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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 Governing Body held on Thursday 20 November 2014 at 7.30 pm at the School

Present:

Tony Boorer (TB)		- Foundation Governor (Diocesan-appointed)
Rachel Elliott (RE)	VICE CHAIR	- Director-appointed Governor
Rachel Hart (RH)		- Parent Governor
Karen Jupp (KJ)		- Headteacher (<i>ex officio</i>)
Nick Rickards (NR)		- Parent Governor
Carol Steels (CS)		- Director-appointed Governor (Academy Governor)
Richard Thomson (RT)		- Director appointed Academy Governor
David Wallom (DW)		- Co-opted Governor
Jane Watts (JW)	CHAIR	- Foundation Governor
Fiona Wilson (FW)		- Staff (teaching) Governor

In attendance:

Laura McEachern (LM)	- Associate member (for SEN)
Drew Tweedy (DT)	- Associate Member (<i>from Item 8a onwards</i>)

Kit Howells (KH), Clerk

The meeting was quorate.

Item	Item title	Action
1.	Apologies for absence None.	
2.	<p>Standing Items</p> <p>Members of the Governing Body, Welcome to Associates Chair thanked LM for attending and noted that DT would join later. Newly-appointed, first Academy governor, RT was also welcomed (governors noted formal approval of EPA Directing Board for his appointment was awaited).</p> <p>Declarations of any business or pecuniary interests (renewal of written declarations) NR and DW live on the School's boundary.</p> <p>Chair circulated Interests forms for all governors to complete and return to School to ensure annual register complete.</p> <p>Racial harassment and bullying None.</p>	All

Signed: (Chair) Date:

	<p>Exclusions None.</p> <p>Safeguarding No issues apart from that already raised in KJ's HT report (circulated with papers for meeting), which is ongoing.</p>	
3.	<p>To agree upon the business of the meeting Agenda agreed. Urgent business to be taken under Item 10.</p>	
4.	<p>To agree the Minutes of Meeting held 25 September 2014 The Minutes were agreed as a correct record and signed by the Chair for retention on the School's files.</p>	
5.	<p>Matters arising from the Minutes of 25 September, not on the agenda None.</p>	
	SCHOOL IMPROVEMENT	
6.	<p>Headteacher's Report</p> <p>KJ's report had been circulated and the contents noted.</p> <p>KJ had prepared a summary of School's RaiseOnline and will circulate electronically. James Bird is collating EPA Schools' RaiseOnline reports as part of his School Improvement role to provide an overview across the EPA.</p>	KJ
7.	<p>Chair's Report</p> <p>JW's report had been circulated. Since then, several financial reports have been received, including budget monitoring and School is able to access its budget information. JW noted the need for patience as the EPA is establishing itself and systems are bedding down. More budget information will be available at the January meeting.</p> <p>Governor visits and links were discussed at Item 9b.</p>	
8.	Committee reports	
8a	<p>Resources Committee, including update on staffing and budget</p> <p>RE provided verbal feedback following the meeting held immediately prior to LGB this evening. This Committee has a heavy workload and thus it has been agreed to meet monthly for the time being.</p> <p>EPA-wide policies were awaited from the Directing Board, and when received would be brought to the LGB for adoption.</p> <p>Options for clerking of governor Committees were being</p>	KJ

Signed: (Chair) Date:

	<p>reviewed and recommendations will be brought back to Resources for consideration when further detail had been obtained.</p> <p>RE reported on budget monitoring. She reminded governors that the school is not allowed to have an in-year deficit from next year and work will commence in January (budget runs 1 Sept-31 Aug) on planning a budget which will need to achieve savings without affecting teaching and learning and pupil progress. January is also the month in which school will have confirmation of per pupil funding. Resources Committee members have been fully briefed and understand the issues.</p> <p>It has taken some time to get information on the school's budget due to the new EPA systems being put in place and some information is awaited. However, this week school has received its budget status. This year's budget is running well with expected balanced budget (due to the brought forward amount) at year end, but costs are being monitored to ensure no overspending. There will be a much clearer picture in January when work on next year's budget will commence.</p> <p>A company has been nominated to proceed with the bid for maintenance funds from the Condition Improvement Fund (CIF) available for academies, having taken Mike Lawes' advice about process. The long-term plan is for the EPA to establish its own maintenance fund, but this will not be possible for several years.</p> <p>All is in hand to meet Health & Safety requirements and reports of various audits are awaited.</p> <p>Governors noted the benefits and savings which will accrue in the long term, when the EPA has a service arm. Meanwhile, the School continues to buy in services at best obtainable rates, although there is potential to make additional savings in some areas already where the EPA is able to purchase in bulk on behalf of the schools in the Trust (ie for stationery). School's income is determined by the number of pupils on roll so this will not change as a result of being part of the EPA. However, the immediate benefits of sharing resources will enhance the school operationally (eg sharing an EPA Sports Leader - half a day a week for each school at no cost as that person is employed by the EPA). <i>[Drew Tweedy joined the meeting]</i></p> <p>JW informed that the parent governor election had been held. She is waiting for a response from the parent with the most votes (who is out of the country) and confirmation will follow.</p>	
8b	<p>Curriculum & Communication Committee</p> <p>The report of the meeting held 21 October had been circulated.</p>	

	NR reported that he has reviewed the website and emailed comments to KJ. Prospectus review was discussed at Item 9d. Next meeting of the Committee is on 12 January at 7 pm.	
9.	Business specific to this meeting	
9a	<p>Skills Audit</p> <p>It was agreed to complete a skills audit of the governing body. An overall matrix will then be held at EPA and skills across the Academy will be known; if particular skill is required in a school in the EPA, it may be possible to assist another governing body by providing that skill. Beth Bedford will contact each governing body to request information to be provided to the EPA.</p> <p>KH will forward NGA skills audit to Chair. The audit will be circulated to governors for completion and summary to January LGB meeting.</p>	KH
9b	<p>Allocation of Governors' areas of interest/responsibility</p> <p>JW tabled OCC model guidelines for governor visits, incorporating visit booking and report forms, to assist governors to know what is expected. These visits are not to monitor teaching and no expertise in particular subjects is required; they are to ascertain that good practice is being followed in school, to ensure each governor has a good level of understanding about his or her respective area of linking with school, so as to be able to challenge the Headteacher and School and hold them to account. Regular visits will also enable staff and pupils to have more interaction with governors, in addition to attendance at social events.</p> <p>Governors discussed and agreed how they would like to link with areas of school (classes or subjects), noting the priority subject areas and the benefits of being linked to a specific class (not one where a governor has a child), as follows:</p> <p>DW - Maths and Science LM - SEN DT – RE, SIAMS and Music RT – Literacy TB - 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>Governors will plan to visit designated areas/staff subject coordinators at least once before Easter, by advance request/notice (KJ to let governors know with whom to liaise).</p>	<p>All Govs to note</p> <p>All KJ</p>

	<p>Governors will email Office if attending Christmas performances (eg KS1 Nativity 17 December 9.15 am in Village Hall) and/or Christmas lunch (17 December at 12 noon). Carol Service is on 18 December at 6.30 pm. All governors receive the school newsletter in which dates are listed.</p>	All
9c	<p>EPA business</p> <p>KJ briefed governors.</p> <p>Overarching EPA policies are currently being reviewed and approved by the Directing Board and will come to the LGB in due course.</p> <p>EPA Directing Board Minutes will be circulated to governors after each meeting, once approved as public documents.</p> <p>The Schools' Scheme of Delegation had been slightly amended in relation to appointment of governors. All new governors need to be officially appointed by Directing Board, including Associate Governors, although the Board will not withhold appointment without due cause. The School will put forward nominees, who need to provide a short biographical paragraph including their skills, expertise, and reasons for wishing to be a governor. RT and LM will each provide this to KJ before 27 November to go out with Directing Board's 4 December meeting agenda.</p> <p>KJ explained that her EPA Deputy CEO work is currently taken up by supporting Freeland School where the Headteacher is on compassionate leave. KJ has coordinated other EPA Headteachers so that they are all sharing this support, but KJ is the leadership 'face', attends governor meetings, supports the SENCo there, and works at the school half a day a week so that staff and governors know they are supported. The Senior Teacher there has also taken on extra leadership work operationally, and Andy Hamilton and Mike Lawes deal with legal and financial issues arising there. KJ reassured governors that she works hard not to let this extra role impact on her work at Stanton Harcourt, and the School's Senior Teacher here Linda Walsh has stepped up to ensure KJ is supported here.</p> <p>Governors were very appreciative of Linda Walsh's support and agreed to invite her to join the next LGB meeting to inform about her role in School and provide a one-page overview, and so governors can affirm that they value her work as part of the School's leadership team.</p> <p>JW reported that EPA Chairs of Governors had met as a group for the first time recently. It had been agreed that any governors who wish to sit in on another EPA school's LGB meeting would be very welcome to do so (with prior request), in the spirit of sharing expertise and experience and providing the opportunity of</p>	<p style="text-align: center;">RT LM</p> <p style="text-align: center;">KJ</p> <p style="text-align: center;">All to note</p>

