



**Minutes of the Meeting of Stanford in the Vale CE Primary School
Full Governing Board held at the school
on Wednesday 28th September 2022 at 7pm**

Present:

Claire Lewis (Co-opted (Chair)) CL	Amanda Willis (Headteacher) AW
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	Mary Vizoso (Co-opted) MV
Jonathan Davis (Parent) JD	Rachel Cook (Staff) RC
Lorna Darrock (Parent) LD	

Apologies:

Caryl Oliver (Co-opted) CO	Amanda Bellerby (LA) AB
Elizabeth Ward (Foundation) EW	

In attendance: Joanna Sanderson – Clerk

The meeting was quorate throughout.

The meeting began with the briefing and then ran in agenda order.

No	Item	Action
2	<p>Ofsted Briefing by Duncan Millard (CEO of FLT and Ofsted Inspector)</p> <p>The briefing was on Ofsted inspections and the Governors role. Additional schools joined the hybrid presentation which will be promulgated, but additional points included:</p> <ul style="list-style-type: none"> • An ungraded inspection assumes the school will remain at Good/Outstanding level and focus on the quality of education. About 20% of ungraded inspections will however be upgraded to full inspections. • Graded Inspections incorporate the quality of education; behaviour & attitudes; personal development; and leadership and management (Governors are deemed to be leaders in the school). • Deep Dives focus on the 3I's – Intention; Implementation; Impact. • Governors are not expected to know the curriculum fully, but it is beneficial to be able to talk about scope, components, sequencing, progress, assessment, culture, supporting teachers and monitoring. • LA schools follow the national curriculum but Academies, while following the national curriculum, have the freedom to enhance this. • Displays within school help to trigger pupils' memories as to what they have learnt throughout the years. <p>Questions were asked and the following points were confirmed:</p> <ul style="list-style-type: none"> • IDSR was confirmed as being the Inspection Data Summary Report; now known as ASP Analysed School Performance. • Inspectors will have 2022 data available, but on the website legally it could be 2019 displayed. Governors should triangulate information and review from IDSR/ASP as well as impartial reports and knowledge from their own visits. • One of the hardest things to do is to encourage pupils to verbalise their knowledge journeys throughout all school years. Teachers are to be explicit 	

No	Item	Action
	<p>about the need of the knowledge journey.</p> <ul style="list-style-type: none"> • The progress of SEND pupils remains a very focussed subject for discussions – it is important to ensure a sharp focus is retained and that the quality of pupils’ books show progress. • Some schools now don’t change subject books each year, but retain them throughout the pupils’ school lives to show progress. <p>The briefing finished at 8.15pm but Duncan reaffirmed that support remains available and will promulgate his e-mail address in the event of any further questions.</p> <p>The following points were discussed by the Governors prior to the FGB commencing:</p> <ul style="list-style-type: none"> • The school health check should be completed. • Reading, Maths and PE are to be the main school focus – those subject Governors should make contact with the subject coordinators and review the curriculum documents. • RC is to upload the key Curriculum Progression Document onto GovernorHub and all Governors are asked to review. • All Governors are encouraged to join RC and the relevant subject co-ordinator on their deep dive walk-arounds through school. Scheduled dates for the focus subjects are Reading 1/11/22; Maths 13/12/22; and PE 18/10/22. • JW agreed to cover the responsibility for PE and PSHE. • Other schools have held a meeting with Governors the night before an inspection. Inspectors will ask to speak to a selection of Governors including the Chair and those responsible for Safeguarding and SEND, but it was stressed that all Governors should know about the performance of the SEND pupils in their subjects. • An inspection is expected to be held this year. • Ofsted would always pick SEND pupils to talk to. • The Governor Visits form is to be reviewed once Duncan’s documents are received. • OCC has offered training in advance of an Ofsted inspection to support subject coordinators. FLT have also been approached and will be running a dummy Ofsted on 10th November – Governors are not to come in for this. Duncan has also been asked to hold a dummy 90 minutes telephone call with AW. 	<p>RC/All</p> <p>All</p> <p>AW</p>
<p>1</p> <p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p> <p>1.5</p>	<p>Statutory Items</p> <p>Welcome CL welcomed everyone to the meeting at 8.50pm</p> <p>Attendance/Absences/Apologies /Acceptance of Apologies Apologies were received and accepted from CO, EW and AB.</p> <p>Quorum Declaration The meeting was quorate throughout.</p> <p>Declaration of any urgent business None.</p> <p>Declarations of Interests Agenda item 8 for AW, RC and KK.</p>	
<p>3</p> <p>3.1</p>	<p>Elections</p> <p>Election of Chair Nominations for CL were unanimous, she was happy to continue in position and was appointed as Chair.</p>	

No	Item	Action
3.2	Election of Vice Chair JW and CG were nominated but agreed that JW would remain as Vice Chair and CG will shadow her in post throughout this year for succession planning.	
4 4.1 4.2	Previous Meeting Adoption of the Minutes of the meeting held on 23rd June 2022 The minutes were accepted and approved. CL signed the minutes and they were passed to KK for filing in the school. Review of Actions and Matters arising from the meeting <ul style="list-style-type: none"> • Information on website - Governors were asked to update their own profiles for DBS clearance. Update: CL is to ensure all the platforms match for the SEF, SIP and GovernorHub for the next financial year. <i>Carry forward</i> • Behaviour incidents were recorded on Integris but are now recorded on CPOMS. AW is to investigate further how to report by class. <i>Carry forward</i> • Attendance - Procedures are being tightened up and families will be spoken to regarding attendance and lateness sooner than previously. A page will be dedicated on the website to show there are to be no holidays in term time; these requests have increased since Covid. <i>Agenda item 12</i> • Sustainability Action Plan - Governors were asked to complete the chart at the end of the report as a useful tool to gauge appetite, and to email their results to JD. It was decided that JD should complete his report for a 5 year plan, and while he can't look at the curriculum, this can be given to other staff members within school. There will also be liaison with other groups such as the PCC, PPC and the church. JD will also consider opportunities available and best practice. <i>Agenda item 15</i> • 20mph working group – <i>Agenda item 16</i> 	
5 5.1 5.2 5.3 5.4 5.5 5.6 5.7 5.7.1 5.7.2 5.7.3 5.7.4 5.7.5 5.7.6 5.7.7 5.8	Good Governance Review and adoption of Governing Board Standing Orders – Adopted by the FGB. Review and adoption of List of Delegated Decisions; Governors' Code of Conduct - Adopted by the FGB. Agree the current School Evaluation Form - Agreed previously in line with the financial year. Agree the School Development Plan and ensure it is linked to the budget – FGB agreed. Map out, and agree, the governor monitoring plan linked to the success criteria of the agreed School Development Plan – It was highlighted there will be a Parent Governor election with LD's end of tenure, and the new Foundation Governor is still awaiting the formal Diocesan approval. Appoint Governors to monitoring roles either identified in the governor monitoring plan or linked to a statutory responsibility – JW will cover PE and PSHE, other roles currently remain extant. Review of Committees' Terms of References and membership: Curriculum & Communications – as in the delegated documents - no changes. Resources, Personnel and Pay as in the delegated documents - no changes. A new Chair will be appointed at the meeting. Headteacher Appraisal - as in the delegated documents - no changes. Pay Panel - as in the delegated documents - no changes. Appeal Pay Panel - as in the delegated documents - no changes. Complaints Appeal Panel - as in the delegated documents - no changes. Staff Dismissal Appeal Panel - as in the delegated documents - no changes. Governors' DBS check list and section 123 check – Confirmed as being updated every 5 years.	RP&P

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5.9	Governors' attendance at meetings 2021-2022 - Published on website. It was noted that signed minutes from the C&C meetings are to be filed in the office.	EW AW
5.10	Information on website – CL completed checklist from OCC and AW has reviewed. A few minor tweaks remain.	
5.11	Review subscription to Governor Services / other support – ensure all GB board members, HT and Clerk are aware of training / online training / toolkit / helpdesk available/ Insite: Schools News - Complete	
5.12	Ensure Governing Board is GDPR compliant – Governors were reminded to use GovernorHub; to delete downloads; to lock away paper copies or shred appropriately. These actions are within the GDPR policy.	
5.13	Ensure details held about people involved in governance are provided to the Secretary of State via GIAS (Get Information About Schools) - Up to date.	
5.14	Complete and review the annual safeguarding report and submit online to the LA before the deadline – Agenda item 10.	
5.15	Ensure governors have read the latest version of Keeping Children Safe in Education: KCSiE (2022) came into effect on 01/09/2022 – Governors were reminded to complete all their declarations on GovernorHub. The Clerk is to upload the latest Safeguarding policy as a declaration.	All Clerk
5.16	<p>Policies:</p> <ul style="list-style-type: none"> • Confidentiality • Dignity at Work • Safeguarding/Child Protection • Keeping Children Safe in Education • Whistleblowing • Code of Conduct • Social Media • Online Safety • Staff Dress Code • Emergency and Special Leave • Managing Sickness • Admission Policy <p>All the policies were ratified by the FGB, but it was noted that consistency is needed for the OCC logo.</p>	
6	Good Governance carried over from June 2022	
6.1	Approve the SEND report and publish on the website – the layout of the report has been changed to tie in with the focus, and has been updated on the website.	AW
6.2	Review Child Protection Policy and Procedures – completed.	
6.3	Approve the annual school public sector equality duty statement and publish on the website - completed	
6.4	Ensure all safeguarding training is in place, note any gaps and follow up – school office to check.	
6.5	Governor training – Governors were reminded of the availability of training.	
6.6	<p>Governor dates:</p> <p>Lorna Darrock – 19/10/2022 - Parent Governor election to be held.</p> <p>Foundation Governor – Appointed but waiting on Diocesan paperwork.</p>	
7	<p>Headteacher's Report including Health and Safety and Governors Responsibilities (with reference to SIP/SEF)</p> <p><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"> • Thanks were passed to all staff for the learning journey information in 	

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	<p>classrooms.</p> <ul style="list-style-type: none"> • Governors discussed the implication of there being only 23 pupils in Foundation. The census is in week commencing 3rd October and funding will go down as a result of the low class number. • The term “non negotiables” in writing were explained as being what pupils should have been able to do from their previous year and carrying those areas of learning through to their current year. Governors questioned the impact of the terminology and it was explained as being an aspirational standard. • AW is to upload the KCSiE test to GovernorHub before the next FGB for Governors to also complete and ensure their understanding. • The recorded racist incident was investigated and recorded appropriately but not deemed to be malicious. • The bullying incident was recorded on CPOMS. AW is awaiting further training to help ensure the right categorisation on the correct child and to help in the generating of reports. • Attendance figures were discussed with absences this year to date. There are some concerns, but also sickness has impacted. • Data headlines were promulgated before the holidays and discussed fully at C&C. • The position statement is to be changed to Pdf and reviewed. 	<p style="text-align: center;">AW</p> <p style="text-align: center;">AW</p>
8	<p>Budget Update including approval and agreement of reports (evaluation of 2021/2022 and new 2022/2023)</p> <p><i>Budget information was circulated via GovernorHub prior to the meeting and an overview provided in the meeting.</i></p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • Due to time constraints, the budget will be discussed in full at RP&P. • Teachers and support staff pay rises are not confirmed as yet and will be backdated – the rises are being budgeted for. • Additional EHCP funding is to be received. • The new windows and door were installed over the summer, and the toilet areas have been refurbished. This has incurred an overspend but emergency funds can be used. With energy costs expecting to be capped, this will also help with monies towards the overspend. <p>PE Premium – the impact for last year is on the website, and will be reviewed in RP&P & C&C</p> <p>Pupil Premium - the impact for last year is on the website, and will be reviewed in RP&P & C&C</p>	<p style="text-align: center;">RP&P</p> <p style="text-align: center;">RP&P</p>
9	<p>Governor Skills Audit</p> <p>JW is to review the returns, to identify who is still to complete and then review skill gaps.</p>	<p style="text-align: center;">JW</p>
10	<p>Safeguarding Audit</p> <p>AW has completed the Audit; ER and RC have reviewed in depth and it is available on GovernorHub. Governors were asked to review and confirm they have read the audit. The audit is based on last year’s information and needs to be agreed by the FGB prior to submission in December.</p>	<p style="text-align: center;">All</p>
11	<p>Delegated Items</p> <p>Committee Reports</p> <p>FOSS update</p> <p>A number of events are planned throughout the year including the summer fete on 8th July 2023. The AGM is to be held on 10th November 2022 and the Chair is standing down. Governors suggested recruiting FOSS volunteers from within the community as it does not necessarily need to be a parent.</p>	

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	<p>Staff Report Everybody is settling in well although getting tired as the term progresses and they are working very hard.</p>	
12	<p>Attendance Changes are to be discussed in C&C.</p>	C&C
13	<p>School Vision Recap It was decided not to change the Vision as the children are able to express it in their own words and understand it well. It is also the strength of the School.</p>	
14	<p>Springline (SPS) and Faringdon Learning Trust (FLT) Alliance Update (Consider making links with other Governing boards to offer peer review) There is an SPS meeting on 30th September 2022. The Alliance is working well as demonstrated by the briefing collaboration.</p>	
15	<p>Sustainability Action Plan Update <i>The report was circulated via GovernorHub prior to the meeting.</i> The DofE has mandated that by 2025 every education setting should have a plan in place. It was recommended that in the first year the framework should be established linking with the curriculum and key words. It was acknowledged however that there is so much work at the moment, that Governors should read the DofE and NGA guidance before the next FGB. RC will also review where the environment and sustainability is already covered in the curriculum.</p>	All RC
16	<p>Verbal report from Governors on the 20mph working group and a resolution of support from Stanford Governors It was confirmed that a cost would be incurred. Having spoken to Highways, it transpires that their work is already scheduled but does not include Stanford in the Vale as the working group have not confirmed the requirement.</p>	
17	<p>Clerk's Items Governor Services also offer free online Bitesize training.</p>	
18	<p>Dates and times of next FGB meetings: 20th October 2022 at 8pm 2nd February 2023 at 8pm 27th April 2023 at 8pm 13th July 2023 at 7pm</p>	

Meeting closed at 10.05pm
Clerk 30th September 2022