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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 26th September 2019 at 7pm**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Amanda Bellerby (LA) **AB** Lorna Darrock (Parent) **LD**
Matthew Bullivant (Parent) **MB** Jane Braddy (Co-opted) **JB**
Kay Adamson (Staff) **KA** Kate Konschel (Co-opted) **KK**
Craig Goulding (Parent) **CG** Caryl Oliver (Co-opted) **CO**

Apologies: Mary Vizoso (Co-opted) **MV** Rev Paul Eddy (Foundation) **PE**
Elizabeth Robertson (Foundation) **ER** Claire Lewis (Co-opted) **CL**

In attendance: Joanna Sanderson – Clerk

The meeting was quorate throughout.

No	Item	Action
1	Statutory Items	
1.1	Welcome JW welcomed everyone to the meeting at 7.05 and introduced CO to the FGB.	
1.2	Attendance/Absences/Apologies /Acceptance of Apologies Apologies had been received and accepted from MV, ER, CL and PE	
1.3	Quorum Declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business None.	
1.5	Declarations of Interests None. Pecuniary interest forms were handed to the Clerk. Forms are outstanding from PE, CL, ER and JB – please forward these to the Clerk. AW, KA and KK's forms are to be retained in school and KK will update the collated form from the Clerk on its' submission.	PE / CL / ER / JB / KK
2	Elections Nominations had been requested by the Clerk prior to the meeting, the Clerk informed the FGB of the nominations and candidates willing to stand were absent from the room at the time of elections.	
2.1	Election of Chair JW was nominated, confirmed her acceptance, and appointed.	
2.2	Election of Vice Chair CL was nominated, had previously confirmed her acceptance if nominated and appointed. It was agreed by the FGB that there only needs to be one vice chair.	

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Full Governing Board Stanford in the Vale School

No	Item	Action
3	Previous Meeting	
3.1	Adoption of the minutes of the meeting held on 27th June 2019 The Chair signed the minutes as a true record of the meeting, and they were handed to AW at the end of the meeting for filing in the school.	
3.2	Review of Actions and Matters Arising from the meeting: 2.2 Photo storage on signing-in Ipad – AW can programme how long the data is kept for, currently this is set for visitor data to be kept for 1 year, and staff data indefinitely. The FGB agreed and the office can review it next year. 2.3 Circulation of Travel Plan to Highways and Parish Council – in hand. 2.4 SIAMS Vision twilight – AW proposed date for 23 rd March 2020 5.30-7.30pm with a buffet available from 5pm.	JW
4	Good Governance	
4.1	Review and adoption of Governing Board Standing Orders. Available on GovernorHub – FGB confirmed adoption.	
4.2	Review and adoption of List of Delegated Decisions/Governors' Code of Conduct. Available on GovernorHub. The Governors' Code of Conduct has been renewed this year; the FGB felt the first introductory paragraph should be removed and once done they would confirm adoption of both documents.	JW
4.3	Review of Committees' Terms of References and membership:	
4.3.1	<ul style="list-style-type: none"> • Curriculum & Communications <ul style="list-style-type: none"> ○ Members are confirmed as: AW, JW, KA, JB, AB, ER, PE, MV and the new Parent Governor when appointed. 	
4.3.2		
4.3.3	<ul style="list-style-type: none"> • Resources, Personnel and Pay <ul style="list-style-type: none"> ○ Members are confirmed as: AW, JW, LD, CG, MB, KK, CL and CO. • Headteacher Appraisal <ul style="list-style-type: none"> ○ Confirmed to be: JW, CL and MB, (JB in reserve if MB unavailable) and Nick Cornell as an outside party. 	
	Additional committees are formed and called upon as required relating to pay, complaints and staff dismissal.	
4.4	Governor Self-Assessment forms These are available on GovernorHub as a method of self-review and should be completed to give effective governance.	
4.5	Parent Governor vacancy The vacancy closes on 30 th September to replace DA.	
4.6	Governors' DBS and 128 checks Emma is chasing these up, PE's is out of date, but he is currently off sick. 128 checks to be investigated.	KK / AW
4.7	Governors' attendance at meetings 2018-2019 JW to review the data and forward to the website manager for inclusion on the website.	JW
4.8	Information on website JW and KK to review governors' names, responsibilities, and include the collated pecuniary interest form once all returns are in.	JW/KK
4.9	Review subscription to Governor Services / other support – ensure all GB members, HT & Clerk are aware of training / online training / toolkit / helpdesk available / Insite: School News Renewed with Governor Services. Clerk to send CO and MV's e-mail details to AW.	Clerk

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No	Item	Action
5	<p>Correspondence Correspondence relating to the new Wantage Primary Academy was previously uploaded to GovernorHub. The intention is for an intake of ages 2-4 years initially in Sep 2020.</p>	
6	<p>Head Teacher's Report <i>The Head Teacher's report was circulated via GovernorHub prior to the meeting and the following points are to be highlighted.</i> The school should be congratulated for achieving the Green Flag again. An attendance teddy award has been introduced for the class with the best attendance and was agreed by the FGB as being a good initiative. A "Tidy Tiger" award for the tidiest classroom is being introduced too. £930 was raised in the sports week for the toilet twinning and has led to financing 8 toilets in different parts of the world. SIP 2.6 – times tables are key and practice is underway with 10 minutes factored in every day. AW attended BBO (Buckinghamshire Berkshire Oxfordshire) hub mastery training and a maths hub person will be coming in to demonstrate the mastery approach, which the FGB felt may be useful in grammar too. Census numbers have increased from 198 to 203 this year. Staffing – forthcoming maternity cover to be advertised. The number of trips, visitors and training undertaken last year was commended.</p>	
7	<p>Budget update including approval and agreement of reports (evaluation of 2018/2019 and new 2019/2020): <i>The budget information was circulated via GovernorHub prior to the meeting and the following points are to be highlighted.</i> The b/f balance is currently £72,657 Breakfast and after school clubs are doing very well with £22k already received – due to be above target. Hall hire will go down as Slimming World no longer using the hall due to a change in timings. The Forest School trial went well in the Summer holidays and £1,150 was received. Prices were discussed as they were high in comparison to other holiday clubs although only costs were covered. Lagan Homes signage currently displayed was felt to have potential for future advertising. £2.1 million is sitting in the Apprenticeship levy across Oxfordshire waiting for spending – people are being encouraged to take on apprenticeships but waiting for suitable courses to begin. The 6 month financial review is due to OCC within the next 6 weeks but figures are currently comfortable. The PE and Pupil Premiums are being utilised to help the school budget and information has been published on the school website. Appreciation was expressed to KK for her work.</p>	
8	<p>Policies</p> <p>8.1 Confidentiality – FGB accepted.</p> <p>8.2 Dignity at Work – OCC policy; FGB accepted.</p> <p>8.3 Safeguarding/Child Protection - Personalised for the school; FGB accepted.</p> <p>8.4 Keeping Children Safe in Education – FGB accepted, it is important that the FGB all read</p>	

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No	Item	Action
8.5 8.6	<p>at least parts 1 & 2. A record sheet is to be established which governors are to sign to confirm having read and understood the KCSIE legislation. Clerk to look into a sign in sheet for next meeting.</p> <p>Whistleblowing - OCC policy which may be updated and revisited; FGB accepted.</p> <p>Code of Conduct for Staff – FGB accepted.</p> <p>The OCC logo is applied on policies linked from OCC.</p> <p>Dates should be uniform on either the top or the bottom of the documents.</p>	Clerk AW
9	<p>Pre school update</p> <p><i>The Head Teacher's notes and guide were circulated via GovernorHub prior to the meeting</i></p> <p>No further update, the transition went well with visits prior to starting at school.</p>	
10 10.1 10.2 10.3 10.4 10.5	<p>Vision</p> <p><i>All applicable documents were circulated via GovernorHub prior to the meeting.</i></p> <p>Ofsted update</p> <p>A section 8 inspection should be expected which will incorporate a 2 day visit following a 90 minute telephone call with AW, probably in 2021. The main change is that the whole curriculum is on the agenda focussing on the quality of the whole education: intent, implementation, and impact. Inspectors hold “deep dives” into the quality of education and hold discussions about lessons with teachers and children, review books, action plans, and may look at samples of lessons. The leadership and management focus is on wellbeing and workload. Governors need to know their subjects well and what is happening within each year group. JW to structure governor visit details so all members know what to look for.</p> <p>Action: Ofsted to be on every FGB agenda.</p> <p>Data and School Position Statement</p> <p>The headlines were discussed at the last meeting and the results are good – the early years point score is up and it was the best year for phonics results. The results will be looked at in more detail at the next C&C meeting.</p> <p>Review of Vision and aims</p> <p>Currently these remain extant and are to be reviewed in March.</p> <p>Draft Governors' Action Plan</p> <p>This includes reviewing the vision and aims, self-evaluations, understating of data, checking progress, monitoring the Pupil Premium and reviewing how decisions impact on the SIP.</p> <p>Governor Training – Excellence Governance/ OCC programme</p> <p>Course information is available on line for the OCC programme. CO has booked onto her Induction course.</p>	JW
11 11.1 11.2	<p>Delegated Items</p> <p>FOSS Report</p> <p>Activities have included bags to school, the fete, fairy doors (sadly some were vandalised) 100 club, and easy fundraising. The AGM is scheduled for 12th November and they are looking for more members. Thanks’ were passed for all they do.</p> <p>Staff Report</p> <p>Nothing to report, everyone is ok and busy</p>	

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No	Item	Action
12	Academy Update The Government may push for academies again.	
13	Springline (SPS) Update (Consider making links with other Governing boards to offer peer review) A draft development plan was sent round detailing plans for groups within schools to help share best practice. JW has also e-mailed to arrange for chairs to meet with their focus on Headteacher wellbeing.	
14	Sustainability Action Plan Update The green flag, eco club, forest school, and future intentions have been incorporated into the map. The school is also hosting a pop-up eco shop. Groundforce day was previously only advertised to gardening club members, and it was agreed this should be opened up.	
15	Neighbourhood Plan and School Expansion Plan Update Plans are underway for new houses along the A417. The Parish have asked for the school CCTV to be expanded to cover Millennium Green. AW has obtained quotes for the Parish Council although there would be no cost to the school. Action: To be discussed at each meeting.	
16	Clerk's Items – Briefing update <ul style="list-style-type: none"> • The agenda for the recent briefing is available on GovernorHub. • Pupil Premium – from Sep 2019 schools are encouraged to move away from full annual reviews and consider a multi-year strategy with light annual reviews which will continue to form the school's pupil premium statement. • There is no statutory requirement for all governors to have completed the Prevent training – the recommendation is for the safeguarding governor to do this, but it is best practice for all governors to do so. It is also best practice for generalist safeguarding training which can be delivered by many heads to be held and this is also within Ofsted's guidance on Inspecting Safeguarding. • When governors are found and appointed through NGA, they will provide them with free support and expert guidance for 12 months. • New training for dealing with complaints incorporating the new guidance from DfE. Training is 9th October and 15th January 2020 from 7-9pm. • HT and Chair briefing to be held in Abingdon on 7th October 8.30-10.30 am. • Guidance for schools on leaving the EU has been issued and if we leave without a deal the UK will not have in place an Adequacy Agreement and will be classed as a 3rd party under GDPR. Schools should review their current data protection contracts and policies before 31st Oct. Letter was sent to AW and JW prior to the meeting. 	
17	Any Other Urgent Business The defibrillator has been purchased and will be put up on one of the kitchen walls. It was highlighted that it should be checked regularly to ensure the battery isn't flat. JW to confirm who is responsible for ongoing maintenance. SFVS needs to be discussed and approved at the next FGB – Clerk to add to agenda. Safeguarding annual audit also to be included on the agenda for next FGB.	JW Clerk Clerk

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No	Item	Action
18	Date and times of next meetings: 21st November 2019 at 8pm 12th March 2020 at 8pm 27th April 2020 at 8pm 25th June 2020 at 7pm	

Meeting closed at 2125
 JLS 26 September 2019