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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 26th April 2018 at 8pm**

(Presentation by Chris Price Smith on SIAMS at 8pm, meeting commences at 8.30pm)

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Nona Lewis (Co-opted) **NL** Amanda Bellerby (LA) **AB**
Rev Paul Eddy (Foundation) **PE** Elizabeth Robertson (Foundation) **ER**
Kay Adamson (Staff) **KA** Kate Konschel (Co-opted) **KK**
Angela Finn (Co-opted) **AF** Craig Goulding (Parent) **CG**
Duncan Atkins (Parent) **DA** Claire Petworth (Parent) **CP**

Apologies: Jane Braddy (Co-opted) **JB** Claire Lewis (Parent) **CL**

Absent: Jodi Stenzhorn (Co-opted) **JS**

In attendance: Helen Tate – Clerk

The meeting was quorate throughout.

Prior to the meeting, Chris Price Smith (Diocesan School Link Advisor) gave a presentation on SIAMS in preparation for the inspection which is due this term. Information packs were circulated.

No	Item	Action
1	Statutory Items Welcome JW welcomed everyone to the meeting at 8.40pm. Attendance/Absences/Apologies /Acceptance of Apologies Apologies were received and accepted from JB and CL. JS's absence was noted. Quorum Declaration The meeting was quorate throughout. Declaration of any urgent business None. Pre School was added to the agenda as Item 13. Declarations of Interests None.	
2	Previous Meeting Adoption of the minutes of the meeting held on 8th March 2018 Confidential minutes were circulated at the meeting. The Chair signed the minutes as a true record of the meeting and handed them to KK for filing in the school.	

SignedDated
Full Governing Board Stanford in the Vale School

No	Item	Action
	<p>Review of Actions and Matters Arising from the meeting Outstanding actions/updates were as follows: Pecuniary Interests form has now been completed by CG. <i>Skills Audit</i> – The Clerk noted that JS, KA and NL have not completed the online form. ACTION - Please could all arrange for this to be done at their earliest convenience https://docs.google.com/forms/d/e/1FAIpQLSeUGuX8eVHVlQmvzFzj1s9Aoe7GIUxCAr9YIRQsEo7TsM74nw/viewform?usp=sf_link <i>Thinking Governance Document and School Vision</i> – These documents were circulated prior to the meeting and AGREED at the meeting. <i>Data Protection Training</i> – The majority of Governors attended the training sessions. AW noted that she has posted the presentation on Governor Hub. ACTION – DA, JB, JS and PE to read through the GDPR presentation and sign the form in school to confirm at their earliest convenience. https://app.governorhub.com/document/5ad675e14d03e30d61c30824/view The letter of thank to FOSS has been written and delivered. <i>All other items are either complete or being dealt with elsewhere on the agenda.</i></p>	<p>JS/KA/ NL</p> <p>DA/JB/ JS/PE</p>
3	<p>Correspondence None</p>	
4	<p>Headteacher Report <i>The Headteacher's report was circulated via Governor Hub prior to the meeting.</i> Points raised by Governors: SIP 1.14 Charities - Governors were very impressed and pleased to note the number of charities and the sums raised for them. Thank you to Year 3 for hosting the community lunch. Governors checked the meaning of a number of abbreviations used in the report. Governors noted the number of TAFs, commenting that there are quite a few for a school of this size. Governors noted the class sizes. AW added that they have been allocated 30 children for Foundation in September. Absences were noted and discussed. AW commented that there are quite a few issues, especially among SEN and FSM children. Governors asked what action can be taken to improve the situation, especially with those families who are regularly absent at the same time. AW explained the processes she follows, noting that OCC has told her she can only take further action after 2 holidays in one calendar year. AW added that she does not ever authorise holidays unless they meet the school's exceptional circumstances.</p>	
5	<p>School Budget 2018/19 Budget documents were circulated via Governor Hub prior to the meeting. JW explained that the RP&P committee reviewed the detail of the budget at the last meeting, and were happy with it, subject to a handful of queries. KK fed back the outcome of queries from the RP&P meeting. She explained that the 3rd year only just balanced. However, after the close down of the last year's budget, there is approximately £30k more in the carried forward than expected. This includes maternity cover, Food with Thought charges, c/f emergency repairs funds and approximately £6k more income. This now means the third year of the budget has a brought forward figure of £11k. KK also noted the following points: The school does not run a deficit budget. The school is quite heavily reliant on the PPC and FOSS, who will fund new laptops or the new safety surface.</p>	

SignedDated

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	<p>They have forecast pupil numbers to increase, which is realistic, given the houses being built. Insurance for maternity cover is very high this year. Governors APPROVED the budget and thanked KK for her work on it. ACTION – JW to sign off the budget on the system before 1st May 2018</p>	<p>JW</p>
<p>6</p>	<p>Good Governance Safeguarding Audit The audit document was circulated via Governor Hub prior to the meeting. AW commented that the form has been updated and explained the three areas in orange. Written updates – none have been done since the last review. Training - AW needs to re-book WRAP training, which she had to cancel due to the recent Ofsted visit. Staff files – AW explained that all the front sheets are now completed. Everything possible has been done to locate the relevant documents. However, in some cases it is not possible to obtain the necessary documentation (e.g. too long ago). In these cases, a note has been added to the file. Anti-Bullying Report for Governors AW explained the changes and the areas for development in detail.</p> <p>Governors monitoring of the Ofsted Criteria – School Position Statement Governors noted only one change this term. AW commented that this will be updated once the survey is complete.</p> <p>Monitoring of the new 2018/19 SIP and allocation of roles The new SIP was circulated prior to the meeting via Governor Hub. CG has agreed to take on Sustainability. DA has been assigned the Travel Plan ACTION – JW to contact JS to confirm she is happy to continue with her areas of responsibility.</p> <p>Governor skills audit and training The Clerk noted that 4 responses are outstanding. ACTION – Link to document to be forwarded to those needing to complete the audit.</p> <p>Governor training JW and AF are to attend a course on Analysing school data. GDPR training – see matters arising, above. ACTION – CG and CP to attend Governor Induction training at their earliest convenience. Course dates for the remainder of the academic year: 12/05/18 Aureus School, Didcot 19/05/18 Kirtlington 23/06/18 Unipart House, Oxford 14/07/18 Aureus School, Didcot https://www.oxfordshireschoolscpd.org.uk/cpd/default.asp</p> <p>PE and Sports Premium <i>This was circulated prior to the meeting via Governor Hub.</i> The document was reviewed and discussed at RP&P. Governors APPROVED the document.</p>	<p>JW/JS</p> <p>See item 6</p> <p>CG/CP</p>

No	Item	Action
7	<p>Delegated Items</p> <p>Curriculum and Communications Committee</p> <p>5 key discussion points from the meeting:</p> <ol style="list-style-type: none"> 1. SIP 17/18 was reviewed in detail 2. SIP 18/19 was considered 3. SIAMS toolkit was discussed 4. The impact of interventions on SEN and PP pupils was reviewed. Lots of improvement were noted. 5. Pupil progress across the school was reviewed. <p>Resources, Pay and Personnel Committee</p> <ol style="list-style-type: none"> 1. School budget 18/19 was reviewed in detail 2. New Data Protection policies were looked at 3. Staffing - including performance management, flexible working and attendance 4. Health and Safety audit preparations 5. Safeguarding update 6. NL has signed off the Single Central Record and Integris <p>Foss Update</p> <p>AW summarised the fundraising initiatives happening currently. AW noted that FOSS are struggling to recruit new members. AW asked for Governors available to help at the summer fete (14th July 2018 2pm-5pm). AW noted that FOSS have already agreed to donate £4k to the school this year and are hoping to be able to fund other things too.</p> <p>Staff Report</p> <p>KA noted that teachers have requested a talk on pensions. AW commented that they will look in to it, but that they will need to check the cost and availability. AW discussed with Governors various issues over Facebook posts by parents about staff. She requested guidance from Governors on how to deal with them. Governors asked how AW currently deals with issues. She explained that she either calls parents in to discuss or writes to them. However, she noted that she needs to work in partnership with parents, so must tread carefully. Governors noted their duty of care to staff and checked that the social media policy is up to date. AW noted that she has previously mentioned in the newsletter that any concerns should be raised directly with the school and not posted on social media.</p> <p>Issues from Committee Meetings</p> <p>None</p>	
8	<p>Academy Update</p> <p>No update at this time.</p>	
9	<p>GDPR</p> <p>Governors noted that they have yet to appoint a Data Protection Officer. Governors are still considering Turn It On or a staff member. Governors commented that they need to negotiate over price with Turn It On - £1k per year is too expensive. Governors noted that they are not yet aware what the role will entail, so are unsure as to whether it would be too onerous for a member of staff to take on. Governors suggested that a member of staff could be asked to do it, with a TLR (Teaching and Learning Responsibility) payment as compensation. It was further AGREED that maybe CL should be asked to take on the role of Governor with responsibility for Data Protection.</p> <p>ACTION – JW to ask CL if she would be prepared to take on the Data Protection role within the governing board.</p>	<p>JW/CL</p>

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