



Registered in England and Wales  
Company number 07939655

Care Respect Equality Achievement Trust Excellence

Tel 01865 881948

Email: [office.3130@stanton-harcourt.oxon.sch.uk](mailto:office.3130@stanton-harcourt.oxon.sch.uk)

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 16 July 2015 at 7 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
Nancy Hutchison (NH)		- Parent Governor ( <i>Item 3 onwards</i> )
Karen Jupp (KJ)		- Headteacher
Nick Rickards (NR)		- Parent Governor
Carol Steels (CS)		- Director-appointed Academy Governor
Richard Thomson (RT)		- Director appointed Academy Governor
David Wallom (DW)		- Director appointed Academy Governor
Jane Watts (JW)	CHAIR	- Foundation Governor

**In attendance:**

Laura McEachern (LM)		- Associate member (SEN) ( <i>Item 2 onwards</i> )
Kit Howells (KH), Clerk		

*The meeting was quorate.*

Item	Item title	Action
1.	<b>Welcome and Apologies for absence</b> JW welcomed Governors and new Parent Governor, NH.  Apologies for absence received from: Drew Tweedy (DT), Associate Member, and accepted.	
2.	<b>Standing Items</b>	
2.1	<b>Membership of the Governing Body - vacancy</b>  The <b>Staff Governor</b> vacancy remains. <b><i>It is hoped that a staff member will be appointed from September, for one year initially.</i></b>	<b>KJ</b> (by end Sept)
2.2	<b>Declarations of any business or pecuniary interests</b> NR and DW live on the School's boundary.	
2.3	<b>Racial harassment and bullying incidents</b> KJ reported no incidents of racial harassment or bullying.	
2.4	<b>Exclusions</b> KJ reported one external fixed term half day exclusion.	

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

2.5	<p><b>Safeguarding issues</b></p> <p>KJ updated governors about an ongoing safeguarding matter; governors noted that School had followed all correct procedures, meetings of the relevant agencies concerned had taken place, including the School, and the matter was now subject to court case and assessments.</p> <p>KJ informed of a child moving out of LA education to being home-schooled and she has informed the LA, which it is the School's responsibility to do. Governors were concerned to note that there is no ongoing monitoring or assessment of pupils who are home schooled. This is not a safeguarding issue however.</p> <p>Potential safeguarding issues with three other pupils had not developed, one pupil having left and the other two having settled well.</p> <p><b><i>JW and LM will meet to discuss how best to meet their Safeguarding Governor responsibilities.</i></b></p>	JW/ LM (by next LGB)
2.6	<p><b>Pupil Premium</b></p> <p>JF has met with KJ and LW to finalise the most recent PP report, which is now on the School website. <b><i>JF will work with KJ to prepare the next report, due in autumn.</i></b></p> <p>The revised data circulated by KJ demonstrates that PP children are, in most cases, making good progress. Some children attract more funding than others and thus programmes can be targeted specifically. However, there had been some concerns about targeting of funding and provision of one intervention had been withdrawn as it was found not to be having enough impact. Different resources will be purchased for this particular child, with support from the parent.</p> <p>JF reported she had met with LW for a PP monitoring session and had spent some time observing a Project X-code session, which KJ explained was an excellent Reading intervention involving daily work at school and supported at home and JF had received good feedback from a parent whose children was receiving this intervention who had noticed a significant positive impact and from the children who were taking part.</p>	JF/ KW (by end Nov)
3.	<p><b>To agree the Minutes of Meetings held 21 May and 25 June 2015</b></p> <p>The Minutes were agreed as a correct record and signed by the Chair for retention on the School's files.</p>	
4.	<p><b>Matters arising from the Minutes of 21 May and 25 June</b></p> <p>All covered by Items on the Agenda for the meeting.</p>	



	<p>progress is measured from their (sometimes very low) starting points on joining School. For the More Able children, the levels of achievement are good. Value-added is where the School looks much better at end KS1 and even more so at end KS2.</p> <p>KJ informed that one of the foci this year across the EPA will be on More Able, Gifted and Talented pupils and KJ will lead a Maths group within the School to include all year groups.</p>	
<b>6.</b>	<p><b>Chair's Report</b></p> <p>JW thanked Governors for their support through a challenging year of change. All Governors had been involved in one way or another with the changes and many new procedures and ways of working are now in place ready to commence the new academic year very strongly in September.</p>	
<b>7.</b>	<p><b>Committee reports</b></p>	
<b>7.1</b>	<p><b>Pay Panel meeting held 16 July</b></p> <p>JW reported that the Pay Panel had met immediately prior to this meeting, to review the Headteacher's recommendations with regard to pay, taking account of performance appraisal targets and objectives and achievement outcomes. All procedures had been rigorously followed. The Panel had agreed the Head's recommendations. Any budgetary considerations had already been accounted for in drawing up the budget, and RE confirmed that there were no anomalies in this regard. <b><i>KJ will inform staff as appropriate.</i></b></p> <p>Governors discussed the process of staff performance appraisal and the work of Governors in relation to it, noting that staff performance targets are set in October each year, linked to the School Development Plan. The Pay Panel is delegated by the Governing Body to deal with recommendations and it does not provide a written report of any kind to the LGB due to confidentiality.</p> <p>Governors discussed the need to ensure they are rigorously monitoring the appraisal of teacher performance and their remit to ensure teachers are properly rewarded and that all staff performance is properly appraised. The new SEF will be more informative and will aid this.</p> <p><b><i>Next Resources Committee meeting to be arranged to feed into next LGB meeting.</i></b></p>	<p><b>KJ</b></p> <p><b>JW</b> (feed into next LGB)</p>
<b>7.2</b>	<p><b>Curriculum Committee – report of 7 July meeting</b></p> <p>Minutes had been previously circulated.</p> <p>Governors had provided notes and asked several questions about pupil progress and data.</p>	

Governors noted that overall outcomes in general are good in terms of year on year scores; most show an upward trend and consistent progress, especially in Years 2 and 6 except for Maths. Year 6 outcome in particular at L5b is ahead of L4b expectation.

Extra-curricular activities such as Knave of Hearts day have added significantly to the children's experience of the school.

The excellent Phonics result was noted by Governors; clearly the measures put in place after last year's results have had a significant effect.

Governors asked what assessment mechanisms are being used in autumn and spring measurements, compared with SATs in summer, including for Y3,4, and 5. KJ informed that Target Tracker will be used to track children and teachers will assess using new resources for Maths and English, including EPA-bought assessment tools (including Rising Stars) to set against age-standardised scores. Teacher assessment will also take account of where children are in their tracking and the end of year tests will be again by age-standardised scores.

Governors asked if there is comparative data from the last few years (eg the current Y6 appear to be doing very well; how did they look at the end of KS1 and onwards?). KJ informed that Y6 (currently numbering 14) only had 7 of these children in it two years ago. The resulting data is therefore much skewed and does not show the correct picture of their progress across the school. However, in Y4 this group was at an average of 24 APS and in Y5 an average of 28 APS. They have made steady progress and the SEN children have been well supported.

Governors asked how School measures/reports on Bunnies and Foundation children and KJ informed that this is done against the Foundation Curriculum criteria.

Governors had raised concerns about lower progress made by Y3 children, both non-SEN and generally, especially in reading and asked what the reasons might be and whether mixing the Years from September will help to address these issues and if so how? KJ informed that some children made good progress and that a huge amount of work has gone into this class. Appraisals and pupil progress meetings show that particular children have not made as much progress as they should have. The lower non-SEN results in Maths are being addressed both in resourcing for next year and in how teachers will teach. There will be a Maths action plan in place during the summer which will be shared with governors.

Governors noted that Class 2 SEN progress had been limited, when account is taken of the large amount of resource and focus

which has been applied to those children and asked what is the plan to improve achievement of those children, while also meeting the needs of non-SEN children. KJ informed that the resourcing for the SEN children in this Class has had some effect in terms of their independent learning and their reading ability, both of which will stand them in good stead. The use of resources for two particular children has been addressed for the next academic year and School is changing the provision.

Governors expressed concern that the school's strong focus on SEN may mean that less attention is being paid to non-SEN children and asked that this needs be monitored more closely going forward.

Governors asked how it will be possible to compare and moderate results from the new Target Tracker system against past results and KJ informed that School will look at the percentages of children who are meeting age-related expectations and also how each child compares to his/her own attainment.

For data overview and comparisons, Governors already have access to RaiseOnline and KJ reports on it to governors every year by means of summary. It is printable and readily available.

Governors asked specific questions regarding the data. It was noted that in the KS1 data, L2b+ includes the L3, eg, KS1 Maths 93% L2b+ includes 21% L3, and that the pupils that make up the 7% gap between 93% and 100% in KS1 L2b+ in Writing and in Maths are two different children.

Governors had noted that Maths stands out as needing attention (and this had been discussed in Item 5 above).

From the APS document, Governors had noted that in the KS1 APS numbers, the SEN maths score is 17 and the non-SEN is 16.4 and asked if this implied that SEN children have done better than non-SEN? KJ informed that it does, and noted that there are only two children in this data and they do not have special needs in Maths.

Governors noted the low rate of progress in all-children Y3 reading (2 v the expected 4) and non-SEN Y3 lower than expected progress in all three areas. KJ explained that each child's needs and attainment are noted at this time of year and a personalised programme for them moving forward put in place to support their on-going needs and plug gaps. There are always cohorts which as a whole will not have made as much progress as others but these issues are already being addressed in teacher hand-over discussions.

	<p>Curriculum Committee governors emphasised the clerking requirement for this Committee, but while the importance of professional clerking was acknowledged there remain budgetary concerns; it was agreed that <b>Resources Committee will revisit this issue during the year.</b></p> <p><b>Terms of Reference - Achievement &amp; Standards Committee</b> ToRs had been drawn up for this Committee with new remit and title, which had been previously circulated. LGB approved.</p> <p><b>Next meeting to be arranged by NR/JF when LGB dates agreed.</b></p>	<p>Res Comm (RE in early 2016)</p> <p>NR/JF (by end Aug)</p>
7.3	<p><b>Communication Group</b> Minutes had been previously circulated.</p> <p>KJ informed that Jenny Woodford had completed the second draft of the <b>Staff Handbook, which will be ready for the first day of the new term in September. There were several items from governors and KJ for inclusion.</b></p> <p>Following staff requests, a whiteboard for listing School events for the week has been purchased.</p> <p>Update and compliance of the website will be assisted by <b>NR's wife; she and Jamie, the TA responsible, are already working together and will meet up in September.</b></p> <p><b>JW will draft Terms of Reference for this new Committee.</b> KH advised having a minimum of 3 governors as quorum and it was agreed that a Staff Governor was essential as a member of this Committee and therefore a quorum requirement. Associates can join the meetings and other governors or external advisers can be invited to join for specific issues to provide advice.</p> <p>Terms of Reference will include reference to both internal and external communications and governors will monitor based on these.</p> <p>There will be some overlap with the Achievement &amp; Standards Committee from the point of view of the reporting of data and other curriculum issues, but this Committee will not discuss the data.</p>	<p>KJ (by end Aug)</p> <p>KJ (for Jamie: Sept)</p> <p>JW (Sept, for Comm Comm and LGB)</p>
8.	<p><b>Governor liaison visits – reports / dates arranged for visits</b> Reports deferred due to lack of time.</p>	
	<p><b>Business specific to this meeting</b></p>	
9.	<p><b>School Development Plan (SDP)</b> KJ noted that the format used at Bartholomew had been recommended by James Bird and Andy Hamilton had indicated his desire that all the Primaries use the same format. The EPA Heads had discussed on 13 July and agreed to do so.</p>	

	<p>JW noted that the new format will better provide for governor monitoring and direction and governor visits will be linked much more directly with targets in the Plan.</p> <p><b><i>A Working Party will be held for all governors and staff in September to draw up a new Plan based on a framework produced by KJ, and to include needs, including those based on the findings in the end of year data.</i></b></p> <p><b><i>The social with staff will be after this meeting</i></b> with staff in September and the staff then know that each governor has a role and what that is. So staff will feel more comfortable and will all follow the new Ofsted framework.</p> <p><b><i>KJ will send the EPA model SDP to KH</i></b> for appending to these Minutes so that Governors are prepared in advance.</p> <p><b><i>KH will canvass Governors for a date for the Working Party</i></b> meeting, and include James Bird, whose advice will be invaluable.</p>	<p><b>JW</b></p> <p><b>KJ</b></p> <p><b>KJ</b> (asap)</p> <p><b>KH</b> asap</p>
<b>10.</b>	<p><b>New Ofsted Inspection Framework from September 2015</b> KH had circulated the Link to Governors. The Summary document was very useful. It was noted that these are draft until September. JW had also sent the link to the Prevent regulations, also part of the new Framework, which cover radicalization and are to be included as part of the Safeguarding Policy as a statutory requirement. Governors are responsible for ensuring that the Safeguarding Policy requirements are implemented properly within the School.</p>	<b>All to note</b>
<b>11.</b>	<p><b>EPA business</b> The EPA Directing Board's 4.6.15 Minutes had been circulated. JF has been appointed an EPA Director from September, bringing Stanton Harcourt GB's EPA Directors to three (AKB, JF and KJ).</p>	
<b>12.</b>	<b>Other business</b>	
<b>12.1</b>	<p><b>Entry and exit interviews with staff (Staff welfare)</b> JW briefed the LGB on how these are carried out at Eynsham School, with set agreed opening statement and questions. It was noted these are voluntary on the part of the staff. It was agreed that these would be carried out at SH from now on, with <b><i>JW starting with the returning member of staff.</i></b></p>	<b>JW</b> (Term 1)
<b>12.2</b>	<p><b>Ensuring Governing Body actions are followed up</b> After discussion, it was agreed that <b><i>KH will expand on Action Points in the LGB Minutes</i></b> to tighten up on deadlines and responsibilities.</p>	<b>KH</b>

12.3	<p><b>Parent Questionnaires</b></p> <p>The importance of annual Parent Questionnaires was agreed, in order to ensure that parents' views were accounted for in governor deliberations and school strategy.</p> <p><b><i>KJ noted that the Senior Leadership Group of the EPA has discussed using a similar questionnaire to that used by Bartholomew and she will circulate a suitable primary school example.</i></b> It is essential to circulate both electronically and in hard copy in order to meet the needs of all parents.</p> <p>It was agreed that the <b><i>School should issue the next one on 30 November, with a deadline for submission back to School of 11 December. DW will analyse responses and JW/KJ will report to governors on the outcome by email. Data from the analysis will feed into the SEF. The formal report on responses will come to the February meeting of the LGB and parents will then be informed of governors' response to their submissions, including actions to be taken where appropriate.</i></b></p> <p>Governors discussed ways of encouraging parents to complete the questionnaire and the need to ensure anonymity and confidentiality if parents' wish.</p>	<p><b>KJ</b> (asap)</p> <p><b>KJ</b> (next PQ 30 Nov) <b>DW</b> (analyse) <b>JW/</b> <b>KJ</b> (report in Dec and to LGB in Feb) <b>KH</b></p>
12.4	<p><b>Target Tracker - new system of assessment</b></p> <p>DW reported on the excellent training on Target Tracker provided by the EPA SIO James Bird to all EPA Governors on 13 July.</p> <p>He noted that it will be a much better system for teachers' assessment of pupil progress and the reporting of it to parents and governors, and the fact that it is being used across the EPA will enable comparisons with other schools in the MAT as well as nationally and locally.</p> <p>Governors will have their own individual access (anonymised) so will be able to more easily prepare for Achievement &amp; Standards Committee and LGB meetings, and be able to ask more relevant questions depending on where the current priorities lie. He informed governors that it is easy to use, and will give governors the right tools to be able to hold the School to account for pupil progress.</p> <p><b><i>KJ will ensure that all governors have their access by end of September. DW will contact the staff member in charge of administering Target Tracker to give her governor names.</i></b></p> <p>Those governors who did not attend the training might be able to attend future training sessions by James Bird, and/or DW offered to do so.</p>	<p><b>KJ</b></p> <p><b>DW</b></p> <p><b>DW</b></p>

12.5	<p><b>EPA GovernorHub HealthChecks</b></p> <p>The responses from all EPA schools have been collated by Chair of Eynsham CP School, and <b><i>JW will circulate to governors.</i></b></p> <p>From this collation, it will be decided by the Chairs of LGBs what subject would be most useful for the next overarching EPA training session.</p>	<p><b>JW</b></p> <p><b>JW</b></p>
12.6	<p><b>Reports from Teachers</b></p> <p>Teachers' end of year summary reports had been received by governors, and governors thanked staff for providing this interesting and useful information. KJ noted that this was the opportunity for teachers to put in their own words what they have felt to be the most important and interesting issues during the academic year, which Governors would not otherwise perhaps be aware of. They are also a useful conversation point for governors with teaching staff when they come into School.</p> <p>Governors regretted that it had not been possible this year to hold a social event alongside the final governing body meeting of the year. NR and LM had arranged to deliver staff present tomorrow.</p> <p>Governors wished to ensure that there is opportunity to celebrate achievements, perhaps by having individual teachers joining governing body meetings to talk about their work on an ad hoc and informal basis at the beginning of meetings. <b><i>KJ to consider.</i></b></p> <p>It was agreed that having a Staff Governor is important as a major link between governors and teachers and to ensure that staff are aware of the work of the governing body (in addition to being able to see the public Minutes).</p> <p><b><i>Communications Group</i></b> is working on aspects of communication between staff and governors and it was agreed that <b><i>how governors and staff present themselves to parents should also be considered.</i></b></p>	<p><b>KJ</b></p> <p><b>Comm Group</b></p>
12.7	<p><b>Thanks</b></p> <p>On behalf of the Governing Body, DW thanked JW for her continued hard work as Chair of Governors.</p>	
13.	<p><b>LGB meeting dates for next academic year</b></p> <p>These were agreed, all Thursdays at 7.30 pm:        8 October 2015 (agenda to include new Behaviour Policy)        3 December 2015        4 February 2016 (official feedback from parent questionnaires)        24 March 2016        19 May 2016        30 June 2016 (Budget ratification only) [<i>JF apologies</i>]</p>	<p><b>All to note</b></p>

	<p>and another one in July (to be arranged).</p> <p><b>Thus, next LGB date is: Thurs 8 October 2015 at 7.30 pm.</b></p> <p>Governors discussed how to schedule Committee meetings relative to LGB meetings. It was decided as follows:</p> <p><b>Committee meeting dates:</b></p> <p><b>Resources:</b> Thursday 24 September, 6.30-7.30 pm (RE to Chair)</p> <p><b>Achievement &amp; Standards:</b> NR/JF to suggest dates</p> <p><b>Communications:</b> Tuesday 29 September, 2.30-3.30 pm</p>	<p><b>Res Comm NR/JF Comm Grp</b></p>
<b>13.1</b>	<p><b>Other meeting dates</b></p> <p>SDP Working Party – <b>Wednesday 16 September at 7 pm.</b></p> <p><i>(KH canvassed dates and now confirmed)</i></p>	<p><b>All to note</b></p>

The meeting closed at 2130

*KH/21.07.15*

**Attachments:**

**Appendix 1: EPA SDP Framework and SH SEF Framework (Note only – sent separately)**

**Appendix 2: Info re Governing Body**

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

**Appendix 1:****EPA SDP Framework (several docs already sent on 21.7.15)****(SH SEF Framework sent accompanying these Minutes)****Appendix 2: Information about the LGB**

	<p><b>Committee membership (as at July 2015)</b></p> <p><b>Communications Group</b> JW, LW, AKB, RT, JF, LW (teacher rep), Jamie (TA rep)</p> <p><b>Curriculum Committee</b> JW, NR, JF, DW, RT, LM (Assoc)</p> <p><b>Resources Committee</b> JW, RE, AKB, JF, CS</p> <p><b>Governor responsibilities – update</b></p> <p>Pupil Premium statutory requirements – JF Safeguarding (including liaison with KJ termly) – JW &amp; LM Updating Website to meet statutory requirements – NR &amp; JF Teaching some RE classes – DT Finance and new Budget (liaison with EPA CFO) - RE New Communication Group - JW,RT,NR Support of LW/liason with EPA CEO on leadership – JW Collective Worship - DT Health &amp; Safety - CS (&amp; RE) Chair of Curriculum &amp; Communication Committee - NR Minuting of Curriculum &amp; Communication Committee - JR</p> <p>In addition to the Class /Subject liaison already agreed: DW - Maths and Science LM - SEN DT – RE, SIAMS and Music RT – Literacy AKB - Eco and EPA link (Directing Board member) RH - Class 3 (Years 5/6) NR – Class 3 (Years 5/6) JW – Foundation CS – Class 1 (Years 1/2) RE – Class 2 (Years 3/4).</p>	
	<p><b>Governor training – update</b></p> <p>JF Closing the Gap 14.5.15 DW Target Tracker 13.7.15 and other governors</p>	