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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 23rd June 2022 at 7pm**

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**
Caryl Oliver (Co-opted) **CO**

Apologies: Lorna Darrock (Parent) **LD**

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 7.10pm	
1.2	Attendance/Absences/Apologies /Acceptance of Apologies Apologies were received and accepted from LD. JD had advised that he would be late and joined the meeting at 8pm.	
1.3	Quorum Declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business Rotas for the open day on 7 th July and the summer fete on 9 th July – discussed at agenda item 7.2.	
1.5	Declarations of Interests KK, NS and AW for agenda item 5	
2	Previous Meeting	
2.1	Adoption of the Minutes of the meeting held on 5th May 2022 The minutes were accepted and approved. CL signed the minutes and they were passed to AW for filing in the school.	
2.2	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.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	CL

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Full Governing Board Stanford in the Vale School

No	Item	Action
	<p>times for visits. Update: those to still come in were encouraged to do so remaining cognisant of staff timetables at the end of term. Next week is sports week and it was suggested it would be a good opportunity for the sports Governor to see a variety of activities. All Governors were reminded to complete the visit paperwork and upload to GovernorHub which CL will upload for easier access.</p> <ul style="list-style-type: none"> • 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. Update: The BBQ is scheduled for 21st July 1230-1330. 34 staff members will be attending, 6 of whom are vegan. Governors were invited to attend (approximately 10 will do so), and were requested to liaise with JW regarding contributing salads and puddings. • Sustainability Action Plan – See agenda item 11. 	
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 following terminology was clarified: <ul style="list-style-type: none"> ○ Section 128 – A security check on Governors to confirm eligibility to make financial decisions. ○ TMV – Thermostatic Mixer Valve. ○ 5 R’s – reduce, reuse, recycle, refuse and repurpose. • Attendance warning letters are sent from the school. If there is a further absence making over 10 within a calendar year, penalty notices are sent by OCC, who also keep the money. • Behaviour incidents were recorded on Integris but are now recorded on CPOMS. AW is to investigate further how to report by class. • The safeguarding audit helps prepare for when Ofsted visit and helps to identify areas for improvement. • Recent events were successful including the Jubilee celebrations and Sharing Assembly. It was agreed that Matt’s memorial day was a lovely celebration and over £1300 has been raised so far. • Staffing levels for September are anticipated to be fine. A couple of children coming into reception may need additional support depending on needs. • The pupil questionnaire responses were positive. It was noted that there is not a lot of equipment for KS2 in the playground if the weather is wet, but the space is restricted by access and parking, and that it is a netball court. • The staff stress findings responses were found to be more negative but it was agreed answers depended on how the questions were read. All comments have been addressed and Governors concurred it is important to hear views and discuss specifics with individuals. The indicated working pressure was due to deadlines rather than pressure being applied, and it was discussed that events at home can also influence answers. During Covid, it was identified that life had relaxed with the lack of clubs etc but now the full school lifecycle is back in addition to dealing with poor data. <p>While responses cannot be compared with other schools, the staff questionnaire</p>	AW

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No	Item	Action
	<p>was felt by Governors to be generally positive. It was considered to be difficult to read, but it had been taken from a H&S site and was designed to make people think about their answers. Governors queried the numbers of helpers back in school, and this will be pushed again in September.</p> <p>There were no further questions.</p>	
5	<p>Budget Update <i>Budget information was circulated via GovernorHub prior to the meeting.</i> The following points were highlighted:</p> <ul style="list-style-type: none"> • Staff changes show the position at year 3 is healthier with a potential £40k carry forward at this point. • Funding has been changed to reflect the worst case scenario at 23 children coming in but hopefully more applications will follow. • Funding has been received from the DoE and SEN, PE funding is in as planned with the remainder to follow. • Pay increases are not yet known but have been budgeted at 3% for teachers and 2.75% for support staff. <p>No further questions were received and Governors passed their thanks to KK.</p> <p>Pupil Premium To be brought to the September meeting.</p> <p>PE Premium To be finalised at the next SLT meeting. There have been more competitions, swimming lessons, Chance to Shine coming in, and crawl gates bought which may see a possible overspend but the cycle training savings are yet to be reviewed and the overspend will be taken off next year's money.</p>	Clerk
6	<p>Good Governance</p> <p>6.1 Approve the SEND report and publish on the website Not all data and facts are available for 2021-2022 therefore this will be reviewed at the September FGB.</p> <p>6.2 Review Child Protection Policy and Procedures New KCSiE changes are to be incorporated which will be brought in for 2022-2023 therefore this will be reviewed in September.</p> <p>6.3 Approve the annual school public sector equality duty statement and publish on the website There is currently no statement but a policy instead and it was agreed this needs to be actioned. CG is to send a template to JL-S, AW and LD for them to review the information needed. AW will also review information on The Key.</p> <p>6.4 Ensure all safeguarding training is in place, note any gaps and follow up There are a couple of gaps throughout staff (due to maternity leave), volunteers and Governors which will be followed up on. It was confirmed that Governors are required to do training every 3 years and CPOMS flags up when it is due.</p> <p>6.5 Governor training Governors have attended the following courses: Ofsted training; Good SEND provision; Understanding Personnel Matters; Virtual Briefing for Governors; and Safeguarding through the lens of Ofsted. It was again agreed that it is beneficial having training opportunities on line and Governors were encouraged to look again in Autumn. The safeguarding role has expanded considerably and Governors queried the possibility of sharing the role but it was felt to be better to have one person overseeing.</p> <p>6.6 Governor Skills audit This has been uploaded onto GovernorHub. All Governors are to complete the audit and</p>	<p>Clerk</p> <p>Clerk</p> <p>CG/AW/LD /JL-S</p> <p>AW</p> <p>All</p>

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No	Item	Action
6.7	<p>then upload into the folder. (To do so the document will need to be downloaded, saved as a word document, edited, saved with initials and uploaded). The audit is to be added as an agenda item for the September meeting.</p> <p><i>JD joined the meeting at 8pm</i></p> <p>Governor dates: Claire Lewis – 20/9/2022 CL confirmed she was happy to remain in post and all Governors agreed. CL was reappointed and her tenure has been amended on GovernorHub. Lorna Darrock – 19/10/2022 As a Parent Governor, an election is required. Foundation Governor gapped In hand with the Diocese and hopefully a new incumbent will start in September</p>	<p>Clerk</p> <p>AW</p>
7	<p>Delegated Items</p> <p>7.1 Committee Reports Curriculum and Communications Committee key notes of discussion:</p> <ul style="list-style-type: none"> • Nothing to update. <p>Resources, Pay and Personnel Committee key notes of discussion:</p> <ul style="list-style-type: none"> • Nothing to update. <p>7.2 FOSS update Forthcoming events include the year 6 performances, the summer fete and bags for school. Open evening 7th July 5.30-7pm – Volunteers are: AB, CS, MV, JL-S, and JW to show people around. Refreshments 9th July 2-5pm – Volunteers are: JL-S, CG, CL, JW, CS, AB and ER (back up cover)</p> <p>7.3 Staff Report Nothing to update.</p> <p>7.4 Any issues from committee meetings None</p>	
8	<p>Attendance Changes are forthcoming for 2022-2023 with a new statutory policy being introduced and big pushes from both Ofsted and the Government. AW has attended 4 different training sessions and will be completing penalty notice training. 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. Eight warning letters have been recently sent for parents taking children out of school, four of whom have responded.</p> <p>Rewards of certificates and medals are awarded at the end of the year for 100% attendance. Moving forwards, team points are to be awarded for weekly attendance of 100 or over 95% to try to help raise the profile. Governors queried whether the standard should be 95% to help with unavoidable absences such as D&V or genuine sickness, and in recognition that some children also need medical appointments and may feel discriminated against. It was agreed it is difficult to be fair and clarified that individual back stories can be put to Ofsted to explain class figures being down. It was agreed that the policy needs to be clearer to parents but it was acknowledged that parents wouldn't be inclined to take children out of school if holidays were consistently</p>	<p>AW</p>

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No	Item	Action
	<p>priced throughout the year.</p> <p>As a comparison with other schools, results are better than the OCC average but vulnerable groups are amongst the highest absence rate, and it was noted that lateness impacts the figures which is difficult if a sibling is causing lateness for a family. Attendance is to be added to the September agenda.</p>	Clerk
9	<p>Academy Update</p> <p>JW, AW and CL Met with Duncan Millard to discuss an alliance membership with FLT. This would require no commitment while providing support, CPD for staff and Governors, help with Ofsted preparation including dummy inspections and deep dives, and opportunities for the children such as competitions and visits. The cost would be £15 per child totalling approx. £3k. The initial thoughts are that this would be beneficial but Governors are to read the document FLT have produced prior to a Zoom meeting which will be scheduled for 30th June at 7pm.</p> <p>It was reiterated that this is not a precursor to joining an Academy as this would follow a due diligence process, and it would not impact on SPS.</p>	CL
10	<p>Springline (SPS) Update (Consider making links with other Governing boards to offer peer review)</p> <p>The RE and English groups will be meeting. SENCOs have met and the office staff hope to meet in the Autumn term.</p>	
11	<p>Sustainability Action Plan Update</p> <p><i>The report was circulated via GovernorHub prior to the meeting.</i></p> <p>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 confirmed that understanding the commitment over a 3-5 year period is vital before a plan can be drawn up. The two main components are financial (investment to what level) and aspirations as to how the school would like to be and each are dependent on the other.</p> <p>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.</p>	All JD
12	<p>Verbal report from Governors on the 20mph working group and a resolution of support from Stanford Governors</p> <p>Following a meeting with the PC, it was not possible to use the fete to have a table to canvas support as the full consultation process needs to be followed. It was agreed that while the school could canvas the school community, it needs to be a whole community initiative and there needs to be an understanding of the consultation process. Letter drops provide little response but it was suggested that a QR code could be incorporated. While there is no deadline for applications, it is a 5 year funded programme and there is a 2 year waiting list therefore the application should be submitted in years 3-4 to ensure funding is available. However, if there are a limited number of signs and money (ie a smaller project), it can be easier to get it through. The process can also be accelerated with a community contribution. JD and CL are to try to find out the cost.</p> <p>Travel Plan update</p> <p>A meeting was held with OCC but the suggestions received were considered to be impractical in a rural environment. There is a template of bronze, silver and gold practices which require a checklist demonstrating what has been done – the bronze template is being completed.</p>	JD/CL
13	<p>Clerk's Items</p> <p>None.</p>	

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No	Item	Action
14	Any Other Urgent Business None.	
15	Date and time of next meeting: TBC – AW and KK are to confirm key data dates to allow meeting dates to be set. Single Committee meetings are to be held on Teams, but if followed by an FGB then meetings are to be in person.	AW/KK

Meeting closed at 9.03pm
Clerk 26th May 2022