



Care Respect Equality Achievement Trust Excellence

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Headteacher Mrs Karen Jupp

Stanton Harcourt CE
Primary School

STANTON HARCOURT CE PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting of the Local Governing Body held on Thursday 3 December 2015 at 7.30 pm at the School

Present:

A K Boer (AKB)		- Foundation Governor (Diocese-appointed)
Rachel Elliott (RE)	CHAIR	- Director-appointed Academy Governor
Jenny Faulkner (JF)		- Parent Governor
Karen MacKenzie (KM)		- Headteacher (<i>ex officio</i>)
Nick Rickards (NR)		- Parent Governor
Carol Steels (CS)		- Director-appointed Academy Governor
David Wallom (DW)	VICE CHAIR	- Director-appointed Academy Governor
Jane Watts (JW)		- Foundation Governor (Diocese-appointed)
Nancy Hutchison (NH)		- Parent Governor

In attendance:

Andy Hamilton (ASH) – EPA CEO (Items 1, 2, 3 and 9 only)
Kit Howells (KH), Clerk

The meeting was quorate.

Item	Item title	Action
1.	Welcome and Apologies for absence RE welcomed Governors and Andy Hamilton, EPA CEO, present to provide overview and update on recruitment. Apologies for absence – none. Richard Thomson (RT), Academy Governor, has resigned.	
2.	Declarations of interests DW lives on the boundary of the School.	
3.	Minutes of the meeting held on 8 October 2015 The minutes were agreed as a correct record of the meeting, were signed by the Chair and passed to the Head for filing in school.	
4.	Matters arising from the Minutes of 8 October 2015	
4.1	4.17.3 KM confirmed that all staff now have a copy of the Staff Handbook , which includes the Dignity at Work Policy and PREVENT Duty requirements. In addition, the Dignity at Work Policy has been shared at staff appraisals.	
5.	Brief Overview Report of extraordinary LGB meeting held 18 Nov 2015 RE briefed governors on the extraordinary meeting of governors held	

Signed: (Chair) Date:

	to discuss two issues: recruitment and LGB Committee structure. These Issues to be addressed under Items 9 and 11.2 at this meeting.	
	SCHOOL IMPROVEMENT	
6.	<p>Head's Report, including Racial, Harassment & Bullying Incidents, Exclusions and Safeguarding issues, inc PREVENT KM's Report had been previously circulated and its contents were noted.</p> <p>KM updated Governors on a particular Safeguarding case, about which a decision of the Court is awaited and, in response to Governor question, confirmed that contingency plans were in place to ensure least impact on school following Court decision.</p> <p>KM confirmed that all staff have completed generalist Safeguarding training (lasts 3 years) and 2 senior leaders will complete the specialist training (lasts 2 years) and the PREVENT online training by the end of Term. Governors have also completed online Safeguarding generalist training.</p> <p>Marilyn Trigg and JW have undertaken Safer Recruitment training.</p> <p>Governors were asked to check the time validity of their individual training to ensure they are up to date in these areas and know when renewal is required. KH will confirm time validity of all training and upload information to a Safeguarding tab on GovernorHub.</p> <p>KH will confirm the necessity or not of governors having DBS checks.</p> <p>The Annual Safeguarding Report was approved and signed by the Chair, and will be submitted to the LA as required.</p>	<p>All govs</p> <p>KH</p> <p>KH</p> <p>KM</p>
7.	<p>School Development Plan (SDP) – for formal approval and confirmation of priorities, and Self Evaluation Form (SEF) The SDP and SEF, as agreed by governors at their workshop earlier in the year, had been previously circulated, and were formally approved, subject to completion of Section 3 Personal Development, Behaviour and Welfare: EPA section, which will be completed after the next EPA Heads meeting and KM will recirculate the Plan after Christmas.</p> <p>Q: What has been the impact of implementing the new Behaviour Policy, and how is it monitored? A: The new Policy is working well. There have been no exclusions since the Summer and pupils are rarely seen by the Headteacher now. Staff are following the policy at all times, and are discussing issues in pupil progress and SLT meetings as a matter of course. All staff understand their responsibilities and what is required of them.</p>	<p>KM</p>
8.	Committee reports	

8.1	<p>Resources Committee – report of meeting held 11.11.15 The minutes had been previously circulated. The key points were highlighted by RE and AKB.</p> <p>The report following Health & Safety inspection had not yet been received, but RE noted that the required actions are not onerous.</p> <p>Budget monitoring continued to be difficult while the new EPA finance system continues to have glitches, but Mike Lawes (EPA CFO) has confirmed that it should be up and running before end of Term. The school will undertake monthly monitoring in future and Jenny Insch has undertaken training (KM to do when she can access).</p> <p>KM had provided a breakdown of Pupil Premium expenditure and all information will be uploaded to the website by end of this week.</p> <p>The Committee will address financial risks by reviewing one or two at each meeting, in order to ensure continuous attention to the drawing up the School’s Risk Register.</p> <p>RE informed that JW is now Chair of this Committee.</p> <p>AKB and RE informed governors of the central issue discussed at the EPA finance briefing: how to fund EPA Central Services into the future to ensure the EPA schools have the support they require. Currently most services are funded by Bartholomew School and this is unsustainable. It was agreed that the likely c5% pa contribution from all the Schools’ budgets should be approved in order that Central Services can be established and finance, school improvement and other support can continue, and other necessary support can be provided to all the EPA schools. As the MAT grows, it may be possible to reduce the percentage contribution. AKB will confirm to Directing Board on 17 December.</p> <p>AKB confirmed to governors following EPA Finance meeting on 1 December that Mike Lawes expects the finance system to be working properly this month. The difficulties meanwhile are acknowledged.</p>	<p>KM</p> <p>JW</p> <p>AKB</p>
8.2	<p>Achievement & Standards Committee – report of meeting held 12.11.15, including Pupil Premium Report (<i>standing item</i>) The minutes had been previously circulated. The key points were highlighted by NR:</p> <ul style="list-style-type: none"> • The EPA Standards Committee receives the Minutes of all the EPA schools A&C Committees. • Three Curriculum Groups had been agreed (and governor links to be agreed under Item 11.3 below) and action plans and targets for achievements in each Group discussed which KM had circulated (one to follow). • Website is still work in progress but is much improved. More 	

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	<p>input now required from School.</p> <ul style="list-style-type: none"> • Computing and IT – action for School to investigate externally available resources, materials and advice to support teachers. • There has been a call to the community for volunteers to read with pupils. • SDP and SEF were discussed and had been circulated for this meeting. • Staff recruitment progress was discussed (see Item 9). • Baseline data has now been added to Target Tracker with Term 2 data due to be uploaded this week and further data at assessment points through the year. Future A&S Committee meetings will be aligned to assessment points and James Bird's preparation of EPA-wide data reports to the EPA. • Pupil Premium report to be uploaded to website this week. • No external clerking due to cost; members to take turns to Minute meetings. • KM to finalise Terms of Reference for next meeting. <p>Q: Do governors need to interrogate the pupil progress data in more depth more often? A: Unless there are serious problems it should not be necessary to do this in depth more than 3 times a year. The Headteacher will report any issues to governors as and when they arise.</p> <p>NR is Chair of this Committee. Next meeting now scheduled for 20 January, to feed into 4 February LGB (<u>not</u> 3 March as previously agreed).</p>	<p>KM</p> <p>KM</p> <p>NR</p> <p>KM</p> <p>KM</p> <p>ASE Comm to note</p>
8.3	<p>Communications Group - report of meeting held 23.11.15 The report had been previously circulated and the contents noted.</p> <p>Governors enquired whether or not DBS certification is required by LGB members. The EPA Directors are required to have it and it is noted that Maintained School Governors are not required to do so, "unless they are in regular and unsupervised contact with pupils". KH will check and confirm. If required, governors asked how they would be funded if governors are not able to transfer DBS certificates from elsewhere.</p> <p>Governors discussed whether or not the Communications Group was required to continue and agreed that communications is much improved, internally (with senior team and Phase meetings) and externally through better communication with parents and governors. Further discussion of Governor communication and work in School discussed under Item 11. Governor-Staff communication would be much enhanced if a Staff Governor were appointed. Staff attend LGB Committee meetings.</p>	<p>KH</p>
9.	<p>Staffing update – HT, FS, Class 5/6, SENCo</p>	

ASH joined the Governors to update them on the current recruitment situation and the support put in place by the EPA, noting the work done to mitigate the effect on a small Primary of several staff moving.

For the Headteacher position: Marilyn Trigg (MT), who is an experienced Headteacher and school improvement leader and is already working very successfully with the School, has agreed to take this position from Easter 2016 (when KM leaves) for a minimum of a year until at least Easter 2017, which will allow substantive appointment to be made at an attractive time of year for potential applicants. She would be available to continue in post if a new Head is not appointed. This arrangement will ensure stability for the School and parents have been reassured rapidly with confirmation of plans. MT will work 3 full days, Monday, Tuesday and Wednesday. ASH confirmed that it is quite usual for small schools to share their Headteachers or have a part-time Head and this is known to work very successfully. Linda Walsh will act as lead in school on Thursdays, and ASH will take the role on Friday afternoons (as he has been doing at Freeland and will do until Easter when the Head takes over there). Governors agreed the many benefits of having such an experienced and highly-regarded Headteacher and other support in place and thanked ASH and KM for their work in this regard.

Recruitment for a full-time Foundation teacher has been very successful (to replace the two part-time posts).

As with two other schools in the EPA who are currently seeking to appoint teachers, recruitment has not yet been possible to the Class 5/6 position. In the interim, plans have been drawn up to ensure good coverage. It has been agreed that Fay Tingle will work with the Class Monday to Thursday mornings, KM will teach Monday to Wednesday afternoons and Fridays, and Thursday afternoon will be covered by Ignite. These arrangements will ensure that the pupils benefit from best possible stability and knowledge of teachers. Parents will be reassured that the Class will have two already familiar teachers, plus Ignite, and that KM is an experienced Y5/6 teacher and a Maths specialist. Due to KM's support of this class, she has agreed with MT that MT will come into School in Term 4 more often than originally planned. Recruitment will be reinvigorated in January, when it is likely that a larger pool of candidates will be available for an Easter start date.

KM will discuss with MT how best to manage her own transition into her new school and will ensure appropriate HT cover.

Re Special Needs Coordinator (SENCo) KM will take on the role temporarily, to ensure appropriate cover including funding applications and associated statutory paperwork. She will utilise the EPA support and external advisers as appropriate and will also undertake refresher training to ensure she is up to speed. Governors recommended that

	<p>SEN experience be a desirable requirement for candidates to the Class 5/6 post when recruiting for that position after Christmas.</p> <p>ASH congratulated KM and the LGB for the impressive way the situation has been handled and creative and positive thinking has been applied to ensure posts are filled in the best interests of the children.</p> <p>Governors thanked ASH for his continuing support of the School.</p>	
10.	<p>EPA business</p> <p>The Minutes of the EPA Directing Board meeting held on 22.10.15 had been previously circulated, as had the Minutes of the DB's Finance & Resources Committee meeting, to which all EPA Headteachers and Chairs of Resources had been invited for discussion of future funding of the EPA. RE and AKB had attended that Committee meeting.</p> <p>AKB and RE had briefed Governors on need for School to contribute to EPA Central Services under Item 8.1 above, and the LGB had agreed that there is no choice but to contribute to pay for services required.</p>	
11.	<p>Governing Body</p>	
11.1	<p>Adoption of revised Standing Orders</p> <p>The revision awaited agreement at Item 11.2 and will be completed and the SOs will be circulated/uploaded to GovernorHub.</p>	KH
11.2	<p>Future Committee structure and membership</p> <p>The LGB agreed that, as a relatively small governing body, the Committee structure should be rationalised to two Committees: Achievement, Standards & Ethos Committee (NR, JF, DW, KM) and Resources Committee.(RE, JW, AKB, CS, NH, KM). (<i>See Appendix 1</i>).</p> <p>Ethos to be covered in same Committee as Achievement & Standards. Staff Wellbeing and Communications to be Standing Items on both Committees' agendas.</p> <p>Committee meetings will feed into LGB meetings. (Date of ASE meeting to be changed from March to January in order to feed into the 4 February LGB meeting). ASE will meet once a Term (6 x pa). Resources will continue to meet monthly.</p> <p>New Terms of Reference will be drawn up and agreed at next Committee meetings for approval by LGB in February.</p> <p>JW and RE have been attending Phase meetings alternately monthly which has been good reassurance to staff that governors are aware of what is happening in school and which gives staff the opportunity to have any questions addressed. This communication would be much improved by staff electing a Staff Governor.</p>	<p>All govs to note</p> <p>NR NR JW</p> <p>NR</p> <p>KM/NR /JW</p>

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	<p>It was agreed to formalise the Duty Governor role, so that each month the Duty Governor will be more of a presence in school, perhaps by coming into School once a month to attend a Phase Meeting (held every Monday and Wednesday at 2.30 pm) and meeting pupils, staff and parents beforehand in the same afternoon (with prior courtesy warning to staff of coming into School). (Duty Governors to be allocated to months).</p>	All Govs to note
11.3	<p>Confirmation of Curriculum Group Links (in addition to individual Governor Link roles)</p> <p>Governors allocated themselves to the Groups as follows (See <i>Appendix 1</i>):</p> <p>Group 1: (Maths Science, PE, IT): DW, NR, NH. Action plan previously circulated.</p> <p>Group 2: (English, Arts, Humanities): CS, RE. Action plan previously circulated.</p> <p>Group 3 (PSHE, SMSC, RE, Collective Worship, SIAMS): DT, JW. Action plan to be completed following DT's attendance at SIAMS workshop on 11 January which will feed in.</p> <p>The Groups will ensure they meet with KM once every half term to monitor and challenge with reference to the curriculum action plans and will also join various events/groups/activities at School connected with the Curriculum areas wherever possible (eg School Council meetings, Eco Committee, DT for Collective worship and any related staff meetings as appropriate).</p>	<p>All govvs to note</p> <p>DT/KM</p> <p>All govvs</p>
11.4	<p>Vacancies: Director-appointed Governor & Staff Governor</p> <p>Governors are extremely concerned that there continues to be no interest among staff in joining the LGB, and emphasised that the School cannot be deemed Good without a Staff Governor being in place. Governors will encourage staff to stand and KM will arrange for an election to be held in January</p> <p>LGB members are seeking a community nominee to replace Richard Thomson; if the search is not successful, RE will ask KH to seek a replacement elsewhere (including via SGOSS).</p>	<p>All govvs KM</p> <p>RE</p>
11.5	<p>Governor visits – reports of visits since October (if any) and any arranged</p> <p>- JF: Regular discussions with KM re Inclusion to support, challenge and monitor the work in school supporting all groups of pupils. JF and KM have also met with Amanda Page, Assistant Head at Bartholomew, who is responsible for this area at that school. JF reported that the School monitors the progress of SEND, Pupil Premium, More Able, and Free School Meals (and Ever 6) children and other vulnerable groups. Interventions and other resources are put in place and there is much more focus on spending to ensure value for money and robust impact on progress. KM confirmed these</p>	

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	<p>meetings are very productive meetings.</p> <p>RE: Meetings with KM, interviewing and attendance at Phase meetings.</p> <p>JW: Interviewing and attending Phase meetings.</p> <p>CS: Joined staff to work on Health & Safety Audit.</p> <p>Most governors: Met with parents after school on 23 October, just prior to half term break.</p> <p>JW, JF, CS, NH: Attended staff meeting on 7 October.</p> <p>Governors were reminded to place their completed Monitoring Report forms on the file at School. It was agreed that Governors will have their own signing-in book in Reception for each visit made. KH was asked to circulate examples of useful Monitoring Forms.</p>	<p>All govs</p> <p>KH</p>
11.6	<p>Governor training taken and future needs JF: Safeguarding training.</p> <p>It was agreed that future needs include advanced Target Tracker training. KH to follow up with James Bird (EPA SIO) to organise.</p> <p>KH will upload information about training courses to GovernorHub.</p>	<p>KH</p> <p>KH</p>
11.7	<p>GovernorHub Governors thanked KH for setting up GovernorHub and uploading documents. She will continue to upload as required.</p>	
12.	<p>Policies for approval (if any) - None.</p>	
13.	<p>Date of next LGB meeting - Thursday 4 February 2016 at 7.30 pm. (NB: RE unable to attend; DW to Chair).</p> <p>Agenda to include:</p> <ul style="list-style-type: none"> • RE to invite Jenny Woodford to talk to Governors about her work on Ethos in the School (at beginning of meeting) • Annual Report on Looked After Children. 	<p>DW</p> <p>RE KM</p>
14.	<p>Dates of forthcoming other meetings (for information)</p> <p>Resources Committee: 4 Feb 6 pm, 24 Mar 6 pm, 28 Apr 6.30 pm, 19 May 6 pm, 30 Jun 6 pm, 14 July 6.30 pm</p> <p>Pay Committee: 14 July 6 pm</p> <p>Achievement, Standards & Ethos Committee: 20 January, 7 pm</p> <p>LGB meeting dates in 2016: <i>24 March, 19 May, 30 June (and another possibly to be scheduled in July)</i></p>	<p>Res Comm</p> <p>ASE Comm</p>

The meeting closed at 9.25 pm

KH/9.12.15

Signed: (Chair) Date:

Appendix 1

**STANTON HARCOURT LOCAL GOVERNING BODY
COMMITTEES, CURRICULUM GROUPS, LIAISON, AND DUTY GOVERNORS**

	<p>Committee membership for 2015/16 – confirmed 3.12.15</p> <p><i>(noting currently 2 vacancies on LGB for a Staff Governor and an Academy Governor)</i></p> <p>Achievement, Standards & Ethos Committee NR, JF, DW, KM</p> <p>Resources Committee JW, RE, AKB, CS, KM, NH.</p>															
	<p>Governors' Liaison Responsibilities</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Inclusion (SEN & PP)</td> <td style="width: 20%;">– JF</td> </tr> <tr> <td>Safeguarding (inc termly liaison with KJ)</td> <td>– JW</td> </tr> <tr> <td>Teaching some RE classes</td> <td>– DT</td> </tr> <tr> <td>Finance and new Budget (liaison with EPA CFO)</td> <td>- RE</td> </tr> <tr> <td>Collective Worship</td> <td>- DT</td> </tr> <tr> <td>Health & Safety</td> <td>- CS (& RE)</td> </tr> <tr> <td>EPA links (Directing Board member)</td> <td>- AKB, JF</td> </tr> </table>	Inclusion (SEN & PP)	– JF	Safeguarding (inc termly liaison with KJ)	– JW	Teaching some RE classes	– DT	Finance and new Budget (liaison with EPA CFO)	- RE	Collective Worship	- DT	Health & Safety	- CS (& RE)	EPA links (Directing Board member)	- AKB, JF	
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	<p>Duty Governors (tbc)</p> <p>January February March April May June July</p>															

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