



Care Respect Equality Achievement Trust Excellence

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Registered in England and Wales

Company number 07939655

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 November 2017 at 7.30 pm at the School

**Present:**

|                     |                  |                                           |
|---------------------|------------------|-------------------------------------------|
| Rachel Crouch (RC)  |                  | - Headteacher ( <i>ex officio</i> )       |
| Huw David (HW)      |                  | - Academy-appointed Governor              |
| Jane Eagle (JE)     |                  | - 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) |

**In attendance:**

|                  |         |
|------------------|---------|
| Kit Howells (KH) | - Clerk |
|------------------|---------|

*The meeting was quorate.*

| Item | Item title                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.   | <p><b>Welcome and Apologies for absence</b><br/>JF took the Chair and welcomed Governors, particularly HD, whose nomination had been approved as new Director-appointed Academy Governor.</p> <p>Apologies for absence received, and accepted:<br/>Rachel Elliott (RE), Chair, Director-appointed Academy Governor.<br/>Nancy Hutchison (NT), Parent Governor</p> <p>Absent: David Wallom (DW), Director-appointed Academy Governor.<br/>Drew Tweedy (DT), Associate Member</p> |        |
| 2.   | <p><b>Declarations of interests</b><br/>JE is a Trustee of the Village Hall.<br/>DW lives on the boundary of the School.<br/>JF is a Director of the Eynsham Partnership Academy and a Governor at Bartholomew School.<br/>JW's daughter is school cook.<br/>MK's employer is contracted by Critchleys.</p>                                                                                                                                                                     |        |
| 3.   | <p><b>Minutes of the meeting held on 25 September 2017</b><br/>The Minutes of the 25 September meeting were agreed as a correct record of the meeting, signed by the Chair and filed in School.</p>                                                                                                                                                                                                                                                                             |        |
| 4.   | <p><b>Matters arising from the Minutes of 25 September 2017</b><br/>There were no matters arising, as actions had been completed and/or issues related to Items appearing on this meeting's Agenda.</p>                                                                                                                                                                                                                                                                         |        |
|      | <b>SCHOOL IMPROVEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |

Signed: ..... (Chair) Date: .....

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| 5. | <p><b>Headteacher's Report</b></p> <p>RC's HT Report had been previously circulated and was noted. RC highlighted the main issues, including Attendance and Pupil Numbers, staff involvement in extracurricular events, improved staff CPD, improved parental engagement, current data analysis outcomes and after school clubs.</p> <p>Governors thanked staff for their increased and valuable involvement in school events.</p> <p>Parental engagement is much improved, eg the recent Stay &amp; Learn session had a good attendance, and there was 98% attendance at recent Parents Evenings. Teachers are concentrating on engaging parents to read with children.</p> <p>Governors emphasised the need for a strict protocol in relation to any social media and other information-sharing activities associated with the School, including the school radio and Facebook pages. RC will urgently discuss the issue with FOSH and will draw up a Social Media Policy and bring this to LGB for approval.</p> <p>Pupil numbers are looking good; in January it is likely that the School will be nearly full.</p> <p><b><i>Why is Pupil Premium pupils' attendance low in comparison with other pupils?</i></b></p> <p>This is not yet known but is being investigated and RC will report back. The PPG cohort is small but further information is required. Otherwise, attendance is improved due to rewards system and constant emphasis of importance to parents. Persistent absenteeism is not a problem.</p> <p><b><i>Has pupil lateness improved?</i></b></p> <p>Yes, this is a much better picture due to the actions put in place, including closing the gate.</p> <p>Governors discussed current outcomes for all groups.</p> <p><b><i>Is there anything worrying in the progress and attainment current data?</i></b></p> <p>The next formal assessment point is on 6 December. There are some concerns in Early Years which are being addressed. The number of SEND children in Y1 has increased. We should see that all children make at least two points per term progress when the AP1 data is available (ie for September to December).</p> <p><b><i>Why is the AP1 date so late?</i></b></p> <p>RC will ask EPA SLG if the date can be earlier in future.</p> <p>RC explained the 3 recent minor parental concerns of parents, recorded and filed in the concerns file.</p> | <p><b>RC to pass on</b></p> <p><b>RC</b></p> <p><b>RC</b></p> <p><b>RC</b></p> <p><b>RC</b></p> |

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| <p>5.1</p> | <p>Governors were pleased to note RC's success in obtaining a grant for the library. In addition, a coffee morning will be held on the last Friday of every month prior to the Sharing Assembly, open to the community as well as parents.</p> <p><b><i>What is the breakdown of attendance numbers at school Clubs? And can free places be offered to PPG and SEND children to encourage attendance?</i></b><br/> RC will provide an attendance breakdown, including vulnerable groups, eg Pupil Premium children.<br/> Free places can be offered, utilising the PP grant, where Clubs have spaces and/or have no limitation on numbers and this is already done. School encourages parents to allow their children to join the Clubs.</p> <p><b><i>How can we use the PP grant to ensure greater depth, ie to encourage reading?</i></b><br/> RC will consider additional ways of utilising the PPG, especially in relation to the upcoming Book Fair.</p> <p><b>Safeguarding (Standing Item), and Racial, Harassment &amp; Bullying Incidents, Exclusions (Standing Items).</b></p> <p><b>(a)</b><br/> <b><i>Exclusions</i></b> - None.<br/> <b><i>Racial, Harassment &amp; Bullying incidents</i></b> - None.</p> <p><b>(b) Safeguarding Annual Audit report</b><br/> Previously circulated and discussed. JW has worked through the audit and completed the governor section. Governors agreed that the report can now be submitted to the LA (deadline end December).</p> | <p>RC</p> <p>RC</p> <p>RC</p> |
| <p>6.</p>  | <p><b>School Development –<br/> School Development Plan (SDP) 2017-18 – November update<br/> School Self Evaluation (SSE/SEF) 2017-18 update<br/> Notes of visits by EPA SIO</b></p> <p>Some small amendments and additions have been made to the SDP and RC will send to KH for uploading to GovernorHub, with the changes highlighted for ease of reference.</p> <p>The SDP will be RAG-rated by LGB and Committees in January.</p> <p>Notes of Visits by EPA School Improvement Officer had all been previously circulated. These highlight the SDP priorities.</p> <p>It is noted that the EPA Task Group has now been disbanded as the EPA is satisfied that the School is now Good and systems and actions are in place to improve standards. The EPA will continue to undertake learning walks, book monitoring and lesson observations, including observing quality of teaching and learning.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>RC</p> <p>RC/JF</p>        |

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|                   | <p>It is noted that learning within lessons and progress made by children in a lesson is the important factor to monitor as well as books and marking and feedback.</p> <p><b>Why does the EPA SIO continue to talk about quality of teaching when it is the learning which should be monitored now; the focus has changed and this should be accounted for? There is no mention on the SIO reports of ‘outstanding’ reading seen, for example.</b></p> <p>RC will discuss with Sarah Kerswell and relay governors’ concerns that the SIO visits are continuing to report on teaching instead of focusing on learning. MT has recently been on updated Ofsted teaching training (and will provide a record and the associated slides for governors’ information and next LGB agenda for further discussion).</p> <p>Governors were pleased, however, that the SIO is now providing Notes of Visits.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>RC</b></p> <p><b>MT</b></p>                     |
| <p><b>7.</b></p>  | <p><b>Committee reports</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
| <p><b>7.1</b></p> | <p><b>Resources Committee – report of meetings 16.11.17 (verbal) and Minutes of 25.9.17 for acceptance</b></p> <p>Report of the meeting on 25.9.17 had been previously circulated, the contents noted and the Minutes accepted. Governors were pleased to note much improved recording of governors’ challenge and questioning.</p> <p>JW reported on the 16.11.17 meeting held immediately previous to this meeting, to which HD and MK were welcomed as new members.</p> <p>The major topic was the revised budget due to staff changes, which has been agreed. Budget monitoring indicates there are no issues of concern.</p> <p>Financial and strategic risks are reviewed each time and are up to date having been significantly addressed last May. The next meeting will address the new General Data Protection Regulations which are due to come into force in May so that school is preparing and ensuring compliance well in advance. (KH to provide Link for next Resources Agenda).</p> <p>JW updated governors on the current building developments and planning applications in Stanton Harcourt village. First stage of planning for 90 new houses has been passed and this will have implications for increasing pupil numbers and thus funding for the school. The recently built new housing is also likely to increase pupil numbers. The Committee has discussed how increased numbers might be accommodated, including modular brick clad classrooms. RC will investigate the possible availability of land adjacent to the school, in case of need.</p> | <p><b>JW/RC</b></p> <p><b>KH</b></p> <p><b>RC</b></p> |

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| 7.1.1 | <p>The school is advertising internally for an Assistant Head and interviews are being held on 24 November.</p> <p>The Website is being updated by school and by MK. DW is undertaking a website audit to ensure compliance. RC noted that a parent has volunteered creative website assistance.</p> <p><b>Annual Health &amp; Safety Audit – 14 November 2017</b><br/>Report from Audit and accompanying letter previously circulated. Governors noted the good outcome, with the inspector being pleased with progress made by the School since last year. Governors thanked RC for her hard work to ensure all files were in order and policies up to date. There are only minor issues to address and those are mostly related to training. All issues are being addressed.</p> | DW                                                       |
| 7.2   | <p><b>Achievement &amp; Standards Committee</b><br/>The next meeting is scheduled for 18.12.17 (following Assessment Point 1 on 6 December).</p> <p>JF will undertake a Pupil Premium Learning Walk on 29 November, including monitoring of PP children’s attendance and behaviour.</p> <p>Governors were pleased to note the improvement in pupil behaviour at lunchtime due to rearrangement of play areas and year groups, and the playground fencing which has enabled greater flexibility of using the space.</p>                                                                                                                                                                                                                                                              | ASC<br>Comm<br><br>JF                                    |
| 7.3   | <p><b>Pay &amp; Confidential Committee - report of meeting held 3.11.17</b><br/>JW provided an oral report of the meeting. The Committee had approved RC’s recommendations for staff pay.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                          |
| 8.    | <p><b>Policies for approval</b><br/>All previously circulated.<br/>Teaching &amp; Learning: <b>Approved.</b><br/>Marking: <b>Approved.</b><br/>Appraisal for Teachers and Headteachers 2017: <b>Approved.</b></p> <p>Governors were pleased to note that Marking is now consistent throughout the School.</p> <p>Policies will be put onto the school website.</p> <p>There is also a very useful Maths and English grammar ‘vocab’ book for parents, which explains terminology and this will also be uploaded to website.</p>                                                                                                                                                                                                                                                     | RC to<br>upload<br>to<br>website<br><br><br>RC<br><br>RC |
| 9.    | <p><b>EPA (Eynsham Partnership Academy) Business, Communications</b><br/>The Minutes of the most recently held EPA Directing Board meeting (5 October 2017) and the Merger Statement which had been released</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                          |

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|             | <p>following the EPA Directing Board Extraordinary Meeting (held 13 November) had been previously circulated, and key issues were noted.</p> <p>JF briefed Governors that, subject to Faringdon Academy of Schools' Board also agreeing to merge, the two MATs will move to Consultation with all stakeholders, which will comprise a 6-week consultation period.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |
| <b>10.</b>  | <b>Governing Body</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |
| <b>10.1</b> | <p><b>Vacancies</b></p> <p><b>- for Foundation governor (ex AKB)</b><br/>JF has discussed with a possible interested candidate, and will be able to get confirmation (or not) after Christmas. Governors agreed JF should pursue this. Meanwhile, governors will also continue to seek other nominations from the church community. Governors were reminded about the need to maintain careful balance of parents with other stakeholders on the membership, ie the number of parents should not be increased.</p> <p><b>-for Parent Governor (ex NH)</b><br/>NH had regrettably resigned due to her personal commitments. Governors thanked her for contribution to the LGB and JW will formally thank her on behalf of the LGB.</p> <p>An election for new Parent Governor will be held by the School. JF and JW will finalise a letter to parents.</p> | <p><b>JF</b></p> <p><b>All govs</b></p> <p><b>JW</b></p> <p><b>JF/<br/>JW</b></p> |
| <b>10.2</b> | <p><b>Governor Visits in Oct-November 2017 and Monitoring reports:</b></p> <p>-MK, JF and JW attendance at INSET Day. MK will produce a report.<br/>-JF: Inclusion monitoring on 10.10.17 (report circulated).<br/>-JF: Calculation Policy, Maths Lesson and Assembly 6.11.17 (report circulated).</p> <p>JW (Early Years walk and local history) and MK have both undertaken additional visits and will provide further reports (which will come to next LGB for note).<br/>JF attended Stay and Learn session.</p> <p>The Clerk suggested highlighting governor names in the visitor signing in book each time, so it is easy to see the number of governor visits.</p>                                                                                                                                                                                 | <p><b>MK</b></p> <p><b>JW<br/>MK</b></p> <p><b>All govs</b></p>                   |
| <b>10.3</b> | <p><b>Governor Training</b></p> <p><b>– completed</b><br/>MT attended Autumn Oxfordshire Governors Association meeting on 4.11.17.</p> <p><b>-future training relating to SDP priorities</b><br/>HD to attend Induction Course on 3.2.18.<br/>MT and MK to book Induction Course.<br/>HD to undertake online Prevent and Safeguarding courses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>HD<br/>MT<br/>MK<br/>HD</b></p>                                             |

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| 11. | <b>Date of next LGB meeting – <u>Thursday 8 February 2018 at 7.30 pm</u></b>                                                                     | <b>All to note</b> |
|     | <b>Dates of next Committee meetings:<br/>Resources Committee – Thursday 8 February at 6.30 pm<br/>ASC Committee – Monday 18 December at 7 pm</b> | <b>All to note</b> |

*The meeting closed at 9.30 pm*

*KH/23.11.17*

Information:

Assessment Point dates in 2017-18 are:

AP1 – 6 Dec; AP2 - 21 March; AP3 – 11 July.

Signed: ..... (Chair) Date: .....