

→ School file



Care Respect Equality Achievement Trust Excellence

Tel: 01885 881948

email: office@stantonharcourtschool.org.uk



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 29 September 2016 at 7.30 pm at the School**

Present:


- | | | |
|---------------------|------------------|---|
| A K Boorer (AKB) | | - Foundation Governor (Diocese-appointed) |
| Rachel Elliott (RE) | CHAIR | - Director-appointed Academy Governor |
| Mark Kingston (MK) | | - Parent Governor |
| David Wallom (DW) | JOINT VICE CHAIR | - Director-appointed Academy Governor |
| Jane Watts (JW) | JOINT VICE CHAIR | - Foundation Governor (Diocese-appointed) |
| Carol Steels (CS) | | - Director-appointed Academy Governor. |
| Marilyn Trigg (MT) | | - Interim Headteacher (<i>ex officio</i>) |

In attendance:

- | | |
|------------------|--------------------|
| Jane Eagle (JE) | - Associate Member |
| Drew Tweedy (DT) | - Associate Member |
| Kit Howells (KH) | - Clerk |


The meeting was quorate.

Item	Item title	Action
1.	Welcome and Apologies for absence Apologies for absence received, and accepted: Nancy Hutchison (NT), Parent Governor Jenny Faulkner (JF), Parent Governor.	
2.	Declarations of interests DW lives on the boundary of the School.	
3.	Minutes of the meeting held on 30 June 2016 The Minutes of the 30 June meetings were agreed as a correct record of the meeting, were signed by the Chair and passed to MT for filing in school.	
4.	Matters arising from the Minutes of 30 June 2016 Actions completed and/or Items appearing on this meeting's Agenda.	
	SCHOOL IMPROVEMENT	
5.	Headteacher's Report, including Safeguarding (Standing Item), and Racial, Harassment & Bullying Incidents, Exclusions (Standing Items) MT's HT Report had been previously circulated and its contents were noted. Governors thanked MT for her very comprehensive report. Governors recorded their appreciation of the anonymous donation	

Signed:  (Chair) Date: 7/12/16


M. Trigg

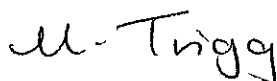
<p>which had enabled purchase of new tables for all classrooms; governors will send a note of thanks via MT. New chairs had also been purchased. MT plans to ensure that parents have the opportunity to walk round school to see the refurbishment, and displays, as part of upcoming Parents' Evening. Governors were pleased with the works carried out to School during the Summer holiday.</p>	<p>RE/MT</p>
<p>Governors are keen to be able to respond to Ofsted call appropriately and RE will email governors alongside KH's poll of their availability for meeting with Ofsted at short notice. Governors discussed their readiness and KH will circulate some useful documents to aid preparation. MT will meet with governors to talk through their individual areas of liaison and interest.</p>	<p>RE/ KH MT/all govs</p>
<p>MT has written a long-term RE plan, sent to DT for comments. DT confirmed this is a good plan to ensure that RE has a high profile in the school curriculum. Every teacher works to the plan in preparation for lessons and there is a new display board in the Hall.</p>	
<p>Q: Will School ensure that RE has a high profile on the School Website as well? A: Yes, this will be done.</p>	<p>MT</p>
<p>Curriculum grouping will continue this year as this is a small school; the majority of action plans, including for all core subjects, have been written and subject leads are supporting each other. The action plan for RE will follow from the SIAMS inspection. .</p>	
<p>The SENCo will be pleased to attend LGB meetings to report on SEND during JF's absence and MT will invite her.</p>	<p>MT</p>
<p>Q: Can Inclusion include More Able & Gifted & Talented groups as well and will there be an action plan for these children? A: Yes, these children need to be challenged and the EPA School Improvement Officer (SIO) is working with staff on planning, book scrutinies and lesson observations and more resources for these children have been purchased so that they will be working at the right levels.</p>	<p>MT</p>
<p>Q: Attendance remains a concern; is School continuing to follow every possible avenue to encourage and improve attendance? A: Yes, attendance improvement is a priority and MT writes to parents of absentees to emphasise that children's absence has a negative impact on their progress, and has highlighted the issue in the School Newsletters. This is also the case with Pupil Premium and SEND children. Any unauthorised absences lower the attendance; MT talks to parents who are taking their children out for holidays during school time. These parents are in the minority but this is a persistent difficulty. It is possible to introduce fines but these are not thought to be enough</p>	

Signed:  (Chair) Date: 27/12/13

M. Tugg

	<p>of a deterrent unless set relatively high. Many motivational things have been put in place for children to encourage their attendance and strict records are kept of attendance and of each occasion where absence is unauthorised, which is on the children's records. MT has also told parents that she is willing to collect children from home if parents cannot get their children to school due to circumstances. The attendance record is also affected by transient children, where there are often external difficulties in ensuring attendance. MT explained the context for this impact on attendance. Governors agreed to give further thought to how parents might be encouraged to ensure their children attend school, particularly those whose children are persistently absent or take unauthorised time away from school. MT will also highlight how well those children are doing who have high attendance records.</p> <p>Safeguarding MT reported one Reception pupil on a part-time timetable and being assessed due to safeguarding concerns; this pupil is likely to have one-to-one support following assessment. Parents are fully involved and happy with arrangements and all procedures are being followed.</p>	<p>All govs</p> <p>MT</p>
<p>6.</p>	<p>School Development – Draft School Development Plan (SDP) 2016-7 and Schools Self Evaluation (SSE) - update The SDP and SSE had been previously circulated and the contents were noted, including specific expectations of governors in monitoring school improvement and full understanding of priority issues and curriculum areas and knowledge of the School. Governors will utilise the monitoring timetable to undertake a more structured approach to ensuring and supporting school improvement and KH will share an outline monitoring plan which might be adapted for governors' use. (And see Item 9.4).</p> <p>The EPA is currently reviewing all its Schools' SDP and SSEs schools and there are likely to be changes; it was agreed that MT will resubmit both documents to the LGB following the review and they will be discussed in depth at the December LGB meeting.</p> <p>Q: The monitoring timetable for Inclusion should also refer to More Able and Gifted & Talented pupils. A: MT will add to the document.</p> <p>DT will discuss the Christian Values section with MT on 3 October, including Early Years.</p>	<p>All govs</p> <p>KH</p> <p>MT</p> <p>MT</p> <p>DT</p>
<p>7.</p>	<p>Committee reports</p>	
<p>7.1</p>	<p>Resources Committee – report of meetings held 14.7.16 and 29.9.16 Report of the meeting on 14.7.16 had been previously circulated and</p>	

Signed:  (Chair) Date: 7/12/16

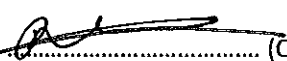


	<p>the contents were noted. JW reported verbally on the meeting held immediately prior to this LGB meeting.</p> <p>This evening's meeting had focused on financial policies and risks as well as looking at the budget monitoring for current period.</p> <p>The EPA Financial Procedures, Administration & Controls Policy which controls finance procedures at the School is going to the Directing Board for review in October and therefore this will be brought to the Committee's November meeting as there may be changes.</p> <p>The Committee had reviewed the Local Finance Scheme of Delegation, which covers the procedures undertaken locally, and recommended its ratification by the LGB. LGB ratified.</p> <p>The Pay Panel had met in July and agreed recommendations for teachers' pay in line with targets set and met.</p> <p>The financial risks and strategy document has been reviewed and CS will update and send to KH for upload to GovernorHub. This is a document reviewed at each meeting; Governors should ask questions of Resources Committee members if clarification required.</p> <p>The Capital Improvement Fund (CIF) grant funding that had been agreed for the improvement and refurbishment works carried out in the summer holidays had not all been spent and the underspend will be refunded.</p> <p>There will shortly be a new call for bids from the CIF and the School will apply for funding for necessary works if these fit the criteria of the call. It is hoped that required work to floors and replacement water heaters might be appropriate, but the focus is currently unknown.</p> <p>It had not been possible to meet the summer deadline for the specific application for MoD grant for service children due to lack of information.</p> <p>After School Clubs bring in a good income for the School. It was noted that the person running the Drama Club will finish in October and the School is seeking a replacement to keep this popular Club running. Governors' ideas would be welcomed.</p> <p>The next Health & Safety Audit will take place in November and the 3 November Resources Committee meeting will focus on this.</p>	<p>JW</p> <p>CS</p> <p>Govs to note</p>
<p>7.2</p>	<p>Achievement & Standards Committee – reports of meetings held 11.7.16 and 7.9.16</p> <p>Report of 7.9.16 meeting had been previously circulated and the contents were noted. The 11.7.16 meeting was reported verbally.</p>	

Signed:  (Chair) Date: 7/12/16


M. Trigg

	<p>DW briefed Governors on the major issues being addressed, including Pupil Progress Data, Safeguarding Audit preparation, Behaviour, Attendance and Inclusion.</p> <p>Governors were pleased with the overall good outcomes in the SATs results for last year's KS2. The main focus of the meeting had been on data and the positive trend was noted. Attainment is good, but progress needs improvement.</p> <p>It had been agreed it would be useful for Governors to attend some curriculum staff meetings at 1530 on Wednesdays.</p> <p>Although much improved, it is acknowledged that further improvements need to be made to school-parent communication and MK is working on ideas.</p> <p>MT reported on Pupil Premium (PP). There is now a tracking sheet for every PP and SEN child which also details what the PP is being spent on. The analysis of progress last year shows that PP children still not making the progress that their peers are making; most are making some progress, but not enough. It is essential to constantly review and ensure that value for time and funding is being obtained by assessing the impact of interventions. Further resources are being put in place to support assessment of PP children, so that their progress can be tracked in more detail and interventions altered more quickly where necessary. An additional assessment point has been inserted for PP and SEN children, at end October. The SENCo has a new monitoring schedule including looking at provision in classrooms which has commenced.</p>	<p>Govs</p>
<p>7.3</p>	<p>Task Group following May 2016 School Review – report of meeting held 13.7.16</p> <p>Report of meeting held 13.7.16 had been previously circulated and the contents were noted.</p> <p>RE drew attention to the EPA's agreement that the EPA SIO and Primary Lead will be in School on Tuesdays and Thursdays respectively in order to support leadership as MT should be working only 3 days per week. A Senior Lead will therefore always be present in School. The SIO will be working with teaching staff on developing leadership skills and this will be one of the foci of the next meeting (30 Sept).</p> <p>Q: Why is the progress of More Able & Gifted & Talented pupils' not mentioned in the plan, as well as Vulnerable Groups?</p> <p>A: The SIO's remit includes focus on all groups of pupils, including MA and G&T and improving progress of this particular cohort of pupils is firmly on his agenda.</p>	

Signed:  (Chair) Date: 7/12/16

M. Tugg

7.4	<p>Working Group for SIAMS presentation The Group did not meet on 30.8.16 as planned, but will meet on 3 October.</p>	Wk Gp SIAMS
8.	<p>EPA business, including EPA communications/standardisation The draft Minutes of EPA Directing Board meeting held 14.7.16 had been previously circulated and AKB briefed Governors on the main issues.</p> <p>The main foci of the meeting had been on establishment of the EPA Central Services Arm, which will now be possible with the levy on the schools, and on school improvement issues, specifically with a focus on improvement in the EPA Primary Schools' attainment and progress standards and the need to work harder to close the gap between Pupil Premium children and their peers. This School is already addressing the need for stronger improvement, including having a Review Task Group on which the SIO sits. The Board also discussed and agreed action to improve communication between EPA DB and LGBs and standardisation of governance procedures.</p> <p>Q: Would it be possible for Governors to meet with the EPA School Improvement Officer to talk through the issues in more detail? A: Yes this would be possible. Governors will invite James Bird to the next LGB meeting to highlight the main priorities and issues for attention in relation to school improvement (and if he is not able to attend, then to make an arrangement to meet with him as a group out of LGB meeting).</p>	KH to ask James Bird
9.	Governing Body	
9.1	<p>Vacancies update: -Director-appointed Governor (RT resignation) JE had given consideration to joining the LGB as a full Governor and agreed to stand as a nominee for appointment. KH to forward her details to EPA for Directing Board consideration at October meeting. -Staff Governor After discussion, it was agreed that MT will take this forward and it is hoped that a staff member will be willing to be appointed.</p>	KH MT
9.2	<p>Governor visits – reports of visits July-September (if any); and any arranged MK – on interview panel for TAs. RE – monitoring refurbishment work during summer holidays. RE and AKB – meeting with teaching staff re Headteacher recruitment. AKB – monitoring refurbishment in Summer and walk around school with MT following works RE and AKB – discussions with EPA re Headteacher recruitment. AKB and JF - EPA directors meeting on 14 July. CS – working on Health & Safety audit issues.</p>	

Signed:  (Chair) Date: 7/12/16

M. Trigg

	<p>JW – meeting MT re SIAMS preparation on 3 Oct. DW – meeting MT re SIAMS preparation on 3 Oct.</p> <p>Monitoring visits to be arranged.</p>	All govs
9.3	<p>Governor training undertaken and future needs relating to the new SDP Final SDP awaited in order to know what training might be needed to meet the requirements in school improvement.</p>	
9.4	<p>Governor Link/Liaison Roles Final SDP awaited, following which Governors will review these roles and agree priorities for monitoring and appoint Governors to each priority. Meanwhile governors will continue to monitor areas as agreed last year and undertake monitoring visits this Term. Also, it had been agreed it would be useful for Governors to attend curriculum staff meetings at 1530 on Wednesdays</p> <p>The outline monitoring plan that Clerk will share will be discussed and a monitoring plan for the year put in place at the December LGB meeting.</p>	<p>Govs Govs KH</p>
9.5	<p>Code of Conduct – for agreement Governors agreed to abide by the Code.</p>	
9.6	<p>Declaration of interest forms for Register and website publication 2016-17 Clerk had distributed new forms for completion by all Governors, which will then be filed on the Register in School and recorded on the statutory website list of Governors.</p>	
9.7	<p>Confirmation of DBS checks up to date All Governors' checks confirmed.</p>	
10.	<p>Headteacher Recruitment (<i>Standing Item</i>) RE briefed Governors that positive discussions are being held with the EPA, a strategy and timetable for recruitment is in place and formal processes which are being followed.</p> <p>Governors thanked MT for her continued support, commitment and dedication to the School and for her agreement to remain as Headteacher until Easter 2017. Governors recorded their appreciation of the excellent transformation work she is doing.</p>	
11.	<p>Policies for approval :</p> <p>-Overarching EPA Dignity at Work Policy – for adoption Previously circulated, having been shared with staff. Approved.</p>	


Signed:  (Chair) Date: 7/12/16

M. Trigg

	<p>-British Values Policy - for approval Previously circulated, having been shared with staff. Approved.</p> <p>-Managing Allegations against Other Pupils Policy – for approval Previously circulated, having been shared with staff. Approved.</p> <p>KH will send all the approved Policies as pdf documents to RE for her signature, upload signed versions to GovernorHub and send to Office for website.</p>	KH
12.	Date of next LGB meeting - <u>Thursday 8 December 2016 at 7.30 pm</u>	All to note
13.	<p>Dates of forthcoming other meetings</p> <p>Achievement & Standards: tba (DW and MT to arrange bet. 2-7 Dec) School Review Task Group: 30 September Resources Committee: 3 November, 6.30 pm SIAMS Working Group: 3 October</p> <p>KH put dates on GovernorHub calendar.</p>	DW/MT
	<i>The meeting closed with a prayer.</i>	

The meeting closed at 9.25 pm

KH/30.9.16

Signed:  (Chair) Date: 7/12/16

M. Trigg