



Care Respect Equality Achievement Trust Excellence

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Registered in England and Wales

Company number 07939655

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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 Monday 25 September 2017 at 7.30 pm at the School

Present:

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)	JOINT VICE CHAIR	- Parent Governor
Mark Kingston (MK)		- Parent Governor
Mary Tudge (MT)		- Staff Governor
Jane Watts (JW)	JOINT VICE CHAIR	- Foundation Governor (Diocese-appointed)
David Wallom (DW)		- Director-appointed Academy Governor.

In attendance:

Huw David (HW), Nominee for vacancy for Academy-appointed Governor	
Kit Howells (KH)	- Clerk

The meeting was quorate.

Item	Item title	Action
1.	<p>Welcome and Apologies for absence RE welcomed Governors, particularly MT attending her first meeting since appointment as Staff Governor and also Observer HD, nominee for Academy-appointed Governor vacancy.</p> <p>Apologies for absence received, and accepted: Nancy Hutchison (NT) - Parent Governor Drew Tweedy (DT) – Associate Member</p>	
2.	<p>Declarations of interests JE is a Trustee of the Village Hall. DW lives on the boundary of the School. JF is a Director of the Eynsham Partnership Academy and a Governor at Bartholomew School.</p>	
3.	<p>Minutes of the meeting held on 29 June 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.</p>	
4.	<p>Matters arising from the Minutes of 29 June 2017 There were no matters arising, as actions had been completed and/or issues related to Items appearing on this meeting's Agenda.</p>	
	SCHOOL IMPROVEMENT	

Signed: (Chair) Date:

<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Headteacher's Report, including Safeguarding (Standing Item), and Racial, Harassment & Bullying Incidents, Exclusions (Standing Items) RC's HT Report had been previously circulated and was noted. RC highlighted main issues, including Attendance and Pupil Numbers</p> <p>Improvements in attendance and punctuality are being seen since implementation of late book, letters home, attendance plans, and earlier closing of the school gate.</p> <p>RC explained work in progress to explain to parents the difference between SEND and low levels of pupil understanding.</p> <p>Governors were pleased to see that Cokethorpe School U6 pupils are visiting School regularly to assist More Able pupils in Science and Maths.</p> <p>Safeguarding</p> <p><i>Exclusions</i> - None. <i>Racial, Harassment & Bullying incidents</i> - None.</p> <p>Governors noted that a Safeguarding concern had been recorded and appropriate procedures followed. This was not a referral.</p> <p>Safeguarding Policy 2017 – had been previously circulated and was approved, subject to amendment of telephone number and email address. RE to sign pdf version.</p> <p>Health & Safety Policy 2017 – had been previously circulated and was approved, subject to amendment of list of staff to update for accuracy (and this list will become an appendix). The Policy and Appendix will be reviewed every 2-3 months to ensure it remains current. RE to sign pdf copy for file. DW upload to GovernorHub</p> <p>Safeguarding Annual Audit report This will come to the November meeting from JW and RC before submission to the LA by end December.</p> <p>Pupil Premium Grant (PPG) Annual Statement RC will circulate the Statement, being statutory report on how the PPG is spent (via KH to upload to GovernorHub) for Governors' approval before it is uploaded to School website. JF (Pupil Premium Governor role) will confirm to RC when approval is received. Governors thanked Becky Clark for her hard work.</p>	<p></p> <p>RC RE</p> <p>RE/KH DW</p> <p>JW/RC</p> <p>RC KH JF RC</p>
<p>6.</p>	<p>School Development – School Development Plan (SDP) 2017-18 School Self Evaluation (SSE/SEF) 2017-18 update</p>	<p></p>

	<p>Both documents had been previously circulated and have benefited from the input of the Acting CEO, Sarah Kerswell (Primary Education Lead), as well as Governors, staff and parents. Governors were pleased to note that a one-page version for the pupils is available to show them the 5 main priorities for the School this year. RC will send to KH for upload to GovernorHub.</p> <p>Action plans for subject areas sit behind the overall SDP. Governors will be able to easily assimilate their role in the school's development through the plan, see what their actions are and how to feed back to the School and to LGB meetings. It is essential to have clear time scales so that RAG-rating is easier; the outcomes and impact sections will be RAG-rated by January so that Governors can see progress and amend focus if necessary.</p> <p>The SEF has been updated taking account of the SATs results, with current priorities for the School, including the focus on Reading and Writing, which must be improved and the improvements secured and sustained.</p> <p>Governors discussed the current Year Group cohorts and expectations, as well as SEND numbers in each and, while recognising the influence one pupil can make to outcomes for small cohorts, emphasised the need to see secure and steady progress throughout the school. Having secure and stable staffing and leadership will enable this.</p> <p>Governors' aims will be to secure stability across the whole school, including processes, premises issues, staffing, resources, and leadership. Governors will contribute by having more structured and planned visits to schools alongside book scrutinies and learning walks. RC will send KH list of school events that KH can tabulate so that Governors can enter in their availability for each, eg Poetry Day, Book at Bedtime, Parents' Evenings, etc.</p> <p>Governors discussed various detailed aspects in relation to More Able, and SEND, and small cohorts, and agreed to send further comments to RC on the SDP and the SEF, if any, so that these documents are as robust as possible for the year ahead and so that Governors 'own' the final documents.</p>	<p>RC</p> <p>Govs</p> <p>RC KH</p> <p>All govs</p>
7.	Committee reports	
7.1	<p>Resources Committee – report of meetings 25.9.17 (verbal) and Minutes of 29.6.17 for acceptance</p> <p>Report of the meeting on 29.6.17 had been previously circulated and the contents were noted. Governors emphasised the need for their challenge of School leadership during meetings to be recorded in the Minutes.</p>	RC

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	<p>JW reported on the 25.9.17 meeting held immediately previous to this meeting.</p> <p>Mike Lawes, EPA COO, had worked through the budget with governors. JW emphasised that, due to the carry forward, the budget for the first year of the current 3 year plan, will be met, but that going forward there is likely to be a deficit (the national funding formula, while giving more money does not give enough to meet rising costs, pay rises or to fill current gaps in funding). Governors discussed potential ways for the School to earn extra income and/or to save costs (whilst noting that expenditure has been cut severely already). Work is being done to look at where savings can be made.</p> <p>The Annual Health & Safety Audit will take place on 14 November. There are various small issues to deal with in preparation and RE will walk the premises with RC this month to ensure all is in place or in hand.</p> <p>Governors thanked Becky Clark for her work to secure funding for a one to one TA to support a pupil.</p> <p>Pay & Confidential Committee will meet on 3 November at 11 am, following completion of all staff appraisals all done by then.</p>	<p>RE/RC</p> <p>RE/RC</p> <p>Pay Comm members</p>
7.2	<p>Achievement & Standards Committee – reports of meetings held 11.7.17 and 21.9.17</p> <p>Report of the meeting held 11.7.17 had been previously circulated and contents noted. Governors had been pleased with the SATs results overall, although noting a small cohort. The Data Dashboard published by the EPA had been updated and RC will circulate (via KH\ who will upload to GovernorHub).</p> <p>JF reported on the meeting held on 21.9.17 (Minutes to follow). Members had interrogated the AP3 data (Assessment Point 1 July), specifically outcomes for Y6 and Y2 and Phonics Screening (Y1) outcomes. Progress looks reasonable, although there are some pockets of poor progress, particularly KS1 Writing. It was noted that comparisons cannot be made with earlier years or from KS1 to KS2, due to changed National Curriculum and assessment methods. The lower progress in Writing is acknowledged by the School who are working on improvement with additional focus also on reading, which should improve progress in writing.</p> <p>Updated data for quality of learning are much improved.</p> <p>Assessment Point dates in 2017-18 are: AP1 – 6 Dec; AP2 - 21 March; AP3 – 11 July.</p>	RC
7.3	School Review Task Group - report of meeting held 6.7.17	

Signed: (Chair) Date:

	The Report had been previously circulated and its contents noted. The EPA has decided no further meetings are currently required, due to issues having been addressed and improvements to structures and timeliness. RC was thanked for the substantial extra time she had devoted to this.	
7.4	Headteacher Appraisal Panel – report of meeting held 14.7.17, and targets RE reported verbally on the Panel meeting held 14.7.17, highlighting the challenging targets which have been set for RC this year and noting the support of Diocese independent adviser.	
7.5	Pay & Confidential Committee The Committee will meet again on 3 November at 11 am to review annual appraisals, appraisal system, and RC's recommendations.	Pay Comm
8.	EPA Business, including EPA Communications The Minutes of the most recently held EPA Directing Board meeting (13 July 2017) had been previously circulated, and key issues were noted. The 5 October Directing Boards' meetings of both MATs will decide whether or not to go to Consultation on the proposed merger (with a view to earliest possible merge of May 2018). It was noted that all the EPA primaries except Stanton Harcourt have received Ofsted Inspections recently. 3 had good outcomes with Eynsham being Requires Improvement. Sarah Kerswell is now spending one day a week at Eynsham and is also Acting EPA CEO since Andy Hamilton's retirement. (She is no longer Headteacher at Hanborough Manor). RE noted that the Chairs of EPA Governors would meet next week and one of the topics will be the EPA Merger and potential future ways of working. This Chairs Group is now formalised.	
9.	Governing Body	
9.1	Governor vacancies - update – Director-appointed governor (ex Carol Steels) KH had asked SGOSS for assistance in finding a new governor. This had been successful and Huw David is the LGB's nominee, going forward to the 5 October Directing Board meeting for approval. -Foundation governor (on AKB's retirement end August) JW reported no further progress following the issue being raised at the PCC meeting and with the Diocese. JF has approached an EPA Director for advice and awaits a response. If there is no progress, JW will request the Diocese to find a Governor (via Tracy Richardson). -Staff governor (to replace FW). MT has filled this position.	JF JW

9.2	<p>Governor Visits in July-September and Monitoring reports:</p> <p>-MK, JF and JW came to first INSET Day of new academic year, to work through the SDP draft with RC and staff. MK will file a report.</p> <p>-JF and RC met HD to discuss governorship and show him the School.</p> <p>-RE has met 1-1 with RC.</p>	
9.3	<p>Governor Training – completed</p> <p>JF - Prevent Tier 2 (July 2017)</p> <p>DW – Online Prevent Duty training.</p> <p>It was agreed that having access to <i>The Key</i> would be useful and JF noted that the EPA will try and negotiate a deal for joint membership for all the EPA schools (James Bird).</p> <p>-To agree future training needs relating to SDP priorities</p> <p>NH to do Safeguarding training.</p> <p>HD (if nomination approved) to do Induction, Prevent, Safeguarding.</p>	<p>NH</p> <p>HD</p>
9.4	<p>Governor Link/Liaison roles / responsibilities – to review & agree</p> <p>Current list of roles had been previously circulated. It was agreed that monitoring visits should link with book scrutinies where possible.</p> <p>It was agreed MT will join ASC Committee.</p> <p>The new Foundation Governor (when appointed) will join ASC Committee.</p> <p>It was agreed that Governors will join RC at the staff meetings held once every half term at 3.30 pm on Tuesdays. First one is on 7 November and Governors to let RC know if attending.</p> <p>Curriculum development groups have been reorganised to link with the SDP and Governors will join as follows: Humanities, Literacy, Art and Music – MK, HD, JE Maths, Science, RE, PE, MFL and educational visits – DW, JW, NH, DT, RE</p>	<p>Govs</p> <p>MT</p> <p>All govs to note</p> <p>All govs to note</p>
9.5	<p>Code of Conduct 2017-18 – for agreement</p> <p>The Code, previously circulated, was agreed.</p>	
9.6	<p>Declaration of Interest forms for Register and website 2017-18</p> <p>Forms for completion had been previously circulated and were/would be returned to KH or Office for update of the Register.</p>	<p>Govs to complete and return to KH</p>
9.7	<p>Confirmation that DBS checks are up to date</p> <p>JW confirmed all up to date. New governor checks will be made as appointed.</p>	
9.8	<p>Succession planning (standing item)</p>	

Signed: (Chair) Date:

	No discussion.	
10.	Date of next LGB meeting - <u>Thursday 16 Nov 2017 at 7.30 pm</u>	All to note
	Pay & Confidential Committee – Friday 3 November at 11 am Resources Committee – Thursday 16 November at 6.30 pm ASC Committee – Monday 18 December at 7 pm	All to note

The meeting closed at 9.50 pm

KH/30.9.17

Signed: (Chair) Date: