

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 28<sup>th</sup> June 2018 at 7.30pm  
(Shared supper from 7pm, meeting commenced at 7.30pm)**

**Present:** Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**  
Nona Lewis (Co-opted) **NL** Amanda Bellerby (LA) **AB**  
Claire Petworth (Parent) **CP** Elizabeth Robertson (Foundation) **ER**  
Kay Adamson (Staff) **KA** Kate Konschel (Co-opted) (Arrived 8.30) **KK**  
Angela Finn (Co-opted) **AF** Craig Goulding (Parent) **CG**  
Duncan Atkins (Parent) **DA** Claire Lewis (Parent) (Left 9.15pm) **CL**

**Apologies:** Rev Paul Eddy (Foundation) **PE**

**Absent:** None

**In attendance:** Joanna Sanderson – **Clerk**

**The meeting was quorate throughout.**

No	Item	Action
1	<b>Statutory Items</b> <b>Welcome</b> JW welcomed everyone to the meeting at 7.30pm and introduced the new Clerk. <b>Attendance/Absences/Apologies /Acceptance of Apologies</b> Apologies were received and accepted from PE. <b>Quorum Declaration</b> The meeting was quorate throughout. <b>Declaration of any urgent business</b> None. <b>Declarations of Interests</b> None.	
2	<b>Previous Meeting</b> <b>Adoption of the minutes of the meeting held on 26<sup>th</sup> April 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.  <b>Review of Actions and Matters Arising from the meeting</b> Outstanding actions/updates were as follows: Data Protection Training – this has been completed, by DA/JB/JS & PE; confirmation is required that PE has digested the powerpoint and signed the form to say he has.	<b>PE</b>

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

No	Item	Action
	<p>JS (Jodi Stenzhorn) has resigned from the GB with immediate effect.  <b>Action: Resignation to be forwarded to the Clerk.</b></p> <p><i>All other items are either complete or being dealt with elsewhere on the agenda.</i></p>	<p><b>JW</b></p>
<p><b>3</b></p>	<p><b>Correspondence</b>  NL has resigned from the GB. The Chair advised that this means there have been 2 co-opted Governor resignations and the Governors discussed potentially changing some Governor roles in September to allow for a parent Governor election. <b>CL</b> agreed to become a co-opted Governor starting in September. Considerations would be made for a co-opted Governor from FCC if there was any interest.  <b>Action: Resignation to be forwarded to the Clerk.</b></p>	<p><b>JW</b></p>
<p><b>4</b></p>	<p><b>Headteacher Report</b>  <i>The Headteacher's report was circulated via Governor Hub prior to the meeting.</i>  Points raised by Governors:  SIP1:2 The Forest School is really successful and thanks were expressed for the volunteers. Discussions were held about the long-term future of the site with the increase in numbers and ages of children attending and the potential for re-barking the area.  <b>Action: Jenny is to be invited to the thank you lunch.</b>  SIP1:11 H&amp;S Audit was successful and the school's high standards are being maintained.  SIP2:5 PSQM (Primary Science Quality Mark) was attended by Lucy and <b>AF</b>. More stories that include Science are being looked into to help improve the overall science teaching.  SIP2:7 A discussion was held around the need for evidence from music and the knock on effect this has at secondary school.  SIP2:9 Tactics were explained for ultimate frisbee as this was the first year pupils had taken part.  SIP 3:3 Mental Health &amp; Wellbeing evening on 3<sup>rd</sup> July may be moved forward by ½ hour due to the England World Cup match.  SIP4:1 Attendance was discussed, specifically around PP children. AW and Emma will be attending a conference on attendance. It was explained that the figures would be more accurate if they were based termly rather than from September each time and that attendance is generally ok overall but not in all groups.  Thank you to Sue F for all her hard work with the gardening club.  A year 6 pupil was a finalist in the Young Gardeners of the Year Award.  The Giant Sleepover feedback was very positive.  There is currently no space in Foundation.  Behaviour incidents were explained by AW.  Data was passed to OCC on 28<sup>th</sup> June, the headline figures are very good. A lot of hard work has been put in to achieve these figures and the FGB would like to pass on their thanks to the staff.</p>	
<p><b>5</b></p>	<p><b>School Budget 2018/19</b>  <i>Budget documents were circulated via Governor Hub prior to the meeting.</i>  KK went through the budget monitoring explaining that the school is 2 periods into the FY. The 1<sup>st</sup> portion of the PE Grant is in, this is 5/12ths, the remaining 7/12ths will be in at the EOY.  Supply staff costs are very low.  KK is happy so far.  KK has re-run scenarios with PPC and FOSS payments and the school will be able to re-floor</p>	

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

No	Item	Action
	<p>yrs 1, 5 and 6 classrooms.  The Governors asked whether the TA's reducing their hours was their choice and this was confirmed.  JW &amp; AW had a meeting with PPC who advised to re-apply for one grant for the laptops.  Overall the budget is looking good.  Governors <b>APPROVED</b> the budget and thanked KK for her work on it.</p>	
6	<p><b>Good Governance</b>  <b>SIAMS Inspection Report</b>  The school was awarded an Overall Outstanding, with 3 Outstanding grades in individual areas awarded.  The Governors talked about the Vision and whether it was Christian enough. It was felt the Vision needs to be promoted more.  JW has drafted a letter to be sent out to the parents which was discussed and amended ready for issue.  As a result of the inspection, the Church would like to invite the Governors and staff to a meal at the Horse and Jockey on Wednesday 12<sup>th</sup> September.</p> <p><b>Annual Safeguarding Report</b>  Thank you to NL and AW as well as to Andy.  A site Risk Assessment was completed by NL and Andy prior to the H&amp;S visit.  The Chair asked NL to compile a list of all the activities she completes throughout the year in her roles.  The report was signed off.</p> <p><b>Governors monitoring of the Ofsted Criteria – School Position Statement</b>  AW has not updated this with all the new data yet as not all complete yet. Certain aspects will go up. In hand.</p> <p><b>Governor Training</b>  CG found the induction training to be good. CP has not yet attended but has been a Governor for 2 years now and it was felt that training was not required at this stage.  AF &amp; JW completed a data course.  JW will be attending the Governors Conference at Henley Rowing Museum.  JW encouraged all Governors to look at Governor Services and the Diocesan sites for available courses. Courses are free via OCC.</p> <p><b>Pupil Premium Report</b>  Discussed the issues with attendance. Data update is pending.</p> <p><b>Review of Governors Impact over the year.</b>  Each Governor contributed to this discussion and JW will be completing a record from the notes made on the whiteboard throughout.</p> <p><b>Action Plan for 2018/2019</b>  This will be sent round and reviewed in September.</p>	<p>NL</p> <p>AW</p> <p>JW</p>

7	<p><b>Delegated Items</b></p> <p><b>FOSS Report</b></p> <p>3 key discussion points from the meeting:</p> <ol style="list-style-type: none"> <li>1. Bags for School.</li> <li>2. Summer fete on 14 July 2018 and Governors availability to help with refreshments.</li> <li>3. The future of FOSS as a number of people are leaving.</li> </ol> <p><b>Staff Report</b></p> <p>All working very hard towards the end of term.</p>	
8	<p><b>Academy Update</b></p> <p>No update at this time.</p> <p><b>CL left at 9.15</b></p>	
9	<p><b>Springline (SPS) Update</b></p> <p>AW has sent an action plan from this year. The schools are working well together and challenging each other.</p>	
10	<p><b>Sustainability Action Plan Update</b></p> <p>AW has updated this.</p>	
11	<p><b>Neighbourhood Plan and School Expansion Plan Update</b></p> <p>The Governors need to write to OCC requesting they put something in writing in the parish newsletter.</p> <p>The Governors discussed the benefits of visiting other schools already using shared facilities (eg Shrivenham).</p> <p>The use of The Green needs to be a watching brief with regards to grass cutting and school access.</p> <p><b>Action: To be discussed at each meeting.</b></p>	JW & NL
12	<p><b>Pre-School</b></p> <p>AW visited Northbourne School with CL, AB, ER and Tina a Pre School director and found this to be very useful. Some points provided were to:</p> <ul style="list-style-type: none"> <li>• Give lots of time to the project.</li> <li>• Staffing and TUPE considerations/timelines need to be in place.</li> <li>• Action plan involving consultations and meetings required.</li> </ul> <p><b>Action – To be discussed at each meeting.</b></p>	
13	<p><b>Any Other Urgent Business</b></p> <ul style="list-style-type: none"> <li>• Open Evening is on 12<sup>th</sup> July 2018 – Governors volunteered to be there to welcome people.</li> <li>• Letters to the Thank you lunch on 12<sup>th</sup> July 2018 are being given out.</li> </ul>	
14	<p><b>Clerk's Items</b></p> <p>The Clerk thanked the Governors for their welcome.</p>	

15	<b>Date of next meeting</b> <b>Thursday 27<sup>th</sup> September 2018 at 7pm</b>	
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Meeting closed at 9.35pm  
JLS 3 Jul 2018