



Care Respect Equality Achievement Trust Excellence

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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 Local Governing Body held on Thursday 8 October 2015 at 7.30 pm at the School

**Present:**

A K Boer (AKB)		- Foundation Governor (Diocese-appointed)
Jenny Faulkner (JF)		- Parent Governor
Karen Jupp (KJ)		- Headteacher ( <i>ex officio</i> )
David Wallom (DW)		- Director-appointed Academy Governor
Jane Watts (JW)	CHAIR	- Foundation Governor (Diocese-appointed)
Nancy Hutchison (NH)		- Parent Governor

**In attendance:**

Kathy Dunmore (KD), Clerk

*The meeting was quorate.*

Item	Item title	Action
1.	<p><b>Welcome and Apologies for absence</b> JW welcomed Governors. Apologies for absence received from:</p> <p>Richard Thomson (RT) - Director-appointed Academy Governor Rachel Elliott (RE) - Director-appointed Academy Governor Drew Tweedy (DT) - Associate Member Nick Rickards (NR) - Parent Governor Carol Steels (CS) - Director-appointed Academy Governor Kit Howells (KH), Clerk and accepted.</p> <p>Laura McEachern, Associate Member (SEN), has resigned.</p>	
2. 2.1	<p><b>Governing Body</b> <b>Election of Chair</b> Two nominations had been received for JW but she advised the governors that she was not prepared to stand for election. There were no other nominations forthcoming. RE had indicated she was happy to be nominated for Vice Chair. Although not present she was contacted and agreed to being nominated for Chair. RE was nominated and duly elected as chair for the forthcoming academic year. In RE's absence JW agreed to continue chairing the meeting. Governors expressed their enormous thanks to JW for her work and support over the last 4 years.</p>	
2.2	<p><b>Election of Vice Chair</b> DW was nominated as Vice Chair, there were no other nominations and he was duly elected Vice Chair for the forthcoming academic year.</p>	

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2.3	<p><b>Adoption of Standing Orders and Code of Practice</b> Both documents had been circulated prior to the meeting. There were two amendments- Page 2, first bullet point to read ‘Generally, the term of office will run from July to June. Page 4, first paragraph, ‘The following persons have a right to attend all meetings of the governing body, excluding the Pay Committee’ With these amendments the Standing Orders and Code of Practice were agreed.</p>	
2.4	<p><b>Review/confirmation of Committee membership: Resources; Communications; Achievement &amp; Standards</b> Details of membership was updated and is on Page 6.</p>	
2.5	<p><b>Review/confirmation of individual liaison/link governor roles</b> Governors agreed that they would not have subject coordinators but would be linked to groups within school and invited to attend meetings with staff. KJ will advise details of the meetings by half term and governors are asked to sign up to those subjects that they have an interest in. The groups will be Group 1 – Math’s, Science, PE and IT Group 2 – English, Arts, and Humanities There would be a third group which would be for all staff and would be a Pastoral group covering RE, Collective Worship, PSHE and SMSC. <b>Governors are asked to respond to KJ promptly when she advises details to ensure that there will be an even spread of attendance at these meetings.</b></p>	All Gov’s
2.6	<p><b>Appointment of Headteacher Performance Appraisal Panel</b> The Diocese has advised the name of the external advisor together with dates, KJ to advise governors. RE, CS, and JW would be on the panel <b>ACTION; KJ to advise suggested dates for the meeting.</b></p>	KJ
2.7	<p><b>Vacancy: Staff Governor</b> There were concerns from governors that there had been no response from staff. Governors discussed their concerns at length and it was thought that perhaps there needed to be some training so that staff understood the governors’ role. The SLT do not feel that they are able to commit to more meetings but it is important that they see the bigger picture and that it is part of their professional development. There is leadership training planned by the EPA and this will help. Staff development is a key issue. <b>ACTION: AKB to discuss with EPA Board</b></p>	AKB
2.8	<p><b>Governor visits – reports of visits since June (if any) and any arranged</b> JF visited the Inclusion Team and for Pupil Premium. The 2014/15 Pupil Premium report will be completed prior to the next LGB meeting and will go to the Achievement and Standards meeting first. There will</p>	

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	be a different format this year and it will show all the spending and the impact.	
<b>2.9</b>	<p><b>Appointment of monthly Duty Governors</b> Governors discussed the value of a duty governor and that previously this had been to engage with parents. It was agreed that when governors come in for the curriculum meetings (see item 2.5) they would come in early and talk to parents and staff prior to the meeting. Every governor is asked to attend at least once in the year and if they are not able to attend on their specified date to arrange a swap. The meetings will be on a Wednesday from 3.30 to 5p.m <b>ACTION: KJ to advise dates as per 2.5</b></p>	<b>KJ</b>
<b>2.10</b>	<p><b>Governor training taken</b> JF attended Closing the Gap on 14.5.15 DW and RT attended Target Tracker – 13.7.15 NH attended Induction on 3.10.15 NH attended Ofsted ready for Inspection on 23.9.15  JF will be attending Safeguarding training next week.</p>	
<b>3.</b>	<p><b>Minutes of the meeting held on 16 July 2015</b> 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.</p>	
<b>4.</b>	<p><b>Matters arising from the Minutes of 16 July 2015</b> 2.5 Safeguarding – JW and LM did not meet as LM had resigned. 2.6 Pupil Premium – JF will meet to prepare Pupil Premium report for the next meeting. 5. – Head teacher’s report – Math’s Action Plan – this will go to Committee first to be completed. 7.1 Pay Panel – Standard reporting document – the Clerk will forward a document to KH which may be useful. 7.3 Staff Handbook – this is almost ready and will be sent out by half term. The Dignity at Work policy is to be included and to be introduced to staff by the EPA. 9. Social with Staff – this did not take place. 12.1 – Entry and Exit Interviews – JW and JF to complete. 12.4 - Target Tracker – The account has been set up – DW ongoing. 12.5 – GovernorHub Health Check – JW to circulate. 12.6 – Celebrate achievements – it was agreed that individual staff would be invited to LGB meetings to give a short presentation of their achievements.</p>	<p><b>JF</b> <b>KJ</b> <b>KD/KH</b> <b>KJ</b> <b>JW/JF</b> <b>DW</b> <b>JW</b> <b>KJ</b></p>
<b>5.</b>	<p><b>Standing Items</b></p>	
<b>5.1</b>	<p><b>Declarations of interests</b> DW lives on the boundary of the School. New proformas had been previously circulated. Completed proformas will be retained at School for the Register of Interests. (Reminder to</p>	

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	email KH with any outstanding) Governors were advised that the information will now be on the school website.	NR/CS RT/RE/ DT
5.2	<b>Racial, Harassment &amp; Bullying Incidents</b> None	
5.3	<b>Exclusions</b> None	
5.4	<b>Safeguarding issues, including PREVENT</b> Work is ongoing with two families together with outside agencies and two further families are on the radar but not with outside agencies. Governors were reminded of the Prevent duty – the link to the DfE document is:- <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf</a> this is about radicalisation and Staff should also be advised of the link. This should be a standing item on the agenda together with Safeguarding.	KJ KH
<b>SCHOOL IMPROVEMENT</b>		
6.	<b>Head's Report including LGB decision on when to receive Annual Report on Looked After Children</b> KJ's Report had been previously circulated and the governors agreed that they liked the new format. There were no further updates or questions. The Annual Looked After Children report will be received at the February LGB meeting. Copies of the forms to be sent to KJ by the clerk.	KH KD
7.	<b>Chair's Report</b> JW thanked everyone for all their support over the years and felt that over this time, although there had been a number of changes of governors, everyone had worked well together.	
8.	<b>Committee reports</b>	
8.1	<b>Resources Committee – report of meeting held 24.9.15</b> The minutes had been circulated prior to the meeting. The main points highlighted were budget considerations, improving financial risk and the key safe.	
8.2	<b>Achievement &amp; Standards Committee</b> The committee had not met.	
8.2.1	<b>SDP Working Party – verbal report of meeting</b>	

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	<p>Governors attended the staff meeting on 7<sup>th</sup> October and overall it was a good and useful meeting. The SDP will shortly be a finished document and staff and governors have all had an input.</p>	
<b>8.3</b>	<p><b>Communications Committee – verbal report of meeting, including Committee’s Terms of Reference</b></p> <p>Work is ongoing on the Terms of Reference and they will be ready for the next meeting. There is still work to be done on the website, not all the topics have been put on which is confusing for parents.</p> <p>There were concerns that there is no parent governor on the committee, however, it was felt that this is not an issue as long as parental opinions are sought and the Parents Questionnaire will be done in November.</p>	
<b>9.</b>	<p><b>Policies for approval – Behaviour Policy</b></p> <p>The policy had been circulated to governors and was agreed. It was also agreed that it would be reviewed annually, the next review being due in October 2016.</p>	
<b>10.</b>	<p><b>EPA business</b></p> <p>The Board had not met since the last LGB meeting.</p>	
<b>11.</b>	<p><b>Date of next LGB meeting, and other meetings</b></p> <p><b>Next LGB: Thursday 3 December 2015 at 7.30 pm.</b></p> <p><b>Committee meeting dates: - to be arranged.</b></p> <p><b>Resources:</b></p> <p><b>Achievement &amp; Standards:</b></p> <p><b>Communications:</b></p> <p><b>Other:</b></p> <p><i>Reminder of LGB meeting dates in 2016:</i>  <i>4 February</i>  <i>24 March</i>  <i>19 May</i>  <i>30 June</i>  <i>(and another possibly to be scheduled in July)</i></p>	

The meeting closed at 9.50p.m

KD/09.10.15

Signed: ..... (Chair) Date: .....

**Appendix 1.**

	<p><b>Committee membership for 2015/16</b></p> <p><b>Communications Committee</b> JW, AKB, RT, JWa, KJ, Jaime Dee</p> <p><b>Achievement and Standards Committee</b> NR, JF, DW, RT, KJ</p> <p><b>Resources Committee</b> JW, RE, AKB, CS, KJ, NH.</p> <p><b>Governor responsibilities</b></p> <p>Inclusion (SEN &amp; PP) – JF</p> <p>Safeguarding (inc termly liaison with KJ) – JW</p> <p>Teaching some RE classes – DT</p> <p>Finance and new Budget (liaison with EPA CFO) - RE</p> <p>Collective Worship - DT</p> <p>Health &amp; Safety - CS (&amp; RE)</p> <p>EPA link (Directing Board member) - AKB</p>	
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