



Care Respect Equality Achievement Trust Excellence

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Stanton Harcourt School

Registered in England and Wales

Company number 07939655

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:

A K Boorer (AKB)		- Foundation Governor (Diocese-appointed)
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
Marilyn Trigg (MT)		- Interim Headteacher (<i>ex officio</i>)
David Wallom (DW)	JOINT VICE CHAIR	- Director-appointed Academy Governor
Jane Watts (JW)	JOINT VICE CHAIR	- Foundation Governor (Diocese-appointed)
Fiona Wilson (FW)		- Staff Governor

In attendance:

Drew Tweedy (DT)		- Associate Member
Kit Howells (KH)		- Clerk

The meeting was quorate.

Item	Item title	Action
1.	<p>Presentation by School Council about their work on Reflection and Prayer Space</p> <p>Four School Council Members gave a comprehensive presentation using slides and drawings on their work to make a new reflection and prayer space in school grounds. Governors thanked the children for coming, and congratulated them on their creativity and hard work and provided some ideas for fund- raising and donations to contribute to the space.</p>	
2.	<p>Welcome and Apologies for absence</p> <p>RE welcomed Governors. Apologies for absence received, and accepted: Carol Steels (CS), Director-appointed Academy Governor.</p>	
3.	<p>Declarations of interests</p> <p>DW's property shares a boundary with the school. JE is a Trustee of the Village Hall.</p>	
4.	<p>Minutes of the meeting held on 9 February 2017</p> <p>The Minutes of the 7 December meeting were agreed as a correct record of the meeting, signed by the Chair and filed in School.</p>	
5.	<p>Matters arising from the Minutes of 9 February 2017</p>	
5.1	<p>Roll Number: As requested, KH had sought advice from the EPA as to whether the School needs to review its roll number annually since it is part of the EPA. The advice from the Company Secretary is that there</p>	

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<p>5.2</p> <p>5.3</p>	<p>is no need to review; the only time a review of roll numbers will be required is if there are plans to adjust the published admissions number.</p> <p>Attendance: As requested, KH had sought advice as to whether the EPA CEO might assist the School in encouraging attendance of persistent absentees by means of a letter or other method. A response is awaited. JF will follow up.</p> <p>Succession Planning: It was agreed that this should be a Standing Item on future LGB agendas.</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>JF</p> <p>KH</p>
	<p>SCHOOL IMPROVEMENT</p>	
<p>6.</p> <p>6.1</p>	<p>Headteacher's Report, including Safeguarding (Standing Item), and Racial, Harassment & Bullying Incidents, Exclusions (Standing Items)</p> <p>MT's HT Report had been previously circulated and contents noted.</p> <p>Governors congratulated MT on being one of only 4 finalists for a National Leadership Awards; the outcome will be known on Monday.</p> <p>Governors noted the new HT, Rachel Crouch will meet with Mike Lawes and MT to commence formulation of next year's budget and were pleased that she is already fully involved.</p> <p>The More Able pupil register has now been compiled and this group can be tracked as with other pupil groups for progress and attainment.</p> <p>There have been no exclusions and no racial incidents.</p> <p>Safeguarding</p> <p>The Safeguarding Audit had taken place on 10 February. Report not yet received and MT will follow up.</p>	<p>MT</p>
<p>7.</p>	<p>School Development – Any updates to School Improvement Plan (SIP) 2016-17 & School Self Evaluation (SEF)</p> <p>MT has updated the SEF following AP2, and will circulate via KH to GovernorHub.</p> <p>It had been agreed to delegate responsibility for monitoring SDP between the two Committees and MT and RE will agree the divisions of responsibility in the Plan ready for next Committee meetings (being held on 11 May and 18 May).</p>	<p>MT/RE</p>

8.	Committee reports	
8.1	<p>Resources Committee – report of meeting held 16.3.17 and Minutes of 9.2.17 for acceptance Report of the meeting on 9.2.17 had been previously circulated and the contents were noted.</p> <p>JW reported verbally on the meeting held immediately prior to this LGB meeting (16.3.17), which had focused on budget, financial risks and strategy, with particular emphasis on budget efficiencies in the light of the reduced future funding. These include the need to ensure that all after-school Clubs and school trips cover their costs, and to consider services which might not need to be purchased externally if they can be provided within the EPA (eg governor training). RE is discussing the latter with other EPA Chairs.</p> <p>Governors discussed the moral and inclusion issues around Clubs and trips and the strong desire to give all children access to activities which strengthen their educational experience and contribute to the curriculum. However, the imminent reductions in school funding may mean that trips may have to be cancelled if costs cannot be covered by donations from parents. The School has until now subsidised trips to ensure they can go ahead, as many do not generate sufficient donations to cover costs. Cancelling trips will impact on the standards of the School but it is also clear that a deficit budget is not an option. It is noted that Pupil Premium Grant is utilised already, whenever appropriate. Governors discussed ways in which parents can be encouraged to make donations (eg by easy payment/instalment methods) and the approaches that have sometimes been made to charities to support costs. It is agreed that good and sufficient lead-in time should be ensured to allow parents to have time to pay. School encourages parents to talk to MT in confidence if there are difficulties, but parents rarely ask for assistance. It was agreed that the budget must not be compromised and parents will be informed that due to reduced education funding the School may no longer be able to subsidise trips and therefore they may be cancelled if donations do not cover the costs.</p> <p>There had been some discussion of whether it will be viable to offer 30 hours to nursery age children (15 hours are offered currently) and a proposal will be brought to the next LGB meeting.</p> <p>Next year's budget will be drafted with the new Headteacher and will come to the next LGB meeting.</p> <p>A buildings and maintenance plan is being drawn up.</p> <p>The annual Health & Safety Inspection is taking place on 20.3.17. The report will be circulated to governors.</p>	<p>RE</p> <p>MT</p> <p>MT/JW</p> <p>MT/JW</p> <p>MT</p> <p>MT</p>

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	<p>AKB informed Governors of the new EPA internal audit programme whereby Mike Lawes and a colleague will carry out annual internal audits for all EPA schools, record issues identified for action and then make follow up visits. He had already undertaken the first audit at the School and had raised issues for action. The School will make a date for him to follow up.</p>	<p>MT</p>
<p>8.2</p>	<p>Achievement & Standards Committee – report of meeting held 14.3.17, including Data Analysis AP2, outcomes etc JF and DW reported verbally (Minutes to follow and to be uploaded to GovernorHub). AP2 data will be uploaded to GovernorHub.</p> <p>JF reported that Governors are pleased with the improvements shown in the data: the difference is diminishing for Pupil Premium and SEND children. Focus has rightly concentrated on bringing up progress of the children below ARE. However, concerns remain about whether the More Able are making enough progress. The data implies that assessments may be too cautious, with not as many children as would be expected to be above ARE, and more children need to be working at greater depth. JF noted that the EPA Directors' Standards Committee will look at the AP2 data across all the schools next week, with a focus on consistency of treatment of data.</p> <p>Attendance issues had been discussed in depth and the School continues to take a host of measures to deal with low and persistent absenteeism, as well as lateness. The Policy had been revised and brought to this LGB (Item 10). It was agreed that MK will work with MT to put together a visual presentation which might help to persuade parents of the importance of attendance to their children's educational progress (something similar might be put together about donations to school trips).</p>	<p>JF MT</p> <p>MK /MT</p>
<p>8.3</p>	<p>School Review Task Group - report of meeting held 15.3.17 RE provided verbal report of meeting held 15.3.17 (Minutes to follow). Rachel Crouch had attended, and another meeting is planned for handover and continuity purposes. The Group had been pleased with the overall progress of the school, the positive atmosphere and the improvement in parent engagement, and the hard work of the staff and Headteacher in bringing about this change is recognised. The Group continues to be concerned about some instances of overcautious assessment with teachers requiring more confidence to use their professional judgement in addition to Target Tracker. However, teaching is much improved and there is good support from the EPA Primary Lead and School Improvement Officer as well as the regular visits from the Maths and English Primary Leads. A teacher had visited an Outstanding Early Years setting yesterday.</p> <p>Governors congratulated MT and all staff on their hard work to bring about positive changes and the continuing reassuring hard work being done to maintain and push forward.</p>	<p>MT</p>

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	<p>MK noted that responses received so far to the second parent survey of the year indicate more positive parental views, as well as an increase in numbers of responders, which is a good indicator of improved parental engagement as well as standards in the school.</p> <p>Governors thanked MT particularly, this being her final LGB meeting at the School, for the enormous amount of work she has done to bring up standards and for the positive difference she has made in her time as interim Headteacher.</p>	
9.	Governing Body	
9.1	<p>Governor Monitoring reports: AKB report 24.2.17 Pupils and Christian Ethos MK report 24.2.17 Maths, English, Values and Safeguarding</p> <p>Reports had been previously circulated and were noted. Governors asked that staff ensure that groups of children meeting governors are randomly chosen in future.</p>	MT
9.2	<p>DfE new Governance Competency Framework and NGA's new skills audit</p> <p>Previously circulated. The new Framework is closely aligned to the Governance Handbook and was noted.</p> <p>Governors will complete new Skills Audit and return to KH for her to collate and report back to next LGB meeting.</p>	All govs KH
9.3	<p>Governor Monitoring Plan, reporting and link roles</p> <p>The Monitoring Plan, monitoring report proforma and list of link roles had been previously circulated.</p> <p>RE reminded governors of the agreed plan for monitoring in the year, whereby governors will make 3 monitoring visits each year to meet with their counterpart staff. KH briefed governors on the best practice for these visits, to find out what the challenges and targets are for each area, what the likely outcomes will be. It is useful to visit when the teacher is carrying out book scrutiny so that this practice and method of assessment can be observed and understood. She noted that monitoring of behaviour for learning can be carried out by any governor visit as part of their visit with another focus. Governors should then complete the agreed evidence form for record and send it to KH for upload and onward transmission to Office for file. MT will provide list of counterpart staff and their email addresses, to which KH will add Governor contact details and circulate so that Governors can contact staff and arrange their monitoring visits.</p> <p>-JF will meet the SENCo on 29 March. -MK and DT will undertake a Spiritual, Moral, Social & Cultural monitoring visit to talk to pupils. -As many Governors as can will come into school on 5 April at 1.15 pm and then join the school's Easter service in the church.</p>	

9.4	<p>Governor vacancy RE informed that CS had tendered her resignation with immediate effect and there is thus a vacancy for Academy Governor to fill. Governors were asked to suggest possible suitable candidates who might be approached to be nominees to fill the vacancy, preferably people who are independent of the School and who might have premises or similar experience and skills.</p> <p>Governors thanked CS for her long and valuable contribution to the School and Governing Body and will write to thank her.</p>	
10.	<p>Policies for approval :</p> <p>-Attendance Policy – for approval Following discussion at Achievement & Standards Committee meeting this week, revised document had been circulated. The revision was recommended for approval by that Committee. Approved. KH will ensure RE signs and the Policy is then uploaded to GovernorHub and send to Office for website and file.</p>	KH
11.	<p>EPA update AKB briefed Governors on the recent EPA Directors Finance meeting at which Mike Lawes had provided overview of next year's funding, budget pressures, the internal audits already explained in 8.1 above, and the MAT expansion opportunities currently being actively investigated which will be key to achieving economies of scale and increased funding (the timescale for which will be earliest September 2018). The EPA CEO and other senior Leaders had met with the Regional Schools Commissioner to discuss the MAT expansion as well as the imminent building development and impact on need for new schools in the area; this had been a positive meeting where support was shown for the EPA's plans to expand.</p> <p>The School is grateful for the EPA's support in school improvement through the Primary Lead, School Improvement Officer, and the two subject Leads, as well as the partnership provided by the Headteachers Group in the EPA. There are continued frustrations about provision of central services due to lack of resources since establishment of the EPA, which the 5% levy on each school is now addressing but which is only sufficient to pay for current resources (CEO, COO, SIO, PEL and subject leads, and HR one day pw), and expansion plans address this issue.</p>	
12.	<p>Date of next LGB meeting - <u>Thursday 18 May 2017 at 7.30 pm</u></p>	All to note
	<p>Dates of forthcoming other meetings for governors Eynsham PS Training on Quality of Teaching training: 27 March 7 pm Achievement & Standards: 11 May at 7 pm Resources Committee: 18 May at 6.30 pm</p>	All A&S Resources

The meeting closed at 9.20 pm

KH/23.3.17

Signed: (Chair) Date: