Headteacher:

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Minutes of the Meeting of Stanford in the Vale CE Primary School Full Governing Board held on Zoom on Thursday 25th November 2021 at 8pm

Present: Claire Lewis (Co-opted (Chair)) CL Amand

Amanda Willis (Headteacher) **AW**

Lorna Darrock (Parent) **LD**

Janet Warren (Foundation (Vice Chair)) JW

Caroline Smith (Parent) **CS**

Jane Lawson-Smith (Co-opted) JL-S

Kate Konschel (Co-opted) **KK** Amanda Bellerby (LA) **AB** Craig Goulding (Parent) **CG**Mary Vizoso (Co-opted) **MV**

Elizabeth Ward (Foundation) **EW**

Jonathan Davis (Parent) JD

Apologies: Caryl Oliver (Co-opted) CO

Absent: Rev Paul Eddy (Foundation) PE

Naomi Scott (Staff) NS

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 8.05pm and especially JD and JL-S as new	
	Governors. All Governors introduced themselves.	
1.2	Attendance/Absences/Apologies /Acceptance of Apologies	
	Apologies were received and accepted from CO. PE and NS were absent.	
1.3	Quorum Declaration	
	The meeting was quorate throughout.	
1.4	Declaration of any urgent business	
	None.	
1.5	Declarations of Interests	
	AW declared her interest in agenda item 5.	
2	Previous Meeting	
2.1	Adoption of the Minutes of the meeting held on 23rd September 2021	
	The minutes were accepted and approved.	
2.2	Review of Actions and Matters arising from the meeting	
	 Outstanding PI declarations to be completed: PE, CG, CO and NS. 	PE,CG
		CO,NS
	 The Governor Skills audit remains outstanding - JW to re-share the link; this is 	JW
	ongoing to identify areas of strength or training required.	
	Governors' Code of Conduct to be uploaded to the Governor declarations on	LD,PE,CO
	GovernorHub for Governors to confirm – LD, PE, CO, NS, EW.	NS,EW

Signed	Dated
Full Governing Board	Stanford in the Vale School

No	Item	Action
	 Prevent training – CO to confirm if she has completed. Safeguarding training PE, AB and MV's training is out of date. AW to run training in school and invite MV and AB – Completed, just PE outstanding. Information on website - CL has uploaded the OCC list onto GovernorHub and 	СО
	 highlighted some areas of non-compliance. JW to advise CL of the point of contact regarding uploading items onto the website. Ensure details held about people involved in governance are provided to the Secretary of State via GIAS (Get Information About Schools) - Completed. Complete and review the annual safeguarding report and submit online to the LA before the deadline – AW will amend the Chair of Governor details and review with ER. Completed. 	JW
	 Ensure governors have read the latest version of Keeping Children Safe in Education: KCSiE (2021) came into effect on 01/09/2021 – JD, PE, CG, CO, NS. 	JD,PE CG,CO NS
	 AW is to send the Early Years curriculum long term map for the whole year to AB. Completed. Governors are to ensure they understand and are able to explain the vision and how it affects the children JW will review the Governor Visits policy and 	
	Behaviour policy to ensure it is captured. Completed.	
3	Correspondence None	
	 The Head Teacher's report was circulated via GovernorHub prior to the meeting and the following points are to be highlighted. Governors agreed there was a lot going on at school with activities re-started, which was lovely to see. This is however taking its toll on the staff – there are a lot of bugs going round and everyone is tired. CO2 monitors are a Government initiative and they are situated in every classroom, the hall and office. The Learning Walk identified key areas for improvement: use of working walls; the support that TAs provide during teacher input; and that support to children should not always be adult support but to encourage the use of word banks or pictures to become less reliant on adults. Artsmark – this is incurring extra hours while work is undertaken on the statement of commitment. The year 6 week out was very good and thanks were passed to everyone for going. It was remarked upon that the children remained very enthusiastic about it the following week in breakfast club. The Remembrance service brought compliments about the song and the 	
	 The Remembrance service brought compliments about the song and the children's behaviour. H&S Play therapy is continuing for 2 children and a parent. The support to the parent is to help further support the child. Foundation figures should read 28 in class with 2 spaces (not 4). Absence figures – the school is working with the families concerned and the Attendance Team where necessary. If a child is isolating but well enough, the Remote Learning Plan is utilised and the class teacher would be in discussion with the parent to plan the best way to help the child with schooling. Parents Evening was held remotely and it was mooted that moving forward the 	

No	Item	Action
	school may hold one parents evening remotely and one in person to encourage	
	interaction with parents.	
5	Headteacher's Performance Management	
	AW's appraisal is scheduled for 2nd December. CL will arrange a separate meeting after	CL
	this date to discuss any proposals. KK would need any information impacting payroll	
	information by Monday 13th December.	
6	Good Governance	
6.1	Review the Policy for Governor Visits to School – the form has been altered to add the	
	Vision at the top of the policy and the top of the form. The focus for visits is on the SIP,	
	CL is to review the gapped areas for JD and JL-S to take on with a view to possibly re-	CL
	distribute the areas of responsibility after they have completed their induction.	
	Governors were encouraged to go into school after Christmas.	
5.2	Review the 'Governors schedule of work' document – This highlights each term's focus	
	areas and is available on GovernorHub. CL is highlighting areas which have been covered.	
5.3	Governor Training – Training opportunities are available on GovernorHub and, once	
	completed is added onto Governor profiles. Recent training undertaken by Governors	
	includes: Benchmarking, Safeguarding, Induction, Holding School to Account, Governor	
	Briefing, Understanding Primary Curriculum. Governors were encouraged to attend	All
٠,	training throughout the year.	
5.4	Discuss and Approval of SFVS – RP&P discussed the SFVS in full and proposed it be	
,	approved. The FGB approved.	
	Delegated Items	
'.1	Committee Reports	
	Curriculum and Communications Committee key notes:	
	The new EYFS curriculum. Find of vacuum and the control of t	
	End of year assessments were lower due to Covid, and the expectations for year 6 SATS is that the small be leaven.	
	SATS is that they will be lower.	
	Committee Terms of Reference were reviewed. National Standard Sta	
	Looked at SIAMS, Values, Vision and the story of Nehemiah.	
	Reviewed 12 policies.	
	Resources, Pay and Personnel Committee key notes:	
	SFVS approval.	
	Current budget position in P6 remains favourable.	
	Covid catch up and tutor led funding.	
	Appraisals for TAs, and non-teaching staff.	
	Adopted policies including teacher pay and support staff pay.	
	The H&S monitoring visit received great feedback with one action - to have a	
7.2	professional Fire Safety risk assessment completed.	
	FOSS update	
	FOSS now has a committee with a new Chair and Treasurer. The Secretary is a	
	shared role and there are several volunteers.	
	 Monies have been raised through: non-uniform; bags to school; Christmas cards; 	
	100 club; and the Christmas Fayre.	
7.3	Staff Report	
	Staff are working very hard, getting tired, but glad to be able to do normal things again.	
3	Springline (SPS) Update	
	(Consider making links with other Governing boards to offer peer review)	
	JW has contact details for those within the SPS. Governors discussed possibly linking in	
	with other Governors on shared subjects. The SPS wasn't on the action plan for this year	

No	Item	Action
	so it was agreed to defer for a year.	
9	Sustainability Action Plan Update	
	Those areas highlighted in green are completed and those in yellow are in progress. Jobs	
	are being completed by Eco club, forest school, and the gardening club.	
10	Travel Plan – Parking Issues and Double Yellow Lines	
	The Travel Plan has been reviewed and it is proposed there be a new travel plan linked to	
	recent parking issues to incorporate utilising the village hall parking and walk-in	
	Wednesdays.	
	The proposal for double yellow lines in front of the main gate has been passed by the PC	
	and OCC to be completed in February half term. OCC and the police have been in	
	contact regarding parking issues and JW is trying to arrange a meeting to discuss further.	
	Effective/emotive signage was discussed as possibly having an impact on parking issues	
	as the newsletter references don't work.	
11	School Vision Update	
	The Values and Vision are naturally broached in class when appropriate and children	
	have more confidence to talk about them.	
12	Neighbourhood Plan and School Expansion Plan Update	
	Action: To be discussed at each meeting.	
	Nothing to update.	
13	Academy Update	
	Nothing to update	
14	School Christmas Events	
	15 Dec - Christmas dinner. Governors are invited to help serve the children (11.30am)	
	and then eat with teachers (1pm). Call office to book on.	All
	16 Dec - Whole school panto leaving 9.15am back 2pm. Call office as soon as possible if	
	able to join.	All
	Church performances – years 3,4, and 5 on 7th and 8th Dec. KS1 and Foundation	
	performances 13th and 14th Dec. There is only one parent for each child at each	
	performance. Refreshments will be available at the evening performances. Contact JW	All
	if able to help.	
	There will be no carol service in the church this year, instead there will be carolling	
	outside The Grange.	
15	Clerk's Items	
	None	
16	Any Other Urgent Business	
	It was confirmed there are currently 2 confirmed Covid cases in school with 2 awaiting	
	PCR tests	
17	Date and times of next meetings:	
	17th March 2022 at 8pm	
	5th May 2022 at 8pm	
	23rd June 2022 at 7pm	

Meeting closed at 9.20pm