



Care Respect Equality Achievement Trust Excellence

Tel 01865 881948

Email: office.3130@stanton-harcourt.oxon.sch.uk

Registered in England and Wales
Company number 07939655

Headteacher Mrs Karen Jupp



Stanton Harcourt CE
Primary School

**STANTON HARCOURT CE PRIMARY SCHOOL
GOVERNING BODY
Minutes of the meeting of the Governing Body
held on Thursday 5 March 2015 at 7.30 pm at the School**

Present:

A K Boorer (AKB)		- Foundation Governor (Diocesan-appointed)
Rachel Elliott (RE)	Vice Chair	- Director-appointed Academy Governor
Jenny Faulkner (JF)		- Parent Governor
Rachel Hart (RH)		- Parent Governor
Karen Jupp (KJ)		- Headteacher (<i>ex officio</i>)
Nick Rickards (NR)		- Parent Governor
Richard Thomson (RT)		- Director appointed Academy Governor
Jane Watts (JW)	CHAIR	- Foundation Governor

In attendance:

Drew Tweedy (DT)	- Associate Member
Kit Howells (KH), Clerk	

The meeting was quorate.

Item	Item title	Action
1.	Welcome and Apologies for absence Apologies for absence received from: David Wallom (DW) - Director appointed Academy Governor, Carol Steels (CS) - Director-appointed Academy Governor, and Laura McEachern (LM) - Associate member (SEN), and accepted.	
2.	Standing Items	
2.1	Membership of the Governing Body The Staff Governor vacancy remains although KJ continues to encourage staff. It was agreed to invite a different staff member to join LGB meeting each time and KJ will draw up a rota.	KJ
2.2	Declarations of any business or pecuniary interests NR lives on the School's boundary.	
2.3	Racial harassment and bullying incidents KJ reported no incidents of racial harassment. KJ reported no incidents of bullying.	
2.4	Exclusions KJ reported one half day fixed term exclusion.	
2.5	Safeguarding KJ's update is contained within her HT report.	

Signed: (Chair) Date:

3.	<p>To agree the Minutes of Meeting held 22 January 2015 The Minutes were agreed as a correct record and signed by the Chair for retention on the School's files.</p>	
4.	<p>Matters arising from the Minutes of 22 January, not on agenda</p> <p>4.1 NR will update the Prospectus by Easter. KJ will provide him with text re EPA for insertion.</p> <p>4.2 KJ had forwarded data with and without SEN children included.</p> <p>4.3 KJ will ensure all governors are on the distribution list for the School Newsletter. (RT still not receiving it).</p> <p>4.4 It had been agreed that JF's link governor role will be with Linda Walsh to assist with her research projects.</p>	<p>NR KJ</p> <p>KJ</p>
SCHOOL IMPROVEMENT		
5.	<p>Headteacher's Report KJ's report had been circulated and the contents were noted.</p> <p>RT referred to current Government discussions about the possibility of parents delaying school entry for summer-born children, who could then join the Year group in which they would normally sit. KJ noted that children can be admitted to Year groups outside their age group and that schools are able to be flexible about pupil entry. However, KJ was firmly of the opinion that despite some summer-born children's immaturity, they benefit from being in school and catch up very well, and whilst respecting parents' wishes she would encourage parents to enrol their children for not only the educational but also the social benefits. Children who come into school through the nursery have a smooth transition into Year 1 and benefit from already having knowledge of the school and its staff. It was agreed that a statement on this issue should go into the Prospectus and NR will draft for KJ to finalise.</p> <p>JW asked for updated assessment results. KJ informed that this is assessment week, so overall update will be available from next week. For Phonics, KJ reported that at the current test point the pass rate stands at 84% of Y1s and 100% of Y2s; she predicts an overall pass rate of more than 90% when pupils finally sit the test.</p> <p>KJ informed that teachers are currently writing mid-year reports – the first time there have been mid-year, as well as end year, reports.</p> <p>DT will meet up with KJ to discuss the SIAMS prior to KJ taking the lead at the next EPA Senior Leadership Group meeting where SIAMS will be part of discussions on ethos.</p>	<p>NR/ KJ</p> <p>DT</p>

6.	Chair's Report JW's report had been circulated.	
7.	Committee reports	
7.1	<p>Resources Committee - reports of meetings held 26 February and 5 March, including update on staffing and budget RE provided verbal feedback.</p> <p>She informed governors that all monies owed by the LA (relating to academy conversion and Pupil Premium funding) had now been received into the EPA. The school's budget is being closely monitored and all areas are on track, including the teaching budget which is 80% of the total expenditure.</p> <p>Outcome of grant application for replacement of the Velux windows and to install a fire alarm system into new building is awaited and should be known by end March.</p> <p>The main body of the school's risk register has been drafted based on financial risks, to which standards and other risks will be added. Curriculum & Communication Committee to receive a copy and add in accordingly, following which all risks will be quantified and graded. This will be a 'live' document, changing as circumstances dictate.</p> <p>It had been agreed that all actions arising from the Health & Safety report would be completed by end April.</p> <p>The Committee had received the final EPA Financial Procedures and recommended ratification by full LGB. LGB ratified. RE and KJ will work through the procedures together to ensure compliance. AKB noted that EPA monitoring and overview is ongoing to ensure all EPA schools are compliant.</p> <p>In response to RT's request for update, KJ reported that interviews were being held on 6 March to fill the new part-time TA vacancy on a temporary contract from now until the end of the summer term, as agreed to meet the needs of current children. A review of the support staff structure can then be undertaken depending on children on roll. Although all SEN funds are not in, the other funding now received from the LA enabled the school to afford this post.</p>	<p>RE Curric Comm</p> <p>KJ</p> <p>RE/ KJ</p>
7.2	<p>Curriculum & Communication Committee KJ reported that the meeting scheduled for 23 February had been abandoned due to lack of quorum. A new date has been set. Agenda items will include pupil progress data (from assessment week data this week), the prospectus, Behaviour Policy, EPA issues.</p> <p>It was agreed that a staff member should attend meetings and KJ will draw up a rota to be drawn up. It was suggested that the staff member each time could be the same person attending the following LGB meeting, for continuity, but it was understood that this might be difficult to achieve.</p>	<p>KJ</p>

	Next meeting: 7 May 2015 at 7 pm.	Curric Comm
8.	<p>Policies for approval (if any) None.</p> <p>It was noted that the first tranche of EPA polices (mostly HR and Finance) had been drawn up and were in use. A further tranche of EPA policies is currently being worked on.</p> <p>The School Behaviour Policy has been substantially updated and will go to Curriculum Committee next meeting on 7 May for review and to LGB after that for approval.</p> <p>JW and KJ reminded governors of the agreement across all EPA schools that, until new/overarching EPA policies were agreed and in place all current school policies will be adhered to <i>pro tem</i> and will not be reviewed in the interim. Governors noted that many Policies on the School website were showing they are out of date and it was agreed to urgently ensure the caveat regarding policies is noted on the website so that the website is compliant with statutory requirements.</p>	<p>KJ</p> <p>KJ (urgent)</p>
9.	<p>Governor liaison visits – reports / dates arranged for visits RT requested the governor visit protocol and KJ will update and circulate electronically to all governors, as well as ensuring it is on the staff noticeboard so that all staff are aware.</p> <p>JW reported that she is currently working with LM to agree a useful governor visit reporting format and will inform governors when agreed. There may be a need for different reporting process for less formal visits.</p> <p>The importance of governors being in school as much as possible had been agreed. KJ would ensure contact details for governors and link staff were circulated to all so that visits can be scheduled and two-way interaction can be enhanced and encouraged. JW encouraged governors to ensure they undertake a formal visit before Easter. Governors emphasised the importance of staff understanding their role and knowing who they are as well as governors gaining better understanding of each area of the school and its performance. KJ will ensure that teachers include governors as part of their planning. Future plans would include joint governor/staff training event.</p> <p>JF requested earlier information about projects/topics being undertaken in each area of the school, preferably on the school website, so that all stakeholders are aware and KJ will ensure improved communication.</p> <p>AKB noted partial solar eclipse to occur on 20 March. KJ explained the plans for that day and AKB will talk to the Science Coordinator.</p>	<p>KJ</p> <p>JW/ LM</p> <p>KJ</p> <p>KJ</p> <p>KJ</p> <p>AKB All</p>

	All governors are invited to join.	
	Business specific to this meeting	
10.	<p>EPA business KJ reported current EPA business including:</p> <p>Meeting of the Directing Board Standards Committee on 4 March had looked at Secondary School data and discussed its overarching monitoring role. Concerns about standards in some EPA schools were being addressed by the EPA School Improvement Officer with KJ.</p> <p>The Directing Board meeting in early February had discussed data across all schools. KJ noted that there remain frustrations in the EPA while structures and practices are still evolving, but much progress has been made in the ten months since the MAT was established and there will be a review in May when the Academy is one year old.</p> <p>Governors remain concerned about the balance of KJ's workload in her dual role as Head and EPA DCEO and she confirmed she is necessarily spending more time than allocated to the role due to issues that arise that require dealing with. KJ informed that the Directing Board is discussing this concern, alongside the same concerns with regard to the CEO's workload and his dual role as Head/CEO.</p> <p>KJ informed that the EPA would use next week's Headteachers' Conference for EPA work: the Heads would meet on Tuesday and the SIO will join them on Thursday for school improvement work.</p>	
11.	<p>Scheme of Delegation (SoD) for ratification The final SoD, being the document recording the powers delegated to the Local Governing Body by the EPA DB, was tabled. The Governing Body ratified the SoD. KH will circulate to governors electronically for their files.</p>	KH
12.	<p>Date of next LGB meeting: Thursday 21 May 2015 at 7.30 pm.</p> <p>Following LGB on Thursday 25 June at 7.30 will be a short meeting (to discuss new Budget only). Jenny Insch will clerk this one.</p> <p>Committee meeting dates: Resources: All at 6:30 pm: 23 April, 21 May, 25 June. 9 July (Pay Committee) Curriculum & Communication: 7 May at 7 pm.</p>	<p>All to note</p> <p>Res Comm</p> <p>C&C Comm</p>

The meeting closed at 2045
KH/6.03.15

Signed: (Chair) Date: