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Headteacher: Rachel Crouch



Stanton Harcourt School

STANTON HARCOURT CE PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting of the Local Governing Body held on Thursday 16 March 2017 at 7.30 pm at the School

Present:

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| 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 |
| Nancy Hutchison (NT) | | - Parent Governor |
| Mark Kingston (MK) | | - Parent Governor |
| Jane Watts (JW) | JOINT VICE CHAIR | - Foundation Governor (Diocese-appointed) |
| Fiona Wilson (FW) | | - Staff Governor |

In attendance:

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| Kit Howells (KH) | - Clerk |
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The meeting was quorate.

| Item | Item title | Action |
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| 1. | Welcome and Apologies for absence RE welcomed Governors, and RC to her first LGB meeting as new Headteacher. Apologies for absence received, and accepted: David Wallom (DW), Joint Vice Chair, Director-appointed Academy Governor. Drew Tweedy (DT), Associate Member | |
| 2. | Declarations of interests JE is a Trustee of the Village Hall. | |
| 3. | Minutes of the meeting held on 16 March 2017 The Minutes of the 16 March 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 16 March 2017 | |
| 4.1 | Attendance JF drew attention to the following Link, which KH will circulate via GovernorHub: https://www.compare-school-performance.service.gov.uk/compare-schools?phase=primary&for=School%20workforce&&schoolTypeFilter=allSchools&dataSetFilter=final through which it is possible to create a comparison list for SH school with other Primaries (including the EPA Primaries), for various aspects including KS2 results, school workforce types and numbers and from | KH (done) |

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| <p>4.2</p> | <p>which it is easy to see strengths and weaknesses and thus to ask more specific questions of the Headteacher and staff.</p> <p>JF reported no response to the email to the EPA asking for support in improving attendance possibly through a letter from the CEO to parents of persistent absentee children. ASC members had followed up with James Bird (EPA SIO) at their recent meeting and he had agreed that attendance was not as good as it should be and it is clear that the School is working hard to improve it. However, it was not the EPA's role to intervene as it is a local matter to the School.</p> <p>Enormous efforts continue to be made to improve attendance with continued emphasis to parents and pupils on the correlation between attendance and achievement. A slightly improved percentage (just under 96%) is being seen currently, but buy-in is required from all parents. RC is utilising some best practice seen to work in some other schools and will report back on impact at the next LGB meeting. It was noted that Bunnies (pre-school/nursery children) should not be included in the data as pupils' attendance is not statutory at that age.</p> <p>RC drew attention to some lateness issues which she is addressing by talking to parents at the start of the school day.</p> <p>The Attendance Policy has been approved and will be signed by RE and filed at School.</p> <p>RE will raise the issue of Before and After School Clubs at the next meeting of EPA Chairs of Governors (it had been deferred due to need to discuss proposals for merger with Faringdon Academy of Schools).</p> <hr/> <p>There were no other matters arising, as actions had been completed and/or issues related to Items appearing on this meeting's Agenda.</p> | <p>RC</p> <p>KH</p> <p>RE</p> |
| | <p>SCHOOL IMPROVEMENT</p> | |
| <p>5.</p> | <p>Headteacher's Report, including Safeguarding (Standing Item), and Racial, Harassment & Bullying Incidents, Exclusions (Standing Items)</p> <p>RC's HT Report was tabled. Governors agreed the format was useful and the contents were noted.</p> <p>Governors were pleased to note that RC is holding TA meetings every 2 weeks.</p> <p>Likely Admissions number in September 2017 is 12/13 into Y1.</p> <p>No Complaints.</p> <p>No Exclusions.</p> <p>No Racial Incidents.</p> <p>RC drew attention to the time spent taking children to participate in events at Bartholomew School and the related expectations made of parents. While recognising the importance of these events, she</p> | |

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| <p>5.1</p> <p>5.1.1</p> <p>5.1.2</p> | <p>emphasised the importance of the core subject lessons taking place in the mornings and Governors agreed that a balance should be struck. ASC will discuss this at its next meeting. There have been no exclusions and no racial incidents.</p> <p>Safeguarding No Safeguarding issues to report.</p> <p>Safeguarding Audit report (10 February audit): to be received from OCC (RC to investigate).</p> <p>Annual Health & Safety inspection: Minor concerns raised in the report following the Inspection are being addressed by Resources Committee ongoing. It is noted that NH has taken on the role of Health & Safety Governor since Carol Steels' resignation (temporary basis).</p> | <p>JF (for ASC)</p> <p>RC</p> <p>JW</p> <p>KH update list</p> |
| <p>6.</p> | <p>School Development – Any updates to School Improvement Plan (SIP) 2016-17 & School Self Evaluation (SEF) RC is in the process of updating and refining all the development and self-evaluation documentation. July SATs results will be input and a new SDP and SEF will be brought to the first ASC and Resources Committee meetings in the Autumn Term for consideration and input and division of responsibilities to the 2 Committees and to the first LGB meeting in Autumn Term for approval.</p> | |
| <p>7.</p> | <p>Committee reports</p> | |
| <p>7.1</p> | <p>Resources Committee – report of meeting held 18.5.17 and Minutes of 16.3.17 for acceptance Report of the meeting on 16.3.17 had been previously circulated and the contents were noted.</p> <p>JW reported verbally on the meeting held immediately prior to this LGB meeting (18.5.17), which had focused on budget monitoring. There had been no official monitoring report from the EPA and Mike Lawes had not visited the school to undertake budget monitoring recently, although he is currently covering CEO role due to absence of CEO on sick leave. Enquiries will be made into whether budget monitoring assistance will be available in the short term. The Committee had reviewed a limited budget report and had questioned areas of overspend, noting the acceptable reasons. AKB had provided an updated financial risks proforma which had been noted and is a working document.</p> <p>It was agreed that the ASC needs to add Standards risks to the Risk Register for the School and JF will work on these.</p> <p>New fencing has been ordered for the perimeter with the urgent replacement being made immediately and the rest in the next budget period as funds allow.</p> | <p>KH</p> <p>ASC/ JF</p> |

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| <p>7.1.1</p> <p>7.1.2</p> | <p>Financial reports for the EPA had been given at the recent EPA AGM and the intended financial benefits of the proposed merger with another MAT were noted. Due diligence is currently being undertaken.</p> <p>NH has taken on Health & Safety Governor role temporarily following Carol Steels' resignation.</p> <p>It had been agreed that confidential matters should be included in meetings of the Pay and Performance Committee.</p> <p>It is noted that the Annual Pupil Premium reports need to justify exactly how the funding is spent, with specifics and impact as well as outcomes and the reports must be uploaded to the School website. .</p> <p>The School Website will be refreshed next week and the work is part of the contract with 1,2,3 ICT.</p> <p>Proposal re 30 hours offer (3-4 yr old entitlement to childcare) Discussed various options which might be included within the 30 hours and this work is ongoing and will be reported back to LGB.</p> <p>Budget preparation process 2017-18 Meetings to discuss are being held on 26 June at 6.30 pm and on 29 June at 6 pm, to bring recommendation to LGB meeting.</p> | <p>RC</p> <p>JW</p> <p>JW/ RC</p> |
| <p>7.2</p> | <p>Achievement & Standards Committee – report of meeting held 11.5.17, including Data Analysis AP2, outcomes etc Minutes of 14 March had been circulated and were accepted. Minutes of 11 May had been previously circulated and the contents noted. In addition, the data dashboard for the School produced by James Bird (EPA SIO) had been previously circulated, together with the EPA Standards Protocols to which the School must adhere, and these were agreed to be very informative and useful. JF explained the levels of standards in the Protocol.</p> <p>Data monitoring and processes are currently being examined as there are some anomalies.</p> <p>Key issues of concern had been discussed and were noted in the Minutes. Governors discussed the low Writing data and noted this is a national problem and also one of difficulties around assessment. However, attention must be paid to improvements as progress is not yet good enough. It is also essential to ensure that the More Able and the disadvantaged groups of children are achieving better.</p> <p>The next version of the Data Dashboard will be produced after Assessment Point 3 and will include the SATs results.</p> | <p>ASC</p> |

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| | ASC will provide a set of questions from each meeting for RC to answer at the following LGB meeting. | |
| 7.3 | <p>School Review Task Group - report of meeting held 15 March and date of final Task Group meeting</p> <p>The Report of 15 March meeting will be circulated.</p> <p>Next Task Group meeting is Thursday 25 May at 0830 and JF will attend in lieu of RE.</p> | JF |
| 7.4 | <p>Pay Committee</p> <p>This Committee's title will be amended to Pay, Performance & Confidential Matters Committee. No staff will be present at these meetings other than the Headteacher.</p> | <p>All to note</p> <p>KH to update gov list</p> |
| 7.5 | <p>Headteacher's Performance Management Group</p> <p>This Group is due to meet to discuss and agree targets for RC for the next academic year. However, the EPA CEO (Andy Hamilton), who had indicated his wish to sit on all EPA schools' HT Performance Management Groups, is currently on sick leave. KH will contact Mike Lawes to ask what action is necessary (to await ASH return or to bring in a replacement School Improvement Partner to join the Group).</p> | KH |
| 8. | Governing Body | |
| 8.1 | <p>Governor vacancy – Director-appointed governor</p> <p>RC will approach a suitable possible candidate and if this approach is unsuccessful, KH will ask SGOSS to seek an appropriate candidate.</p> <p>KH will also let RE know of any other imminent completions of Governors' terms of office.</p> | <p>RC</p> <p>KH</p> <p>KH</p> |
| 8.2 | <p>Governor Monitoring reports:</p> <p>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 29.3.17 JW – Visit to Class 1 and Class 6 5.4.17 DT – SIAMS and values monitoring visit 5.4.27 JW – Foundation Stage monitoring visit 27.3.17 JW – Finance monitoring 27.3.17 JF – Inclusion monitoring report 16.5.17, including budget issues</p> <p>Governors congratulated the Inclusion Manager on the excellent work she is doing which is having a positive impact on vulnerable children in school. RE is meeting her on 19 May and will pass on Governors' thanks.</p> <p>RE will encourage parents to contribute to the inclusion area being created outdoors.</p> | <p>RE</p> <p>RE</p> |

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| 8.3 | <p>GovernorHub HealthCheck 2017 The 2016 HealthCheck had been previously circulated. It was agreed that every governor will come to the next LGB meeting with a rating for every section, and these will be discussed and agreed (alongside any necessary action to improve).</p> | All govs KH for LGB agenda |
| 8.4 | <p>Skills audit Most governors had completed the audit forms and KH had collated and analysed them. KH reported that overall there is good coverage of the areas of competency required to be contained within the LGB. The areas where there are gaps include procurement and purchasing, change management and oversight and inspection in the school sector. This will be borne in mind when seeking new Governors.</p> | KH to note |
| 8.5 | <p>Governor Training – booked/completed JW, JE and NH had attended Monitoring Quality of Teaching (EPA session hosted by Eynsham Primary School). KH will update the training record.</p> | KH |
| 8.6 | <p>Succession planning (standing item) As noted under 8.4 above. KH to bear in mind as terms of office complete.</p> | KH to note |
| 9. | <p>EPA update AKB and JF briefed Governors, who had received the EPA Directing Board Minutes of the April meeting.</p> <p>The main focus of work is currently the proposed merger with the Faringdon Academy of Schools, and due diligence is currently under way with formal consultation due to commence following Directors' meetings in July with a view to merger in September 2018.</p> <p>It was noted that Andy Hamilton, EPA CEO, is currently on sick leave. Noting the stretched resources, Governors expressed concern relating to support from the centre for Headteacher Performance Management and Budget monitoring.</p> <p>JW reported following the recent Chairs of EPA Governing Bodies meeting, which she had attended in RE's place. Issues raised there had included the recent good outcome of the Cassington Ofsted inspection, entry and exit interviews for staff, which are carried out at SH as well as other EPA schools, and the usefulness of the SIO's data dashboard for each of the schools. The regular and now more formalised meeting of EPA Chairs of Governors is considered by all to be extremely valuable. .</p> <p>JW recommended that the SH LGB instigate a system of ASC asking questions of challenge at each Committee meeting to the Headteacher and the RC providing answers to the following LGB meeting.</p> | |

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| | <p>RC will investigate date of most recent Critical Incident Lockdown practice and will ensure record kept and practice instigated soon if required.</p> <p>It was agreed that it was not necessary for a Governor Action Plan to be generated from the SDP as each Committee will have sections of the SDP delegated to it for monitoring; Committees will ensure that each Ofsted Framework heading is covered appropriately.</p> <p>Parent questionnaires are being carried out regularly (and MK will share the results of the latest one with Governors) and will continue to be done at least annually.</p> <p>Pupil questionnaires are also carried out regularly and will continue to be done at least annually.</p> | <p>ASC (DW/J F) RC</p> <p>RC</p> <p>ASC & Res Comm</p> <p>MK RC</p> <p>RC</p> |
| 10. | Date of next LGB meeting - <u>Thursday 29 June 2017 at 7.30 pm</u> | All to note |
| 11. | <p>Performance and standards issues – confidential discussion for non-staff governors only</p> <p>This Item was taken without any School staff present (FW had left the meeting).</p> <p>Issues discussed: Teaching monitoring processes, tightening of school processes and procedures, ensuring budget monitoring is robust and rigorous, ensuring appropriate actions are taken in relation to bringing up school standards and that these actions are recorded clearly in action plans. RE is taking some issues of concern forward to the EPA and will report back to governors.</p> | RE |

The meeting closed at 9.30 pm

KH/23.5.17

Signed: (Chair) Date: