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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 23<sup>rd</sup> February 2017 at 8:00pm**

**Present:** Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**  
Jane Braddy (Co-opted) **JB** Amanda Bellerby (LA) **AB**  
Rev Paul Eddy (Foundation) **PE** Elizabeth Robertson (Foundation) **ER**  
Nona Lewis (Co-opted) **NL** Kate Konschel (Co-opted) **KK**  
Angela Finn (Co-opted) **AF** Jodi Stenzhorn (Co-opted) **JS**  
Claire Petworth (Parent) **CP** Claire Lewis (Parent) **CL**  
Duncan Atkins (Parent) **DA** **Apologies:** Kay Adamson (Staff) **KA**

**Absent:** Ruth Vigor (Parent) **RV**

**In attendance:** Helen Tate - **Clerk**  
Alistair Thirkettle (former Parent Governor) **AT**

**AT left the meeting at 9.05pm**

**The meeting was quorate throughout**

No	Item	Action
1	<p><b>Statutory Items</b></p> <p><b>Welcome</b> JW welcomed everyone to the meeting at 8.05pm. She especially welcomed ER and DA, new governors, and everyone introduced themselves. JW explained that ER's appointment was approved by the diocese this afternoon. The governing board now has no vacancies. Janet explained that AT has now resigned and gave him a gift as a token of thanks for his help and support. AT responded that he has been very proud to serve a marvellous school.</p> <p><b>Attendance/Absence/Apologies/Acceptance of Apologies</b> Apologies were received and accepted from KA. It was noted that the parent Governor RV was absent with no apologies sent.</p> <p><b>ACTION – Clerk to contact Ruth to ensure that she is getting Governor correspondence, including meeting dates and agendas.</b></p> <p><b>Quorum Declaration</b> The meeting was quorate throughout.</p> <p><b>Declaration of Pecuniary Interests</b> None</p> <p>Pecuniary Interest forms were completed by ED and DA at the meeting and handed to the school business manager for filing in the school.</p>	Clerk

No	Item	Action
	<b>ACTION – RV to complete PI form at her earliest convenience.</b>	RV
2	<p><b>Previous Meeting</b></p> <p><b>Adoption of the Minutes of the meeting held on 24<sup>th</sup> November 2016</b>  Item 5 of the minutes was amended by the clerk to record that CL is the clerk of RP&amp;P, not CP.  The Chair then signed the minutes as a true record of the meeting on 24<sup>th</sup> November 2016 and handed them to the Head for filing in the school.</p> <p><b>Review of Actions and Matters arising from the meeting</b>  Actions from previous meeting as detailed on the agenda were reviewed at the meeting. Specific comments as follows:  <i>List of Delegated Decisions etc</i></p> <p><b>ACTION – Clerk to resend documents from September meeting to JW</b>  <i>Learning Walk</i>  NL has shared her findings from her learning walk with the RP&amp;P committee  JW did a learning walk to review displays.</p> <p><i>Training</i>  Safeguarding training was attended by 10 Governors and 2 other governors from SPS schools. Governors commented that a few areas to improve on were highlighted, including use of the internet and internet usage reporting.</p> <p><b>ACTION – Clerk to feedback to Governor Services that the training provided by Simon Bissett was of a high standard</b>  <b>Governors Impact on 2015/16 SIP – OUTSTANDING ACTION</b></p> <p><i>Induction training</i>  CP has booked to attend the Induction course in April.</p> <p><b>ACTION – Please could all new Governors sign up to attend an Induction course at their earliest convenience.</b>  <i>Website Information</i>  AW reported that she has checked this.</p> <p><b>ACTION – CL to double check that all information is up to date and complete.</b>  <b>Website requirements document can be found at:</b>  <a href="https://www.gov.uk/guidance/what-maintained-schools-must-publish-online">https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</a></p> <p>All other actions are either complete or are on the agenda.</p> <p>Comments/Updates on other agenda items from the last meeting:  <i>Minibus Update</i>  The minibus has been purchased . It has been checked and sign-written. All relevant paperwork is in place.</p> <p><i>Christmas Activities</i>  Governors commented that the Christmas activities were very successful, with the KS1 play being a particular highlight. Governors wished to pass on their thanks to staff for all their hard work.</p> <p><i>Governor Hub</i>  The Clerk requested that Governors ensure their contact details are kept up to date on Governor Hub. A report showing all contact details can be downloaded from the website which will save the Chair/Clerk having to produce a separate list of contact details.</p> <p><b>ACTION – All to ensure their contact details are correct on Governor Hub.</b>  <b>ACTION – All to update their relevant training courses attended on their personal details page.</b></p>	<p>Clerk</p> <p>Clerk JW</p> <p>DA/ER/ RV</p> <p>CL</p> <p>All</p>

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

No	Item	Action
	<b>ACTION – Clerk to investigate whether it would be possible to record governor visits to the school on Governor Hub in the same way that training can be recorded.</b>	<b>All Clerk</b>
3	<b>Correspondence</b> Correspondence was received from AT to confirm his resignation, effective 23/2/17. The diocese confirmed the appointment of ER today by email.	
4	<p><b>Headteacher’s Report including Health and Safety (with reference to SIP/SEF)</b>  <i>The Headteacher's Report was circulated prior to the meeting.</i>  <b>Governors highlighted the following points for further explanation:</b></p> <p><i>SIP 2.3</i> Congratulations to the school for getting the storytelling accreditation. AW noted that thanks should be given to Rachel for doing all the paperwork.  <i>SIP 2.8</i> Times Table sessions- governors welcomed the introduction of these sessions  <i>SIP 4.8</i> Reading initiative. AW elaborated on her report. Governors discussed the ideas and welcomed the introduction of the certificates.  Governors asked how this has been communicated to parents. AW explained that it had been included in the newsletter.  Governors discussed the book club and the possibility of doing book reviews.</p> <p><i>General Notes:</i></p> <p>Sport – Governors were pleased to see the recent successes.  Children in Need and the Christmas performance fundraising for Cancer Research – Governors were impressed by the amount raised.  Exclusions – JW highlighted this point to ensure all are aware of the ongoing situation. AW gave an update on changes since she wrote her report.  AW gave further details of the support given to year 2 pupils following the loss of the younger brother of one of the class. AW further added that the parents had thanked staff for their support and commented on the kindness of classmates.</p> <p><i>Safeguarding and internet safety</i>  Governors expressed concern that parents don't seem to monitor or understand what their children are able to do or see online. They also discussed the issue of social media and the age appropriateness of sites such as Facebook. <b>Governors considered whether they need to do more to educate families.</b></p> <p>AW explained how they are taking steps to educate the children on internet safety. It was suggested that a drip feed of information should continue to be used to raise awareness among parents through Open Evenings and assemblies, along with videos via Parentmail.</p> <p><i>Pupil Numbers</i> – Governors noted that the school is almost full.  Absence – Governors discussed attendance figures. AW commented that significant illness has been a big challenge recently, including that of staff. AW commented that using Class Act has been very helpful.  AW further noted that a member of kitchen staff has been off for 3 weeks after an accident. She is now back at work, however, AW commented that there are issues in the kitchen now that the school is also serving Shellingford School (although this is part of the contractor's responsibility).</p>	
5	<b>Good Governance</b>	

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

No	Item	Action
	<p><b>Governors monitoring of the OFSTED criteria 2016/17 strengths and weaknesses</b>  The spreadsheet was circulated prior to the meeting via Governor Hub.  AW highlighted the areas which have been updated, including Safeguarding training, Attendance, Exclusion and E-safety and governors briefly discussed these.  AW shared with Governors the recommendations made to Springline Leaders regarding how to prepare for Ofsted inspections. Key points were as follows:  Key themes of inspections – Writing, Maths, Consistency and Challenge.  Questions addressed by the inspection:  Is the school continuing to be Good?  Are Governors aware of issues?  Are adequate safeguarding measures in place?  Single central record will be checked  Governors are recommended to follow Steve Harford on Twitter.  Key documents used at the inspection are the Inspection Dashboard and the previous report.  Prior to the inspection, the website will be checked in detail, and school newsletters will be read.  Other things checked at inspection:  Complaints and safeguarding issues  Progress and attainment of most able disadvantaged children's attendance (needs to be at least 96%). They will check various groups against attendance  Things which will be discussed with school leaders:  Consistency across the school and current progress  The SEF should be used as a script to answer questions.  Inspectors will look at books and expect to see consistency between books and data.  They will be looking for leaders capacity to identify and improve standards. The teaching of British Values, and ensuring that there is a broad and balanced curriculum.</p> <p>Governors discussed how best to ensure that they can answer questions and have the necessary information to hand.  <b>ACTION – AW to create an OFSTED ready folder containing all relevant school information and data.</b> This will be updated as necessary.</p> <p><b>AT left the meeting at 9.05pm. The meeting remained quorate.</b>  <b>Monitoring of the SIP and allocation of roles</b>  Governors discussed the roles needing to be covered. JS has agreed to take on Arts  KW to look at Sustainability and the Travel Plan.  The only remaining role outstanding is that of Maths.  Governors noted that the new SIP will be produced in April, and all roles will be reviewed then.</p> <p><b>Governor Skills audit and training</b>  With 5 new Governors, it was <b>AGREED</b> that it would be useful to complete a Skills Audit again.  <b>ACTION – JW to circulate and bring back to the next meeting.</b></p> <p><b>Governor Health Check on Governor Hub</b>  This was reviewed and updated online at the meeting.  Each of the first 5 questions was reviewed and discussed before deciding on which answer</p>	<p><b>AW</b></p> <p><b>JW</b></p>

No	Item	Action
	<p>most closely fit the school currently.  <b>AGREED</b> answers were as follows:            Q1 – 1            Q2 – 1            Q3 – 1            Q4 – 1(best fit – no annual review is carried out)            Q5 - 2  <b>ACTION – All to look at the next 5 questions before the next meeting.</b></p> <p><b>PE and Sports Premium</b>            RP&amp;P looked that this in detail at their committee meeting.            AW briefly explained the process and the rationale behind the decisions she has made on how to spend the funding.            AW noted that top up swimming sessions have now been organised. She further highlighted that 25 children in year 1 are currently non-swimmers, which is a concern. This will be brought to parents' attention.  <b>Governors asked whether EYFS benefit from the funding at all.</b>            AW explained that they mainly benefit through the purchase of equipment and the sports week activities.            The report was <b>APPROVED</b>.</p> <p><b>SFVS report</b>            This was discussed in detail at the RP&amp;P meeting. Claire also met with KK to go through it. This was <b>APPROVED</b> and signed at the meeting by JW</p>	<p><b>All</b></p>
6	<p><b>Delegated Items</b>  <b>Committee reports:</b>  <b>Curriculum and Communications Committee</b>  <i>The committee met immediately prior to the FGB meeting. Minutes will be available with more detail shortly.</i>Key points from the meeting were shared with Governors:</p> <ol style="list-style-type: none"> <li>1. Policies were reviewed and signed off</li> <li>2. Early Years advisory teacher has visited the school</li> <li>3. RE statement on spiritual development</li> <li>4. Impact of Pupil Premium. There is an issue with recording soft skills data</li> <li>5. Parent questionnaire results were reviewed – one issue raised was contacting governors.</li> </ol> <p><b>Resources, Personnel and Pay Committee</b><i>Minutes of the committee meeting on were circulated prior to the meeting.</i>            Key points from the meeting were shared with Governors:</p> <ol style="list-style-type: none"> <li>1. <i>SFVS</i> – this has been completed ready for sign off (See this agenda item 5 for sign off).</li> <li>2. <i>Policies</i> - 12 policies were reviewed and approved.</li> </ol> <p>The Clerk highlighted that it is not a statutory requirement for all policies to be reviewed and approved by Governors, although governors may wish to ensure they are aware of the contents of all school policies.            Governors commented that they use this approval method to ensure awareness of policies as much as to approve them.            The statutory policy list can be found here:</p>	

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

No	Item	Action
	<p><a href="https://www.gov.uk/government/publications/statutory-policies-for-schools">https://www.gov.uk/government/publications/statutory-policies-for-schools</a></p> <p>3. <i>Safeguarding</i> - a no-names consultation has been held. Restraint has had to be used 3 times and OCC reports created for these incidents. A half day exclusion has been recorded. Following advice on safeguarding training, 6 staff will be trained in restraint techniques. The actions arising from safeguarding training were discussed and allocated.</p> <p>4. <i>Budget</i> – the carry forward to next year has increased from original budget</p> <p>5. <i>IT</i> – internet monitoring is currently being put in place following advice from the Safeguarding training. Although the children’s access is suitably restricted, staff laptops are not locked down as they need to access resources to support their work. KK is working to remedy this.</p> <p><b>FOSS Update</b> Recent purchases: New assembly box, music stands, dictionaries and thesauruses, Easter Eggs for the trail, and candy floss for Stanford's Got Talent. They are also paying for the Music workshop in May Forthcoming event - school disco next Friday. Governors thanked the PTA for their work.</p> <p><b>Staff Report</b> Nothing to report this time.</p> <p><b>Issues brought up at committee meetings</b> Two complaints have been received, one regarding parking outside of the school. Also, environmental Health have received a complaint about the school radio. RP&amp;P have discussed both in their committee meeting.</p>	
7	<p><b>Academy Update</b>AW gave feedback from a staff meeting where they discussed the possibility of becoming/joining as academy. The feedback was all negative. There were concerns expressed over low staff morale and having sufficient money to do things. <b>Governors asked whether this was a corporate view of the views of individuals.</b> AW commented that it was the views of individuals.</p> <p>Governors discussed the issue at length, noting that they need to ensure that staff are able to get a balanced view of life as part of an academy. Governors highlighted that they are keeping all options open at the moment and simply being mindful of the available options, rather than definitely taking the academy route.</p> <p>Staff need to be aware that any decision will be made on balance and for the good of the school. Whilst any decision to become/join an academy would be taken by the Governing Board, to is helpful to know how staff feel and to take any concerns on board.</p> <p><b>ACTION – JW to draft a letter to staff on behalf of the Governing Board to explain the current situation and to offer to arrange for people to come into the school to enable staff to find out more and inform themselves of the options available, and both the positive and negative side of being part of an academy.</b></p>	JW
8	<p><b>Springline Update</b> AW gave an update on events and meetings. Here is a music workshop coming up soon, and the school is exhibiting work in the art gallery as a part of the Wantage Festival. Staff have met to have ideas on SPAG (Spelling, Punctuation and Grammar). There are meetings coming up for the SENCOs and Heads.</p>	

No	Item	Action
9	<p><b>Neighbourhood plan and school expansion plan update</b>  <b>ACTION – PE to circulate summary of the situation to new Governors.</b>            PE gave an update on action since the last meeting. He reported that no progress has been made.            He noted that no response has been received to their letter from before Christmas.            Governors expressed their frustration over the lack of progress. They are concerned that all the delays mean that the Headteacher will have less time to plan for the proposed increase in pupil numbers from September 2018.            PE noted that there is a new OCC cabinet member for Education.  <b>ACTION – PE to draft a letter to the OCC cabinet member for Education to draw attention to the situation and, hopefully, speed things up.</b></p>	<p>PE</p> <p>PE</p>
10	<p><b>Sustainability Plan Update</b>            This was updated and circulated via Governor Hub prior to the meeting.            AW reported that an application for a new Green Flag was put in over the half term break.</p>	
11	<p><b>Clerk's Items</b>The Clerk circulated the latest Clerks' Briefing agenda via Governor Hub prior to the meeting. The Clerks highlighted the links to new and updated regulations which form part of the agenda and encouraged governors to ask if they had any queries.</p>	
12	<p><b>Date of next FGB meeting – Thursday 27<sup>th</sup> April 2017 at 8.00 pm</b></p>	

Meeting closed at 9.55pm

HET 24/02/17

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

Full Governing Board

Stanford in the Vale School

Page 7 of 7