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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 21 May 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
Nick Rickards (NR)		- Parent Governor
Richard Thomson (RT)		- Director appointed Academy Governor
Linda Walsh (LW)		- Acting Headteacher ( <i>ex officio</i> )
Jane Watts (JW)	CHAIR	- Foundation Governor

### In attendance:

Carol Steels (CS)		- Nominee for Director-appointed Academy Governor
Laura McEachern (LM)		- Associate member (SEN)
Drew Tweedy (DT)		- Associate Member
Kit Howells (KH), Clerk		

*The meeting was quorate.*

Item	Item title	Action
1.	<p><b>Welcome and Apologies for absence</b> JW welcomed Governors and Associates and also Linda Walsh, Senior Teacher (Acting Headteacher in KJ's absence).</p> <p>Apologies for absence received from: David Wallom (DW) - Director appointed Academy Governor Karen Jupp (KJ) - Headteacher and accepted.</p>	
1.1	<p><b>Absence of Headteacher</b> Governors thanked LW for stepping up to take increased responsibility, and Andy Hamilton, EPA CEO, and James Bird, EPA School Improvement Officer, for their support at this time. Mr Hamilton has arranged for Marilyn Trigg, an excellent experienced ex-Headteacher, to support the School and undertake Headship tasks. She will commence at the School tomorrow and remain for a period of support after KJ's return.</p> <p>Governors agreed to undertake some immediate practical support, and will assist with Marilyn Trigg's familiarisation tomorrow.</p> <p>In response to Governor query, LW explained the arrangements made for teaching cover for her class and governors were pleased to note that the children will only have an unfamiliar teacher on a</p>	

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

	Tuesday. DT is teaching RE lessons.	
<b>2.</b>	<b>Standing Items</b>	
<b>2.1</b>	<p><b>Membership of the Governing Body - vacancies</b></p> <p>The <b>Staff Governor</b> vacancy remains. It is hoped that a staff member will be appointed from September.</p> <p>A new Communications Group has been brought together, comprising JW, LW, AKB, RT, a teacher and a TA. It met for the first time this week and it is hoped that the Group will be able to encourage a member of staff to join the governing body, to ensure that staff are fully informed and aware of the governing body's role in the strategy and forward planning for the School.</p> <p>CS's current term of office as <b>Academy Governor</b> completed on 9 May and the GB agreed put forward nomination to the EPA Directing Board for her re-appointment as an Academy Governor.</p> <p>The <b>Parent Governor</b> vacancy has arisen due to resignation of Rachel Hart, who is no longer able to commit the time. The statutory process for parent governor election will be implemented.</p>	<p>KH</p> <p>KH/ JW</p>
<b>2.2</b>	<p><b>Declarations of any business or pecuniary interests</b></p> <p>NR lives on the School's boundary.</p>	
<b>2.3</b>	<p><b>Racial harassment and bullying incidents</b></p> <p>LW reported there have been no incidents of racial harassment or bullying.</p>	
<b>2.4</b>	<p><b>Exclusions</b></p> <p>LW reported no external exclusions. Some internal exclusions; staff trialling behaviour penalty and reward systems that are contained within the draft behaviour policy currently being drawn up with input from staff.</p>	
<b>2.5</b>	<p><b>Safeguarding</b></p> <p>LW updated governors on the issue brought to their attention by KJ at the March meeting. KJ is the nominated Safeguarding staff member; LW had been kept very well informed by KJ before her absence and, with support of Mr Hamilton and legal advice, was ensuring that all necessary procedures are being followed, external agencies are involved and outcomes are awaited; the School has put in place assistance where possible; staff are aware of the issues and are dealing with them appropriately.</p> <p>JW is nominated Safeguarding Governor and it was agreed that LM would take on joint responsibility with her (LM having advanced safeguarding training due to her work role). It was agreed there should also be a second staff member with responsibility for Safeguarding and LW undertook to ensure that a staff member from the main school is identified to receive advanced</p>	<p>LM</p> <p>LW</p>

	<p>safeguarding training as soon as possible. It was noted that all staff have basic safeguarding training and that a member of the Foundation Unit staff is fully trained.</p> <p><b>Safeguarding annual report</b>  JW took the governors through the Safeguarding annual audit report and governors noted that suitable safeguarding policies and procedures are in place, and governors are encouraged to undertake safeguarding training to develop their knowledge and expertise. Governors remedy aspects requiring attention, and an appointed Safeguarding Governor is in place (JW, now jointly with LM) who can liaise with the School Safeguarding / Child Protection staff member (KJ). JW has regular (termly) meetings with KJ on this issue. Safer recruitment procedures are operated.</p> <p>It was noted that outstanding governor DBS applications have been submitted but are not through the system as yet. AKB and JF will re-start the process and complete it through Bartholomew/EPA; RT will submit a new application.</p> <p>JW will ensure that all files/paperwork in relating to safeguarding is properly in place, including the appropriate registers.</p> <p>The annual report was duly signed by JW and will be returned to the LA as requested.</p>	<p><b>AKB</b> <b>JF</b> <b>RT</b></p> <p><b>JW</b></p> <p><b>JW</b></p>
<b>2.6</b>	<p><b>Pupil Premium (new Standing Item)</b>  JF was appointed Pupil Premium Governor. She attended a ‘Closing the Gap’ course last Thursday evening. JF briefed governors on the statutory requirements in relation to Pupil Premium, including reporting to the governing body on monitoring the use of the funds, the impact and outcomes of the spend, and ensuring a report is on the School website. JF will meet with KJ once a term to ensure all requirements are met.</p>	<p><b>KH</b></p> <p><b>KJ/</b> <b>JF</b></p>
<b>3.</b>	<p><b>To agree the Minutes of Meeting held 5 March 2015</b>  The Minutes were agreed as a correct record and signed by the Chair for retention on the School’s files.</p>	
<b>4.</b>	<p><b>Matters arising from the Minutes of 5 March, not on agenda</b></p>	
<b>4.1</b>	<p><b>JF’s link governor role</b> with LW to assist with research projects will continue at a later date, while JF and LW concentrate on more urgent priorities.</p>	
<b>4.2</b>	<p>The School’s <b>Website</b> requires urgent updating to ensure inclusion of statutorily required information and NR had already taken some action to update. NR and JF agreed to work on this as a priority, using KH’s briefing note on requirements, and ensuring that any policies on the Website are current and dated correctly. NR will include the statement about transition into Year 1. KH will send</p>	<p><b>NR/</b> <b>JF</b></p>

	EPA information for inclusion.  The newly-formed Communication Group will update the Website during meetings, as required.	<b>KH</b> <b>JW</b>
<b>4.3</b>	LW noted <b>Pupil Progress</b> meetings have been held since the last assessment point and children needing extra support and interventions identified. There were some concerns about pupil progress and LW informed that the next assessment point on 15 June will produce data for each Year group which will be communicated to governors as soon as available and will be discussed by Curriculum Committee on 7 July (and LGB on 16 July).	<b>LW/</b> <b>JW</b> <b>(KH)</b>
<b>4.4</b>	DT had met with KJ to commence preparation for the next <b>SIAMS (Statutory Inspection of Anglican &amp; Methodist Schools)</b> ; a further meeting will be required. The Inspection is not imminent.	<b>DT</b>
<b>4.5</b>	<b>Governor monitoring / ensuring statutory needs are met</b> Governors discussed the actions agreed above and various other issues which might normally be considered actions for the School and Headteacher and agreed that their role is to monitor and ensure statutory requirements are adhered to and development priorities are being addressed, but in the current circumstances it may be necessary to undertake some essential work themselves <i>pro tem</i> to ensure all is in order. Consideration will be given to improving governor monitoring processes for the future.	<b>All</b>
	<b>SCHOOL IMPROVEMENT</b>	
<b>5.</b>	<b>Headteacher's Report</b> None, due to absence of Headteacher.	
<b>6.</b>	<b>Chair's Report</b> None, but JW has kept all governors informed with regard to KJ's absence and the interim arrangements being put in place, as well as other current issues, all of which addressed at this meeting.	
<b>7.</b>	<b>Committee reports</b>	
<b>7.1</b>	<b>Resources Committee - meetings held 23 April and 21 May, including update on staffing, 2014-15 Budget, Risk Register, and draft 2015-16 Budget</b> RE provided verbal feedback.  Agreed building work will go ahead, now split into 2 stages due to need to remove a large amount of asbestos. All external windows will be replaced and necessary fire regulation work carried out during the summer holidays, within the grant available (although there is a contingency if required).  It was agreed sensible to postpone the Health & Safety inspection	

	<p>due on 17 June, in order to complete the building work. It will be requested during November, so that most benefit can be obtained from the advisory overview, in case there are outstanding issues after the works are completed.</p> <p>It was agreed that CS (with support from RE) will become Health&amp; Safety Governor, replacing DW.</p> <p>The regular monitoring of the 2014-15 Budget had been carried out, and RE reported income and expenditure was as expected to date; some work was required to ensure all commitments were included. Excellent finance support was being received from the MAT, and governors were pleased to have the extra oversight of monitoring and control.</p> <p>RE will meet with Mike Lawes, EPA Chief Finance Officer, next week to discuss the draft Budget for 2015-16.</p> <p>A School Risk Register was being drawn up with input about this School's risks and their impact from this Committee and the Curriculum/Communications Committee. AKB will format to meet the EPA requirements. A small group of Governors will meet to review the whole and then it will appear on the Resources Committee agenda as a Standing Item for regular review as it is a 'live' document which will change as circumstances dictate.</p> <p>Andy Hamilton (EPA CEO) had met with LW to discuss the budget for new academic year in terms of staffing. LW noted the key date was 31 May, when staff complement will be known for September. All staffing information was being drawn together so that budget-setting decisions can be made in the first week of June. JW has requested contracted hours information from Jenny Insch and LW has asked staff to ensure they confirm the hours they work, to feed into the discussion. This will include the funding of interventions and related staff time.</p> <p>Next meeting: Thursday 23 June at 6.30 pm.</p>	<p>RE</p> <p>CS/ RE</p> <p>RE</p> <p>AKB</p> <p>JW</p> <p>JW/ LW</p> <p>Res Comm</p>
7.2	<p><b>Curriculum &amp; Communication Committee – report of 7 May meeting</b></p> <p>Pertinent matters were covered elsewhere in this meeting.</p> <p>It was noted that NR will Chair this Committee in future, with JF minuting and that written reports to governors will be produced.</p> <p>Next meeting: Tuesday 7 July at 7 pm.</p>	<p>NR/ JF</p> <p>C&amp;C Comm</p>
8.	<p><b>Policies for approval (if any) - Behaviour Policy</b></p> <p>The School Behaviour Policy is being substantially updated, and new behaviour reward and sanction systems are being trialled by staff, including individual behaviour plans. Some difficult issues had arisen but staff were contributing fully and LW noted the need</p>	

	to ensure staff ownership of the new Policy; she hopes that the next INSET day will focus on behaviour. LM is willing to support staff training with regard to SEN. The new Policy will come to LGB for approval in September. Meanwhile, the current Policy stands.	LW (KH)
9.	<p><b>Governor liaison visits – reports / dates arranged for visits</b></p> <p>The formal links of individual governors with classes/subject areas, as previously agreed, were not yet consistently active. JW will put the list of governors-links in school on the school noticeboard so that all staff are aware. Governors come into school regularly for various activities and events (eg AKB was instrumental in the provision of equipment for the solar eclipse day) and are now very active in dealing with issues arising from the Headteacher’s absence, but as this is resolved, it is hoped that governors will spend more time linking with their allocated staff/areas, and attention will be paid to concentrating on monitoring activities in relation to priorities within the School Development Plan as part of those visits and meetings with staff.</p> <p>Current work and responsibilities being undertaken by governors is listed as an appendix to these Minutes. Governor training also listed as appendix.</p> <p>Governors are ready to support staff and with prior notice can contribute to meetings and activities within School, eg the EYFS moderation taking place in early June (LW to give JW date).</p> <p>Further consideration will be given to establishment of GovernorHub on which all information could be placed.</p> <p>The usual ‘Social’ with school staff will be arranged in conjunction with the last LGB meeting of the academic year (16 July).</p>	<p>JW</p> <p>All</p> <p>LW</p> <p>JW</p> <p>JW</p>
	<b>Business specific to this meeting</b>	
10.	<p><b>School Development Plan (SDP) – review priorities; updates</b></p> <p>Governors had received the current version of the SDP and a copy of Bob Wintringham’s presentation at the recent EPA Primary School training course on governors’ role in ensuring the School is ready for Ofsted Inspection, which had been extremely useful and informative and had highlighted areas requiring attention (some of which had already been discussed in this meeting).</p> <p>It was agreed to hold a separate and specifically SDP-focused meeting of a governors’ SDP Working Party, to ensure the LGB is taking appropriate actions and monitoring and understands the impact of outcomes within the Plan and has ownership of its content. LM will rework the SDP format to include a governor action column. It was agreed the Working Party will comprise NR, RT, JF, LM, and JW and JW will contact James Bird to ask him to join the WP at its meeting, hoped to be on a Thursday evening if</p>	<p>LM</p> <p>NR/ RT/ LM/</p>

	possible. The WP will report back to next full LGB meeting in July.	<b>JW (KH)</b>
<b>11.</b>	<b>Headteacher Performance Review</b> JW reported that the Review had been undertaken in March by JW, RE and Eddie Carmichael (representing the Diocese).	
<b>12.</b>	<b>GovernorHub HealthCheck – initial introduction</b> Governors had received the HealthCheck and it was agreed to complete it at the June meeting. .	<b>KH</b>
<b>13.</b>	<b>EPA business</b> The EPA Directing Board’s March Minutes had been circulated. AKB is an EPA Director as well as Governor at SH and asked governors for their impressions of the MAT after nearly one year of operation. Governors agreed that having the MAT had been a huge benefit in the current situation whereby senior leaders had been immediately responsive and support and advice had been immediately available. Governors agreed that, as they had foreseen, the workload balance and demands on KJ in her dual role as DCEO of the MAT as well as Head of this School, had had a negative impact on the School and emphasised the importance of not allowing a recurrence of the situation.	
<b>14.</b>	<b>Other business</b>	
<b>14.1</b>	<b>IT in School</b> In response to Governor query, LW informed governors that iPads had arrived and the Blog page was operational. However, there were some problems due to failing laptops and with regard to the laptop which provides the link to update the iPads. CS and JF undertook to investigate the possibility of borrowing an AppleMac laptop to replace the link one; if this is not possible then NR will advise about finding the appropriate software. The loss of James Bird from the School staff is keenly felt in this area. Governors agreed it was essential to have adequate resources in order to teach IT and also for use of IT for other parts of the curriculum.  IT is one area where MAT schools will benefit once a service is provided from the MAT centrally. KH informed that the EPA Directing Board will agree proposals for the establishment of the Central Services ‘arm’ of the EPA at its next meeting in early June.	<b>CS/ JF NR</b>
<b>14.2</b>	<b>Staffing</b> In response to governor query, LW informed that the school was not short-staffed. Staffing needs to be efficiently managed to meet changing needs, including where specific pupil needs are identified for which funding is available.	
<b>15.</b>	<b>Date of next LGB meeting: Thursday 25 June 2015 at 7 pm</b> A short meeting of two Items - to discuss and agree the 2015-16 Budget, and to respond to the GovernorHub health check.	<b>All to</b>

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

	<p>KH to clerk.</p> <p>The last meeting of the academic year will be held Thursday 16 July (NB amended date from 9 July). DT apologies. Including Social with staff.</p> <p>The aim in the new academic year will be for the LGB meetings to 'feed into' the EPA Directing Board meetings and KH will propose dates that fit this schedule at the July meeting.</p> <p><b>Committee meeting dates:</b>  <b>Resources:</b> 6:30 pm: Thurs 25 June  6.30 pm: Thurs 16 July (Pay Committee).  <b>Curriculum and Communication:</b> Tues 7 July at 7 pm.</p>	<p><b>note</b></p> <p><b>All to note</b></p> <p><b>KH</b></p> <p><b>Res Comm</b></p> <p><b>C&amp;C Comm</b></p>
	<p><b>Appendix</b></p> <p><b>Governor responsibilities – update</b></p> <p>Pupil Premium statutory requirements – JF  Safeguarding (inc 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/liasion 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</p>	

The meeting closed at 2135 KH/25.05.15

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