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Minutes of the Meeting of Stanford in the Vale CE Primary School
Full Governing Board held at the School
on Thursday 24th November 2016 at 8:00pm

Present:	Janet Warren (Foundation (Chair)) JW Jane Braddy (Co-opted) JB Angela Finn (Co-opted) AF Rev Paul Eddy (Foundation) PE Kate Konschel (Co-opted) KK Alistair Thirkettle (Parent) AT Claire Petworth (Parent) CP	Amanda Willis (Headteacher) AW Amanda Bellerby (LA) ABell Kay Adamson (Staff) KA Nona Lewis (Co-opted) NL Jodi Stenzhorn (Co-opted) JS Claire Lewis (Parent) CL
Apologies:	None	
In attendance:	Helen Tate - Clerk Mike Stene (former Parent Governor) MS	

The meeting was quorate throughout

No	Item	Action
1	Statutory Items Welcome JW welcomed everyone to the meeting at 8.05pm. She especially welcomed CP, new Parent Governor. Attendance/Absence/Apologies/Acceptance of Apologies All Governors were present at the meeting. JW informed governors that Ann Beveridge has regrettably resigned as Foundation Governor for personal reasons. This leaves the Governing Board with 2 vacancies – one Parent and one Foundation. JW further informed Governors that this is MS's last meeting due to his term of office ending on 15th November 2016. Quorum Declaration The meeting was quorate throughout. Declaration of any urgent business (to be dealt with at the end of the meeting) None Declaration of Pecuniary Interests None ACTION – Pecuniary Interest forms to be completed by AB, JS, CL, CP at their earliest convenience. Clerk to resend forms	
2	Previous Meeting Adoption of the Minutes of the meeting held on 22nd September 2016 The Chair signed the minutes as a true record of the meeting on 22 nd September 2016 and handed them to the Head for filing in the school.	Clerk/AB/ JS/CL/CP

No	Item	Action
	<p>Highlighting of minutes JW explained that the agenda has been reorganised to make Governors' roles clearer. JW further explained that the Clerk had queried why Governors were highlighting various parts of the minutes to show "Challenge". The Clerk shared excerpts of both the Governance Handbook (Section 1 – the essentials of effective governance) and the Ofsted Inspection Handbook (Effectiveness of leadership and management) with Governors, noting that in both handbooks, "Challenge" only forms a part of the roles and responsibilities. Of the 18 different responsibilities listed by Ofsted, "challenge" accounts for 4 of them. The Clerk expressed concern that by highlighting "challenge", it might appear that Governors do not see the other statutory parts of their role as equally important. AW explained that they had got the idea of highlighting "challenge" from a governor training session held with other SPS schools. Governors AGREED that they wish the minutes to continue to be highlighted wherever a Governor asks a question, to show "challenge". They further require the Clerk to note questions verbatim where they are asked.</p> <p>Review of Actions and Matters arising from the meeting</p> <p>ACTION OUTSTANDING – List of Delegated Decisions/Governor Code/Governor Code of Conduct JW to ensure documents agree. Clerk to add to agenda once updated</p> <p><i>HT Appraisal</i> – Appraisal due to take place on 2nd December. Nick Cornell has agreed to be external advisor again.</p> <p><i>Governor Hub</i> – Now up and running. The Clerk advised Governors that she is in the process of bringing it up to date and uploading documentation for meetings. She asked Governors to log in and familiarise themselves with the system. If they cannot log in the Clerk can reset their passwords.</p> <p>ACTION – Clerk to set up folders on Governor Hub for both committees</p> <p><i>Governor Roles/Responsibilities</i></p> <p>OUTSTANDING ACTION – Assignment of roles and responsibilities to be completed once new governors are in place</p> <p>ACTION - Health & Safety & SIP – Learning walk to take place on 2nd December JW and NL to attend.</p> <p><i>Budget items</i> – these actions have been delegated to the RP&P committee</p> <p><i>Safeguarding Training</i> - The clerk has heard back from OCC regarding possible dates. Governors AGREED that Thursday 26th January 7-9pm would be most convenient. Approximately 10 Stanford governors have confirmed they are able to attend.</p> <p>ACTION – AW to ask SPS governors whether they would like to attend and let the Clerk know names and email addresses.</p> <p>NL noted that Safer Recruitment training is happening at FCC on 2nd February 2016 and invited governors to attend if they wish. Governors noted that they do currently have four governors and three staff members who have attended the training.</p> <p>Correspondence None</p>	JW/Clerk
3	<p>Headteacher's Report including Health and Safety (with reference to SIP)</p> <p><i>The Headteacher's Report was circulated prior to the meeting.</i></p> <p>Governors highlighted the following points for further explanation:</p> <p><i>SIP1:13 Safeguarding</i>. AW explained that the new OCC policy states that a DSL (designated safeguarding lead) must be on site at all times, so Rachel has attended</p>	Clerk JW/AW JW/NL AW

No	Item	Action
	<p>training and will be the deputy DSL instead of Laura who is only on site 2 days a week.</p> <p><i>SIP 1:15 Improving Community Links</i></p> <p>Governors commented that the Community lunch was very good, Class 4 children hosted the event very well.</p> <p><i>SIP 2.3 Storytelling</i></p> <p>AW explained that they moved to this approach two years ago and are gathering the paperwork and evidence to become an accredited storytelling school.</p> <p><i>SIP 1:18 To make the site safe and create more space</i></p> <p>AW explained that they are looking into extending to the right of the school. Trustees are happy to look into it. This is known as the pre-planning stage.</p> <p><i>SIP 2.4 Governors asked whether the prompts on tables are proving successful.</i> AW commented that Rachel's learning walks have shown them to be.</p> <p><i>Governors asked which ages the prompts are used for.</i> Teachers explained that they are for all ages, but different prompts are used for KS1 and 2.</p> <p>AW explained what "common practice" in spelling means and how this affects marking. Governors commented that this approach encourages children to become more independent.</p> <p><i>Governors asked who attended Phonics training.</i> AW explained that all teachers and TAs attended, along with 2 staff from Preschool.</p> <p><i>SIP 3.5 Annual Trips to a mosque/synagogue and Sikh temple.</i></p> <p><i>Governors asked whether all trips happen on the same day.</i> AW/PE explained that they happen on different days for different year groups, linking in with the curriculum. These trips are funded from the school budget and/or church funding.</p> <p>Governors commented that these trips are vital in a school which does not have a diverse population.</p> <p><i>General Notes:</i></p> <p><i>Governors asked for an explanation of the learning study.</i></p> <p>KA explained how it worked.</p> <p><i>Governors asked whether it was successful.</i></p> <p>KA commented that yes, it was valuable, but that it was a bit too early in the year. It has been done before with TAs.</p> <p>Governors commented that it works best with a good focus.</p> <p><i>Harvest Festival</i> - Governors commented that this was a good event, with lots of parents in attendance.</p> <p><i>PGL</i> - All parents felt this was a good trip and especially liked the blog.</p> <p><i>Shoe Boxes</i> – update – 56 have been sent</p> <p><i>Remembrance service</i> - Governors commented on the children's good behaviour and the lovely singing.</p> <p><i>Staffing</i> - AW expanded on her comments, explaining how the absence was covered.</p>	
4	<p>Good Governance</p> <p>Governors monitoring of the SIP / Governor visits</p> <p>The SIP was reviewed in both committee meetings.</p> <p>Breakfast and after school club monitoring has been assigned to CP.</p> <p>There are monitoring vacancies for Maths and Sustainability.</p> <p>ACTION – All governors are requested to restart recording dates of monitoring visits on the spreadsheet.</p>	ALL

No	Item	Action
	<p>Governors impact on 2015/2016 SIP Deferred ACTION – JW to bring to next meeting</p> <p>Governors monitoring of Ofsted criteria - 2016/2017 Strengths and Weaknesses <i>The Form was circulated prior to the meeting</i></p> <p>Governors asked for further information on the following points, where the view has changed (listed by spreadsheet line):</p> <p>No 5 has gone up to 1, please explain why. AW explained that there has been more positive behaviour and the policy and expectations have become more embedded. Staff now have a common approach and common language. AW further explained the support in place, and the training which has been done.</p> <p>No 12 - Staff have done lots of training. TAs, especially, are doing more and all are finding it useful. The training is linked to requests from performance reviews. Staff meetings are also being dedicated to sharing knowledge from training courses.</p> <p>No 27 - AW explained that those falling behind are more quickly identified through data monitoring and staff discussion. TAs are also being used for pre-teaching where appropriate.</p> <p>AW further commented that it is hard to close the gap, but they are identifying issues and supporting the pupils well. Governors commented that it is important to ensure that the pupils are making progress.</p> <p>No 50 Data Trend – AW commented that data is good. Year 6 data was good, but year 2 was slightly below national average. Foundation has gone up, but is still below on APS.</p> <p>No 51 Raise Online data Disadvantaged pupils are doing well. Year 6 did well in all areas other than Reading.</p> <p>No 53 SEND progress AW – the tighter focus and tracking means that they are doing better.</p> <p>No 57 Most able progress AW - This has been reclassified down due to Raise Online data, but noted the new curriculum has had an impact.</p> <p>Governors commented that this was discussed in greater detail in C&C committee.</p> <p>Governor Appointments/Vacancies See comments under Item 1. Further, AW noted that the Parent Vacancy notice has been circulated to Parents. The closing date is 9th December 2016 Governors further noted that they have someone in mind for the Foundation Vacancy.</p> <p>Governor Training – Safeguarding/ Induction training ACTION – CP to sign up for Governor Services Induction Course.</p>	JW
5	<p>Delegated Items Committee reports: Curriculum and Communications Committee <i>Minutes of the committee meeting were circulated prior to the meeting.</i> Key points were summarised at the meeting. Data was looked at. In Foundation Stage, GLD (good level of development) has increased, as in the previous 3 years, but APS (average points scores) are slightly below</p>	CP

No	Item	Action
	<p>average. Phonics data is the same as previous year and in line with national percentage. End of KS1 data is in line with or slightly below national results, except reading at greater depth.</p> <p>Governors were pleased with KS2 results considering the change of curriculum and expectation of the tests.</p> <p>All policies were agreed, discussed the Positive Handling policy in detail as there have been some issues in this area and the policy is being applied.</p> <p>Writing results and the impact of spelling were discussed. As the new expectations are extremely challenging. SPAG continues to be taught every day in KS2 classes so they hope is children's understanding with increase the more input they have.</p> <p>All staff have had refresher training.</p> <p>Resources, Personnel and Pay Committee</p> <p><i>The committee met immediately prior to the FGB meeting.</i></p> <p>ACTION – Minutes to be circulated as soon as they are available.</p> <p>NL has been elected Chair and CP is Clerk.</p> <p>Key points from the meeting:</p> <p>The purchase of the community minibus has been agreed. The school is offering £5k. All pros and cons were looked at. NL summarised the reasons why they believe this to be the best option for the school.</p> <p>Governors asked where the school plans to store the minibus. NL answered that there are 2 options, neither of which are on site.</p> <p>The budget was reviewed in detail, and was found to be very healthy. The school currently has a surplus balance but should be within the 8% carry forward.</p> <p>A number of policies were approved without change. 2 policies have been amended and approved - Minibus, and Safeguarding. Rachel has been added as a designated safeguarding lead in light of the new policy requirements. AW explained the reasons for this.</p> <p>ACTION – All to read through the amended policies.</p> <p>Pupil Premium tracking - There is now a new spreadsheet which enables staff/governors to look at how spend is allocated to individual pupils. This is particularly useful for tracking spending/support for more able PP children.</p> <p>Staff Report</p> <p>KA reported that the school is now gearing up for Christmas. Staff are being very supportive of AW with recent issues and with handling all the recent staff illness/absence.</p> <p>She also explained the work being done by the Stanford History Society. They are using school log books and registers to write an article on the 2nd World War.</p> <p>Issues brought up at committee meetings</p> <p>None</p>	CP
6	<p>Academy next steps</p> <p><i>The notes from the Academies meeting were circulated prior to the meeting.</i></p> <p>JW asked for comments on each proposal in turn.</p> <p><i>Faringdon Academy of Schools (Multi-academy trust)</i></p> <p>Generally, Governors commented that it was a very good presentation. NL noted that David Wilson is very keen to get feedback from Governors.</p> <p>A Governor has spoken to a Buckland Governor who said that joining the academy has</p>	ALL

No	Item	Action
	<p>been “nothing but good ” for the school – no loss of ethos, lots of support when Ofsted were inspecting the school.</p> <p>Concerns were raised about the size of the academy – it is only going to get bigger. They noted that the school is currently in a very good financial position, and they feared losing some financial control if they became part of the MAT. The point was raised that for schools with some financial difficulty, the MAT has been very helpful.</p> <p>It was noted that the pooling of resources could be of benefit, but that ultimate financial control is held by the MAT. Another consideration is that OCC resources are ever diminishing. The MAT can provide the support that is lacking from the council.</p> <p>Another concern is that FAS is actively looking to expand through getting another secondary school to join.</p> <p>Governors considered that for staff, there is the positive aspect of being part of the academy in that career progression is possible within the organisation, and there is the option for movement around the schools.</p> <p><i>Diocese (ODST)</i></p> <p>Governors did not feel particularly inspired by the presentation. There didn't seem to be any benefit to joining the ODST MAT over any other option. They will still get support from the diocese, no matter how they decide to proceed.</p> <p>It would seem that they would have less control at school level. Getting a monthly budget would cause challenges.</p> <p>AW commented that if they are to join an academy, they would need to be <i>geographically supportive of the school, but the diocesan schools are all over the place.</i></p> <p><i>Umbrella Trust</i></p> <p>Governors felt that this option seemed very finite, with a short life span.</p> <p>It seemed to add greatly to the workload of both the Head and the Office, without any benefits to the school.</p> <p>This option could be used to formalise the Partnership, although allows less independence. It seems to be an option for converting to an academy if forced to, without joining a MAT.</p> <p>Governors discussed next steps – why are we looking at this now?</p> <p>It was AGREED that currently, the school and governors are only information gathering.</p> <p>It was further AGREED that the school is ruling out the ODST option, and that the umbrella trust option would only really be used if they are forced to convert and don't wish to join a MAT.</p> <p>AW and JW are meeting with the SPS Heads and Chairs in the near future. They could look into the possibility of forming a MAT with the other primaries.</p> <p>ACTION – Governors/Headteacher/Office and Teachers to try to meet with someone from FAS and to feedback their views.</p> <p>ACTION – Clerk to add to agenda of next FGB meeting.</p>	All Clerk
7	<p>OCC and School Expansion Plan</p> <p>Notes from PE were circulated with reference to the meeting with OCC the day before. PE talked through his notes and further expanded on them.</p> <p>Governors asked if PE is going to be proactive in trying to keep the process moving. PE replied that yes, he will chase them, and try to get them to keep to the agreed schedule.</p> <p>Governors discussed the usability of the KS2 playground to increase the space in the school. AW commented that drainage could be a problem, but could be solved.</p> <p>AW commented that space on the current site is already tight, so she would prefer not</p>	

No	Item	Action
	<p>to take more children without more land.</p> <p>Governors asked if the council are considering compulsory purchase of land. PE commented that they would prefer to find another option if at all possible. Governors also discussed the 3 options for the use of Millennium Green.</p> <p>ACTION – Update to be brought to the next meeting.</p>	PE
8	<p>School Christmas Events</p> <p>AW listed the forthcoming Christmas events at the school, and asked which ones Governors were intending to attend and/or could help with.</p> <p>Governors have offered to help with, or attend the Christmas Art day, Christmas performances, Carol Service, school pantomime trip and school Christmas dinner.</p>	
9	<p>Clerk's Items</p> <p>The Clerk checked that everyone is receiving the weekly School News email. AW forwards this to Governors each week. The Clerk commented that if Governors wish to, they can subscribe to School News individually.</p> <p>The Clerk further commented that emails are no longer being sent out from Governor Services to inform Governors of news/information they need. It is important that Governors read School News each week to stay abreast of new information/legislation.</p> <p>The Clerk highlighted that there is a new website guidance document out now.</p> <p>ACTION AW requested that the Clerk forward it to her and CL.</p>	Clerk
10	<p>Any Other Business</p> <p>As this was MS's last meeting, JW presented him with a gift and thanked him for all his hard work.</p>	
11	<p>Date of next FGB meeting – Thursday 23rd February 2017 at 8.00 pm</p>	

Meeting closed at 9.55pm

HET 29/11/16