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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 20th November 2017 at 8pm**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Amanda Bellerby (LA) **AB** Kay Adamson (Staff) **KA**
Jane Braddy (Co-opted) **JB** Kate Konschel (Co-opted) **KK**
Angela Finn (Co-opted) **AF** Elizabeth Robertson (Foundation) **ER**
Claire Lewis (Parent) **CL** Duncan Atkins (Parent) **DA**

Apologies: Nona Lewis (Co-opted) **NL** Rev Paul Eddy (Foundation) **PE**
Claire Petworth (Parent) **CP** Jodi Stenzhorn (Co-opted) **JS**

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

In attendance: Helen Tate - Clerk

AW, KK and KA left the meeting between 8.35pm and 8.40pm

The meeting was quorate throughout

No	Item	Action
1	Statutory Items Welcome JW welcomed everyone to the meeting at 8.05pm. Attendance/Absences/Apologies /Acceptance of Apologies Apologies were received and accepted from NL, PE, CP and JS. RV's absence was noted. Quorum Declaration The meeting was quorate throughout. Declaration of any urgent business None Declarations of Interests None. Pecuniary Interest form was received from DA. ACTION – PI forms to be completed by NL and RV at their earliest convenience and returned to the school office for filing in the school.	NL, RV
2	Previous Meeting Adoption of the minutes of the meeting held on 28th September 2017 The Chair signed the minutes as a true record of the meeting on 28 th September 2017 and handed them to AW for filing in the school. Review of Actions and Matters Arising from the meeting <i>Actions from previous meetings were circulated with the agenda.</i> Outstanding actions/updates were as follows:	

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Full Governing Board Stanford in the Vale School

No	Item	Action
	<p><i>Training</i> – ER and CP are attending an Induction course on 9th December 2017.</p> <p>Updated Action – RV needs to complete Induction training at her earliest convenience</p> <p>OUTSTANDING ACTION – Skills Audit – JW to re-circulate skills audit. Please could all Governors complete forms by the end of October. Clerk trying to obtain an online version.</p> <p>OUTSTANDING ACTION – PE to talk to the new FOSS Treasurer (when in post) regarding Gift Aid</p> <p><i>Committee terms of references</i> have been approved at committee meetings without change. C&C Chair is ER, RP&P Chair is NL. These details were updated on Governor Hub at the meeting.</p> <p><i>Lockdown Procedures</i> – A policy has been adopted. This now needs practising to ensure it works properly.</p> <p><i>All other items are either complete or being dealt with elsewhere on the agenda.</i></p>	<p>RV</p> <p>Clerk/ JW</p> <p>PE</p>
3	<p>Correspondence</p> <p>AW has received a letter from the Bishop congratulating the school on their Ofsted inspection report. A bible was enclosed as a present for the school.</p> <p>AW has also received numerous letters of thanks from people who attended the community lunch. AW read out several examples.</p>	
4	<p>Headteacher Report</p> <p><i>The Headteacher's report was circulated via Governor Hub prior to the meeting.</i></p> <p>SIP1.12 – Governors asked AW to explain problem solving tasks.</p> <p>AW explained that extension tasks are now problem solving rather than more of the same. Governors commented that the Community lunch was very nice.</p> <p>Governors were pleased to hear that a number of Christmas shoe boxes have been sent. It was explained that in future years they are intending to ask parents for donations towards shoe boxes rather than whole boxes. It is hoped that this will increase donations and reduce costs for families.</p> <p>SIP 1.20 Governors asked for further details about the Artsmark. KA/AW explained the process.</p> <p>SIP2.8 – Governors asked what Charanga is. It is the online OCC music scheme of work which the school follows. KA explained how this fulfils the curriculum requirements for music.</p> <p>Governors asked what a Working Wall is. AW explained and showed Governors an example.</p> <p>Governors asked for more details on the Change for Life sessions. AW explained how these sessions are targeted, focusing on Physical development, fine motor skills and exercise.</p> <p>Governors thanked staff for doing the residential trip.</p> <p>Governors commented that the E-safety session was very good. CL attended.</p> <p>Governors noted that the Choir sang beautifully at the Remembrance Service.</p> <p>AW noted that OCC's School Improvement leader (SIL) visited the school. She is hoping to enlist their help in a number of areas.</p> <p>Governors thanked AW for the new Integris reporting in the Headteacher Report.</p> <p>Governors asked how children get on with Cycle Training. AW commented that most pass first time. Most of those who don't, fail due to lack of confidence. They are given the chance to re-take, and pass second time around.</p> <p>Governors noted the pupil numbers and absence figures. Absence percentages are now being broken down as per Ofsted requirements (also see Item 6).</p>	

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	<p><i>Governor Visits</i> JW summarised the visits which have taken place, thanking Governors for their time and reports. These reports are available to read on Governor Hub. ACTION – JS to write report on Arts ACTION – NL to visit to monitor Health and Safety, Premises and Safeguarding.</p>	<p>JS NL</p>
5	<p>Headteacher's Performance Management AW, KK and KA left the meeting for this discussion, between 8.35pm and 8.40pm This item is CONFIDENTIAL and, as such will be minuted separately.</p>	
6	<p>Good Governance Review of Governors' Schedule of Work document <i>This was shared via Governor Hub prior to the meeting.</i> JW went through the documents and highlighted the outstanding items. ACTION – Governors' register of Business Interests needs to be updated on the website Also outstanding are the Skills Audit and the review of quality of teaching.</p> <p>Governors monitoring of the Ofsted Criteria – School Position Statement No changes since the last meeting.</p> <p>Action plan after Ofsted AW summarised the 3 key actions from the Ofsted report and work being done. <i>Writing</i> AW noted that SPAG (Spelling, Punctuation, and Grammar) needs to become embedded. AW has asked OCC for help with this. <i>Challenge across the curriculum</i> AW briefly explained how problem solving is being introduced across the curriculum. This is being tracked by the SLT. <i>Attendance</i> AW explained how this is being monitored and followed up with families. Also see Headteacher's report and discussion. AW commented that these actions are also included on staff appraisal targets.</p> <p>School Vision Inset and Governor Training – Thinking Governance Update Governors discussed the recent Thinking Governance training sessions. They found them useful and appreciated the social aspect of them. JW noted that, to date, they have looked at the school from a stakeholder's point of view, and they have looked at the character of the school, and the SIP. One more session is needed to look at data and the story it tells. They will then be able to bring everything together into a Strategic Plan. ACTION – Date of last Thinking Governance training session Thursday 25th January 2018 6.30pm – 8.30pm. As before, please could everyone bring food to share.</p>	<p>KK</p> <p>ALL</p>
7	<p>Delegated Items Curriculum and Communications Committee ER was elected Chair, JB is Clerk. At the meeting, EYFS data was analysed. Concerns over aspects of the curriculum were discussed, which are being addressed in Year 1 Phonics data and Year6 were also discussed at the committee meeting. Writing has been highlighted as an area of concern, especially in Year 3.</p>	

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No	Item	Action
	<p>Challenge and problem solving have been introduced into the curriculum. The Artsmark award work was shared and discussed. KA and AW shared the work going on to achieve the Artsmark. They expect to reach Gold level with elements of Platinum.</p> <p>Resources, Pay and Personnel Committee NL has been elected Chair, CL is the Clerk SFVS was completed last week and has been reviewed by the committee. KK took Governors through the details, and listed the required actions. She further explained that it needs to be submitted by the end of January. Governors AGREED the SFVS and JW signed it at the meeting. CL highlighted that there is going to be a significantly reduced carry forward on the budget next year. IT budget may be needed elsewhere. It was also noted that the Maternity Insurance Premium is expected to rise and may double. A number of policies were presented to the committee and approved. These can all be found in the relevant folder on Governor Hub. Staff and Headteacher salaries were discussed. The Committee approved AW's recommendations for staff. CL commented that the recent E-Safety presentation was very good.</p> <p>Foss Update <i>The audited Treasurer's report was circulated at the meeting.</i> AW summarised the report and various events over the year. She noted that with budgets being tight, the school may need to ask FOSS for additional funds to support the curriculum. Governors thanked FOSS for their hard work in both raising funds for the school and providing events for the school community. Governors expressed disappointment at the low attendance at the AGM, and discussed ways to encourage more parents to participate.</p> <p>Staff Report KA commented that the whole school is now gearing up for Christmas with various events planned. Governors expressed their thanks to staff for all their hard work.</p>	
8	<p>Springline (SPS) Update The various groups are still meeting regularly, and training costs are being shared. AW is planning to do peer reviews again.</p>	
9	<p>Sustainability Action Plan Update <i>The plan was circulated via Governor Hub prior to the meeting.</i> Governors reviewed the plan. AF summarised current actions and forthcoming plans. DA has volunteered to take on the Travel Plan.</p>	
10	<p>Pre School update AW and JW attended the Pre School AGM recently. New directors were appointed. OCC and the Diocese are happy to go ahead with the plans. A two-year timetable has been announced. Governors commented that they will need to be mindful of any recruitment in the interim as this will have a financial impact on takeover. A working party to investigate this was AGREED - AW, CL and AB. AW to meet with the new Chair to discuss future plans. AW will also be looking at other schools where Pre School has come under the school umbrella and has worked well.</p>	
11	<p>Neighbourhood Plan and School Expansion Plan Update</p>	

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