



Minutes of the **Full Governing Board** of Stanford in the Vale CE Primary School
On Thursday 19th October 2023 at 8pm
 The meeting will be held in the school

Respect the confidentiality of those items of business which the Governing Body decides from time to time should remain confidential. (Taken from the Governors Code)

Governors are reminded about the need to send their apologies if they cannot attend a meeting

Present: Claire Lewis (Co-opted (Chair)) CL Amanda Willis (Headteacher AW)
 Caroline Smith (co-opted) CS Craig Goulding (parent) CG
 Jonathan Davis (parent) JD Yvette Upton (foundation) YU
 Mary Vizoso (Co-opted) MV Elizabeth Ward (foundation) EW
 Jane Lawson- Smith (Co-opted) JL-S Janet Warren (Foundation (vice-chair)) JW
 Rachel Cook (staff) RC - joined meeting virtually

No	Item	Action
1.1	Welcome CL welcomed everyone to the meeting at 8:05pm	
1.2	Attendance/Absences/Apologies /Acceptance of Apologies Amanda Bellerby (AB) – check gov hub. Keith Stuchbury (parent) KS – apologies sent	
1.3	Quorum Declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business Discussion of process to deal with parents who are not behaving appropriately towards staff.	
1.5	Declaration of interests None – all governors requested to update this section on Governorhub for the new academic year.	
2.1	Previous Meeting Adoption of the Minutes of the meeting held on 28th September 2023 An amendment to reflect the details of the conversation regarding section 106 funding. Then, the minutes were accepted and approved. CL signed the minutes to be filed in school.	
2.2	Review of Actions and Matters arising from the meeting not covered in agenda items. <ul style="list-style-type: none"> • KS and YU to complete Governor Induction training – still TBC due to training clashing with governor meetings • CS to set up table for who is monitoring which subject areas and expected frequency of visits - Completed • CL to update and upload Governors’ attendance at meetings 2022-2023 – JW to provided update from last year. • CL to check information on school website – governor sections have been updated. Add in governor attendance to website when collated. 	CL

	<ul style="list-style-type: none"> • AW to update GIAS - updated • All governors to read updated documents (Safeguarding, KCSIE, Code of Conduct, Disqualification) and record on governor hub. – CS and MV to update • Check and adopt admissions policy – not yet received from admissions • AW to ask SPS about clerking – no schools had any clerks except for one, who was not interested in taking on a new school. AW to ask FLT? 	<p>CS/MV</p> <p>AW</p>
3.1	<p>Review the Policy for Governor Visits to School – Are there any changes to the governor visits policy? No change, unless governors decide it is needed. Governors to complete form after a visit. Governor’s agreed no changes necessary.</p>	
3.2	<p>Review the ‘Governors’ schedule of work’ document - Previously issued as PDF from Governor services. Can obtain from Oxfordshire County Council. Governor schedule of work – reviewed Link governors all identified. CL – Filtering and monitoring link governor Scheme of delegation is already in place. Board diversity data encouraged to be published for governing board – CL to investigate whether this is statutory and if so what information needs to be included. Committees are correct on governor hub – JW to check if link governors are listed on governor hub. HT report updated to include – persistent absenteeism. HT appraisal in November Staff pay policy not yet published. Compliance – CL to check website is compliant.</p>	<p>CL</p> <p>JW</p> <p>CL</p>
3.3	<p>Governor Training JW/JD attended FLT meeting. None since meeting last month other than JW attended training on governorhub – JW to share recording for governors who are interested in watching it.</p> <p>Split up health check from governorhub to be covered over the next three meetings. CG & MV to check DBS status.</p>	<p>JW</p> <p>CL</p> <p>CG/MV</p>
3.4	<p>Discuss and Approval of SFVS Reviewed in PR&P – have we got all the checks and balances in place? Have we compared to other schools. R,P &P are happy that criteria has been met. Broadly in line with spending of similar schools. GB board approved SFVS</p>	
4.0	<p>Headteacher’s Report including:</p> <ul style="list-style-type: none"> - Health & safety Audit - Governors' Monitoring of School Improvement Plan (SIP)/Self Evaluation Form (SEF) - Governor Visits - Safeguarding review – CPOMS - Data - Schools position statement 	

	<p>Update on calm room? Paid building regulations, architect has drawn up plans. Moving forward, but slowly.</p> <p>The success of Harvest service was commented on.</p> <p>J L-S – update on coffee morning, via report on GovernorHub. First one was a focus on SEND, trying to connect families and provide insight into what goes on. Was it well received? Yes, parents had good discussions, representative from Abingdon and Witney college also came along and will be leading future sessions.</p> <p>Visit from OCC (SIP) – thorough process, recommendations for next steps.</p> <p>Many visits have taken place already this year.</p> <p>Query about racial incident in FS– Explained both what happened and how it was dealt with. Challenging behaviour from a number of children in FS, very high level of need.</p> <p>Is the level of need similar to previous years? Not to the same degree as it is currently. A number of children requiring S&L support.</p> <p>Behaviour Behaviour in some year groups is still challenging – some children refusing and making unsafe choices. A number of the parents of these children are unsupportive of the school’s behaviour policy. (See urgent business)</p> <p>Numbers on census day was low – especially in the younger year groups.</p> <p>Absence: Looking at persistent and severe absent children – these are now included on HT report.</p> <p>Do you have any children in foundation stage where children aren’t in full time? No – there are some who are late. Letters being sent to parents where attendance is poor.</p> <p>New class teacher appointed – hope to do a couple of days transition prior to starting in January. JL-S to talk to new TA about role in year 2.</p>	JL-S
5.1	<p>Budget Update - New Budgets are not yet agreed.</p> <p>Current 3 Year Budget Update – OCC supported with budget forecast, however there are inconsistencies which are still being looked at. Other issues/things to note include:</p> <ul style="list-style-type: none"> - Teacher/TA Pay awards are not yet set, unclear as to how these will be funded. These are the main risk to the budget - Current carry over of £70, Y1 carry over £54K, 2024-25 carry over £13K, 3 year budget – deficit -81K <p>What happens if we go into deficit? We can’t! We will need to make cuts to avoid this.</p> <p>Has it been this tight before?</p>	

	<p>We always take a cautious approach, but the uncertainty over the pay award funding may take a significant chunk out of the budget</p> <p>Pupil Premium - no update PE Premium – no update</p>	
6	Governor Skills Audit – JW to send skills audit copy to YU to complete	JW/YU
7.1	<p>Committee reports:</p> <p>Curriculum and Communications Committee</p> <ul style="list-style-type: none"> - Data Yr6 positive results - Shared expectations for July 2024 Yr 6 being lower - English deep dive - EYFS cohort - Behaviour challenges 	
7.2	<p>Resources, Personnel and Pay Committee</p> <ul style="list-style-type: none"> - SFVS audit - Budget discussed. - Staffing plan discussed from January - H&S audit yesterday – general housekeeping very good - Safeguarding – behaviour, absence 	
7.3	<p>FOSS update</p> <ul style="list-style-type: none"> - Very small number of active FOSS members - Disco tickets being sold on the door to try to reduce workload - Christmas cards - Hundred club 	
7.4	<p>Staff Report</p> <ul style="list-style-type: none"> - Staff all doing their best, despite some of the challenging behaviour from students and interactions of some parents. Staff proactive, but it is tough at the moment. - Thanks given to Rachel for her time as Staff governor 	
8	<p>Springline (SPS) and Faringdon Learning Trust (FLT) Alliance –</p> <ul style="list-style-type: none"> -AW attended SPS heads meeting. Training on behaviour and inclusion. - Specialist (formally of Northern house) to observe behaviour in year 4 and give advice 	
9	<p>Sustainability Action Plan update</p> <p>No update. Being considered for energy saving grant.</p>	
10	<p>Clerk's Items</p> <p>None</p>	
11	<p>URGENT BUSINESS</p> <p>Support with parents: What to do when parents are not complying with the school's approach to behaviour policy?</p> <p>Teachers have been sworn at and Amanda has been sworn at down the phone, just this week. Governors to send an email about the severity of parental aggression and the course of action.</p> <p>What is the action to back up what we say in the email and to ensure that you</p>	<p>ALL</p> <p>CL/JW</p>

	<p>and all staff are properly protected?</p> <ul style="list-style-type: none"> - Create a Code of Conduct for parents to be issued at the same time as the letter – check with OCC/The Key for template policies - Make sure that no staff are alone when dealing with known aggressive parents. - As part of communication from governors, ensure that they are aware that children and parents should/must uphold the values of the school. - Ensure that staff evidence and update interactions with parents on CPOMs. <p>Any advice from FLT? Could we reach out to FLT to ask them?</p> <p>Two issues to clarify:</p> <ol style="list-style-type: none"> 1) Your position of sanctions for children – validated and backed by governors. 2) Position of sanctions for unacceptable behaviour by parents. <p>Are there any other ways to protect yourselves?</p> <ul style="list-style-type: none"> • For example – phone calls divert to answer phone? • Encourage children to be dropped off by parents on school gate so less parent-teacher interaction? <p>-Suggestion to ask LADO and HT union for support and guidance. -Need to have actionable plan to deal with parents in these situations.</p>	CL/JW
11	<p>Dates of next FGB meeting:</p> <p style="padding-left: 40px;">1st February 2024 at 8pm 25th April 2024 at 8pm 11th July 2024 at 7pm</p>	