

Headteacher:
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**Minutes of the Meeting of Stanford in the Vale CE Primary School
Full Governing Board held at the School
on Monday 29th April 2019 at 8pm**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Amanda Bellerby (LA) **AB** Rev Paul Eddy (Foundation) **PE**
Lorna Darrock (Parent) **LD** Jane Braddy (Co-opted) **JB**
Kay Adamson (Staff) **KA** Kate Konschel (Co-opted) **KK**
Angela Finn (Co-opted) **AF** Matthew Bullivant (Parent) **MB**
Craig Goulding (Parent) **CG** Claire Lewis (Co-opted) **CL**
Rev Paul Eddy (Foundation) **PE**

Apologies: Elizabeth Robertson (Foundation) **ER**

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 8.05pm.	
1.2	Attendance/absences/apologies /acceptance of apologies Apologies from ER were received and accepted, and Duncan Atkins has resigned.	
1.3	Quorum declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business None	
1.5	Declarations of interests AW, KK and KA for budgets.	
2	Previous meeting	
2.1	Adoption of the minutes of the meeting held on 4th March 2019 The Chair signed the minutes and they were retained for filing in the school.	
2.2	Review of actions and matters arising from the meeting <i>All other items are either complete or being dealt with elsewhere on the agenda.</i> Swimming for the students who are not confident in the water – AW has organised for Foundation pupils to have 3 x 1/2hr sessions to encourage confidence in the water. Provision of fruit for KS2 – AW is currently waiting on figures and will then take this matter back to FOSS. Community lunch – there were a number of thank you messages received and a donation. There is also a possibility of 2 potential community governors as a result.	

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Full Governing Board Stanford in the Vale School

No	Item	Action
3	<p>Correspondence None.</p>	
4	<p>Headteacher's Report including H&S and Governors Responsibilities (with reference to SIP/SEF) <i>The Head Teacher's report was circulated via GovernorHub prior to the meeting.</i> Points discussed by the FGB: AW has visited a couple of schools who are currently using an Ipad for signing in (rather than a book) which Ofsted have also been complimentary about. The Ipad can scan in regular visitors using an app and also track staff movements if they leave the building over a lunch period; it is also possible to print off a report of visitors for fire evacuation purposes. The Ipad, printer and labels cost £1,000 with an ongoing cost of £295pa. Due to costs the FGB do not need to approve the purchase and AW is to enquire whether the PPC could pay for this. The range of sports activities and level of achievement were complimented with special kudos to the netball, boccia and swimming teams. The recent Church events were very well attended. The Believers and Achievers group is working well and a discount has been provided at the coffee shop. The FGB felt this was a really positive initiative. The kitchen is run by OCC hence the recent visit following the 3* rating and works undertaken. Food & Hygiene will now be back out to re-visit. The recent staff health and wellbeing massages were provided through the insurance policy and were well received. Driving checks - AW needs to check staff have road tax, MOT and business insurance annually. The H&S audit was very successful and thanks were passed to CG for coming in to help for the morning. Behavioural incidents have increased in Yr 2 – AW confirmed systems are in place and the incidents are mainly towards the 1-2-1 teaching assistant which is why a team teach risk assessment has been put in place to safeguard the teaching assistant. Behavioural incidents appear high in Yr 5 - AW explained the class has lots of SEND / behaviour needs and also age related - pushing the boundaries. Wendy, Jackie and Charlie have reduced to 4 days per week; as some classes have 2 TA's and resources are shared between classes if needed. Absences – parents may not realise that lateness affects the attendance figures, the gate is now closing at 8.55 to try to alleviate lateness. A full intake is expected for 2019-2020 and final figures should be known by the end of this week.</p>	AW
5	<p>School Budget 2019/20 (for approval) <i>The draft Budget was circulated via GovernorHub prior to the meeting.</i> RP&P went through the budget very carefully at their meeting on 1st April and there have been a few amendments since then. KK went through the budget with the FGB and the main discussion points are below. Funding figures relate to the number of pupils, this year's funding was based on figures in Oct 2018. The future proposed intake means the figures are realistic. £6k has been included for the teacher's pay grant. SEN funding is for 3 pupils but drops down over the 3 year plan as the pupils leave. Premises costs and learning resource costs are standard and based on last year. The IT spend has been rolled forward by a year.</p>	

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	<p>C/F balance is at £56k, and £5k by yr 3 which OCC are happy with. There is an expected grant towards the teachers' pension. There is £6.5k each year from funding for IT, and a small amount £2-3k c/f each year for ad hoc costs or maintenance. A question was asked about informing staff about the possible staff restructure. However, as the budget has altered since the original draft when there was a deficit of £38k, any restructure is not necessary in 2019 although staff budgets remain tight. It was noted that job shares can be more expensive and the school is top heavy with regards to staffing (94% of the budget is spent on staffing), but this is also reflected in the quality of the staff. PPC have offered £6k and a wish list is being compiled. KK continues to review value for money against contracts eg Chubb.</p> <p>The FGB thanked KK for all the work put into the budget.</p> <p>The FGB accepted the budget and JW is to sign it off with KK.</p> <p>The PE and Pupil Premium had already been accepted at committee meetings.</p>	<p style="text-align: center;">JW/KK</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p>Good Governance</p> <p>Safeguarding Audit – prevent and safeguarding self assessment AW has completed the 2 self assessments and an action plan of ongoing items. The Safeguarding Audit is to be completed for the next FGB meeting.</p> <p>Anti-Bullying report for Governors A meeting is required for a 360° safety group review. There is also an on-line OCC bullying survey to be completed. Policies continue to be referred to at the beginning of most terms. Cyber bullying is also looked at including the impact of social media such as WhatsApp. It was felt at this age most issues are with friends falling out.</p> <p>Governors monitoring of the OFSTED criteria. The impact of PE funding was highlighted; children continue to compete well with the sports; while the gold award has been attained for several years, the school is now aiming for platinum. The recent cricket assembly was very popular. Premier sports are also very good and come in and “Team Teach,” where one week they teach the children and then the teacher. The Change for Life group have also done really well and it was felt this helps pupils with social and emotional issues.</p> <p>Monitoring of the new 2019-2020 SIP and allocation of roles. Discussed at C&C and all Governors are happy to continue with their current subjects. Community Links is assigned to MB but he is RP&P rather than C&C. There could be a possible review when the new Governors join.</p> <p>Governor Skills audit to be completed ready for June Located in its own file on Governorhub, the form should be downloaded, saved, completed and uploaded with initials for identification. This is an annual requirement. JW to forward the password to FGB.</p> <p>Governor Training – any training needs MB will be attending induction on 18th May.</p> <p>Report from the ‘RIGHT’ Structure training – discussion points JW attended this training which was regarding a school which had been in “special measures” and now was at “good”. The work of the FGB was all completed at committee level and then discussed at FGB which is how we are structured. JW to circulate her report after the meeting.</p>	<p style="text-align: center;">JW</p> <p style="text-align: center;">JW</p>

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No	Item	Action
6.8	<p>Policies:</p> <p>Governor Visits and Governors Allowance Policy – the visits policy and the table has changed. A query was raised over “impact” and it was clarified it was the impact of that subject/aspect on the pupils. Visits should be 3 times per year – 1 for each subject eg 1 x SEND, 1 x geography and 1 x equality rather than 3 for each topic. After a visit, a draft report should be sent to AW and the teacher visited, before uploading to the Governor visits folder on GovernorHub.</p> <p>The FGB accepted the policies.</p>	
7	<p>Delegated items <i>All reports were circulated via GovernorHub prior to the meeting.</i></p> <p>7.1 Committee reports</p> <p>7.2 Curriculum & Communications Committee Main topics discussed were:</p> <ol style="list-style-type: none"> 1. The musts audit in foundation to ensure compliance. 2. Review of the 2018-2019 SIP and achievements. 3. Review of the 2019-2020 School Improvement Plan content. 4. Attendance and how the new timings are slightly improving things. Attendance featured in the last newsletter and will be re-visited in the next. 5. Progress and attainment of pupils. <p>7.3 Resources, Pay and Personnel Committee Main topics discussed were:</p> <ol style="list-style-type: none"> 1. Budget for this year and the 3 year outlook which is looking better. 2. Very positive H&S audit. 3. RP&P adopted 3 policies with no changes. 4. Travel plan – Duncan Atkins is still to complete the plan and its focus is to try to encourage walking, cycling etc. Parking remains the issue. It was questioned whether the walking bus could incorporate a treasure hunt to encourage children to join in? <p>7.4 FOSS update Main topics discussed were:</p> <ol style="list-style-type: none"> 1. Bingo raised over 1k. 2. Easter trail. 3. School disco 17th May. 4. Refreshments at productions and sports day. 5. Circus has been booked for May 2020. 6. FOSS has paid for interactive boards and some miscellaneous requests from staff. <p>7.5 Staff report This is a short but busy term with SATS, however there remains a calm atmosphere.</p>	
8	<p>Pre School Update No further update.</p>	
9	<p>Academy Update No further update.</p>	
10	<p>GDPR – Data Protection Duncan Scott completed a walkaround and identified the following points: a privacy notice is needed in the foyer; staff are to ensure pigeon holes are emptied; accident</p>	<p>AW</p>

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