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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 22nd September 2016 at 7:00pm**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Jane Braddy (Co-opted) **JB** Amanda Bellerby (LA) **ABell**
Angela Finn (Co-opted) **AF** Kay Adamson (Staff) **KA**
Rev Paul Eddy (Foundation) **PE** Nona Lewis (Co-opted) **NL**
Kate Konschel (Co-opted) **KK**
Alistair Thirkettle (Parent) **AT**

NL joined the meeting at 8pm
AT left the meeting at 9.10pm

Apologies: Anne Beveridge (Foundation) **AB**
Jodi Stenzhorn (Co-opted) **JS**
Claire Lewis (Parent) **CL**
Mike Stene (Parent) **MS**

In attendance: Helen Tate - **Clerk**

The meeting was quorate throughout

| No | Item | Action |
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| | JW welcomed everyone to the meeting at 7.05pm. She especially welcomed the new clerk and all Governors introduced themselves. | |
| 1. | Apologies for Absence Apologies were received and accepted from AB, JS, MS and CL. The meeting was declared quorate. | |
| 2. | Declarations of interest There were no declarations of interest for the meeting. Pecuniary Interest forms were completed by everyone at the meeting. These were handed to KK for filing in the school. ACTION – Pecuniary Interest forms to be completed by AB, JS, CL, and MS at their earliest convenience. | AB/JS/CL/MS |
| 3. | Election of Chair and Vice-Chair/s <i>This Item was chaired by the Clerk</i> KK left the room at 7.10 and returned at 7.30, when nomination forms had been located. The meeting resumed. JW was nominated for the post of Chair. | |

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Full Governing Board Stanford in the Vale School

| No | Item | Action |
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| | <p>JW left the room at 7.27pm. After a secret ballot, JW was duly re-elected as Chair, and returned to the room at 7.28pm</p> <p>A discussion took place over the possibility of having two Vice Chairs, one to deputise for JW, and the other to handle village issues, possible academy status and possible school expansion plans.</p> <p>The Clerk confirmed that having 2 vice chairs is acceptable, and that Governor Services considered it to be a good idea, under the current circumstances. It was AGREED that 2 Vice Chairs would be elected – one to deputise for JW, and the other to take the lead in possible expansion, village liaison and the consideration of academy status (although there is no delegated decision making power related to this role – any key decisions on these fundamental issues will be brought before the FGB for consideration and decision).</p> <p>Three candidates were nominated for Vice Chair - PE, JB and NL. Governors various skills and experience were considered. PE and JB left the room and a secret ballot took place. PE and NL were duly elected Vice Chairs, with PE taking the liaison role, and NL deputising for JW.</p> <p><i>JW continued to Chair the remainder of the meeting</i></p> | |
| 4. | <p>Adoption of the minutes of the meeting held on 23 June 2016</p> <p>Two amendments were made to the minutes at the meeting. Item 5 <i>Wesley</i> amended to <i>Wisley</i>. Item 6 <i>AB</i> amended to <i>ABELL</i>.</p> <p>The Chair signed the minutes as a true record of the meeting on 23rd June 2016 and handed them to the Head for filing in the school.</p> | |
| 5. | <p>Matters arising from the minutes</p> <p><i>Academy Investigation</i></p> <p>JW explained that the discussion on Academy status was postponed from this meeting to enable the Governors to discuss the neighbourhood plan. It was AGREED that a separate meeting should be arranged.</p> <p>ACTION – JW to arrange a meeting for Thursday 3rd November 7pm-9pm, inviting OCC, Diocese, Faringdon and Umbrella Trust, and allowing ½ hour per guest (20min presentation, with 10 mins for questions)</p> <p>ACTION – Clerk to add Academy discussion to the agenda of the November FGB</p> <p><i>Road Sign</i> – no action has been taken. Carry forward to next meeting</p> <p><i>Open Evening</i> - JW thanked Governors for their help at the Open Evening – it was very successful</p> | <p>JW</p> <p>Clerk</p> |
| 6. | <p>Review and adoption of Governing Body Standing Orders</p> <p><i>Standing Orders were circulated with highlighted amendments prior to the meeting.</i></p> <p>Helen Tate was added as the new Clerk.</p> <p>Governors discussed number of FGB meetings, noting that it is common to have 6 rather than 5 meetings. Governors AGREED that they are happy with 5 meetings per year.</p> <p>The Clerk highlighted that subscription to the clerking service allows for 6 meetings per year, so they have additional hours available them. It was AGREED that it would be beneficial to have the Academy Meeting on 3rd November minuted, so this will form the 6th meeting.</p> <p>JW highlighted the need to get documentation out to Governors 7 clear days before a</p> | |

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| No | Item | Action |
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| | <p>meetings. AW and JW will endeavour to see that this happens in future. Governors discussed remote participation and AGREED that it would be useful to have this option in case it is needed.</p> <p>Subject to the above amendments, the Standing Orders were AGREED</p> <p>NL joined the meeting at 8pm</p> | |
| 7. | <p>Review the ‘Governors schedule of work’ document <i>This document was circulated prior to the meeting for information.</i> JW highlighted the suggestion that Governors review the succession plan and training needs in the summer term. Governors AGREED that this would be very useful.</p> | |
| 8. | <p>Review and adoption of List of Delegated Decisions / Governors Code/ Governors Code of Contact <i>This document was circulated prior to the meeting.</i> No 79 references community governors, a title which no longer exists. This point needs to be removed. The Clerk noted that a number of parts of the document are duplicated in the Terms of Reference of committees and Standing Orders. ACTION – JW to ensure that the various documents agree. ACTION – Clerk to add to the agenda of the November FGB, once updated.</p> | <p>JW Clerk</p> |
| 9. | <p>Review of Committees’ Terms of Reference - C & C and R P & P <i>Terms of Reference for both committees were circulated prior to the meeting Curriculum & Communication</i> JW updated the ToFR at the meeting to include reference to “monitoring the SIAMS framework and impact within the school” Subject to this amendment, both terms of references were AGREED ACTION – JW to circulate updated Terms of Reference for C&C committee.</p> | <p>JW</p> |
| 10. | <p>Membership of Committees - C & C, R P & P, HT Appraisal Membership was AGREED as follows: C&C: PE, JB, KA, AT, AF, AB, AW JW RP&P: KK, NL, ABELL, MS, JS, CL, AW, JW Headteacher Appraisal: JW, NL, PE Pay Panel: All non-staff on the RP&P committee ACTION – AW to email Nick Cornell (Brookside School in Bicester) to see if he would be willing to be the external advisor on the HT Appraisal panel again.</p> | <p>AW</p> |
| 11. | <p>Investigate the Governor Hub The Clerk explained the benefits of using Governor Hub to store documents and manage the work of the Governing Board. Governors AGREED that they would like to use the facility. There is some confusion over whether the school has already paid the subscription. ACTION – KK to check whether subscription to Governor Hub was paid for this academic year. If not, KK to arrange subscription.</p> | <p>KK</p> |
| 12. | <p>Review Governors responsibilities 2016/2017 ACTION – JW to review names with AW. Changes will not be made until everyone can be consulted. JW and AW urged all Governors to get into school to monitor their areas. JW thanked AF for her report on her last Learning Walk</p> | <p>JW/AW</p> |

| No | Item | Action |
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| 13. | <p>Head Teacher’s Report including Health and Safety and School Improvement Plan <i>The Headteacher's report was circulated prior to the meeting.</i></p> <p>SIP 1.10 Governors asked for an explanation of Dilemma Led Learning. AW explained, and gave examples of how it can enhance the children's learning.</p> <p>SIP 1.11 AW clarified how a learning walk works and the various activities involved, including looking in books, SIAMS and questioning.</p> <p>ACTION – JW to do learning walk with Rachel Cook next half term.</p> <p>SIP 1.14 Governors commented on a good level of 100% attendance</p> <p>SIP 1.17 AW explained what Lego WeDo is and how it will be used within the school to support ICT learning. Staff are attending training in Birmingham, and will then feedback.</p> <p>SIP 2.16 Governors commented that they are looking forward to seeing the mini beasts. AW noted that some are displayed already.</p> <p>SIP 5.2 AW updated Governors that she has produced a snagging list, which they are going through tomorrow, but they are very pleased with the area.</p> <p>Governors reviewed pupil numbers, noting that most year groups are full and that there are lots of enquiries. Governors further discusses the forthcoming census and how numbers will affect funding.</p> <p>ACTION – AW to thank FOSS on behalf of Governors for the successful summer fete and the money raised.</p> <p>Governors thanked AW for the report, asking for three key 3 things the school is working on. AW pointed Governors towards the Position statement (see item 15 for further discussion)</p> | <p>JW</p> <p>AW</p> |
| 14. | <p>Budget Report to include Pupil Premium and PE Updates <i>The budget reports were circulated prior to the meeting.</i></p> <p>Governors enquired as to how finance systems are running now, and whether all the teething problems from last year are resolved. KK reported that the finance side of things is now fine, but that Human Resources (HR) is still an issue.</p> <p>Governors reassured themselves that the system is still the right one to be using, and that it is providing the services needed by the school. KK confirmed that she is happy with it.</p> <p>Governors discussed the various issues with HR, which are mainly concerned with getting adequate advice. Staff training may be considered to assist with this. KK noted that they are now meeting more regularly with people from HR, and the Partnership is working well with schools supporting each other.</p> <p>KK reported that finances are in a good state. KK highlighted key points from the report.</p> <p>Financing of the new foundation outside area was discussed. Money from PPC is hopefully forthcoming. ACTION – AW to contact PPC to discuss funding.</p> <p>FOSS have agreed to match PPC funds.</p> <p>KK explained that the school has received a final adjustment payment of £10k for Universal Free School Meals (UFSM). This is contra to what they were expecting, but it is hoped that the figures should balance out over time.</p> <p>KK noted that coding on Payroll has now been resolved, clearing up the discrepancies.</p> | <p>AW</p> |

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| No | Item | Action |
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| | <p>AW reported that she is speaking to the minibus people in Stanford regarding it's possible purchase by the school. She is investigating not only the cost of purchase, but also the costs of servicing and repair.</p> <p>Governors suggested also looking at lease costs as a possible alternative, noting that for the school to have their own minibus would be beneficial, but that owning one is not necessarily the best way to go about it.</p> <p>ACTION – AW/KK to look into the various different options for buying/leasing a minibus and to feed back to Governors.</p> <p><i>Pupil Premium Impact report</i> <i>The Parent report was provided for Governors to review. The Governors report will be available for the RP&P Committee to review.</i></p> <p>Governors noted that Ofsted have now started looking at how schools assist higher achieving Pupil Premium children. AW commented that there a couple of children at the school who fall into that category.</p> <p>Governors stressed that it is important that Pupil Premium funds are not just directed towards the lower achieving pupils, but to all of them.</p> <p>An audit is carried out regularly, and this issue has been highlighted. AW commented that as a school, they have noted that funds are generally targeted at the less able. However, AW is looking into the types of interests the higher achieving PP children have, and considering running after school clubs to support those interests. Other suggestions were to consider taking a group of more able children, including those attracting PP, to an Oxford University college to help broaden their horizons.</p> <p>ACTION – AW and KK to look into the various options.</p> <p><i>PE Report</i> AW added detail to the report, explaining how some of the funds were used to upskill staff, and some for equipment.</p> <p>Governors commented that the school is offering a good range of sports.</p> <p>AW noted that this year, some of the money may be used to fund swimming.</p> <p>Governors discussed what the expected level of swimming achievement is, asking if all of year 6 can swim. AW explained that there are a few children with poor water confidence. PE funding could be used to boost their achievement.</p> <p>ACTION – RP&P to look at in more detail</p> | <p>AW/KK</p> <p>AW/KK</p> <p>RP&P</p> |
| 15. | <p>Governors monitoring of Ofsted criteria <i>The School's positioning statement was circulated prior to the meeting.</i></p> <p>AW explained the rationale behind producing the document and explained the process. The Senior Leadership Team considered it, followed by the staff. Both groups came up with the same results.</p> <p>AW highlighted key points from the document, and governors discussed various points, particularly with relation to progress and attainment. These will be looked at in more detail in C&C committee.</p> <p>AT left the meeting at 9.10pm. The meeting remained quorate</p> | |
| 16. | <p>OCC and School Expansion <i>The Draft Feasibility Study, including other documents to do with the report were circulated prior to the meeting.</i></p> | |

| No | Item | Action |
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| | <p>Governors discussed the events and reports received after OCC released the draft school feasibility study in the summer holidays. Governors highlighted the fact that, although they may have an opinion on the future of the school, the decision about any future plans is completely out of their control, and they will be dictated to by Oxfordshire County Council. They further noted that their key concern must be the education and welfare of the children currently attending the school.</p> <p>PE explained the legal position with relation to the trusteeship of the land, noting that as a charity, they are bound by charity legislation and can do nothing that conflicts with it.</p> <p>It was AGREED that all correspondence relating to these issues will be handled by PE in his role as Vice Chair, although he will have no delegated authority to act without the FGB considering the issues. In the unlikely event that any decision needs to be made by Governors, the matter will be brought back to the FGB for a decision at Board level.</p> <p>ACTION – AW, JW and PE to draft a letter to the Parish Council and Chair of the Neighbourhood Plan to this effect.</p> | PE, JW,AW |
| 17. | <p>Update on Governors’ impact on last year’s SIP to identify the key focus Deferred to November meeting due to time constraints</p> | |
| 18. | <p>Review of Vision and Aims Considering the recent SIAMS interim review, Governors discussed possible changes to the Vision and Aims. It was noted at the review that the vision and aims do not make specific reference to it being a Christian school. A suggestion had been made by the inspector that they could be linked to a bible story.</p> <p>Governors discussed this possibility, noting that they are a Voluntary Controlled, not Voluntary Aided school and need to consider this when looking at the overall vision and aims.</p> <p>After some discussion, it was AGREED that no changes should be made at this time but the reasoning behind the Visions and Aims be discussed and explained to pupils.</p> | |
| 19. | <p>Policies Policies listed on the agenda were circulated prior to the meeting.</p> <p>AW briefly ran through the list, highlighting changes to Homework Policy, and Safeguarding/Child Protection Policy (due to new regulations). The rest are either unchanged, or adopted from standard OCC policies.</p> <p>Governors AGREED all policies.</p> | |
| 20. | <p>Governor Training 2016 – 2017 The Clerk updated Governors that she had requested an update from Governor Training on the requested Safeguarding course. Governors AGREED that it should now be deferred to the Spring term (end of January 2017)</p> <p>ACTION – Clerk to chase Governor Training to set a date</p> <p>It was AGREED that Excellence in Governance training programme from the Diocese will not be considered at this time.</p> | Clerk |
| 21. | <p>Governor details update The Clerk noted that once Governor Hub is up and running, Governor details can be maintained on the system.</p> | |
| 22. | <p>Standing Items:</p> <ul style="list-style-type: none"> • Link Governor • FOSS report | |

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