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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 27th September 2018 at 7pm**

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

**Apologies:** None

**Absent:** None

**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> JW welcomed everyone to the meeting at 7.10pm.	
<b>1.2</b>	<b>Attendance/Absences/Apologies /Acceptance of Apologies</b> None.	
<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. Pecuniary interest forms were handed to the Clerk. Forms are outstanding from KA, AW, PE, KK, DA and CG – please forward these to the Clerk.	<b>KA, AW, PE, KK, DA, CG</b>
<b>2</b>	<b>Elections</b> Nominations had been requested by the Clerk prior to the meeting, the Clerk informed the FGB of the nominations and candidates willing to stand left the room at the time of elections.	
<b>2.1</b>	<b>Election of Chair</b> JW was appointed and confirmed her acceptance. Her current term is due to end on 11th March 2019.	

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

No	Item	Action
2.2	<p><b>Election of Vice Chair</b> CL was appointed and confirmed her acceptance. Her current term is due to end on 3rd November 2019.</p> <p>The appropriateness of approaching potential nominees prior to the elections was discussed. All on the FGB agreed that the elections should remain a transparent process, although individual nominees may personally wish to be made aware that they had been nominated beforehand.</p>	
<p><b>3</b></p> <p><b>3.1</b></p> <p><b>3.2</b></p> <p><b>3.3</b></p> <p><b>3.3.1</b></p> <p><b>3.3.2</b></p> <p><b>3.3.3</b></p> <p><b>3.4</b></p> <p><b>3.5</b></p> <p><b>3.6</b></p> <p><b>3.7</b></p>	<p><b>Good Governance</b></p> <p><b>Review and adoption of Governing Board Standing Orders.</b> These have been updated with the date and Clerk details. All FGB members were content.</p> <p><b>Review and adoption of List of Delegated Decisions/Governors' Code of Conduct.</b> All FGB Members confirmed acceptance having read and understood. The Competency Framework, Governors' handbook and School Governors' Regulation handbook are on GovernorHub under Governor Admin. The Governors' Competency matrix is on GovernorHub and should be completed by RP&amp;P members.</p> <p><b>Review of Committees' Terms of References and membership:</b></p> <ul style="list-style-type: none"> <li>• <b>Curriculum &amp; Communications</b> <ul style="list-style-type: none"> <li>○ Members are confirmed as: JB, AF, AB, ER, PE, KA and CP</li> </ul> </li> <li>• <b>Resources, Personnel and Pay</b> <ul style="list-style-type: none"> <li>○ Members are confirmed as: CL, KK, DA and CG</li> </ul> </li> <li>• <b>Headteacher Appraisal</b> <ul style="list-style-type: none"> <li>○ Confirmed to be JW, JB and CL. AW is to contact Nick. A preferred meeting day would be a Thursday.</li> </ul> </li> </ul> <p><b>Governor Self-Assessment forms</b> These are available on GovernorHub as a method of self-review and should be completed to give effective governance. JW has uploaded and completed one as an example and it is available to review.</p> <p><b>Co-opted / Parent Governor vacancies</b> Co-opted Governor vacancy – a preference would be for someone not involved with the school. The FGB was asked to identify skills needed relating to forthcoming events eg the expansion and have suggestions for review at the next meeting. The Parent Governor vacancy has been advertised with a closing date of 1 Oct 2018, there has been one response to date.</p> <p><b>Building Effective Teams</b> This was discussed at the July conference JW attended. "Colour" characteristics were reviewed to understand different ways of thinking and working. A potential benefit for future review.</p> <p><b>Culture of the School</b> The FGB were asked to consider the culture of Stanford in the Vale school. Culture: A set of shared attitudes, values, goals and practices that characterise Stanford School. <b>Action: To be discussed at the next meeting</b></p>	AW
4	<p><b>Previous Meeting</b></p> <p><b>4.1 Adoption of the minutes of the meeting held on 28th June 2018</b> The Chair signed the minutes as a true record of the meeting and they were handed to AW at the end of the meeting for filing in the school.</p>	

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

No	Item	Action
4.2	<p><b>Review of Actions and Matters Arising from the meeting</b></p> <ul style="list-style-type: none"> <li>• New Governor Induction Course – CG attended; there was a lot to take in.</li> <li>• Information on Hub – Governors contacts and terms of office. Attendance at meetings – Clerk to review and maintain.</li> <li>• Governor Skills audit – Previous Clerk instigated, JW to look for further information.</li> <li>• DA to be asked to monitor the travel plan – AW has asked for information as to how children travel to school.</li> <li>• Open Evening – JW confirmed attendees were very impressed and passed on thanks to the staff.</li> <li>• Governor/staff meal –All agreed it was a lovely evening.</li> </ul> <p><i>All other items are either complete or being dealt with elsewhere on the agenda.</i></p>	<p>Clerk</p> <p>JW</p> <p>DA</p>
5	<p><b>Correspondence</b></p> <p>None.</p>	
6	<p><b>Head Teacher’s Report</b></p> <p><i>The Head Teacher’s report was circulated via GovernorHub prior to the meeting.</i></p> <p>Points raised by the FGB:</p> <p>Good to see science quality mark.</p> <p>SATs results for Stanford in the Vale School were published in the newsletter before breaking up, but validated data is not available at that point so some comparisons are not available. This information should be available end October / beginning Nov.</p> <p>The money raised from the sleepover and sports week was circa £800.</p> <p>Money from PPC has funded new laptops.</p> <p>Quotes are being reviewed for 3 teacher laptops.</p> <p>SIP 2.9 - Change for life includes games, children being taken to competitions, a previous change for life festival to help build teamwork, communication and confidence building. A small group is taken out for ½ afternoon once a week. The sessions are run by a TA and are aimed at yrs 3,4&amp;5</p> <p>3.3 The mental health and wellbeing evening was well attended.</p> <p>Data is looked at in detail at C&amp;C.</p> <p>The H&amp;S Audit was good with nothing needed to work on. The next audit will be 18th March 2019.</p> <p>GDPR – moving towards total compliance. DA reviewed the original audit and has found a walkabout sheet for GDPR which he will follow and review at school. The signing in book will also be reviewed for future use/compliance.</p> <p>Andy left at the end of term. AW has appointed an extra cleaner and suggested recruitment of a maintenance person for 1 day per week as the school cannot fund another caretaker. The FGB agreed; the role will be advertised and reviewed in 6 months to confirm 1 day per week is adequate. AW and JW to interview.</p> <p>The School Improvement Plan was reviewed, and monitoring assigned as follows:</p> <ul style="list-style-type: none"> <li>• 1.11 (H&amp;S Practices), 1.12 (Safeguarding), 1.13 (Attendance): ER</li> <li>• 1.18 (E safety): CL</li> <li>• 1.3 (Premises): CG who will check the school once a term with AW.</li> <li>• 1.20 (Arts), 2.7 (Music), 2.14 (D&amp;T), 2.15 (Displays), 2.16 (Art skills): New</li> </ul>	<p>AW/JW</p>

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

No	Item	Action
	<p style="text-align: center;">Governor</p> <p>It was noted that ER will swap maths when the new Governors are on board</p> <p>JW thanked the FGB for their continued monitoring of the SIP and it was agreed to continue to come in once a term.</p> <p>Safeguarding Review – Integris on HT report. CL highlighted that Nona is still down as reviewing, ER will need to sign this off moving forward.</p> <p>JB is bringing a PAT dog in to work with vulnerable students which is proving to be very beneficial this term.</p>	
7	<p><b>Budget update including approval and agreement of reports (evaluation of 2017/2018 and new 2018/2019):</b></p> <p>The original 3 year plan was submitted in March but has now been revised. The number of pupils has reduced from 204 to 196 and while 2 are starting on Monday 1st October the funding will be based on the census of 4th October and will therefore reduce at a cost of £2.5k per child.</p> <p>Future student numbers are difficult to forecast, but new houses should bring children in.</p> <p>The Teachers pay awards are also impacting as there isn't a full grant from DfE to cover pay awards and some will receive up to 3.5%.</p> <p>Utilities have increased - gas up 20%, electricity up 10%.</p> <p>The revised budget does not cater for either the pay award or increased bills.</p> <p>Year 3 of the 3 year plan could now see a £21k deficit.</p> <p>There is an assumption of £8k contribution from FOSS and PPC pa if they continue to support which is already included in above figures.</p> <p>Possible ways forward suggestions included:</p> <p>PE suggested parent donations.</p> <p>Possible re-structure of staff as a last resort.</p> <p>Review changing energy suppliers.</p> <p>Further scenarios need to be considered and the budgets will be set Feb-Mar 2019.</p> <p>The April/May FGB meeting needs to include discussions of contacting parents about diminishing budgets once the figures are clearer, also it should be discussed in more detail at RP&amp;P.</p> <p>PE Premium – The impact report for last year is on the website and there is a report for this year with potential future spending.</p> <p>Pupil Premium – The impact report for last year is on the website and there is a report for this year with planned spending.</p>	
8	<p><b>Policies</b></p> <p><b>8.1 Admissions Policy</b> – OCC based.</p> <p><b>8.2 Allegations of Abuse against staff and volunteers</b> - OCC based.</p> <p><b>8.3 Confidentiality.</b> – No change.</p> <p><b>8.4 Code of Conduct</b> – No change.</p> <p><b>8.5 Dignity at Work</b> – OCC based.</p>	

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

No	Item	Action
<p>8.6</p> <p>8.7</p> <p>8.8</p> <p>8.9</p> <p>8.10</p> <p>8.11</p> <p>8.12</p>	<p><b>Managing sickness/absence</b> – OCC based.</p> <p><b>Safeguarding/Child Protection</b> - Updated with new Keeping Children Safe document.</p> <p><b>Keeping Children Safe in Education</b> – Governors should all read at least part 1</p> <p><b>Staff Dress Code</b> – This is highlighted each year. No change.</p> <p><b>School Emergency and Special Leave Scheme</b> – OCC based.</p> <p><b>Social Media</b> – No change.</p> <p><b>Whistleblowing</b> -OCC based and no change. JW to be named as whistleblowing Governor.</p> <p><b>Homework</b> – Changed slightly – times tables &amp; no Mathswizz in Year 6, SATs style questions.</p> <p><b>E-Safety</b> – NL taken off, ER’s name to be added otherwise no further changes.</p> <p>In future it was agreed to asterix polices which have changed. The FGB agreed and adopted all policies.</p>	
<p>9</p>	<p><b>Pre school update</b> <i>The Head Teacher’s notes and guide were circulated via GovernorHub prior to the meeting</i> AW to chase another school for further feedback. Investigations will continue with care due to the financial situation.</p>	
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p>	<p><b>Vision</b></p> <p><b>Governor Monitoring of the OFSTED criteria</b> SEND results are at level 3, the rest are at 2s and 1s.</p> <p><b>Data and School Position Statement</b> This was completed by staff but remains important for the Governors to understand. The school vision needs to be worked on in line with the new SIAMS inspection evaluation schedule but this is a long term project. Most of the data will be reviewed in the C&amp;C meeting in November. Progress from Year 2 to Year 6 needs to improve but obviously in Year 2 they were tested on the old curriculum (easier). Next year will be the first year Year 6 were tested on the new curriculum at Year 2.</p> <p><b>Review of Vision and aims</b> This was reviewed with staff who are all happy, and was also looked at with the Governors in June. It is believed the vision is still valid but in line with being a CE school, should also fit with a parable. PE has identified 3 initially to discuss with AW. CL has seen a post on Facebook regarding the thoughts of whether the school should be C of E and will try to print off comments.</p> <p><b>Draft Governors' Action Plan</b> JW has prepared a draft which was circulated on GovernorHub. AF suggested the skills audit should be actioned by Feb. AW suggested the PE Report and Spending should be added as well as a statement linked to keeping up to date with current Christian thinking – PE to come up with the exact wording.</p> <p><b>Governor Training – Excellence Governance/ OCC programme</b> JW discussed the Excellence in Governance programme at the conference. It is a good scheme but costs a lot of money. JW to attend a Working in Harmony course in October.</p>	<p>PE/AW CL</p> <p>PE</p>
<p>11</p> <p>11.1</p>	<p><b>Delegated Items</b></p> <p><b>FOSS Report</b> FOSS worked hard last year but this is now a small group and the Chair, Secretary and Treasurer are all stepping down. The last meeting was on 25th September and bags to</p>	

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

