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Stanton Harcourt School

## STANTON HARCOURT CE PRIMARY SCHOOL GOVERNING BODY

### Minutes of the meeting of the Local Governing Body held on Thursday 30 June 2016 at 7.30 pm at the School

**Present:**

A K Boer (AKB)		- Foundation Governor (Diocese-appointed)
Rachel Elliott (RE)	CHAIR	- Director-appointed Academy Governor
Nancy Hutchison (NT)		- Parent Governor
Mark Kingston (MK)		- Parent 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:**


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

*The meeting was quorate.*

Item	Item title	Action
1.	<b>Welcome and Apologies for absence</b> RE welcomed new Parent Governor, MK and new Associate Member, JE to their first LGB meeting. Apologies for absence received, and accepted: Jenny Faulkner (JF), Parent Governor Carol Steels (CS), Director-appointed Academy Governor.	
2.	<b>Declarations of interests</b> DW lives on the boundary of the School. KH to send Interests forms for completion to MK and JE.	<b>KH (done)</b>
3.	<b>Minutes of the meeting held on 19 May 2016 and the extraordinary meeting on 31 May 2016</b> The Minutes of both meetings were agreed as correct records of the meetings, were signed by the Chair and passed to MT for filing in school.	
4. 4.1	<b>Matters arising from the Minutes of 19 May and 31 May 2016</b> The LGB noted that the EPA CEO was on sickness absence leave until the new academic year starts in September. Mike Lawes, Chief Operating Officer, is acting CEO and working with Senior Managers to take the EPA forward.	
	<b>SCHOOL IMPROVEMENT</b>	

Signed:  (Chair) Date: 29/9/16

<p>5.</p>	<p><b>Headteacher's Report, including Racial, Harassment &amp; Bullying Incidents, Exclusions and Safeguarding issues, inc Prevent Duty (Standing Items) and Safeguarding Action Plan</b></p> <p>MT's HT Report had been previously circulated and its contents were noted; the Safeguarding Action Plan had also been previously circulated.</p> <p>Governors noted that the target for Attendance is still not being met, despite the hard work of MT and staff to address the issue via newsletters, to explain the correlation between attendance and good pupil progress, meeting parents and sending out formal communications to parents of persistent absentees. Some instances are due to exceptional circumstances, genuine ill health or ongoing medical reasons but where this is not the case MT is addressing the issue with families. MT will introduce monthly class attendance certificates from September 2016.</p> <p>Q: What response is there from parents on receipt of letters from MT? A: Some parents do not respond and do not come in to discuss the situation with MT, although they have been asked to do so.</p> <p>Q: It would be useful to separate out the attendance figures for SEND, Pupil Premium and Free School Meals pupils (anonymised). A: MT will provide these figures, although it is noted that there are not large numbers of SEND or FSM children. However the correlation between absence and lack of progress is more clearly seen in vulnerable groups of children.</p> <p>Q: There is no information about lateness. Is this an issue? A: Not such a problem any more – this area is much improved recently.</p> <p>Governors noted the likely figures on roll for 2016-17 and the numbers of SEN and PP pupils within Year groups and how these will be supported, and how the TAs will be dispersed through the school.</p> <p>Governors noted the actions taken to improve Leadership &amp; Management, and thus pupil progress, since Easter, and the impacts already seen. There is now a more clear emphasis on learning, assessment and learning programme resources are being purchased in line with the new curriculum. Lesson observations have seen increased vocabulary for learning, better focused and succinct objectives for learning, and children being better able to understand and talk about their learning. TAs are receiving professional development.</p> <p>MT informed governors that the teachers at school will take part in the strike on Tuesday and appropriate plans were in place for that day.</p>	<p>MT</p> <p>MT</p>
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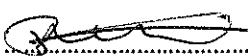
	<p>A positive Safeguarding Audit took place on 14 June resulting in the Action Plan circulated. School Safeguarding Leads are MT, Jenny Woodford and Linda Walsh.</p> <p>Governors noted expected and assessed likely outcomes for pupils, with good and positive results. SATs results are due out on 5 July. The last data assessment point (AP3) will be 1 July. ASC will look at the results when it meets on 11 July.</p> <p>Linda Walsh and Jenny Woodford will have completed the EPA's Middle Leadership Programme this week and governors were pleased with their success.</p> <p>Work to ensure more evidence of Church School distinctiveness will be put into train once building works have been completed and a checklist of requirements for each classroom will be drawn up. JW had provided excellent resources to use for this. (See Item 10.4 for further discussion on this issue).</p> <p>MT tabled the new Early Years Prospectus, which governors were pleased to see.</p> <p>The Sports Day had been held on 23 June in a different format from previously, with 8 field events in Houses, followed by a short track event. There will be a further track event on 19 July. Some parents had felt the change to format had been poorly communicated so they had not known what to expect, but overall the day had been successful.</p>	<b>ASC</b>
6.	<p><b>School Development - Action Plan June/July 2016 and construction of new SDP from September</b></p> <p>MT advised that an agreed cross-EPA format for SDP had been agreed and she was meeting with staff to discuss and agree proposed overarching content for the next year and staff were now feeding in priorities for inclusion. Governors will also feed in priorities to MT for inclusion. RE will meet with MT to discuss the priority areas for improvement. The first draft SDP will come to the first Autumn Term LGB meeting for review and finalisation.</p>	All gobs RE/MT MT
7.	<b>Committee reports</b>	
7.1	<p><b>Resources Committee – reports of meetings held 19.5.16 and 30.6.16</b></p> <p>Report of 19.5.16 meeting had been previously circulated and 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 the draft budget for next year and the 5-year plan, with Mike Lawes, EPA COO (and Chief Financial Officer), attending to answer questions and provide detail where</p>	

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	<p>required because the budget format is different this year with changed Cost Centre Headings. Governors were appreciative of the new format and appropriate level of detail.</p> <p>It was noted that staffing costs are being effectively managed to the best advantage of pupils and the budget finance. Overall, there is clear evidence of finance and resourcing benefits due to being part of the EPA with savings being made due to benefits of scale and options to share resources in many areas. Governors discussed the staffing structure for next year and MT confirmed staff were happy with arrangements.</p> <p>Resources Committee had agreed the proposed Budget was the best possible financial scenario for the School next year and recommended it to the LGB for approval. The LGB approved the budget for 2016-17.</p> <p>Next meeting: 14 July at 6.30 pm.</p>	<p>MT</p> <p>Res Comm</p>
<p><b>7.2</b></p>	<p><b>Achievement &amp; Standards Committee – report of meeting held 8.6.16</b></p> <p>Report of 8.6.16 meeting had been previously circulated and the contents were noted.</p> <p>JF has taken over as Chair. Work of the meeting had mainly focused on reviewing policies coming to LGB this evening, and work on action plans including preparation for provision of new SDP for next year, and discussion of school's values.</p> <p>It is essential that all governors can access the School's pupil progress data on Target Tracker and although James Bird has provided basic information, more detail is required. DW is working on anonymised access with easy log-in so that progress in all pupil groups can be easily tracked. This is particularly important for ASC Governors. KH will forward the method used at Eynsham Primary for access.</p> <p>The importance of all governors completing Safeguarding and Prevent training was emphasised; most have now completed these. Certificates are registered by KH on GovernorHub and with the Office for the website. KH will send a further reminder.</p> <p>Next meeting at 11 July at 7 pm.</p>	<p>DW</p> <p>KH (done)</p> <p>All govs</p> <p>ASC</p>
<p><b>7.3</b></p>	<p><b>Task Group following May 2016 School Review – report of meeting held 18.5.16</b></p> <p>Report of meeting held 18.5.16 had been previously circulated and the contents were noted.</p> <p>The EPA had established this Task Group to ensure that the School is taking appropriate action to improve and providing strong challenge to ensure good and strong progress is made in order to assist MT and</p>	

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	<p>Governors to raise standards. The Group comprises MT, RE, Frances Bartlett (Diocese), the Primary Lead for the EPA (Sarah Kerswell) and the EPA School Improvement Officer.</p> <p>It would be useful to have a clerk for this Group and KH will forward details to RE.</p> <p>Next meeting 13 July 5.45.</p>	<b>KH (done)</b>
<b>8.</b>	<p><b>2016 Parent Questionnaire</b></p> <p>MK's overview report and analysis had been previously circulated and MK briefed Governors, noting the overall response of 36% and a good spread of responses across the Year groups. The highlights of the results were the high loyalty and satisfaction rating, based on happiness and confidence of the children, a caring ethos, small school size and hard-working current staff. The single biggest frustration of parents is communication between school and parents (timing, quality, relevance and tone).</p> <p>Governors were pleased with the response overall and understood the need for improved communication methods and timing. Governors discussed the communication methods used by parents to respond to the questionnaire, and agreed that these preferences needed to be taken account of (small screens require short well formatted communications rather than wordy emails) and consideration should also be given to ParentMail, which has been very successful at other local Schools, as well as provision of online payment methods for lunches, trips, club memberships. Governors suggested that online payment might best be provided at EPA level (noting that Bartholomew School use ParentPay).</p> <p>MK will have a more in-depth discussion of the questionnaire results with MT.</p> <p>It was agreed to repeat the questionnaire within the next six months, to ascertain whether immediate actions and improvements have been noticed, and thereafter annually.</p> <p>It was agreed that parents should be encouraged to enter their positive responses on Parent View.</p> <p>MT will feed back to parents a headline summary of the responses at the next appropriate parents' meeting and will also circulate this in writing via the newsletter or other method.</p>	<p><b>MK/ MT</b></p> <p><b>MT</b></p> <p><b>All</b></p> <p><b>MT</b></p>
<b>9.</b>	<p><b>EPA business</b></p> <p>There had been no meeting of the EPA Directing Board since the previous LGB meeting.</p> <p>AKB reported that a useful meeting of EPA Directors, Headteachers</p>	

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	<p>and Governors had been held on 23 May to discuss EPA communications and suggestions for improvements. JF, AKH, JW, CS and RE had attended that meeting; the report and recommended actions had been previously circulated. It was recognised that the EPA MAT is young and the need now for tighter two-way communication processes had been agreed. KH will be working on standardisation of EPA Governance procedures and processes during the summer and will report back to LGB in the Autumn.</p> <p>AKB reported on the EPA Finance Committee meeting recently held, reminding governors that the EPA will charge the 5% levy on each of its schools' budgets from this next financial year in order to provide Central Services requested and needed by the EPA schools, including increased time for the EPA School Improvement Officer (James Bird), resources for administration (previously provided through the kind auspices of Bartholomew School) and for IT, buildings and grounds maintenance, among other needs in order to centralise some services and thereby become more efficient and prudent. The EPA currently provides overarching Finance and HR services.</p>	KH
<b>10.</b>	<b>Governing Body</b>	
<b>10.1</b>	<p><b>Election of Chair</b> KH took the Chair and had called for nominations prior to the meeting. She called for further nominations. There had been several nominations of RE for Chair. RE left the room. The LGB elected RE as Chair of the LGB for one year from 1.9.16.</p>	
<b>10.2</b>	<p><b>Election of Vice Chair</b> KH held the Chair and had called for nominations prior to the meeting. She called for further nominations. There had been nominations for DW and JW and both confirmed that they were willing to stand, and left the room. The LGB elected JW and DW as joint Vice Chairs for one year from 1.9.16. It was agreed that each will take delegated responsibility for aspects to be agreed at discussion with RE and MT.</p>	RE/MT /DW/ JW
<b>10.3</b>	<p><b>Vacancies update:</b> -<b>Director-appointed Governor (RT resignation)</b> -<b>Staff Governor</b> -<b>Parent Governor</b></p> <p>The <b>Staff Governor</b> election will be held in January. The <b>Director-appointed Governor</b> vacancy remains. JE is giving consideration to becoming a nominee for this vacancy. <b>Parent Governor</b> – Mark Kingston had been elected by parents.</p>	
<b>10.4</b>	<p><b>Committee membership and Governor Liaison Roles - 2016-17</b></p> <p><b>Committees</b> The current membership had been previously circulated.</p>	

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	<p>It was agreed that members of <b>Resources</b> Committee will be <b>RE, JW, AKB, CS, NH and MT</b>. The Committee will elect its own Chair at the next meeting.</p> <p>Members of <b>ASC</b> will be <b>DW, JF, MK, JE (Associate) and MT</b>. The Committee will elect its own Chair at the next meeting.</p> <p>The <b>School Review Task Group</b> will continue with membership as at Item 7.3.</p> <p>It was agreed to form a <b>Working Group for SIAMS preparation</b>, to focus on the School's Christian distinctiveness; members will be <b>AKB, JW, DT (Associate) and MT</b>, and DT will convene the WG. The first meeting will be held on 30 August at 2 pm at the School. Once its ToRs and aims are in place, it was agreed MK will be invited to put the Parent perspective. DT will also join staff INSET on morning of Thursday 1 September to contribute to discussion on same subject.</p> <p><b>Liaison roles</b> It was agreed that Governor Liaison roles will be allocated by Committees and will include the priority areas for improvement, with advice from MT. Meanwhile, current Safeguarding responsibilities will remain in place.</p> <p>Inclusion will encompass Gifted, Talented &amp; More Able.</p>	<p><b>Res Comm</b></p> <p><b>A&amp;S Comm</b></p> <p><b>WG for SIAMS</b></p> <p><b>RC &amp; ASC agendas JW</b></p> <p><b>ASC</b></p>
<p><b>10.5</b></p>	<p><b>Governor visits – reports of visits in May and June (if any) and any arranged</b></p> <p>AKB – Attended a pre-meeting in connection with the CIF capital project building works and undertook a premises walk around to look at status of fixtures &amp; fittings for discussion with MT.</p> <p>DT – Takes an assembly each week and welcomes the School into the village church once a month.</p> <p>NH – listens to children reading every week.</p> <p>MK – had undertaken analysis of the recent Parent Survey.</p> <p>JW - visited Early Years Foundation Stage</p> <p>JW - met with MT to discuss Safeguarding and preparation for SIAMS.</p> <p>RE - met with MT.</p> <p>RE and JW – participated in recruitment interviews.</p> <p>JW – met with CIF project building contractors.</p> <p>MK suggested parents might respond well to a short piece from MT for the newsletter and in children's book bags to explain the value of parents coming into school to listen to children read, or other volunteering roles as necessary and explain the need to obtain a DBS certificate to do so.</p> <p>MK has now received DBS certificate and can come into school to listen to reading.</p>	<p><b>MT</b></p> <p><b>MT</b></p>

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	<p>MK noted that parents have shown appreciation for MT greeting them and pupils on arrival in the mornings.</p>	
10.6	<p><b>Governor training undertaken and future needs</b> -RE, CS, NH and AKB have now all undertaken Safeguarding and Prevent training.</p> <p>KH will send Prevent training link again so that all governors can ensure they have undertaken this online training. Link:</p> <p>MT is undertaking Training the Trainer Safeguarding course so that she can train school staff in safeguarding</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>MK will attend an Induction Course. Other governors were reminded that OCC Governor Services courses are free as part of the School's subscription and it is advantageous to take courses in areas where upskilling might be necessary or to support governor committee or liaison work. KH to provide the Link:</p>	<p><b>KH (done)</b></p> <p><b>MK All govs KH (done)</b></p>
11.	<p><b>Headteacher Recruitment (Standing Item)</b> All statutory recording and website updates were in hand to ensure all is in order in preparation for recruitment.</p> <p>MT noted the need for the EPA to agree fairly quickly the way forward so that staff and parents can be reassured. The EPA is discussing various models and taking account of succession planning across the MAT. There are no dates set yet for recruitment or interviews.</p> <p>It was agreed KH will set up a section on GovernorHub for HT Recruitment: Checklist of all necessary actions before recruitment can take place. The Checklist will include Website update, School Prospectus for example.</p> <p>AKB reminded governors of the EPA's invaluable support in providing immediate and excellent solutions in times of need for various schools in the MAT since its establishment.</p>	<p><b>KH (done)</b></p>
12.	<p><b>Policies for approval :</b></p> <p><b>-Overarching EPA Early Years Policy – for adoption</b> Not ready yet; will come for adoption when ready.</p>	<p><b>MT Autumn 2016</b></p>

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	<p><b>-Positive Behaviour Policy - for approval</b> Previously circulated, having been shared with staff. Approved.</p> <p><b>-Presentation Policy – for approval</b> Previously circulated, having been shared with staff. Approved. MT advised that consistency was already being achieved.</p> <p><b>-Marking &amp; Feedback Policy – for approval</b> Previously circulated, having been shared with staff. Approved. MT advised that consistency was already being achieved.</p> <p><b>-Visitors Policy – for approval</b> Previously circulated, having been shared with staff. Approved.</p> <p><b>British Values Policy – update</b> This Policy has been shared with staff in draft and is being finalised. It will come to LGB Autumn meeting. .</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>	<p>agenda</p> <p>MT Autumn 2016 agenda</p> <p><b>KH</b></p>
13.	<b>Date of next LGB meeting - <u>Thursday 29 September 2016 at 7 pm</u></b>	<b>All to note</b>
14.	<p><b>Dates of forthcoming other meetings</b></p> <p><b>Achievement &amp; Standards:</b> 11 July, 7 pm  <b>School Review Task Group:</b> 13 July, 5.45 pm  <b>Pay Committee:</b> 14 July, 6 pm  <b>Resources Committee:</b> 14 July, 6.30 pm <i>Apologies from AKB due to EPA Directing Board meeting.</i>  <b>SIAMS Working Group:</b> 30 August, 2 pm, at the School.</p> <p>KH put dates on GovernorHub calendar.</p>	<p>ASC Task Grp Pay Comm Res Comm <b>DT/AKB /MT/JW</b></p> <p><b>KH (done)</b></p>
15.	<p><b>Dates of LGB meetings for academic year 2016-17 -</b></p> <p><b>These were agreed as follows:</b> Thursdays at 7.30 pm:  29 September  8 December  9 February  16 March  18 May  29 June</p> <p>KH will put dates on the GovernorHub calendar.</p>	<p><b>All goes to note</b></p> <p><b>KH (done)</b></p>

The meeting closed at 9.40 pm

KH/2.8.16

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