

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 28th September 2017 at 7:30pm**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Amanda Bellerby (LA) **AB** Kay Adamson (Staff) **KA**
Jane Braddy (Co-opted) **JB** Jodi Stenzhorn (Co-opted) **JS**
Angela Finn (Co-opted) **AF** Elizabeth Robertson (Foundation) **ER**
Rev Paul Eddy (Foundation) **PE** Claire Lewis (Parent) **CL**
Claire Petworth (Parent) **CP**

Apologies: Nona Lewis (Co-opted) **NL** Kate Konschel (Co-opted) **KK**
Duncan Atkins (Parent) **DA** Ruth Vigor (Parent) **RV**

In attendance: Helen Tate - Clerk

The meeting was quorate throughout

No	Item	Action
1	<p>Statutory Items</p> <p>Welcome JW welcomed everyone to the meeting at 7.36pm.</p> <p>Attendance/Absences/Apologies /Acceptance of Apologies Apologies were received and accepted from RV, DA, KK and NL.</p> <p>Quorum Declaration The meeting was quorate throughout.</p> <p>Declaration of any urgent business The Ofsted report was received yesterday so will be discussed under item 9. Pre-School will be discussed under Item 17 Any Other Business.</p> <p>Declarations of Interests None. Pecuniary Interest forms were received from everyone present at the meeting.</p> <p>ACTION – PI forms to be completed by NL, DA and RV at their earliest convenience and returned to the school office for filing in the school.</p>	<p>NL, DA, RV</p>
2	<p>Election of Chair <i>The Clerk took the Chair for this item.</i> The Clerk stated that she had received several nominations for JW to remain as Chair for the next year. JW left the room. Governors discussed the nomination and re-elected JW as Chair. JW returned to the meeting and chaired the remainder of the meeting. JW thanked Governors and said she was happy to carry on as Chair. However, she</p>	

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Full Governing Board Stanford in the Vale School

No	Item	Action
	<p>Review of Actions and Matters Arising from the meeting <i>Actions from previous meetings were circulated with the agenda.</i> Outstanding actions/updates were as follows: OUTSTANDING ACTION Training – RV, ER and CP need to complete Induction training at their earliest convenience Additional ACTION – Clerk to ask Governor Services to add locations to course information UPDATED ACTION – Skills Audit – Please could all Governors complete forms by the end of October RV will take on responsibility for the Travel Plan. UPDATED ACTION – PE to talk to the new FOSS Treasurer (when in post) regarding Gift Aid Staff/Governor BBQ -Thanks to everyone for all the donations of food. It was a really good evening. <i>Open Evening – Thanks to Governors that attended. JS is doing a report.</i> All other items are either complete or being dealt with elsewhere on the agenda.</p>	<p>RV/ER/ CP Clerk All</p> <p>PE</p>
5	<p>Correspondence AW commented that emails were received from Bishop Colin and the Diocesan advisor following the Ofsted visit.</p>	
6	<p>Headteacher Report <i>The Headteacher's report was circulated via Governor Hub prior to the meeting.</i> AW talked Governors through key items on the report. Governors asked why SATS results were published in the local news before they had the full results. AW stated that results were in the school newsletter and on the school website before the end of the summer term. ACTION – AW to add SATS results to Governor Hub prior to publishing them in the school newsletter. Governors congratulated the school on retaining their Eco Flag. SIP 1.6 JW thanked all governors who have been into school to monitor their areas. Reports are being uploaded to Governor Hub when ready. SIP 2.15 – Governors commented on the high quality of displays. Governors noted the SATS results. Governors discussed the Year 5 Sport Day at the residential home. KA explained how the event works, commenting that it is great fun for both children and residents. She also explained that all year 5 children will visit at least twice this term.</p> <p><i>Integris</i> Governors reviewed the report, checking that each cohort is moved on from last year. Governors asked whether termly data could be added to the report in order to highlight whether interventions have worked. ACTION – AW to add termly data to Integris reporting.</p> <p><i>Attendance</i> Governors commented on the level of detail in the report. AW noted that she highlighted attendance in the first newsletter, given the issues they had last year. Governors asked at what point AW asks for a doctor's note – below 85% attendance (classified as persistent absence). KK is contacting Integris to find out if it is possible to produce a report.</p>	<p>AW</p> <p>AW</p>

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	<p>AW noted that there have been no exclusions or restraints this term so far. Governors noted that as there are still spaces in classes, OCC would not consider any work on school expansion to be urgent.</p> <p>Governors discussed the first Inset day, noting that the pressure on and expectations of children are getting worse.</p> <p>Governors also commented on the impact of adult mental health on children.</p> <p><i>Safeguarding</i></p> <p>AW reported that Donna has returned as planned to follow up on progress made since her first visit in March. She used the set form again and was impressed with the work done. She also interviewed children from years 2, 4 and 6 and looked in detail at the integris report and how it is used (see NL report on the visit for details)</p>	
7	<p>Budget Update</p> <p><i>Budget monitoring documents were uploaded to Governor Hub prior to the meeting.</i></p> <p>Governors looked at Actuals and the Annual Budget.</p> <p>KK had commented that supply figures are her only concern, however, there has been a lot of staff sickness.</p> <p>Governors asked whether there is enough budget to cover it.</p> <p>ACTION – RP&P to go through the detail of the E16 budget.</p> <p>Pupil Premium Reports (2016/17 and 2017/18)</p> <p>Governors noted a £13k overspend on the budget last year. AW explained it was due to very specific, unplanned for needs.</p> <p>The predicted spend for this year is already slightly over budget.</p> <p>Governors asked where the funds will come from to cover it. AW explained where there is other money in the budget which will now cover it.</p> <p>An EHCP is now in place for one child, so funding of their support is covered.</p> <p>Governors noted that the Team Teach training cost a lot, but it was obviously needed at the time and now we have sufficient trained staff.</p> <p>OFSTED requested that an additional line be added to the PP report to explain that further detail is available from the office, as confidentiality prevents further detail being included in the public report.</p> <p>PE Reports</p> <p>AW noted that funding has been doubled this year, and commented that the trim trail safety surfacing needs repairing.</p> <p>AW added that replacement of equipment and Forest School for year 1 will also be funded.</p> <p>Governors noted that the Ofsted inspector wanted the PE analysis to parents to be more detailed. This is easily remedied by providing parents with the same report as is provided for Governors.</p> <p>Governors established that there are no confidentiality issues with allowing parents to see the full report.</p>	RP&P
8	<p>Policies</p> <p><i>The Policies were circulated via Governor Hub prior to the meeting.</i></p> <p>These policies have all been directly taken from OCC:</p> <p><i>Admissions</i></p> <p><i>Allegations of abuse against staff and volunteers</i></p> <p><i>Dignity at Work</i></p> <p><i>Managing sickness/absence</i></p> <p><i>Safeguarding/Child Protection</i></p> <p><i>School Emergency and Special Leave scheme</i></p>	

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	<p><i>Whistleblowing</i></p> <p><i>Keeping Children Safe in Education</i> – This is a DfE document</p> <p>No changes were made to these policies: <i>Confidentiality</i> <i>Code of Conduct</i> <i>Staff Dress Code</i></p> <p><i>Social Media</i> – This was tweaked after the E-Safety audit.</p> <p>Code of Conduct – Nos 9.2 and 9.3 were duplicated and to be removed. School Emergency – Governors discussed Lock Down procedures. AW commented that, yes, they have one, but have not practised it with the children as they are concerned that it would scare them, noting that after the terror attacks some children had nightmares. Governors, including those working in other settings, suggested ways in which this could be practised without scaring the children. Governors were concerned that it won't work if it is never practised. ACTION – AW to speak to AB about how they practised lock down procedures in their school. Subject to the above, all policies were AGREED.</p>	<p>AW</p>
9	<p>OFSTED Inspection - 12th September 2017</p> <p>Notes from the Feedback session were circulated on Governor Hub prior to the meeting. The Report was received just before the meeting, and circulated for all to read at the meeting.</p> <p>Governors thanked staff, the Senior Leadership team and AW for their hard work in preparation and on the day.</p> <p>Comments on the report: Governors discussed the findings relating to Reception. AW noted that they could show the children had made progress.</p> <p>AW has spoken to the preschool about fine motor skills. Some governors commented that the preschool are trying to address the issue.</p> <p>SEND is a strength, which is down to the hard work put into that area.</p> <p>A very accurate assessment of where the school is now.</p> <p>Governors noted that expectations in English and Maths have gone up, so this has had to be the focus.</p> <p>JW circulated a draft letter from Governors to be sent out with the report. Governors AGREED the letter. It will be sent out tomorrow.</p>	
10	<p>Vision</p> <p>Governor Monitoring of the OFSTED Criteria, Data and School Position Statement</p> <p>It was noted that the Ofsted inspector liked the reports.</p> <p>ACTION- JW to convert Position Statement to .pdf and circulate via Governor Hub.</p> <p>School Vision Inset</p> <p>AW commented that this will feed into the Thinking Governance training sessions.</p> <p>School Position Statement</p> <p>AW explained that some changes to the document are planned and that these will be done in the staff meeting in 2 weeks time.</p> <p>Draft Governor's Action Plan</p>	<p>JW</p>

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No	Item	Action
	<p>It was noted that PE and PP spending needs to be added to the plan. JW talked Governors through the plan.</p> <p>Governor's Training – Thinking Governance Mon 2nd Oct/Thurs 9th Nov</p> <p>It was agreed that the training session will begin at 6.30pm, all were requested to bring a plate of food to share.</p>	
11	<p>Delegated Items</p> <p>Foss Update</p> <p>AW detailed the fundraising activities and events planned this term, including Bingo, AGM on 8th November, a disco in November and Bag2School. Financial reporting is currently with the external auditor.</p> <p>AW noted that some of the committee are keen to step down, but hoped that others will come forward.</p> <p>Staff Report</p> <p>KA gave a verbal staff report. Governors were thanked for arranging the barbecue. Governors commented that it was a success, so would like to arrange one again next year. Staff are very relieved to have the OFSTED inspection out of the way. Governors expressed their thanks to staff for all their hard work.</p>	
12	<p>Academy Update</p> <p>AW updated Governors that she has heard that the Catholic MAT is no longer going ahead. Governors asked what progress has been made on arranging a meeting for staff – None</p> <p>ACTION – JW to arrange meeting for staff to find out about academies.</p> <p>AW noted that the school has now been offered free support from OCC due to the results of last year's SATS, which she will be taking advantage of.</p>	JW
13	<p>Springline (SPS) Update</p> <p>AW updated Governors on recent activities within the partnership, including a Mental Health Inset Day, meetings on Spellings, Phonics and new Foundation Practitioners. Governors expressed a wish to pursue Governor links between the schools.</p>	
14	<p>Sustainability Action Plan Update</p> <p>The plan was circulated via Governor Hub prior to the meeting. Governors reviewed the plan, which has been revamped by AW.</p> <p>ACTION – AW to meet with AF (link governor) before the next meeting to look at progress.</p>	AW
15	<p>Neighbourhood Plan and School Expansion Plan Update</p> <p>PE advised Governors that he has asked for an update, but got no response. Governors discussed whether OCC has received Section 106 money and where it has gone, because the school has not received any of it.</p>	
16	<p>Clerk's Items</p> <p><i>Clerks' briefing</i></p> <p>The Clerk advised Governors that she attended the termly briefing. She summarised key items and encouraged Governors to follow the links on the agenda, which has been uploaded to Governor Hub, to new statutory guidance.</p>	
17	<p>Any Other Business</p> <p>Pre School</p> <p>AW and JW reported that they have been approached by directors of the Preschool, who are having problems recruiting new directors. If they are unable to, the pre-school will have to close immediately.</p> <p>The Preschool agreed to postpone their AGM until after the school Governors had had their meeting, to enable them to consider whether the school would contemplate bringing the preschool under the school umbrella either immediately or in the future.</p> <p>AW noted that she has spoken to OCC, who would be in agreement as so long as the</p>	

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No	Item	Action
	<p>takeover was supportive. Governors discussed 2 possible options – either bring the preschool under the school umbrella, or Governors could take on the preschool and run it as it is now. Governors noted that they would need to consider the values system of the preschool, as we are a church school.</p> <p>ACTION – AW to contact the Diocese for advice.</p> <p>Governors commented that tighter links with the preschool would benefit the school, and that they need to consider the welfare and overall education of the children from the village.</p> <p>Governors AGREED that they should explore the short- and long-term options for the preschool and investigate supporting them in some way. It is in the interests of the school and community, and fits with the values of the school.</p> <p>A working party was formed to investigate the options and will feedback to the next FGB meeting. Members of the working party are: <i>AB, ER, CP, PE, JS, JW and AW</i></p> <p>ACTION – Clerk to add Preschool to the agenda for the next FGB meeting.</p> <p>E-Safety</p> <p>ACTION - E-Safety policy to be brought to the next RPP meeting</p>	<p>AW</p> <p>Clerk</p> <p>AW</p>
14	<p>Dates of meetings for the next year</p> <p>As a number of governors are unable to attend the next FGB meeting on 23rd November, the schedule has been changed as follows: C&C will now take place on <i>Thursday 16th November at 7pm</i> RP&P Monday <i>20th November at 6pm</i> FGB Monday <i>20th November at 8pm</i> Governor Hub has been updated to this effect.</p>	

Meeting closed at 10.10pm
HET 02/10/17