

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 21st November 2019 at 8pm**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Amanda Bellerby (LA) **AB** Matthew Bullivant (Parent) **MB**
Caroline Smith (Parent) **CS** Claire Lewis (Co-opted) **CL**
Kay Adamson (Staff) **KA** Kate Konschel (Co-opted) **KK**
Craig Goulding (Parent) **CG** Elizabeth Ward (Foundation) **EW**
Mary Vizoso (Co-opted) **MV**

Apologies: Lorna Darrock (Parent) **LD** Rev Paul Eddy (Foundation) **PE**
Caryl Oliver (Co-opted) **CO** Jane Braddy (Co-opted) **JB**

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 20.05 and introduced CS to the FGB.	
1.2	Attendance/Absences/Apologies /Acceptance of Apologies Apologies had been received and accepted from LD, CO, JB and PE.	
1.3	Quorum Declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business None.	
1.5	Declarations of Interests AW, KK and KA declared their interest in agenda item 4.	
2	Previous Meeting	
2.1	Adoption of the minutes of the meeting held on 26th September 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.	
2.2	Review of Actions and Matters Arising from the meeting:	
2.3	Pecuniary Interest forms outstanding. KK will e-mail JB and PE for their outstanding forms. All completed forms were passed to KK for filing in the school and the Clerk will e-mail the collated form as it currently is to KK.	KK KK Clerk
2.4	Amended Governors' Code of Conduct onto Governorhub. Completed.	
2.5	New Parent Governor – Caroline Smith has been appointed.	
2.6	128 Checks – These relate to monetary declarations and have been completed for the FGB and updated on the Single Central Record (SCR).	

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Full Governing Board Stanford in the Vale School

No	Item	Action
2.7	Governor information on the website – JW to update FGB board details, Code of Conduct, Register of attendance and Pecuniary Interests.	JW
2.8	Committee T of R to be reviewed at the relevant committee meetings this term – Completed; there is 1 agreed amendment for RP&P terms which will then be confirmed.	CL
2.9	Nick Cornell external advisor – visited the school today and assisted in AW’s Performance Management.	
2.10	Governors’ sign up sheet – having read the relevant parts of KCSiE, where will this be kept? – ongoing.	JW
3	<p>Headteacher’s Report including Health and Safety, and Governor’s Responsibilities (with reference to SIP/SEF) – Governor visits.</p> <p><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>The school had 2 runners-up in the Faringdon Arts Society competition, Karen Spence came in to give the children vouchers, there were also a lot of commendations.</p> <p>1.9 SCR – EW came in to check and sign the SCR on the 19th November.</p> <p>1.11 A very successful community lunch was held today and included 25 grandparents. A donation of £50 was made to the school.</p> <p>2.6 BBO stands for Berks Bucks Oxon.</p> <p>Yr 6 only visit FCC now not KA in Wantage. It was a very good day, the pupils were very positive and took part in good lessons. The FGB discussed the reasons why only FCC is visited and it is because FCC is the catchment school although 3 pupils this year may choose alternate secondary schools.</p> <p>The FGB passed their thanks to everyone for the harvest and remembrance services, and the pupils were commended for their quietness at the 2 minute silence. Thanks were also passed to the staff for the Jigsaw parents evening.</p> <p>The staff and AW were also thanked for attending the residential before half term. It was discussed that this helps the pupils mature and work as part of a team in preparation of year 6, SATS and the year 7 transition.</p> <p>Following the first Eco Pop-up shop, this will be repeated next Monday and then every half term.</p> <p>The number of Behaviour Incidents reported were discussed and those concerned are being supported as much as possible working with the ELSA and HSCLW.</p> <p>Attendance – some letters are being written home and some pupils are still late despite the gate shutting earlier.</p> <p>There were two applicants for the maternity cover but each would want to work on a part time basis so their details will remain on file while the post is re-advertised.</p> <p>The flu vaccination process was discussed in that there was a lack of clarity/understanding about pre-registering on line. This was the first time it was held this way and lessons should be learnt.</p> <p>CL has offered to take on French from the SEF so all subjects are now covered.</p>	
4	<p>Headteacher’s Performance Management</p> <p>The item regarding the Headteacher’s Performance Management is minuted in Part 2(4) – Confidential Items of These minutes</p>	
5	<p>Good Governance</p> <p>5.1 Review the ‘Governors schedule of work’ document – this document is on the hub and everything has been done as required for the Autumn term.</p> <p>5.2 Governors monitoring of the OFSTED criteria – School Position Statement / Governors</p>	

SignedDated

No	Item	Action
<p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>crib sheet for visits – these will be worked on in the committee meetings next term. Governors need to have an understanding of subjects.</p> <p>Governors Skills Audit and Self Assessment has been moved to the June meeting.</p> <p>Discuss and Approval of Schools Financials Values Standards (SFVS) – this is an annual self audit reviewing last year’s financial work/spending which is discussed at RP&P. KK is to work on some recommendations. Spending is in line with similar schools, and characteristics are mainly in line except the pupil to adult ratio. Class sizes are in the higher 20% of similar sized schools. The information is on GovernorHub for the FGB to review, but approval remains through RP&P.</p> <p>Safeguarding annual audit – OCC have moved this to be on-line but it is currently unavailable and the deadline has been extended to the end of February.</p>	<p>KK</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Delegated Items</p> <p>Committee Reports</p> <p>Curriculum and Communications Committee</p> <p>5 main points of discussion were:</p> <ul style="list-style-type: none"> • Review of the data - KS1 showed some need of support to maths learning and the White Rose Mastery programme was discussed. KS2 results are above average. Figures for the higher standard in writing are slightly below so support was discussed for this year with additional help at both ends of the spectrum. • There is a new PSHE (Jigsaw Programme) which the whole school starts with this on a Monday morning. • New monitoring sheet for Governors including deep dives, seeing evidence and questioning things. • The SIAMS document needs to be completed for the diocese. The document needs to be condensed next year from 30 pages to 2. • The website is up to date and the prospectus has been updated. <p>Resources, Pay and Personnel Committee</p> <p>5 main points of discussion were:</p> <ul style="list-style-type: none"> • SFVS Audit. • Review of budget in year – the position is slightly better than expected as the £56k c/f is at £64.5k c/f. The 3 year plan is hard to predict. • HT and staff salaries with recommendations were put forward. The national pay award will be at the end of November. • Breakfast and after school clubs are doing well. AW is to review the pricing comparison. • Policies for adoption reviewed. <p>FOSS update</p> <ul style="list-style-type: none"> • To date FOSS have run the following initiatives: bags to school; disco; Christmas cards; and hampers are coming up. • The AGM took place with a change of chair and vice chair. • The committee is very small. • FOSS have contributed towards the coach for PGL; cameras; sports equipment; £4k for IT; books for school based on “Tubelines” and will provide Christmas presents for all children at the Christmas lunch. <p>Staff report</p> <p>The staff are all very busy with productions in process.</p> <p>Any issues from committee meetings</p> <p>Following a concerned email AW is to put a message into the newsletter about babies</p>	<p>AW</p> <p>AW</p>

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No	Item	Action
	being left alone in cars while parents go to the school.	
7	<p>Springline (SPS) Update (Consider making links with other Governing boards to offer peer review) JW has e-mailed Chairs within the SPS for networking and collaboration purposes. Headteachers, Teaching staff, TA's and some pupils link in together for certain topics such as anti-bullying and it was agreed it would be beneficial for Governors to also now come on board.</p>	
8	<p>Sustainability Action Plan Update This has been updated on GovernorHub. Items not coloured have not been touched as yet, the colour coding is completed as actions are done.</p>	
9	<p>Travel Plan Ongoing JW to review.</p>	JW
10	<p>Pre-school Update No change and all positions were filled at their AGM with the exception of Treasurer. Take off agenda moving forwards.</p>	Clerk
11	<p>Neighbourhood Plan and School Expansion Plan Update Nothing to report and no communication from OCC. Action: To be discussed at each meeting.</p>	
12	<p>Academy Update Nothing to report. The Springline Partnership is strong and works as Academies should.</p>	
13	<p>School Christmas Events Governors were asked for their support/assistance at the following events. Availability to be e-mailed to AW. KS2 performances: 9th Dec at 6pm; 10th Dec at 2pm and 6pm. Governors are needed to help for evening performances CL and CG volunteered. KS1 performance: 13th Dec at 2pm and 5.30pm CS volunteered. FGB are invited to join and serve the Christmas lunch on 17th Dec from 11.30 – 2pm (children served at 11.30). Dietary requirements to AW. Pantomime 18th Dec leaving 1.30pm returning 5.30pm – Sleeping Beauty at the Wyvern Theatre. Carols at the church 19th Dec 9.30am</p>	All
14	<p>Clerk's Items Nothing to report.</p>	
18	<p>Date and times of next meetings: 12th March 2020 at 8pm 27th April 2020 at 8pm 25th June 2020 at 7pm</p>	

Meeting closed at 21.05
 JLS 23rd November 2019

SignedDated
 Full Governing Board Stanford in the Vale School