

Headteacher:
Mrs A.J. Willis

Telephone: 01367 710474
Fax: 01367 718429
E-mail: headteacher.3240@stanford.oxon.sch.uk
Website: www.stanford.oxon.sch.uk

Stanford in the Vale CE Primary School
High Street
Stanford in the Vale
Faringdon
Oxfordshire
SN7 8LH

**Minutes of the Meeting of Stanford in the Vale CE Primary School
Full Governing Board held on Zoom
on Thursday 23rd September 2021 at 7pm**

Present: Claire Lewis (Co-opted (Chair)) **CL** Amanda Willis (Headteacher) **AW**
Lorna Darrock (Parent) **LD** Janet Warren (Foundation (Vice Chair)) **JW**
Caroline Smith (Parent) **CS** Naomi Scott (Staff) **NS**
Kate Konschel (Co-opted) **KK** Craig Goulding (Parent) **CG**
Amanda Bellerby (LA) **AB** Caryl Oliver (Co-opted) **CO**
Mary Vizoso (Co-opted) **MV**

Apologies: Elizabeth Ward (Foundation) **EW** Jane Braddy (Co-opted) **JB**

Absent: Rev Paul Eddy (Foundation) **PE**

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 7.05pm.	
1.2	Attendance/Absences/Apologies /Acceptance of Apologies Apologies were received and accepted from EW and JB. PE was absent. AB apologised for connection problems at the start of the meeting.	
1.3	Quorum Declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business None.	
1.5	Declarations of Interests The Clerk asked for all Governors to complete their declarations on GovernorHub for their Pecuniary Interests along with confirmation they had read KCSiE 2021. Once completed the Clerk will collate the Pecuniary Interests for displaying on the school website.	All
2	Elections The Clerk thanked the Governors for their nominations.	
2.1	Election of Chair CL had been nominated, confirmed her acceptance, and appointed for a year.	
2.2	Election of Vice Chair JW had been nominated and willing to stand. She confirmed her acceptance, and	

SignedDated
Full Governing Board Stanford in the Vale School

No	Item	Action
	<p>appointed for a year.</p> <p>The Clerk has updated GovernorHub and confirmed with KK for her to update GIAS.</p>	
<p>3</p> <p>3.1</p> <p>3.2</p>	<p>Previous Meeting</p> <p>Adoption of the minutes of the meeting held on 24th June 2021 The Chair will sign the minutes as a true record of the meeting and take them into school for filing.</p> <p>Review of Actions and Matters Arising from the meeting: The Governor Skills audit remains outstanding - JW to re-share the link.</p>	<p>CL</p> <p>JW</p>
	<p>In a change to the agenda, item 7 was discussed at this point</p>	
<p>7</p>	<p>Budget update including approval and agreement of reports (2020/2021): <i>The budget information was circulated via GovernorHub prior to the meeting and KK went through the report thoroughly. The following points are to be highlighted.</i></p> <ul style="list-style-type: none"> • The budget monitoring response is from the end of period 3. The projected carry forward has increased by £12.5k which is above the recommended 8%. • While SEN funding has been received, £5.5k will need to be paid back due to a child who has moved schools. • Governors discussed the breakfast and after school club. Numbers are currently down but there has been an increase in Foundation children attending and it is anticipated that with parents going back to work, the uptake will increase. • A £2k donation has been received from Earthline since the report was written. • There is a 2% buffer within the budget for pay rises. • There is a reliance on staff for providing class cover, although since writing the report, supply teacher costs have been incurred. • Staff training is low against the budget as staff have not able to attend training. • An additional £10k has been put into the emergency repairs and maintenance fund due to the carry forward amount. The Governors questioned whether there were any preventative maintenance works which could be considered to utilize some of the carry forward amount such as repairs to the flat roof, or double glazing for the windows at the front? It was confirmed that quotes are being gathered for the windows although there was a query as to whether planning was needed. Quotes are difficult to obtain and fluctuating due to resources and materials. The flat roof has been looked at and the recommendation was to leave it. The boiler is regularly serviced and Governors talked about potential sustainable heating if the boiler needed replacing - biomass is not feasible and solar panels couldn't go ahead due to the building not being owned solely, and permission being needed from both OCC and the church. Another option being investigated is to possibly change the minibus. It was confirmed the money doesn't need to be spent, just committed by April. • The play therapist is continuing with 3 children. Third Space Learning – online learning - is not continuing because there are not enough Pupil Premium children who need the additional maths and the funding is dependent on that. <p>PE Premium - A report on the PE Premium Money from last year and its impact is to go on the website. Last year due to Covid restrictions, the work was able to be carried out on the field. The expenditure of the money this year depends upon how things move forward and whether dance performances, leagues and competitions start up. Cycle</p>	

SignedDated

No	Item	Action
4.13	Ensure details held about people involved in governance are provided to the Secretary of State via GIAS (Get Information About Schools). KK updates GIAS	KK
4.14	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.	AW/ER
4.15	Ensure governors have read the latest version of Keeping Children Safe in Education: KCSiE (2021) came into effect on 01/09/2021 on GovernorHub and Governors were reminded to confirm they have read it on their declarations on GovernorHub.	All
5	<p>Correspondence</p> <p>MB has resigned as Parent Governor, leaving a vacancy which AW will action. CG will take on the monitoring role for Maths in the interim, and CS will monitor breakfast/after school club.</p> <p>JB has resigned as Co-opted Governor and the FGB agreed the appointment of Jane Lawson-Smith to replace her. JW to contact Jane and forward her e-mail address to the Clerk for updating on GovernorHub.</p>	<p>AW</p> <p>JW</p>
6	<p>Head Teacher's Report</p> <p><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"> • Thanks were passed onto everyone. It was acknowledged that the end of term had been difficult but there had been real team support. • Parent helpers are not yet going into school due to the increased local Covid cases. The intention is to get back to as much normality in school as possible and monitor the situation. Coughs, colds and bugs are already circulating. • The inset day went well - it was nice to be back together again and the time was used to focus on mental health and wellbeing. • The mosaics were complimented and it was agreed that the children are excited to see their contributions. A small mosaic is to be presented to the church in the harvest service. • Diversity books were explained as families not always being “the norm” eg single parent, LGBTQ, multi-racial etc. The books were confirmed as being age appropriate. • AW is to send the Early Years curriculum long term map for the whole year to AB. • The Hill End residential trip was successful with feedback that this was a favourable location for residential trips. The beach trip was also successful for year 1. <p><i>8.10pm CO left the meeting.</i></p> <ul style="list-style-type: none"> • Congratulations were mentioned on achieving the Green Flag award. • Behaviour and incidents – it was confirmed it has been much calmer this term. Certain parents have been invited in to discuss their child's behaviour from the end of last academic year and the need to work together going forward, and the Positive Behaviour policy has been adapted. Parents are on board and children know the expectations. The Code of Conduct is in the Home School agreement and expectations on parents are detailed. • 2 staff members only have had 1 injection so would need to self isolate in the event of Covid. • It was confirmed there are no comparison attendance figures for other Primary Schools and a discussion ensued regarding attendance awards being hard due to 	AW

SignedDated

No	Item	Action
	<p>Covid and the potential need to isolate. It was confirmed that the Covid absence code doesn't affect attendance, but it was queried that with a lot of colds around should children be in school when they have bugs?</p> <ul style="list-style-type: none"> New staff are settling in well. The school is currently advertising for a cleaner. 	
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p> <p>8.9</p> <p>8.10</p> <p>8.11</p>	<p>Policies The new logo was acknowledged.</p> <p>Confidentiality - no change - adopted</p> <p>Dignity at work - OCC policy – “data protection act 1998” needs to be replaced by “data protection act 2018”. AW to amend - approved</p> <p>Safeguarding – updated OCC policy - approved</p> <p>Keeping Children Safe in Education - Gov. document. The key changes were sent around via email – Governors to declare this as being read on GovernorHub.</p> <p>Whistleblowing - OCC policy - approved</p> <p>Code of conduct – the vision statement has been added at the start - approved</p> <p>Social Media - no change – it was discussed that this should stipulate all social media to cover Instagram, TikTok etc approved</p> <p>Online safety - no change – approved</p> <p>Staff Dress Code - no change - approved</p> <p>Emergency and special leave - OCC policy - approved</p> <p>Managing Sickness - OCC policy - approved</p>	<p>AW</p> <p>All</p> <p>AW</p>
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>Vision</p> <p>Review of Vision and aims Governors discussed their thoughts about how the school responded to Covid and it was agreed this was shaped by the vision. Working together, achieving together to help in the community; taking food boxes round; more children were in school than legally required as vulnerable and SEN children were in; learning packs; laptops for those that needed them; live lessons for those children in school and at home to have the same lessons with live links. The Vision is at the heart of everything, which also links back to the bible story.</p> <p>Draft Governors' Action Plan This was approved in June.</p> <p>Governor Training Governors are to ensure they understand, and are able to explain the vision and how it affects the children. It should be kept in mind and JW will review the Governor Visits policy and Behaviour policy to ensure it is captured. Music lessons together will be an example – demonstrating this is part of the vision and the children should also be able to communicate it.</p>	<p>JW</p>
<p>10</p> <p>10.1</p> <p>10.2</p>	<p>Delegated Items</p> <p>FOSS Report A car boot trail and summer raffle were held, the 100 club is soon to close. There is a planned school disco during the school day before half term; Christmas cards and Christmas fayre. The AGM is on 13th October. FOSS currently are looking for a new Chair, Secretary and Treasurer.</p> <p>Staff Report Children and staff are tired, but everyone happy to be back working / playing together with more normality.</p>	

SignedDated

No	Item	Action
11	Academy Update No further update.	
12	Springline (SPS) Update (Consider making links with other Governing boards to offer peer review) 5 schools joined virtually on the inset day on mental health and wellbeing. There is a further meeting on 24th September to discuss the action plan and Ofsted.	
13	Sustainability Action Plan Update The Green Flag was achieved. Eco Schools were impressed with everything. They are now wanting a focus on 3 areas which will be: transport (cutting down on cars); litter; and biodiversity. Topics will include: air pollution; the Great British tidy up; and endangered species. Gardening club and Eco club continue, and the time capsule was buried.	
14	Neighbourhood Plan and School Expansion Plan Update Action: To be discussed at each meeting. No further update	
15	Clerk's Items – Briefing update The Clerk was not able to attend the live remote briefing but will watch the powerpoint and feed back any pertinent points through GovernorHub.	Clerk
16	Any Other Urgent Business Thanks were to be passed to JB for all her years as a Governor, also thanks to MB. Thanks were also passed to JW for all her work and time as Chair. A suitable celebration will be planned when able!	
17	Date and times of next meetings: 25th November 2022 at 8pm 17th March 2022 at 8pm 5th May 2022 at 8pm 23rd June 2022 at 7pm	

Meeting closed at 8.45pm

JLS 24 September 2021

SignedDated

Full Governing Board

Stanford in the Vale School

Page 6 of 6