a number of charitable enterprises including the Ukrainian appeal. A memorial day is also planned including a singathon, the school will be open after school for past pupils to attend.</li> <li>• Covid cases have increased in the last few days but are better than before half term. Absence due to Covid is logged with the sickness code now.</li> <li>• September admission numbers will come through in April. The pre-school currently has spaces.</li> <li>• A new Play Therapist is due to start and will work with 3 children.</li> </ul>	
5 5.1	<p><b>Good Governance</b> <b>Review the ‘Governors schedule of work’ document</b></p> <ul style="list-style-type: none"> <li>• The Spring term schedule of work has been highlighted as done and the FGB are</li> </ul>	

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

No	Item	Action
<p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>on track to cover the full schedule.</p> <ul style="list-style-type: none"> <li>The staff structure is to be discussed at the next RP&amp;P meeting.</li> <li>Insurance is reviewed in line with the budget.</li> <li>Progress and attainment will be discussed at the C&amp;C meeting.</li> </ul> <p><b>Governor monitoring</b> Governors are to start coming into school but visits do need coordination so as not to overload the teachers. Objectives are included in the SIP and the form for focus and completion is in the Governor Visit document (this has been changed to include the Vision). Maths, English and SENCO visits should take place each term with other subjects covered once in the year. <b>Governors asked about timing of the visits and it was agreed they could catch up with teachers after school but visits should also be held in school time.</b></p> <p><b>Receiving and approving the Pupil Premium and PE Funding</b> This has been completed and the statements are on the website.</p> <p><b>Governor training</b> LD and JD have completed finance training. JD has also completed inclusion training and the Induction. JL-S has completed training in the role of the SEND Governor and the Overview of SEND. JW completed Inclusion training. Courses for next term will come out shortly and Governors are encouraged to attend.</p> <p><b>Governor Terms ending</b> PE - 31 March 2022. It is unknown whether PE is keen to continue as Foundation Governor. In his absence, the Clerk is to e-mail PE to alert him about the end of his term. AW is to contact the Diocese/Christine Price-Smith as to the process. CG - 25 February 2022. CG is happy to continue in his role but it was confirmed that an election needs to be held.</p>	<p>Clerk/ AW</p> <p>AW</p>
<p>6</p> <p>6.1</p>	<p><b>Delegated Items</b></p> <p><b>Committee Reports</b></p> <p><b>Curriculum and Communications Committee key notes:</b></p> <ul style="list-style-type: none"> <li>Covid catch up – Covid is still around, staff are tired, the gaps in learning are obvious and the children are anxious.</li> <li>Curriculum reports – there was an emphasis on resuming Governor visits.</li> <li>Quality of teaching – the School Improvement Officer’s visit was discussed and the school would still be “good”. The comments received about governance of the school were complimentary.</li> <li>A number of policies were reviewed and updated.</li> <li>Questionnaire results were all very positive although only 33 replied. The committee agreed for a letter to go out with the results.</li> </ul> <p><b>Resources, Pay and Personnel Committee key notes:</b></p> <ul style="list-style-type: none"> <li>A healthy surplus is being carried forward at £129k.</li> <li>Options were discussed to decrease the surplus including a new school minibus and bringing forward IT plans such as Ipads and a trolley.</li> <li>The travel plan was signed off and handed over to Jonathan. There has been engagement with OCC Highways and a 20mph group is being formed in the village to help support reducing the speed limit. Parking remains an issue although the “keep clear” at the front of the school and bollards to stop parking on the corner will be going ahead with a timescale to be confirmed. OCC have advised that as so many villages are introducing speed limits of 20mph, applications should be submitted however the PCC need to agree how to finance and proceed.</li> <li>A number of policies were reviewed and updated.</li> </ul>	

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

No	Item	Action
6.2	<ul style="list-style-type: none"> <li>Implementation of CPOM was discussed.</li> </ul> <p><b>Governors preparing for deep dive requirements</b> A document is available on from The Key for preparing for a deep dive. The buzz words are Intent (what you are hoping the subject will look like), Implementation (how the subject is being taught/supported) and Impact (measurable through the data). Policies are incorporating these buzz words and Governors should ensure the Vision is clear throughout. AW to check access to The Key for JW.</p>	AW
6.3	<p><b>FOSS update</b> A new Chair has been appointed. Recent events have included: the Christmas fayre; hampers; and bags to school. Forthcoming events include: a cake sale on 1<sup>st</sup> April; Jubilee Celebration on 27<sup>th</sup> May including a family bake-off; teas and coffees for the memorial; Summer Fayre; BBQ at Stanford Festival; and an Easter trail. Donations have helped purchase IT items; buying Easter Eggs; and commemorative coins for the Jubilee.</p>	
6.4	<p><b>Staff Report</b> Everyone is working hard and staff are tired. There is cover for staff next year and any staff who intend to leave need to advise accordingly before 31<sup>st</sup> May.</p>	
6.5	<p><b>Any issues from committee meetings</b> OCC have confirmed expenditure for a minibus would be permissible and quotes have been sought. RP&amp;P discussed in full and agreed to trade in the old minibus for a new one. The old minibus is 10 years old and a replacement would be 4 or 5 yrs old. In the next 5-10 years the school would potentially look for an electric minibus. Leasing options were discussed but would cost the same as purchasing without having an asset at the end. OCC have advised not to push to purchase by the end of March as, if the money has been assigned, they will not claw it back. Governors approved the expenditure. Quotes have been received for the Ipads ranging from £248-£269 with the same specs, and a total cost ranging from £8240-£9683. Governors discussed whether there would be a benefit to buy the hardware from the current providers who would still charge to set up and install the software, and a current alternative on-line code was highlighted as a potential discount. Governors approved the expenditure for the Ipads and for the school to purchase a suitable trolley.</p>	
7	<p><b>School Vision Update</b> Examples of the Vision were highlighted at the Steam Day, when children were told at the end of the day there would be Ambassadors appointed for each child who had been working and achieving together in their teams. Internet safety day showed that it was very obvious in classrooms the children working together as teams.</p>	
8	<p><b>Springline (SPS) Update</b> <b>(Consider making links with other Governing boards to offer peer review)</b> Headteachers have met 3 times including for an EYFS briefing; and a mental health and wellbeing one. Staff are due to meet to discuss reluctant writers, and future briefings will also include: Maths; RE; SENCO; and support staff. It is hoped that 3 Headteachers will visit each school in the SPS. Other schools are also struggling with staffing and cover.</p>	
9	<p><b>Sustainability Action Plan Update</b> The report was highlighted to JD and it was explained that while some items have a whole school approach, some are led by FOSS; eco-school; or forest school. Children are encouraged to be included. JD will prepare a short report for the next meeting.</p>	JD
10	<p><b>Neighbourhood Plan and School Expansion Plan Update</b> There is a new school being built in Faringdon.</p>	
11	<p><b>Academy Update</b> No update.</p>	

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

No	Item	Action
12	<b>Clerk's Items</b> None.	
13	<b>Any Other Urgent Business</b> It was agreed that when there are single meetings, these would be held on Zoom (apart from the RPP budget setting meeting), and double meetings would be in person.	
14	<b>Date and times of next meetings:</b> 5th May 2022 at 8pm – LD apologies 23rd June 2022 at 7pm	

Meeting closed at 9.30pm  
Clerk 20<sup>th</sup> March 2022