

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 5th May 2022 at 8pm**

Present: Claire Lewis (Co-opted (Chair)) **CL** Amanda Willis (Headteacher) **AW**
Elizabeth Ward (Foundation) **EW** Janet Warren (Foundation (Vice Chair)) **JW**
Caroline Smith (Parent) **CS** Jane Lawson-Smith (Co-opted) **JL-S**
Kate Konschel (Co-opted) **KK** Craig Goulding (Parent) **CG**
Amanda Bellerby (LA) **AB** Mary Vizoso (Co-opted) **MV**
Jonathan Davis (Parent) **JD** Naomi Scott (Staff) **NS**

Apologies: Lorna Darrock (Parent) **LD** Rev Paul Eddy (Foundation) **PE**
Caryl Oliver (Co-opted) **CO**

In attendance: Joanna Sanderson – Clerk

The meeting was quorate throughout.

No	Item	Action
1	Statutory Items	
1.1	Welcome CL welcomed everyone to the meeting at 8.05pm.	
1.2	Attendance/Absences/Apologies /Acceptance of Apologies Apologies were received and accepted from LD, PE and CO.	
1.3	Quorum Declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business Agenda item 5 for AW, KK and NS.	
1.5	Declarations of Interests None	
2	Previous Meeting	
2.1	Adoption of the Minutes of the meeting held on 17th March 2022 The minutes were accepted and approved.	
2.2	Review of Actions and Matters arising from the meeting <ul style="list-style-type: none">Outstanding PI declarations to be completed. Update: PE still to complete.The Governor Skills audit remains outstanding - JW to re-share the link; this is ongoing to identify areas of strength or training required.Governors' Code of Conduct to be uploaded to the Governor declarations on GovernorHub for Governors to confirm. Update: PE still to complete.Safeguarding training - PE outstanding.Information on website - CL is to input the Terms of Office for each Governor and cross check roles. Update: CL is to update JD's role otherwise this is	PE JW PE PE CL

SignedDated
Full Governing Board Stanford in the Vale School

No	Item	Action
	<p>complete. Governors were asked to update their own profiles for DBS clearance.</p> <ul style="list-style-type: none"> • Ensure governors have read the latest version of Keeping Children Safe in Education: KCSiE (2021) came into effect on 01/09/2021. Update: PE still to complete • PE Term of office ended on 31 March 2022. PE is keen to continue as Foundation Governor. AW is to contact the Diocese/Christine Price-Smith as to the process. PE is also to contact the Diocese following e-mail correspondence. • Sustainability Action Plan - JD will prepare a short report for the next meeting. Update – completed at agenda item 10. 	<p>All</p> <p>PE</p> <p>AW PE</p>
3	<p>Correspondence None</p>	
4	<p>Headteacher’s Report including COVID 19 Update, Health and Safety and Governors Responsibilities (with reference to SIP/SEF) <i>The Head Teacher’s report was circulated via GovernorHub prior to the meeting and the following points are to be highlighted.</i></p> <ul style="list-style-type: none"> • The 2021-2022 SIP was completed and fully discussed in the C&C committee meeting. Work is now in place for the 2022-2023 SIP. • School trips have been very successful, especially the trip to the Royal Albert Hall which was felt to have been amazing. • Services at St Denys, including that for Mothers’ Day were well attended. • Behavioural incidents are recorded on CPOMS; there have been 2 instances of positive handling this term. • Redecorations following the leak have been completed. • Staff are currently recording their working hours and completing stress risk assessments. • There have been more visitors into school. • Staff training has been underway <p>There were no further questions.</p>	
5	<p>School Budget 2022/23 (for approval) including approval and agreement of Reports <i>Budget information was circulated via GovernorHub prior to the meeting.</i> The following points were highlighted:</p> <ul style="list-style-type: none"> • The budget was discussed in full at RP&P and the committee had approved the submission to OCC. • Overspending is the main point to highlight although there is currently a comfortable carry forward of £117K (some of which is committed). • Staffing costs needs to be monitored as these remain high. • Pupil numbers influence the budget, and have been budgeted cautiously at 25 in September. There are currently 21 at the first allocation. Governors asked whether pupil numbers have been impacted by the new school in Faringdon? While this is not known, it was highlighted that there has been a dip in the birth rates and the new houses locally are expensive. • It has been budgeted that £9.5k would be incoming from donations from PPC and FOSS. The PPC will hopefully be approached to help towards phonic / reading book costs. • £88k expenditure includes work on the windows and toilets; phonics investments; minibus; iPads and server. 	

SignedDated

No	Item	Action
	<p>The FGB voted unanimously to submit the budget to OCC and CL will do so on line.</p> <ul style="list-style-type: none"> • PE Premium Reviewed in the committee meetings and the FGB approved. • Pupil Premium Reviewed in the committee meetings and the FGB approved. 	CL
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Good Governance</p> <p>Anti-Bullying Report for Governors <i>The report was circulated via GovernorHub prior to the meeting.</i> A self-assessment action plan is created from the report, and ER and AW review this together. The report to Governors shows the policy is in date; how things could be improved; how incidents are recorded/explained; parent feedback; and ways to move forward.</p> <p>Governor monitoring of the new 2022 -2023 SIP The SIP was reviewed in depth at the C&C committee meeting and Governors have been allocated to SIP items. Governors were reminded to focus on SIP points during visits.</p> <p>Governor Skills audit JW to share the link</p> <p>Governor training Governors have completed the following training recently: Finance/Budget; Risk Assessment; SEN; Prevent; Governor Visits; Safer Recruitment. Some Governors have booked onto Ofsted related training and the Heads and Chairs briefing. All Governors were encouraged to attend training opportunities including those which relate to Ofsted. Governors were asked to inform Emma when Safer Recruitment or Prevent training has been completed so she can update the Single Central Record. Governors were requested to try to come into school before the end of the year and to make contact with those they want to meet to arrange convenient times for visits.</p> <p>Policies Admissions – OCC policy. E-Safety Use Agreements – this has been reviewed ready for new Foundation parents at a forthcoming meeting. Home/School Agreements – this has been altered in relation to acceptable behaviour. Governor Virtual Meeting Attendance - this remains valid in the event of hybrid meetings, and the potential to hold single committee meetings virtually.</p> <p>The FGB approved all the policies listed.</p>	<p></p> <p>JW</p> <p>All</p> <p>All</p> <p>All</p>
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>Delegated Items</p> <p>Committee Reports</p> <p>Curriculum and Communications Committee key notes of discussion:</p> <ul style="list-style-type: none"> • The new SIP was reviewed in depth. • No marking approach – this is a trial scheme for feedback without writing in books. • CPOMS system for recording of incidents in school. • Changes to the curriculum involving 6 topics per year. Coordinators have put together a progression document which will be useful to review for Governor visits. • Attendance – absence figures remain high but are improving and support is provided to families as required. <p>Resources, Pay and Personnel Committee key notes of discussion:</p> <ul style="list-style-type: none"> • Staff absences which are in part due to covid, isolation, post op etc. 	

SignedDated

No	Item	Action
7.3	<ul style="list-style-type: none"> • The budget was reviewed in depth. • Staff update and the recruitment of a new part time teacher. • Policies were reviewed and adopted. • Premises update – including the KS2 toilets which have been re-piped and repainted; emergency lighting; new electricity sockets; and the new minibus. <p>FOSS update Since March, £327.90 has been raised for Ukraine. Forthcoming events include refreshment provision for each of the following: Matt’s memorial day; sports day on 1st July; and at the year 6 performances. A bake-off is planned for Jubilee day and a BBQ at Stanford festival. The summer fete is scheduled for 9th July between 2-5pm where Governors agreed to organise tea and cake as previously.</p> <p>Governors asked about the previously mooted BBQ for Governors and staff especially as some staff will be leaving. NS is to confer with staff for dates and it was suggested the newly appointed member of staff should also be invited.</p>	NS
7.4	<p>Staff Report It was reported that the staff are all fine and working hard. A new Staff Governor will be required for September.</p>	
7.5	<p>Any issues from committee meetings None</p>	
8	<p>Academy Update Nothing to update.</p>	
9	<p>Springline (SPS) Update (Consider making links with other Governing boards to offer peer review) Covered in agenda item 4.</p>	
10	<p>Sustainability Action Plan Update Prior to a meeting with Emma before the end of the month, JD has reviewed documents and information on line. The information from OCC is out of date so he will try to find the correct point of contact.</p> <p>Sustainability is gaining focus and shifting to become a cultural community initiative with Government grants available for larger scale projects such as conveyancing for solar panels/wind turbines. There may be a need to look at sustainability as part of the wider community.</p> <p>Governors were asked to review the documents available through the NGA as to how Governing Bodies can lead change, with a view to deciding what the appetite might look like (eg structural changes/community) within the school culture and vision.</p> <p>Solar panels were investigated previously but were difficult to pursue due to the split ownership between OCC and the Diocese.</p> <p>It was suggested that a sustainable school should be a policy not a practice.</p> <p>Governors asked whether there were any other schools which could be approached for guidance who have progressed sustainability?</p> <p>JD will continue his background research and map out key ideas for future FGB discussions.</p> <p>Thanks were passed to JD for his work.</p>	<p>JD</p> <p>All</p> <p>JD</p>
11	<p>Neighbourhood Plan and School Expansion Plan Update There is no impact currently and there has been no further discussion about expanding the school. There are 5 spaces in the whole school. The agenda item is to be removed from future meetings.</p>	Clerk
12	<p>Clerk’s Items None.</p>	

SignedDated

No	Item	Action
13	Any Other Urgent Business None.	
14	Date and time of next meeting: 23rd June 2022 at 7pm	

Meeting closed at 9pm
Clerk 7th May 2022