

Headteacher:  
Mrs A.J. Willis

Telephone: 01367 710474  
Fax: 01367 718429  
E-mail: headteacher.3240@stanford.oxon.sch.uk  
Website: www.stanford.oxon.sch.uk

Stanford in the Vale CE Primary School  
High Street  
Stanford in the Vale  
Faringdon  
Oxfordshire  
SN7 8LH

**Minutes of the Meeting of Stanford in the Vale CE Primary School  
Full Governing Board held at the School  
on Thursday 27<sup>th</sup> April 2017 at 8:00pm**

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

**Apologies:** Claire Petworth (Parent) **CP** Jodi Stenzhorn (Co-opted) **JS**

**In attendance:** Helen Tate - Clerk

**The meeting was quorate throughout**

No	Item	Action
1	<b>Statutory Items</b> <b>Welcome</b> JW welcomed everyone to the meeting at 8.20pm. She especially welcomed RV to her first FGB meeting. <b>Attendance/Absences/Apologies /Acceptance of Apologies</b> Apologies were received and accepted from CP and JS. <b>Quorum Declaration</b> The meeting was quorate throughout. <b>Declaration of any urgent business</b> None. <b>Declarations of Interests</b> The Clerk noted that PE has an interest in item 6.2 Anti-Bullying Policy.	
2	<b>Previous Meeting</b> <b>Adoption of the minutes of the meeting held on 23<sup>rd</sup> February 2017</b> The Chair signed the minutes as a true record of the meeting on 23 <sup>rd</sup> February 2017 and handed them to KK for filing in the school. <b>Review of Actions and Matters Arising from the meeting</b> Actions from previous meetings were circulated with the agenda. Outstanding actions/updates were as follows: <i>Website information</i> – <b>Sports Premium information needs to be added to the website</b> following this meeting, otherwise the website is up to date. RV has now completed a Pecuniary Interest form. <i>Governor Induction</i> – DA and CP were due to attend Induction course this week, however it has been cancelled.	<b>KK</b>

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

No	Item	Action
	<p><b>ACTION – New Governors to book a Governors Services Induction Course at their earliest convenience</b>  <i>Contact details</i></p> <p><b>OUTSTANDING ACTION</b> – Please could all Governors include their contact information on Governor Hub.</p> <p><b>OUTSTANDING ACTION</b> – JW to supply the Clerk with term of office dates for those not already on the Hub.  <i>Governor Skills Audit</i></p> <p><b>OUTSTANDING ACTION</b> – JW is still waiting for some replies. Please could those with outstanding forms return them as soon as possible.</p> <p>All other actions are either complete, or being dealt with elsewhere on the agenda.</p>	<p>DA, RV, ER</p> <p>ALL</p> <p>JW</p> <p>ALL</p>
3	<p><b>Correspondence</b>  None</p>	
4	<p><b>Headteacher Report</b>  <i>The Headteacher's report was circulated via Governor Hub prior to the meeting.</i>  AW noted that this is the last update of the 2016/17 SIP.  Individual governor comments:  SIP 1.17 A science visit by AB and AF was not recorded. This will be updated.  SIP 1.1/17 All governors were thanked for their various visits.  SIP 1.15 Governors commented that the Community lunch was a very successful event. Year 3 did very well.  JW attended the Multi-Cultural day and commented that it was a very good event. Excellent amount of money raised for Comic Relief, and the teachers were really good sports.  Voice in a million was very good and worth the effort.  Easter church service went well and it was good to see lots of parents attending.  SPS  AW summarised recent events with SPS. She explained the peer review system in place. JW commented that the Chairs of Governors need to meet.  <i>Bullying</i>  AW read through the notes on her report and expanded on them. She explained the new system for registering incidents on Integris and the controls in place around the system. She noted that the Designated Safeguarding Lead (DSL) and deputy DSL will regularly review incidents logged and this will be checked by the Governor with responsibility for Safeguarding (NL).  Governors asked a number of questions regarding how the system will work:  How do you identify hurt which is not physical e.g. emotional? AW explained the process  At what point are incidents logged on the system? After investigation  Are staff all fully trained on the new system? Yes, but it is a very new system  Governors discussed these various points at length.  AW explained that all incidents are investigated before they are logged. She then explained the process of investigation.  Governors asked how they can be sure that all incidents are logged. AW is confident that teachers are able to adequately investigate allegations and identify cases of bullying. However, she cautioned that getting to the truth can sometimes be a challenge where there are conflicting reports.  Governors further discussed whether it is possible for isolated incidents of bad behaviour to be masking bullying. AW reassured Governors that patterns would be identified. AW noted that physical injuries are always logged immediately.</p>	

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

No	Item	Action
	<p>Governors discussed how the incidents which happen at the lunch break are logged. AW explained the system.</p> <p>AW noted that they will be creating a child-friendly version of the anti-bullying policy. There will also be an assembly on the topic.</p> <p>AW highlighted to Governors that the Safeguarding audit report has not yet been received by the school. Matters arising (of which there were few) are already being actioned.</p> <p>Governors asked for further details of the audit process. AW and NL explained that it followed a standard format used by OCC.</p> <p>Governors commented that as far as they were aware, parents were not interviewed as a part of the audit, which perhaps did not give a full picture.</p> <p><i>Exclusions and Health and Safety</i></p> <p>AW read through her report.</p> <p><i>Attendance and pupil numbers</i></p> <p>AW summarised the report and explained the situation with pupil numbers for September.</p>	
5	<p><b>School Budget 2017/18</b></p> <p>The budget documentation was circulated via Governor Hub prior to the meeting.</p> <p>KK explained that RP&amp;P committee had been through the budget in great detail and are happy with it.</p> <p>She further explained that the 3 year budget is quite tight and getting tighter. SEN funding will decrease and there is a greater reliance on FOSS (Friends of Stanford School) to fundraise.</p> <p>Governors asked whether this is the first year they have had to rely on FOSS funding to balance the budget. KK answered that yes, it is.</p> <p>She was advised by OCC to base years 2 and 3 funding on year 1 figures.</p> <p>Governors suggested that given the reducing funding, it may be time to consider other funding streams e.g. holiday clubs. It was confirmed that RP&amp;P are starting to look at this. However, AW noted that holiday clubs present a variety of issues relating to Safeguarding, security and insurance, however it is worth looking into.</p> <p>AW commented that she will also put a request for donations into the school newsletter.</p> <p>RV noted that Jewsons are offering buildings donations and volunteered to approach them.</p> <p><b>ACTION – RV to approach Jewsons with intention to apply for a donation for the school.</b></p> <p>KK confirmed that the carried forward figure for this year is £53.9k. This is the only change to be made to the budget which was circulated with the agenda.</p> <p>Subject to changing the carried forward figure, the budget was <b>APPROVED</b>.</p> <p>Governors thanked KK for a very clear report.</p> <p><b>ACTION – JW to approve the budget online at her earliest convenience</b></p> <p><b>RV left the meeting at 9.05pm</b></p>	<p><b>RV</b></p> <p><b>JW</b></p>
6	<p><b>Safeguarding Audit</b></p> <p>AW commented that they have not yet received the report. Once it has been received, NL will do a visit to review the report.</p> <p><b>ACTION – Clerk to add to the agenda of the next FGB</b></p> <p><b>Anti-Bullying Report for Governors</b></p> <p><i>As agreed with the Chair prior to the meeting, PE read a pre-written statement to Governors. This statement is deemed <b>CONFIDENTIAL</b>, and as such, is included as a <b>CONFIDENTIAL</b> appendix to the minutes, not to be shared publicly, and to be securely stored.</i></p> <p>Comments/discussion were as follows:</p> <p>Governors expressed surprise at the issues raised, given that the allegations are quite the</p>	<p><b>Clerk</b></p>

No	Item	Action
	<p>opposite of the opinions expressed in the recent pupil and parent questionnaires. Governors felt that they needed time to adequately process the allegations and suggestions made in the statement, and further noted that they have not yet received the Safeguarding audit report.</p> <p>Governors asked PE to expand on his idea of external support and what it would entail. PE explained that they would work with staff to identify isolated incidents of bullying. Governors commented that staff would be disappointed to hear that Governors do not have confidence in their ability to identify issues.</p> <p>AW noted that the use of Integris to monitor incidents is very new and so it was not reasonable to provide a report to this meeting.</p> <p><b>ACTION – AW to report statistics and trends from Integris to the next FGB meeting.</b></p> <p>It was noted that a full, detailed report of individual incidents to FGB would not be appropriate due to the need to protect the confidentiality of individuals, and the strategic nature of the governance role. However, a statistical report could be provided. Governors are expecting to see an initial spike as the new system beds in, followed by a dramatic reduction in incidents.</p> <p>The Clerk explained the requirement for documentation to be provided for consideration 7 clear days before a meeting, and the position with declaring interests on an agenda item. PE agreed that he does have a conflict of interests in this matter. The Clerk further noted that PE's request to have the item on the agenda was confirmed by email, along with a later confirmation from the Clerk, JW and AW of which agenda item it would be discussed under.</p> <p>It was <b>AGREED</b> that a full discussion of the issues raised will be included on the agenda of the next FGB meeting in June. PE confirmed that he is satisfied with this course of action.</p> <p><b>ACTION – Clerk to include discussion on Bullying and the Safeguarding audit report on the agenda of the June FGB meeting.</b></p> <p><b>Governors Monitoring of the OFSTED criteria</b>  <i>The monitoring document was circulated via Governor Hub prior to the meeting.</i>  AW commented that OCC had looked at their monitoring document and very much liked it. There were no questions.</p> <p><b>Monitoring of the SIP and allocation of roles</b>  C&amp;C have looked at the roles and responsibilities again. The remaining outstanding roles are Sustainability, French and the Travel Plan. DA <b>AGREED</b> to take responsibility for French.</p> <p><b>Governor Skills audit and training</b>  See item 2 Matters Arising for discussion on this item.</p> <p><b>Governor Training – Induction courses/Thinking Governance</b>  See item 2 Matters Arising for comments on Induction.  JW shared her notes on the Thinking Governance course via Governor Hub prior to the meeting.  She suggested that, following the course, it would be beneficial to revisit the Vision and long term strategy of the school and produce a strategic plan. Governors <b>AGREED</b> that this would be useful.  It was <b>AGREED</b> that 2 evening sessions would be the best way to complete the process.</p>	<p><b>AW</b></p> <p><b>Clerk</b></p>

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

No	Item	Action
	<p><b>ACTION – Dates to be agreed at the June FGB meeting</b>  <b>Governor Healthcheck – questions 6 – 10</b>  <i>Governors were asked to look at the questions 6-10 on Governor Hub prior to the meeting. Governors discussed each question and the possible options in turn. Agreed answers are as follows:</i>  Q6 – 2  Q7 – 2  Q8 – 2  Q9 – 1  Q10 – 1  The Clerk updated the answers on Governor Hub during the meeting.</p> <p><b>PE and Sports Premium</b>  <i>This document was circulated via Governor Hub prior to the meeting. It was APPROVED by Governors.</i></p> <p><b>ACTION – Pupil Premium report to be presented to the June FGB meeting for approval</b></p>	<p><b>ALL</b></p> <p><b>AW/ Clerk</b></p>
7	<p><b>Delegated Items</b>  <b>Committee Reports:</b>  <b>Curriculum and Communications Committee</b>  Key points from the meeting, which took place immediately before this meeting, were shared:</p> <ol style="list-style-type: none"> <li>1. Foundation Stage received a very positive OCC Early Years report.</li> <li>2. SIP actions were reviewed and most have been achieved.</li> <li>3. Progress data is good, but there is a significant difference between SEN pupils and their peers.</li> <li>4. PP spending is being closely tracked.</li> <li>5. An EHCP application has been approved for 1 child.</li> </ol> <p><b>Resources, Personnel and Pay Committee</b>  The 5 key points from the meeting were shared:</p> <ol style="list-style-type: none"> <li>1. Budget – the carry over decreases significantly in the next three years.  The budget for next year is manageable without reductions in staffing or resources, but subsequent years will have further cost reductions unless more funding streams are identified. Seeking approval of budget from FGB</li> <li>2. Health &amp; Safety audit was carried out on 28/3. Received a very positive report with a few minor actions to be addressed.</li> <li>3. Pupil Premium strategy – is now on the website</li> <li>4. Safeguarding <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The safeguarding audit was carried out by Donna Crozier, Deputy LADO, on 3rd April. It was very positive with only minor ‘tweaks’, e.g. Purchasing lanyards for visitors.</li> <li><input checked="" type="checkbox"/> Two complaints have been received about bullying and an investigation into a safeguarding allegation has taken place (see above for further discussion on this item).</li> </ul> </li> <li>5. Policies adopted: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Driving at work</li> <li><input checked="" type="checkbox"/> Managing sickness absence</li> </ul> </li> </ol> <p>Governors commented that the Headteacher's working hours as per the Working Hours audit in March 17 are very high and increasing. It was noted that the employment of an assistant head teacher should have shared the load, but does not seem to have done. Comments were made to the effect that the Assistant Head has enabled the Headteacher to achieve things she hasn't had the time to do before by taking the focus on Teaching and</p>	

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

