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**Minutes of the Meeting of Stanford in the Vale CE Primary School  
Full Governing Board held digitally via zoom  
on Thursday 26th November 2020 at 8pm**

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

**Apologies** Naomi Scott (Staff) **NS** Caryl Oliver (Co-opted) **CO**  
**Absent** Jane Braddy (Co-opted) **JB** Rev Paul Eddy (Foundation) **P**  
**In attendance:** Joanna Sanderson – Clerk

The meeting was quorate throughout.

No	Item	Action
<b>1</b>	<b>Statutory Items</b>	
<b>1.1</b>	<b>Welcome</b> JW welcomed everyone to the meeting at 8.10pm	
<b>1.2</b>	<b>Attendance/Absences/Apologies /Acceptance of Apologies</b> Apologies were received and accepted from NS and CO. No prior apologies were received from PE although it was acknowledged he was currently recuperating. JB was absent.	
	<b>Quorum Declaration</b>	
<b>1.3</b>	The meeting was quorate throughout.	
	<b>Declaration of any urgent business</b>	
<b>1.4</b>	The school vision – to be discussed at item 15.	
	<b>Declarations of Interests</b>	
<b>1.5</b>	AW declared her interest in agenda item 5.	
<b>2</b>	<b>Previous Meeting</b>	
<b>2.1</b>	<b>Adoption of the minutes of the meeting held on 24th September 2020</b> The Chair will sign the minutes as a true record of the meeting and take them into school for filing.	<b>JW</b>
<b>2.2</b>	<b>Review of Actions and Matters Arising from the meeting:</b>	
<b>2.2.1</b>	<ul style="list-style-type: none"> <li><b>Outstanding PI declarations to be completed.</b> PE and NS remain outstanding. KK to speak to NS.</li> </ul>	<b>PE/NS/ KK</b>
<b>2.2.2</b>	<ul style="list-style-type: none"> <li><b>Governor information on the website updated.</b> The only outstanding item is the collated Pecuniary Interest form. The Clerk has this in draft but is waiting on declarations from PE and NS.</li> </ul>	<b>PE/NS/ Clerk</b>
<b>2.2.3</b>	<ul style="list-style-type: none"> <li><b>Committee ToR reviewed at the relevant committee meetings this term.</b></li> </ul>	

Signed .....Dated .....  
Full Governing Board Stanford in the Vale School

No	Item	Action
2.2.4  2.2.5	<p>Actioned.</p> <ul style="list-style-type: none"> <li>• <b>Nick Cornell external adviser.</b> AW's appraisal has been delayed due to lockdown and rescheduled to 3rd Dec 2020.</li> <li>• <b>Governor sign up sheet – KCSiE.</b> PE and NS are yet to declare having read KCSiE on GovernorHub.</li> </ul>	PE/NS
3	<p><b>Correspondence</b> Kay Adamson, previous Staff Governor, had e-mailed her thanks to Janet and the FGB for the beautiful flowers she received.</p>	
4	<p><b>Head Teacher's Report</b> <i>The Head Teacher's report was circulated via GovernorHub prior to the meeting and the following points are to be highlighted.</i></p> <p>SIP 1:2 The Governors asked for thanks to be passed to Dave and Sue for their work within the Forest School.</p> <p>SIP 1:10 ASC stands for After School Club.</p> <p>SIP 2:6 BBO stands for Bucks, Berks and Oxon Maths Hub.</p> <p>The Behaviour incidents were discussed, and it was confirmed the children are receiving support. Incidents occur are lunch and break times and the numbers of restraints are lessening.</p> <p>Children remain in their own year group bubbles at lunch times with a staff member from their bubble, with the exception of Julie who comes in to cover Year 2, Em or Steph who cover year 5 and Sue/Amanda who cover Year 3. The FGB asked about staff breaks and it was confirmed the staff covering lunchtimes are paid for their lunchtime supervisor roles and breaks are taken at points during the day.</p> <p>The FGB thanked AW and all the staff who have undertaken extra duties and demonstrated flexibility through all departments. JW is to type words of thanks and send into the school, which was thought would be a boost to staff morale.</p> <p>Very many thanks to Amanda. It has been a very stressful few months with a different challenge each week. The positive result from the HSE COVID Inspection was further encouragement for Amanda that she is doing a fantastic job. But like most successful teams she cannot work alone! A huge thank you to all staff in school from:</p> <p><b>Dave</b> – for all his extra work.</p> <p><b>Julie, Sarah and Dave</b> for all their extra cleaning routines.</p> <p><b>Heather and Tiny</b> for having to change how they serve the meals and keeping all well fed.</p> <p><b>Zoe</b> in after school club for adapting her activities to new situations.</p> <p><b>Emma, Kate &amp; Steph</b> in the office for all the extra duties they 'volunteer' for at a drop of a hat when needed.</p> <p><b>TA's</b> for their flexibility and support when teaching staff have had to be off / do something different.</p> <p>Last but not least, <b>Teachers</b> for their continued understanding, care and determination to do the best they can for the pupils.</p> <p><b>Please pass on our grateful thanks.</b></p>	JW
5	<p><b>Headteacher's Performance Management</b> AW's appraisal has been delayed until 3rd Dec. Following the appraisal meeting, RP&amp;P will discuss recommendations which will be subsequently sent to the FGB by the Clerk with the exception of KK, AW and NS who have a declaration of interest.</p>	Clerk

Signed .....Dated .....

No	Item	Action
<p><b>6</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p>	<p><b>Good Governance</b></p> <p><b>Review the “Governors Schedule of Work” document.</b> The document is available on GovernorHub and <a href="#">governors</a> contact with staff remains ongoing. Governors were asked to contact subject coordinators on their focus areas.</p> <p><b>Governor Training.</b> Lots of training has been undertaken and feedback was that it was very good. The training is free and is being held remotely lasting between 1-2 hours. The FGB were encouraged to look at upcoming courses, specifically Risk Management for Strategic Aims. Prevent training is recorded on the Single Central Record but could also be uploaded to GovernorHub</p> <p><b>Discuss and Approval of School Financial Value Standard (SFVS).</b> SFVS was discussed in full at RP&amp;P. It is a self-audit document where the data is RAG rated against other schools. Currently the school is broadly in line with other schools although has an amber rating against staffing additional costs. The progress score in Writing and Maths was confirmed to be an error on DfE and is in line with other schools. There were no further questions from FGB who confirmed they approved for it to be submitted.</p> <p><b>Governors meeting attendance and term of office</b></p> <p>The Clerk read out the following from The School Governance (Constitution) (England) Regulations No 1034:</p> <p><i>Failure to Attend Meetings</i></p> <p><i>9.—(1) This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.</i></p> <p><i>(2) A governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.</i></p> <p><i>(3) A foundation governor, authority governor, co-opted governor or partnership governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are so disqualified.’</i></p> <p>The Governors were reminded of the importance of their attendance and if they are unable to attend, the receipt of their apologies. While it was understood there can be extenuating circumstances, apologies are needed to be received prior to the meeting. <b>The FGB expressed their concerns for those who this affects and JW will speak to them individually.</b></p> <p><b>It was noted that SIAMS has currently been taken on by JW, and the FGB discussed the possibility of contacting the Diocese regarding a stand-in Governor to assist.</b></p> <p>Governor meeting attendance will become a standing agenda item.</p>	<p><b>All</b></p> <p><b>All</b></p> <p><b>JW</b></p> <p><b>JW Clerk</b></p>
<p><b>7</b></p> <p><b>7.1</b></p>	<p><b>Delegated Items</b></p> <p><b>Committee Reports</b></p> <p><b>Curriculum and Communications Committee</b></p> <p>The main topics discussed were:</p> <ul style="list-style-type: none"> <li>• Covid and the use of catch up funding with a play therapist, <a href="#">support</a> teacher and the Remote Learning Plan. There had been some concerns from parents regarding teaching via Zoom but these were resolved by the <a href="#">HSE Inspector</a>.</li> <li>• A large percentage of the Foundation stage children are below the expected on entry level and have taken extra time to settle into school.</li> </ul>	

Signed .....Dated .....

No	Item	Action
7.2	<ul style="list-style-type: none"> <li>The SIAMS document and thinking behind the vision (working together, achieving together). A day in January is planned to focus on this with ideas for staff and pupil involvement.</li> <li>End of year predictions are difficult due to lockdown, but assessments are imminent to work on. It was noted that SATS results will be lower this academic year.</li> <li>Several policies were approved and accepted. All Governors are asked to review the complaints policy as it is a new DFE policy.</li> </ul> <p>EW was confirmed as Chair.</p> <p><b>RP&amp;P</b></p> <p>The main topics discussed were:</p> <ul style="list-style-type: none"> <li>Review of the budget which is slightly worse than predicted. Over the 3 year plan there is a potential deficit in year 3 as a worst case scenario. 88% of the budget is currently on staff costs and by year 3 this could be 92%.</li> <li>ToRs for RP&amp;P were agreed.</li> <li>The H&amp;S COVID audit was held last week and went extremely well. It was noted that teachers/staff who come in (eg music and PE) or go between bubbles should wear visors or masks.</li> <li>Staff appraisals and pay increases were approved.</li> <li>Several policies approved and accepted.</li> </ul> <p>CL was confirmed as Chair</p> <p><b>FOSS Report</b></p> <p>The AGM was held via Zoom last week. While several initiatives are continuing, it was acknowledged they won't raise the level of funds as normal, however they are able to meet their current commitments for this academic year.</p> <p><b>7.3 Staff Report</b></p> <p>All staff are working hard and getting tired. There has been a lot of illness and quite a bit of time isolating at home while results from Covid tests come in.</p> <p><b>7.4 Any issues from committee meetings</b></p> <p>Parental concerns regarding remote teaching in Year 3.</p>	All
8	<p><b>Springline (SPS) Update</b>  <b>(Consider making links with other Governing boards to offer peer review)</b></p> <p>The Head Teachers are meeting via Zoom and there remains collaboration between the SPS.</p>	
9	<p><b>Sustainability Action Plan Update</b></p> <p>There is currently no eco club due to lockdown. It was noted that the Green Flag renewal should be this academic year.</p>	
10	<p><b>Travel Plan</b></p> <p>The Parish Council are taking this up, there is still the aspiration to install a 20mph restriction and flashing lights. A Travel Plan is required to be eligible for the Green Flag.</p>	
11	<p><b>Neighbourhood Plan and School Expansion Plan Update</b></p> <p><b>Action: To be discussed at each meeting.</b></p> <p>Nothing to report.</p>	
12	<p><b>Academy Update</b></p> <p>Nothing to report.</p>	

Signed .....Dated .....

