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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 29 June 2017 at 7.30 pm at the School

Present:

A K Booer (AKB)		- Foundation Governor (Diocese-appointed)
Rachel Crouch (RC)		- Headteacher (<i>ex officio</i>)
Jane Eagle (JE)		- Director-Appointed Academy Governor
Rachel Elliott (RE)	CHAIR	- Director-appointed Academy Governor
Jenny Faulkner (JF)		- Parent Governor
Mark Kingston (MK)		- Parent Governor
Jane Watts (JW)	JOINT VICE CHAIR	- Foundation Governor (Diocese-appointed)
David Wallom (DW)	JOINT VICE CHAIR	- Director-appointed Academy Governor.
Fiona Wilson (FW)		- Staff Governor
In attendance:		
Kit Howells (KH)		- Clerk

The meeting was quorate.

Item	Item title	Action
1.	Welcome and Apologies for absence RE welcomed Governors. Apologies for absence received, and accepted: Nancy Hutchison (NT), Parent Governor.	
2.	Declarations of interests JE is a Trustee of the Village Hall; DW lives on the boundary of the School.	
3.	Minutes of the meeting held on 18 May 2017 The Minutes of the 18 May meeting were agreed as a correct record of the meeting, signed by the Chair and filed in School.	
4.	Matters arising from the Minutes of 18 May 2017 There were no matters arising, as actions had been completed and/or issues related to 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) RC's HT Report had been previously circulated and RC highlighted main issues:	

Signed: (Chair) Date:

	<p>-Attendance is improved slightly; the implementation of a Late Book has helped as well as other actions including parent contacts for lateness as well as attendance below 96%.</p> <p><i>Q: The authorised absence number is higher than unauthorised. Why is this?</i></p> <p><i>A: Attendance remains a difficult area for a few pupils. Persistent absentees are the major problem and a careful plan is being put in place to address these children's needs.</i></p> <p>Governors agreed that Persistent Absence should be an item for discussion on the next A&S Committee agenda on 11 July, to ensure that actions are agreed as soon as possible.</p> <p>-RC has undertaken teacher monitoring across whole school with focus on under-achieving More Able pupils, with good or above results.</p> <p>-Staff have completed CPD on under-achieving More Able pupils – a focus for governors this year.</p> <p>-KS1 internal test results show that Reading is strong. It will be essential to ensure that the large amount of children going into Y3 with greater depth in Reading sustain that as they move into and through KS2.</p> <p>-KS2 SATs results are due on 4 July.</p> <p><i>Q: Is there a plan for replacing Science Club?</i></p> <p><i>A: RC has written to the Headmaster at Cokethorpe School to request involvement of Sixth Formers studying science and awaits a response. It is hoped that some interaction will be arranged to mutual benefit of both schools.</i></p> <p>-More new creative after school clubs will start in September, including utilising the skills and offer of their own time of new teachers.</p> <p>-Particular emphasis is being put on ensuring high standards of behaviour by all pupils and good behaviour for learning. New staff will ensure a fresh start. JW emphasised the need for governors to ensure parents inform class teachers first if they have any concerns, and can then take their concerns to the Headteacher if necessary. Governors are not representatives of parents or any other body of stakeholders and so must advise parents to talk to the class teacher in such circumstances rather than discussing individuals' issues.</p> <p>-RC is arranging for the school to have a good international connection with a school in Uganda and explained the background and way this will work with letters being exchanged direct between children. DW has global collaborators through his work and is happy to ask them to get involved – RC noted.</p>	<p>JF for ASC (done)</p> <p>All govs to note</p> <p>RC</p>
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Signed: (Chair) Date:

<p>5.1</p> <p>5.1.1</p>	<p>- A Resource Direct teaching training student will come to the school for teaching practice next year. No cost to school.</p> <p>Exclusions None Racial, Harassment & Bullying incidents None.</p> <p>Safeguarding No Safeguarding issues to report. KH to send information on recent SnapChat feature SnapChat Maps.</p> <p>Safeguarding Audit report (10 February audit): Tabled and contents noted and discussed. RC will send to KH for upload to GovernorHub in Safeguarding folder. Governors were pleased to have this positive report, with all sections except one (Adequate) rated Good or Outstanding.</p>	<p>KH (done)</p> <p>RC (done)</p>
<p>6.</p>	<p>Committee reports</p>	
<p>6.1</p>	<p>Resources Committee – report of meetings held 26.6.17 & 29.6.17 and Minutes of 18.5.17 for acceptance Report of the meeting on 18.5.17 had been previously circulated and the contents were noted.</p> <p>Budget 2017-18 – recommendation for approval by LGB JW reported verbally on the meeting held on 26 June to discuss the draft Budget only and tabled the version which has been agreed by the Committee to recommend to Governors. She highlighted the enormous amount of work done to get to this point due to tight funding and the recently notified upcoming staff changes which have meant it has only just been completed. Governors noted that the current proposed Budget has a £4K deficit but Resources Governors and RC are confident that additional income over the course of the year will cover this; meanwhile other options for achieving savings are being looked at. Thus the Committee does not anticipate having a deficit at the end of the year. In addition, it has been pleasing that it was possible for the School to recruit experienced and best possible candidates for new staff at the School. Noting that Mike Lawes, CFO at the EPA, is also aware of the proposed budget, Governors approved the Budget.</p> <p>JW reported on the meeting held immediately prior to this LGB meeting (29.6.17), which had focused on budget preparation and monitoring. There are aspects which will be looked at more closely in the coming months, including consideration of school lunches costs and encouraging their take up, which is low, even for those who are eligible for free school meals. This will include working with pupils on menus. One SEND child's funding has not been received and should have arrived with the child; this is being followed up.</p> <p>There had been some concerns in the EPA that the SH LGB Committee minutes had not been sent to Directing Board for</p>	<p>RC</p>

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6.1.1	<p>information; KH confirmed that she always sends Minutes through to the EPA for upload to its GovernorHub or uploads them herself.</p> <p>A 3 –year plan for repair and maintenance of premises is being drawn up so that costs can be incorporated into the budget. Fencing for front of Foundation Stage Unit garden area has been ordered.</p> <p>The EPA had carried out an Internal audit of finance procedures and processes in January and KH will ensure that the report is uploaded to GovernorHub. Issues raised have already been addressed or are in process. It is important to record in the Resources Minutes when these processes are in place.</p> <p>Staff Movements update Details were contained in RC’s HT Report. The School has been extremely lucky in being able to recruit to all upcoming vacancies with excellent candidates. The interviews had been well run with governor participation. RC detailed the individual appointments.</p> <p>Parents have been informed about Class teachers for next year. It was agreed to ensure that all governors were aware of staff movements as soon as they occur, in order to be fully informed.</p>	KH
6.1.2	<p>Proposal re 30 hours offer (3-4 year old entitlement to childcare) RC reported little interest in take-up of the Offer. There are a good number of staff so any small increase will not require extra staffing.</p>	RC
6.2	<p>Verbal report from Pay & Confidential Committee meeting 29 June RE reported that the Committee had met immediately prior to this LGB meeting. Appraisals will be completed by the end September deadline and the Pay Committee will meet again in September. Teacher targets will align with the new Development Plan.</p>	Pay Comm
6.3	<p>Achievement & Standards Committee Not met since 11 May (Minutes had been previously circulated and were accepted.). Next meeting 11 July.</p> <p>JF advised all Governors to look at the recently published Ofsted Inspection report for Eynsham Primary, particularly referring to governor oversight of targets and managing teacher performance and Governors agreed that challenging the school and validation of evidence through monitoring and questioning must be tightened up, including undertaking book scrutiny observations, and increased focus on progress and attainment of Pupil Premium and underachieving More Able children.</p>	All govs All govs
6.4	<p>School Review Task Group - report of meeting held 15 March The Report had been previously circulated. The next Task Group meeting is being held on 6 July. JW will represent RE as she is abroad for work.</p>	

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7.	<p>Parent Survey outcomes, analysis, actions</p> <p>MK's report and analysis had been previously circulated. He briefed Governors, noting that overall ratings were up and number of participants was down. It is clear that parents feel that nurturing is important but there was more emphasis on the importance of high expectations for children's learning this time.</p> <p>MK and RC will write to parents to thank them for participating and pull out some of the most notable strands to report back on some of the themes, in order to ensure appropriate response to parents who have given up their time to complete the survey.</p> <p>It was agreed to carry out another survey in late Autumn Term.</p>	<p>RC/ MK</p> <p>MK</p>
8.	Governing Body	
8.1	<p>Election of Chair (1 year from 1.9.17)</p> <p>KH took the Chair and had called for nominations prior to the meeting. She called for further nominations. RE had been nominated and was willing to stand; she left the room. The LGB elected RE as Chair of the LGB for one year from 1.9.17.</p>	
8.2	<p>Election of Vice Chair (1 year from 1.9.17)</p> <p>KH held the Chair and had called for nominations prior to the meeting. She called for further nominations. Those nominated and willing to stand left the room. The LGB elected JW and JF as joint Vice Chairs for one year from 1.9.17. It was agreed that each will take delegated responsibility for finance and performance respectively.</p>	
8.3	<p>Appointment of Headteacher's Performance Appraisal Group (3 governors) and to agree external adviser</p> <p>It was agreed to appoint RE, JW and JF to the Group and to appoint Elaine Skinner, Diocesan Adviser as external support. The Group will meet on 14 July at 1 pm.</p>	<p>RE JW JF</p>
8.4	<p>Review and confirm Committee structure and membership for 2017-18</p> <p>Current structure and membership had been previously circulated. For 2017-18, it was agreed that MK will move to Resources. The new staff governor (replacing FW) will be a member of ASC. There are two other vacancies on the governing body, and vacancies on Committees will be filled depending on new governors' expertise and preference.</p>	<p>MK KH to update</p>
8.5	<p>Review Liaison roles / responsibilities</p> <p>Current list of roles had been previously circulated. It was agreed to await the appointment of new Staff and Foundation Governors before finalising and this issue will come back to next LGB meeting.</p>	<p>KH</p>

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8.6	<p>Governor vacancies – Director-appointed governor (ex Carol Steels) No likely candidates had been found and KH was, therefore, requested to seek candidates via SGOSS.</p> <p>-Foundation (on AKB's retirement end August) JW will action this, including raising the issue at the next PCC meeting and contacting the Diocese.</p> <p>-Staff (to replace FW). RC will arrange an election when new staff are in place this September.</p>	<p>KH</p> <p>JW</p> <p>RC</p>
8.7	<p>Governor Monitoring reports: All Monitoring reports of visits since the previous LGB meeting had been previously circulated and uploaded and are on the Office files, as follows:</p> <p>JF - Inclusion Monitoring report 6.6.17 - Governors noted the difficult situation and work involved due to funds not accompanying a SEND pupil.</p> <p>RC/MK/JF – Interviewing for teacher vacancy 22.6.17. Governors agreed that the interview format had been excellent.</p> <p>JW undertakes regular monitoring of the School Single Central Record. (It is noted that the EPA will undertake an audit of the SCR shortly).</p> <p>Governors agreed that increased in school monitoring was essential, as per the Monitoring Plan already agreed.</p> <p>DW will discuss a plan for increased attention for More Able pupils with RC and will report on this to the ASC meeting on 11 July.</p>	<p>DW/RC</p>
8.8	<p>GovernorHub HealthCheck 2017 The 2016 HealthCheck had been previously circulated. Grading was agreed for 2017 for each section and plans for improvements were noted. KH will complete the Check for 2017 and upload it to GovernorHub.</p>	<p>KH</p>
8.9	<p>Governor Training – booked/completed Safeguarding Training 28.6.17 session held at Bartholomew School for governors was attended by RE, JW, AKB and JF. This had been a useful session, highlighting what governors need to ask and how to monitor and hold the school to account, and also to ensure that all training is completed and staff know what actions are necessary in given circumstances.</p>	
8.10	<p>Succession planning (standing item) Recruitment of governors discussed above. .</p>	

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9.	<p>EPA update AKB and JF briefed Governors on the MAT Merger process in hand with Faringdon Academy of Schools, the CEO retirement at end August and the Chairs Group. It was noted that Ofsted have inspected 5 Primaries in the EPA in recent weeks and the reports are available on those schools' websites.</p> <p>The main focus of work is currently the proposed merger, with due diligence continuing through various work stream steering groups, and with formal consultation due to commence in October following Directors' meetings in July, with a view to merging in September 2018.</p> <p>The Chairs of EPA Governing Bodies haven't met since the last meeting.</p>	
10.	<p>Dates of LGB meetings in next academic year 2017-18 Agreed meetings will be held (all at 7.30 pm) on: Mon 25 Sept Thurs 16 Nov Thurs 8 Feb Thurs 22 March Thurs 17 May Thurs 28 June.</p>	All to note
11.	<p>Date of next LGB meeting - <u>Monday 25 Sept 2017 at 7.30 pm</u></p>	All to note

The meeting closed at 9.50 pm

KH/4.7.17

Signed: (Chair) Date: