



Care Respect Equality Achievement Trust Excellence

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Registered in England and Wales

Company number 07939655

Headteacher: Mrs Marilyn Trigg

Stanton Harcourt School

**STANTON HARCOURT CE PRIMARY SCHOOL
GOVERNING BODY**

**Minutes of the meeting of the Local Governing Body
held on Thursday 19 May 2016 at 7.30 pm at the School**

Present:


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|----------------------|------------|---|
| A K Boorer (AKB) | | - Foundation Governor (Diocese-appointed) |
| Rachel Elliott (RE) | CHAIR | - Director-appointed Academy Governor |
| Jenny Faulkner (JF) | | - Parent Governor |
| Nancy Hutchison (NT) | | - Parent Governor |
| Carol Steels (CS) | | - Director-appointed Academy Governor |
| David Wallom (DW) | VICE CHAIR | - Director-appointed Academy Governor |
| Jane Watts (JW) | | - Foundation Governor (Diocese-appointed) |
| Marilyn Trigg (MT) | | - Interim Headteacher (<i>ex officio</i>) |

In attendance:


Kit Howells (KH), Clerk

The meeting was quorate.


Item	Item title	Action
1.	Welcome and Apologies for absence Apologies for absence received, and accepted: Drew Tweedy (DT), Associate Member. Nick Rickards (NR), Parent Governor, was absent.	
2.	Declarations of interests DW lives on the boundary of the School.	
3.	Minutes of the meeting held on 22 March 2016 The Minutes were agreed as a correct record of the meeting, were signed by the Chair and passed to MT for filing in school.	
4. 4.1	Matters arising from the Minutes of 22 March 2016 Jenny Woodford will not now talk to Governors about Ethos as it had been agreed between JW and Karen MacKenzie that JW was no longer in charge of Ethos in School.	
	SCHOOL IMPROVEMENT	
5.	Headteacher's Report, including Racial, Harassment & Bullying Incidents, Exclusions and Safeguarding issues, inc Prevent Duty; - & inc report on School's Prevent Self-Assessment outcome and any issues arising MT's HT Report had been previously circulated and its contents were	

Signed:  (Chair) Date: 30/6/16

	<p>noted; the recent School Review (Item 6) covered most priority issues and thus MT's report covered only specific areas where she had felt important to expand on or include particular issues.</p> <p>Attendance continues to be a serious concern, with the School being below national percentage at under 90% overall. This represents a significant number of school days missed each year and there is a clear correlation between pupils' attendance and their' attainment and progress. The School cannot achieve Good in an Ofsted Inspection for Behaviour & Safety if attendance is low. MT has highlighted the issue in School newsletters and has written to all those parents whose children have low attendance emphasising the link with low attainment and progress. Some pupils are missing a significant amount of school, c20 days pa. Governors discussed strategies that might be employed to encourage improvement and MT will look at a form of reward system that would suit the school best, whilst also underlining what is the normal expectation for attendance by all. Context was noted where pupils may have particular medical needs.</p> <p>MT noted that most Statutory requirements are now in place, and a site assessment for safeguarding has been undertaken recently with resulting required priority action undertaken immediately and other actions scheduled for medium to long term action.</p> <p>There is an increased focus on Continual Professional Development for teachers and on monitoring quality of teaching, learning, marking and feedback in books and pupil progress. The monitoring cycle will be linked with governors so that they can join and note monitoring points throughout the year,</p> <p>There has been no update of data since Assessment Point 2. MT has pointed out to the EPA School Improvement Officer that it would be useful to put in another Assessment Point between March and July for the whole EPA, but meanwhile MT is working with teachers to ensure consistency of assessment throughout the School and will plug in assessments every Term through pupil progress meetings and other monitoring to enable closer tracking of vulnerable groups in particular. She highlighted the need for purchase of assessment tools and to ensure efficient spending on other resources to support the new National Curriculum and ensure rising progress. This will be taken account of in discussion of the budget for 2016-17. A grant of £200 had been received and used to buy comprehension books for Classes 1, 2 and 3 in line with the National Curriculum.</p> <p>In response to Governor question, MT noted that her lesson observations including looking at behaviour for learning in the classroom; it is essential that pupils are engaged, interested and on task.</p> <p>The new SENCo is settling in well and ensuring high expectations and</p>	<p>MT</p> <p>MT</p> <p>MT</p> <p>JW/ MT</p>
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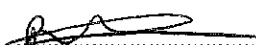
	<p>making improvements in all areas of Inclusion.</p> <p>Attention is being paid to ensure the School Website is statutorily compliant, including required information about Governors, PE Grant spending, Pupil Premium grant spending.</p> <p>Actions have been taken to improve PE offer within School since MT has held discussions with Bartholomew to ensure that the funding paid to Bartholomew is efficiently utilised for provision at Stanton Harcourt. This includes provision of transport for gymnastics every other Friday for pupils if required. Bartholomew PE staff will undertake CPD with SH School staff and there is now good value for money.</p> <p>MT attends EPA Senior Leadership Group meetings (Headteachers of all the Schools) and is undertaking the EPA Safeguarding Training as well as advanced safeguarding training in order to be able to train staff.</p> <p>JW reported on the School's Prevent Self-Assessment outcome: there are several areas requiring update, which is currently under way, including complex cross-referencing with Policies. There will be a new Visitors Policy which will come to LGB for approval. JW reminded all Governors to ensure they have undertaken Prevent online training. JW will bring the Prevent Self –Assessment back to LGB when all actions completed.</p>	<p>MT</p> <p>JW</p> <p>JW</p>
<p>6.</p>	<p>School Review 3 May 2016</p> <p>Governors discussed outcomes from the School Review. MT has rewritten the SEF and written a School Action Plan for Terms 5 and 6 in response, which has been reviewed by the Action Group. RE will circulate the Action Group Minutes for upload to GovernorHub via KH. RE will delegate defined and specific actions to governors and keep governors updated on progress.</p> <p>Governors discussed the immediate priorities for school improvement, and MT detailed work currently being undertaken in school in order to ensure higher pupil attainment. Parents will be more involved in this work.</p> <p>Governors are looking forward to improved communication with all staff and thanked MT and all teaching and support staff for their work to address priority issues and during the Review. RE will write to teaching staff, support staff in School and FSU.</p>	<p>RE</p> <p>RE</p>
<p>7.</p>	<p>School Development Plan (SDP) – update including pupil progress data</p> <p>Following the Review, MT has drawn up an Action Plan for the last two terms of the academic year, to address priority concerns. This replaces the current SDP. MT will report on the Action Plan to meetings of the Task Group and to ASC and Resources Committee on areas within their respective remits. Most of the work is related to</p>	<p>MT</p>

Signed:  (Chair) Date: 2.30.16/16

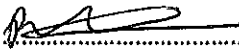
	<p>ASC's remit. The Action Plan is currently being updated following last night's Task Group meeting and will then be sent to KH for upload to GovernorHub.</p> <p>A new SDP will be written to be put in place from September.</p> <p>The overarching EPA Primary Schools' pupil progress data following AP2 had been circulated previously as had the EPA Primary Pupil Premium progress data and EPA Primary Quality of Teaching data. This information will be comprehensively discussed at the next ASC meeting on 8 June.</p>	<p>MT KH</p> <p>MT with govs</p> <p>ASC</p>
8.	Committee reports	
8.1	<p>Resources Committee – reports of meetings held 22.3.16, 25.4.16 & 9.5.16</p> <p>Reports of 22.3.16 and 25.4.16 meetings had been previously circulated and their contents were noted. JW reported verbally on the meeting held immediately prior to this LGB meeting.</p> <p>The application for a CIF grant to remove remaining asbestos had been successful and much work had been done since to enable due process with regard to quotations and documentation for an acceptable quotation before a decision on contractor had been made. The work will now go ahead and the quotation is within the CIF funding amount received.</p> <p>Any further bids for CIF grants or other large building/capital programmes will go through EPA Chief Finance Officer Mike Lawes in future, as he is extremely experienced in this work and is undertaking it for all the EPA Schools.</p> <p>The EPA's 5% levy on the School budget was further discussed and final information is awaited with regard to the Central Services which will be available from the EPA, funded by each School's levy; it is likely these will include Primary support, School Improvement, SEN, ICT, Premises support and other support as yet to be defined. The final proposal for the EPA Central Services Arm will be going to the Directing Board for approval on 14 July, after which the services will be defined.</p>	
8.2	<p>Achievement & Standards Committee – no meeting (5.5.16 meeting cancelled)</p> <p>- Pupil Premium Report (<i>standing item</i>)</p> <p>JF reported on Pupil Premium. JF has met with MT and Laura McEachern (LM) to start to plan the provision map and subsequently met with LM who is responsible for it. JF will meet with LM regularly. JF will monitor Inclusion overall (all vulnerable groups). LM is working across the whole Inclusion area and is working with teachers to enable improvements to pupil premium children's progress.</p>	

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	<p>Q: Are teachers finding it easier to use Target Tracker now? Have they got more confidence in using it as a tool?</p> <p>A: This is improving all the time, and they are growing in confidence to use it alongside their professional judgement. Teachers must ensure that pupils are working within the right band and that gaps in knowledge are being filled where necessary to bring them up to Age Related Expectation.</p> <p>The EPA Primary Schools Assessment Point 2 Data documents will go to the next ASC Committee for in-depth discussion and analysis with MT on 8 June at 5.15 pm. MT will provide a template of challenge questions for governors to ask about the data for use at each meeting.</p>	MT/SC
9.	<p>2016 Parent, Staff and Pupil Questionnaires</p> <p>MT informed governors that the Review's Parent Questionnaire had resulted in overall positive responses. She will undertake a formal analysis and report back to LGB.</p> <p>MT and JF reported parent comments that they are pleased with the improved communications put in place, with particular reference to the School Newsletter.</p> <p>Following discussion it was agreed that a School Parent Questionnaire will be issued in early 2017, when new ways of working and other improvements are more embedded, and when parents are better informed about forward plans.</p>	MT M.T.
10.	<p>EPA business</p> <p>The Minutes of the EPA Directing Board meeting held on 14.4.16 had been previously circulated and were noted.</p> <p>DW had attended the EPA AGM held on 27.4.16 to which all EPA LGB governors had been invited, in addition to Directors and EPA Members. JF noted that the new EPA Partnership Improvement Plan and Central Services Plan will be circulated to LGBs soon.</p> <p>The EPA is holding a meeting to discuss improving EPA communications, at Bartholomew School on 23 May evening to which all Governors, Clerks, Directors, Heads have been invited. Several SH Governors are attending.</p>	Remind
11.	Governing Body	
11.1	<p>Vacancies:</p> <ul style="list-style-type: none"> -Director-appointed Governor (RT resignation) -Staff Governor -Parent Governor (NR end of term 24 May) <p>The Staff Governor election will be held in January.</p>	MT

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	<p>No nominees had yet been received for Director-appointed Governor. KH had asked SGOSS to seek suitable nominees for the Directing Board nomination but currently no applications received. JW had talked to a potential nominee and awaited hearing whether or not that person would like to take further. If so, the nomination would come to SH LGB end June and forward if agreed to Directing Board meeting on 14July for approval.</p> <p>An election process had been held for a new Parent Governor to replace NR and Governors were pleased to note two strong candidates had stood, with Mark Kingston (MK) had been elected. The other candidate remains interested when next vacancy occurs. KH will write to welcome MK and provide usual background information, as well as give him GovernorHub access.</p> <p>JF will meet him in School to give him a governing body induction.</p>	<p>JW KH</p> <p>KH</p> <p>JF</p>
11.2	<p>Committee membership – to review, due to changes in governing body membership</p> <p>The current membership had been previously circulated. MK (new Parent Governor) will sit on ASC Committee initially as this Committee is short of members. RE and JW will sit on both Resources & ASC pro tem to ensure cross-Committee liaison and quorum, for the time being. Next LGB will review and revise taking account of new Governor(s).</p>	<p>MK</p> <p>JW RE</p> <p>KH</p>
11.3	<p>Governor visits – reports of visits in April & May & any arranged</p> <p>DW – HT Appointment Panel meeting.</p> <p>JF – Meetings with Laura McEachern and MT re Pupil Premium and Inclusion; School Review; HT Appointment Panel meeting.</p> <p>NH – reading with pupils.</p> <p>CS – Health & Safety audit (multiple visits); HT Appointment Panel.</p> <p>RE – School Review; SH Task Group; 1-1 meeting with MT; Meeting with EPA CEO, EPA CFO and JW re CIF bids among other issues; Headteacher Appointment Panel meeting.</p> <p>JW – Headteacher Appointment Panel meeting; Meeting with EPA CEO, EPA CFO and RE re CIF bids; School to undertake Parent Governor election count; meeting with MT; working on policies.</p> <p>AKB to consider possibility of an early evening visit to school to look at space station with children.</p>	<p>AKB</p>
11.4	<p>Governor training undertaken and future needs</p> <p>-DW had attended Governor Monitoring training at Freeland held 14.4.16. This had been basic, good for new governors but needed to be more in depth for those with experience.</p> <p>-JF has taken Safer Recruitment training</p> <p>-JF and others have taken Prevent training.</p>	

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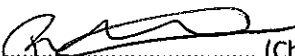
	<p>KH to send Prevent training link again so that all governors can ensure they have undertaken this online training before half term. Link:</p> <p>-MT undertaking Training the Trainer Safeguarding course so that she can train school staff in safeguarding</p> <p>-Several Governors are joining the upcoming School Improvement training at Eynsham School.</p> <p>-Those governors for whom it is relevant should ensure they have Safer Recruitment training (current – needs to be renewed every 5 years).</p>	<p>KH</p> <p>All to note</p>
11.5	<p>DBS checks for all governors by Sept 2016 (new governors immediately)</p> <p>All governors had been contacted by the Clerk noting statutory requirement for all current governors to have a current DBS certificate by 1 September (for those not already in possession of one). New Governors are required to have one within two weeks of appointment.</p> <p>MT will ensure School Office puts the necessary process in train, including new Parent Governor.</p>	<p>All</p> <p>MT</p>
12.	<p>Headteacher Recruitment (<i>Standing Item</i>)</p> <p>RE noted that several tasks require completion before recruitment commences, including ensuring Website is compliant. This fits with timeline.</p>	
13.	<p>Policies for approval :</p> <p>-Whistleblowing Previously circulated. Approved subject to personalisation for School by MT; RE to sign when complete.</p> <p>-Safer Recruitment Previously circulated. Approved.</p> <p>-Early Years (overarching EPA) to be brought to next meeting for adoption.</p>	<p>MT</p> <p>KH let Office know</p> <p>KH</p>
14.	<p>Date of next LGB meeting - Thursday 30 June 2016 at 7.30 pm.</p> <p>Agenda to include:</p> <p>-Annual 'housekeeping' items: Elections, Committee membership, Roles, Code, Standing Orders, Interests etc.</p> <p>-Budget 2016-17</p> <p>-EPA Early Years Policy, for adoption</p> <p>-All usual and Standing Items</p>	<p>All to note</p>

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15.	<p>Dates of forthcoming other meetings (for information)</p> <p>Resources Committee: 30 June, 6 pm - inc Budget 2016-17 14 July, 6.30 pm</p> <p>Pay Committee: 14 July, 6 pm</p> <p>Achievement & Standards: 8 June, 5.15 pm</p> <p>LGB meeting on 14 July at 7 pm, followed by Social event (tbc) <i>(apologies AKB, JF, KH due to EPA Directing Board meeting. KH send DW Minutes template for use to record meeting)</i></p> <p>EPA-wide Communication Meeting: Mon 23 May, 6 pm, Bartholomew School</p>	<p>Res Comm Pay Comm ASC</p> <p>All</p> <p>KH</p> <p>All</p>

The meeting closed at 9.40 pm

KH/21.5.16

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