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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 24th September 2020 at 7pm
held digitally because of COVID 19**

Present: Janet Warren (Foundation (Chair)) **JW** Amanda Willis (Headteacher) **AW**
Caroline Smith (Parent) **CS** Lorna Darrock (Parent) **LD**
Matthew Bullivant (Parent) **MB** Claire Lewis (Co-opted) **CL**
Kay Adamson (Staff) **KA** Kate Konschel (Co-opted) **KK**
Craig Goulding (Parent) **CG** Elizabeth Ward (Foundation) **EW**
Mary Vizoso (Co-opted) **MV**

Apologies: Amanda Bellerby (LA) **AB** Jane Braddy (Co-opted) **JB**
Caryl Oliver (Co-opted) **CO** 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 AB prior to the meeting, and from JB, CO and PE after the meeting.	
1.3	Quorum Declaration The meeting was quorate throughout.	
1.4	Declaration of any urgent business None.	
1.5	Declarations of Interests None. Details had been promulgated for Governors to upload pecuniary interest details onto GovernorHub prior to the meeting.	KA/AB/ MB/LD/ PE/CO
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 Zoom meeting at the time of elections.	
2.1	Election of Chair JW had been nominated, confirmed her acceptance, and appointed for a further year.	
2.2	Election of Vice Chair CL had been nominated, confirmed her acceptance, and appointed for a further year.	

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Full Governing Board Stanford in the Vale School

No	Item	Action
3	<p>Previous Meeting</p> <p>3.1 Adoption of the minutes of the meeting held on 25th June 2020 The Chair will sign the minutes as a true record of the meeting and take them into school for filing.</p> <p>3.2 Review of Actions and Matters Arising from the meeting: Tree survey – The survey has been completed; two Forest School trees need work immediately, and the others within 3-6 months. Quotes are being obtained. The costs are to be incurred by school, although permission is needed from the owner to carry out the work in forest school. The vandalism from July has been rectified and a crime reference number obtained. Now the area is being used regularly it is hoped there will be no further repeats. PGL Visit – The visit has been postponed to 1-5th March 2021 at the same cost. If it was postponed to later in the year there would either be an increase in cost or a reduction to 2 days/1 night. Parents have been advised accordingly and told to not pay any further instalments to the visit. If the trip is cancelled, there will be a loss of deposit at £40 pp which the school will have to cover.</p>	JW
4	<p>Good Governance</p> <p>4.1 Review and adoption of Governing Board Standing Orders. FGB approved and adopted.</p> <p>4.2 Review and adoption of List of Delegated Decisions/Governors' Code of Conduct. FGB approved and adopted.</p> <p>4.3 Agree the current School Evaluation Form FGB approved and adopted.</p> <p>4.4 Agree the School Development Plan (SDP) and ensure it is linked to the budget FGB approved and adopted.</p> <p>4.5 Map out, and agree the Governor Monitoring plan linked to the success criteria of the agreed SDP The Governors agreed, in the current circumstances, to initially email or have a Zoom call with their Subject Coordinators this term (with the exception of safeguarding or Premises). This method of discussion can be re-confirmed later in the year. While Ofsted are not holding inspections this term, they are still visiting schools to meet with the Headteachers and gather information on topics such as behaviour, attendance, how the school is managing, contact with social services etc during lockdown. A pilot visit has been held within Oxfordshire and these visits will officially start 28 Sep 2020. There are also currently no SIAMS inspections being held this term.</p> <p>4.6 Appoint Governors to monitoring roles either identified in the Governor Monitoring plan or linked to a statutory responsibility Governors confirmed they would continue in their roles.</p> <p>4.7 Review of Committees' Terms of References and membership:</p> <p>4.7.1 Curriculum & Communications Members are confirmed as: EW, CS, MV, AW, JW, AB, JB, PE, KA</p> <p>4.7.2 Resources, Personnel and Pay Members are confirmed as: LD, CG, MB, JW, CL, AW, CO, KK</p> <p>4.7.3 Headteacher Appraisal Members are confirmed as: JW, CL and MV. On line training is available on 21 Oct 2020 and MV will book in to attend. The FGB approved to continue to also ask Nick Cornell to join the panel at an additional cost.</p>	MV

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No	Item	Action
4.7.4	<ul style="list-style-type: none"> • Pay Panel <ul style="list-style-type: none"> ○ To be appointed as needed. 	
4.7.5	<ul style="list-style-type: none"> • Appeal Pay Panel <ul style="list-style-type: none"> ○ To be appointed as needed. 	
4.7.6	<ul style="list-style-type: none"> • Complaints Appeal Panel <ul style="list-style-type: none"> ○ To be appointed as needed. 	
4.7.7	<ul style="list-style-type: none"> • Staff Dismissal Appeal Panel <ul style="list-style-type: none"> ○ To be appointed as needed. 	
4.8	<p>Governors' DBS check list and section 123 check Completed. The DBS provider was changed over the holiday.</p>	
4.9	<p>Governors' attendance at meetings 2019-2020 (to be published) Available to view on GovernorHub and to be uploaded onto website.</p>	JW
4.10	<p>Information on website The information required to be displayed had been reviewed and the FGB discussed items still to be updated:</p> <ul style="list-style-type: none"> • The information on swimming needs to include the swimming objectives that need to be covered by the children by the end of Key Stage Two. • Pecuniary interests need to be reconfirmed eg Governorship at another school. 	AW All
4.11	<p>Review subscription to Governor Services / other support – ensure all GB board members, HT & Clerk are aware of training / online training / toolkit / helpdesk available / Insite: School News These are renewed annually.</p>	
4.12	<p>Ensure Governing Board is GDPR compliant The Governors were reminded to clear any downloads from GovernorHub, to empty the recycling bin, and to dispose of hard documents appropriately to ensure compliance.</p>	
4.13	<p>Ensure details held about people involved in governance are provided to the Secretary of State via Get Information About Schools (GIAS) This has been updated. KK is to confirm if staff go onto GIAS as well.</p>	KK
4.14	<p>Complete and review the annual safeguarding report and submit online to the LA before the deadline AW and EW have reviewed the report. The FGB approved it to be submitted.</p>	
4.15	<p>Ensure Governors have read the latest version of Keeping Children Safe In Education (KCSIE(2020)) which came into effect on 1/9/2020 Governors are to confirm as read and understood on GovernorHub.</p>	KA/AB/ MB/LD/ PE/CO
5	<p>Correspondence KA has resigned as the Staff Governor. The FGB passed on their thanks to her for her support and KA responded that she has been proud to represent the staff.</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></p> <ul style="list-style-type: none"> • Covid 19 is the main focus and keeping everyone safe. The FGB were encouraged to continue to provide AW and the staff with their support any way they can. • Premier Sports are no longer going into the school, instead a qualified PE teacher from King Alfred's has been employed for one afternoon a week. • The FGB asked whether any efficiencies/better working practices had been established due to Covid 19: the move to remote meetings has been found to be 	

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	<p>beneficial as staff do not need to stay in school late, a reduction in meetings – named staff to produce key documents and circulate; the staggered start times have made mornings calmer as children settle down quicker and the transition times for changing for PE are no longer needed as children are coming to school dressed for PE.</p> <ul style="list-style-type: none"> • Income has been affected due to the loss of the after-school club and increased cleaning requirements. • The home learning experience has differed over lockdown. • The way music is taught was questioned and it was explained that music is still going ahead. Any resources used in each bubble need to be kept in that bubble for 72 hours, or cleaned between use. Singing is continuing at the teacher’s discretion. • SPS communication is proving to be very beneficial and supportive. • Absences are down, Ofsted are not looking at attendance for last year. • The Baseline in Foundation was questioned and AW is to check. <p>Post meeting: Foundation had registered to do the pilot Foundation baseline again (like last year) but the links were not received therefore staff are doing their own baseline which is very similar.</p>	
7	<p>Budget update including approval and agreement of reports (2019/2020): <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"> • Funding is unchanged and instalments are in for the pay and pension grant. • SEN funding is down due to a previous year adjustment. • Pupil Premium is for 19 children (1 more than budgeted) with additional funding for another child. • A small portion of the Government Grant has been received and there is potential for more funding. • £3,671 has been received rather than £22,500 for the after-school and breakfast club. • Trips are in deficit due to refunds. • The PE grant is being received in full, as there are no swimming pool costs the monies will be used to replenish stock. • The cleaning costs are up but can be claimed back. • Educational resources spending is down. Potentially £10-12k saving depending on need over the next 6 months. • £13k has been received for FSM funding for April -July. • It is unlikely there will be any additional capital spend this year. An application for a £1.5k grant has been made to help create learning platforms. The server is 5 years old, and this money could be used for a new hybrid server which would then mean the school could transfer to MS Teams. • There is an approximate loss of £17,700 due to Covid 19. • A breakdown for OCC is due in October so the bottom-line figure will be available after that ready for RP&P to review in further detail in November. 	
8	<p>Policies</p> <p>8.1 Confidentiality – FGB approved and adopted.</p> <p>8.2 Dignity at Work – OCC policy, FGB approved and adopted.</p> <p>8.3 Safeguarding/Child Protection - OSCB policy, FGB approved and adopted.</p>	

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No	Item	Action
8.4 8.5 8.6	<p>Keeping Children Safe in Education – Government policy, FGB approved and adopted.</p> <p>Whistleblowing – OCC policy, FGB approved and adopted.</p> <p>Code of Conduct for Staff – FGB approved and adopted.</p> <p>JW is to go into school to sign these policies.</p>	JW
9 9.1 9.2 9.3	<p>Vision</p> <p>9.1 Review of Vision and aims The Bible story to fit with our Vision is being reviewed at SLT then staff meetings, before being brought to the next C&C Committee meeting. SLT will also consider the outreach to the community and children.</p> <p>9.2 Draft Governors’ Action Plan This was available prior to the meeting on GovernorHub. No further questions were asked.</p> <p>9.3 Governor Training A variety of training courses are available on-line including Safeguarding, Data, H&S and Risk Management which are all free to attend. Governors were reminded to update their profiles on GovernorHub with training attended.</p>	All
10 10.1 10.2	<p>Delegated Items</p> <p>10.1 FOSS Report FOSS are keen to still raise £4k for the school and would like to continue with the following initiatives: Christmas cards, bags to school, a virtual AGM, school discos within bubbles on last day of each term, Christmas hamper, Christmas and Easter trail, virtual run, donation letters to parents, and a village tabletop sale at own homes creating a map of contributing houses. A further suggestion was to create a wish list on Amazon books and promote through local Facebook pages.</p> <p>10.2 Staff Report Everything is going well with children happy in the lessons. The staff are accustomed to the new normal and the extra work cleaning tables, chairs, extra support and lunchtime cover but have also gained time with less hustle and bustle in the morning. A discussion ensued about the school pick-ups and how these can be improved as parents and children are mixing despite communication through the newsletter. It was agreed that it is difficult due to the narrowness of the path, the parked cars and the banner blocking the vision of children coming out. AW is to review the potential for another year group to exit through Millennium Green. Pregnant staff need to maintain 2m distance from children from 28 weeks. It was also confirmed that some staff who can complete work from home will do so part time.</p>	AW
11	<p>Academy Update No further update.</p>	
12	<p>Springline (SPS) Update (Consider making links with other Governing boards to offer peer review) SPS have proved to be very supportive.</p>	
13	<p>Sustainability Action Plan Update There are currently no clubs running but if the current situation continues in the longer term, consideration will be given to year group clubs.</p>	

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14	Neighbourhood Plan and School Expansion Plan Update Action: To be discussed at each meeting. A few enquiries have been received from residents in the new houses. There are currently only spaces available in years 4,5 and 6.	
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 None	
18	Date and times of next meetings: 26 th November 2020 at 8pm 11 th March 2021 at 8pm 6 th May 2021 at 8pm 24 th June 2021 at 7pm	

Meeting closed at 8.55pm
JLS 25 September 2020