



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 8 February 2018 at 7.30 pm at the School

Present:

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| Jenny Chivers (JC) | | - Parent Governor |
| Rachel Crouch (RC) | | - Headteacher (<i>ex officio</i>) |
| Huw David (HW) | | - Academy-appointed Governor |
| 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 |
| David Wallom (DW) | | - Director-appointed Academy 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 |
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| 1. | Welcome and Apologies for absence RE welcomed Governors, particularly JC, who had been recently elected as new Parent Governor. No apologies. | |
| 2. | 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. JW's daughter is school cook. MK's employer is contracted by Critchleys (EPA's Accountants). | |
| 3. | Minutes of the meeting held on 16 November 2017 The Minutes of the 16 November meeting were agreed as a correct record of the meeting, signed by the Chair and filed in School. | |
| 4. 4.1 | Matters arising from the Minutes of 16 November 2017 DW had completed the Website audit and it was agreed to have the Website on Resources Committee agendas as a 'standing item' to ensure compliance. | JW |
| | SCHOOL IMPROVEMENT | |
| 5. | Headteacher's Report RC's HT Report had been previously circulated and was noted. | |

Signed: (Chair) Date:

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| | <p>RC highlighted the main issues, including:</p> <ul style="list-style-type: none"> • Attendance: the very low attendance for this period (down to 85% last week, with 11 pupils absent from one class alone) is due to the 'flu virus. There are ongoing concerns about persistent absenteeism (children with lower than 90% attendance) and RC continues to meet with parents; there is some improvement in this area. Lateness has improved since implementation of new rules. • Predictions for progress and attainment: These are high in KS2, with substantial increase in reading and writing expected compared with last year. The number of children working at greater depth has also increased. The predictions continue to be good in KS1. Achievement & Standards Committee will look in detail at the process of predicting outcomes via Target Tracker at its next meeting. • Outstanding Reading School: The School is working towards becoming the lead EPA school for Reading. The library has been established and parents are fully engaged in reading improvement. It is hoped that the EPA will utilise the best practice in its other schools with reciprocal arrangements to showcase best practice at this School. <p>5.1 Safeguarding (Standing Item), and Racial, Harassment & Bullying Incidents, Exclusions (Standing Items). Exclusions - None. Racial, Harassment & Bullying incidents - One racial incident, the first for this School, which has been dealt with according to agreed process. These figures are reported to the EPA which monitors patterns throughout the MAT.</p> <p>Related Policies are currently being updated (anti-bullying, social media etc) with inclusion of the new General Data Protection Regulations requirements from May 2018. The School Closure procedure due to snow has been updated with the agreement that decision on closure will be posted on the School website by 7.30 am.</p> <p>5.2 Annual Report on Looked After Children (LAC) There are no LAC at this School.</p> | <p>JF for A&S C</p> |
| <p>6.</p> | <p>School Development – School Development Plan (SDP) 2017-18 – any updates School Self Evaluation (SSE/SEF) 2017-18 – any updates RC will continue to send updates of SDP and SEF to KH for upload to the GovernorHub, with changes highlighted.</p> | <p>RC RC</p> |

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| | <p>with Foundation children being moved into the main building. Provision of sufficient places is the responsibility of the Local Authority. In addition, RC will discuss with All Souls College the land leased to the School to confirm land use parameters and possible extension of lease beyond 2031.</p> <p><i>Staffing</i> – Movements were noted (and covered in the Headteacher's report. Interviews are being held on 19 and 20 February for Dan Long's replacement and Early Years, to start in September. An advertisement is out for a TA for fixed term Easter to end of Summer Term.</p> <p><i>EPA Consultation re finance staff</i> into Central Hub – the Consultation is in process currently, on plans to bring all finance work in from the EPA schools to a central hub from September 2018, jobs being available at maximum Grade 6 with contracts being term-time only. Salaries are to be protected up to Grade 8 for two years, and travel to work will be paid for 2 years.</p> <p><i>Website</i> – reviewed and updated twice a week.</p> <p><i>Cleaning and Maintenance</i> – The Carillion demise has meant that the School's cleaner is now employed by the School. Use of casual and local maintenance staff has meant cheaper and faster responses to need for minor works to be carried out.</p> | RC |
| 7.2 | <p>Achievement & Standards Committee – reports of meetings held 18.12.17 and 30.1.18</p> <p>Reports of meetings held 18.12.17 and 30.1.18 had been previously circulated and were noted. JF briefed Governors.</p> <p>Following receipt of the Assessment Point 1 (AP1) data on 6 December, and its analysis, the Committee had focused questions to RC particularly on progress in Writing and Year 5 progress, as well as external moderation processes, and persistent absenteeism. Writing results have been poor for the last two years due to very small cohorts but is improving. The School has outstanding Reading progress and attainment. It is noted that the majority of persistent absentees are from outside catchment.</p> <p>The focus of the next meeting will be data and predictions validation. The Committee will also discuss anonymised persistent absence data.</p> | JF |
| 7.3 | <p>Pay & Confidential Committee – oral report of meeting held 19.1.18</p> <p>JW briefed non-staff Governors on the Committee's discussions about local building development, renewal of the Headteacher's contract with EPA approval, and the proposed EPA-Faringdon Academy of Schools merger.</p> | RC and MT left the room for this Item RC/MT |

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| | Governors agreed that MT will be asked to 'meet and greet' on days when RC is not in School to ensure tight focus on attendance every day. | |
| 8. | Policies for approval None. The March meeting will review a number of Policies which are currently having initial review by staff. | |
| 9. | EPA (Eynsham Partnership Academy) Business, Communications The most recently published Minutes of EPA Directing Board meeting (12 December 2017) had been previously circulated. The key issues were noted. JF updated Governors on the outcomes of two extraordinary meetings of the Board which had been held in January and this week, which had discussed two particular aspects on which there remained difficulties in agreement: governance and leadership of any new MAT, with the result that it had been decided not to proceed with this proposed merger. It is acknowledged that it will be important to merge with another MAT for financial and other benefits and it is hoped that there will be improved consultation with all EPA schools when another potential partner is identified. The Chief Operating Officer (Mike Lawes' position; he retires at the end of Summer Term) will now be advertised and appointment made to permanent position in time for handover before he leaves. JF will attend the next EPA Chairs of Governors meeting. | |
| 10. | Young Carers Governors noted the high percentage of Young Carers at the School. The Assistant SENCo runs a beneficial Young Carers group weekly and has entered a National Bronze award for this work. JF will monitor this area under her overall responsibility of Inclusion. RC and Becky Clark have raised awareness of this group and are working with families. It was agreed that Inclusion will be a 'standing item' under School Improvement on LGB Agenda, to report/monitor all groups. | JF KH/JF |
| 11. | Visit to Uganda RC updated Governors on plans to strengthen links with the sister school in Uganda, and associated pupil learning. Travel and accommodation, as well as furniture for the school, have been funded by extremely generous private donation. Pupils will thank the donor. | RC |
| 12. | Governing Body | |
| 12.1 | Update on vacancy for Foundation governor (ex AKB) JF informed that the possible interested candidate she had identified had become a governor elsewhere. JW has approached a potential nominee, who is considering becoming a governor. | |

Signed: (Chair) Date:

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| 12.2 | <p>Preparation for March 2018 Diocese Review of Governance – governors’ self-evaluation All EPA Schools are to have a governance review within the year.</p> <p>RE and RC had drawn up a governor action plan which will be evaluated by the Diocesan Adviser. The Diocesan self-evaluation proforma had been previously circulated and Governors rated each area of their work as developing, sound, or strong. Governors agreed that more work was required on their contribution to the School’s SEF and SDP, and understanding the strengths and weaknesses, including the impact of governors’ work, and should be the focus of improvement this year.</p> <p>In order to address this, Governors will hold an additional separate meeting to discuss and work with RC and staff to draw up each section of the SEF and SDP for 2018-19, following receipt of the SATs results/analysis, on Thursday 19 July at 6 pm.</p> <p>It was also agreed that RC and JW will discuss with DT how the School’s statutory duties in relation to worship and religious education are met, in preparation for SIAMs in the Summer Term.</p> | <p>RC</p> <p>All govs to note</p> <p>RC/JW DT</p> |
| 12.3 | <p>Governor Training undertaken, booked, and to undertake, relating to the SDP – completed HS Induction Course on 3.2.18. MK Induction Course 3.2.18. MT Induction Course 3.2.18 HD Prevent 5.1.18 JF Data Analysis/Target tracker Dec 2017</p> <p>- Booked HD – Safeguarding 27.3.18 JC – Safeguarding 27.3.18</p> <p>- To book JC will undertake an online Induction course; KH to identify.</p> | <p>HD JC</p> <p>JC KH</p> |
| 12.4 | <p>New Parent Governor Committee membership: JC will join ASC.</p> | |
| 13. | <p>Succession Planning – leadership and management (<i>standing item</i>) No discussion.</p> | |
| 14. | <p>Date of next LGB meeting – <u>Thursday 22 March 2018 at 7.30 pm</u></p> | <p>All to note</p> |
| | <p>Dates of next Committee meetings: Resources Committee – Thursday 22 March at 6.30 pm ASC Committee – Tuesday 24 April at 7 pm</p> | <p>All to note</p> |

The meeting closed at 9.30 pm

KH/12.2.18

Information:

Further LGB meetings (all Thursdays at 7.30 pm) : 22 March, 17 May, 28 June

Additional LGB meeting re SEF and SDP only: 19 July at 6 pm.

Signed: (Chair) Date:

Assessment Point dates in 2017-18 are:
AP1 – 6 Dec; AP2 - 21 March; AP3 – 11 July.

Signed: (Chair) Date: