



Care Respect Equality Achievement Trust Excellence

Tel: 01865 881948

email: office@stantonharcourtschool.org.uk



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 11 October 2018 at 7 pm at the School

Present:

Jenny Chivers (JC)		- Parent Governor
Rachel Crouch (RC)		- Headteacher (<i>ex officio</i>)
Jane Eagle (JE)		- Director-Appointed Academy Governor
Mark Kingston (MK)	JOINT VICE CHAIR	- Parent Governor
Mary Tudge (MT)		- Staff Governor
David Wallom (DW)		- Director-appointed Academy Governor
Jane Watts (JW)	JOINT VICE CHAIR	- Foundation Governor (Diocese-appointed)
Jenny Faulkner (JF)	CHAIR	- Parent Governor

In attendance:

Bronwen Buckley (BB),	Observer	
Kit Howells (KH)		- Clerk

The meeting was quorate.

Item	Item title	Action
1.	<p>Welcome and Apologies for absence</p> <p>JF welcomed Governors. Apologies received and accepted from: Rachel Elliott (RE), Director-appointed Academy Governor, and Huw David (HD), Director-appointed Academy Governor.</p>	
2.	<p>Declarations of interests</p> <p>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 and her son-in-law is a TA at the School. MK is contracted by Critchleys (EPA's Accountants).</p> <p>Governors had received new Interests Proformas for 2018-19 for completion so that their interests can be registered at School and the website list updated if required. KH will recirculate proformas for completion.</p>	<p>All govs</p> <p>KH</p>
3.	<p>Minutes of the meeting held on 28 June 2018</p> <p>The Minutes of the 28 June 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 28 June 2018 – None.</p> <p>All issues covered by Items on the Agenda.</p>	

Signed: (Chair) Date:

	SCHOOL IMPROVEMENT	
5.	<p>Headteacher's Report RC's HT Report had been previously circulated and was noted. RC will re-circulate the staff list, including TAs and classes, to governors.</p> <ul style="list-style-type: none"> • Governors congratulated RC and all staff on the excellent visual environment in the School. • RC highlighted the main issues, including: • Attendance: Much improved, in the high 90%s. Some persistent absentees have left the roll. Governors emphasised the need for the work of data analysis and follow-up (attendance officer work) to be replaced as this work has been extremely valuable. Resources Committee will further discuss at its next meeting. • Staff appraisals: Pay Committee (JF, JW, MK) will meet. • EPA review of School: will take place 12 October, following inspection format of teaching & learning, and checking statutory requirements, including safeguarding. Feedback will be provided to RC, JF, JW and Sarah Kerswell (EPA CEO) and outcome reported to next LGB. • Inclusion numbers: SEND pupil numbers percentage has dropped to 11% of total on roll, although it is noted that no Reception children are included (assessment taking place). Pupil Premium Grant pupil numbers and Young Carer numbers are static (the latter remaining a high figure for a small school). • End of year predictions – RC has scrutinised these and advised that the lower predictions than last year are due to different cohorts (some with more SEND). Greater depth is also assessed to be lower overall. However, KS2 More Able Maths has doubled for this year. • EYFS predictions – the downward trend is reversed and now these are going up, although it is noted that this is a small cohort. There are 16 part-time pupils across 2 year groups. Governors emphasised the need to increase the number on roll in Nursery. Early Years are having an Open Morning on the same day as the rest of the School and RC will ensure good advertising; MK will ensure notices advertising the event are on noticeboards and Facebook groups. • Events – Governors were very pleased to see the wide and creative list of extra-curricular activities, including authors and 	<p>RC</p> <p>JW/RC</p> <p>JF/JW /MK</p> <p>JF/RC (KH)</p> <p>MK</p>

Signed: (Chair) Date:

<p>5.1</p> <p>5.1.1</p>	<p>poets, WWII, guitar lessons, music, and the involvement of the local community in these events, including at the MacMillan coffee morning where children’s work is shared and discussed. Most events see almost every family represented.</p> <ul style="list-style-type: none"> Behaviour and environment - Governors noted the calm and well-disciplined atmosphere in the School and RC stressed the importance of all staff working to the same rules and that this is well respected by all with consistent responses from staff to pupils. There is order and high expectations of good behaviour. Children are encouraged to take ownership of their own behaviour and to reflect and make better choices. <p>Safeguarding (Standing Item), and Racial, Harassment & Bullying Incidents, Exclusions (Standing Items). <i>Exclusions - None.</i> <i>Racial, Harassment & Bullying incidents - None.</i> <i>Concerns – only minor as for start of Term, no attendance issues.</i></p> <p>Safeguarding: Final new statutory safeguarding guidance from September 2018 (Keeping Children Safe in Education (KCSIE) All staff have to sign to say they have read at least Part 1 of the Guidance (Staff Room list). Part 1 of KCSIE had been previously circulated and all governors will ensure they have read it before the next LGB meeting (KH will look at GovernorHub checklist for ease of recording).</p>	<p>All govs KH</p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>School Development –</p> <p>School Development Plan (SDP) 2018-19 resulting from 17.7.18 LGB discussions with staff (including Governor Section and SATs results evidence for priorities) - for approval Previously circulated: One-page summary for children and parents and noticeboards, full version (and see reference in the HT report). The summary will be put on the website. The July discussion day when staff and governors held in-depth discussion on the SDP had been extremely valuable and Governors had fully contributed to the final SDP. Pupils had also been involved. Focus will be on the main priorities and Governors will ask questions about each priority at every meeting.</p> <p>School Self Evaluation (SSE/SEF) 2018-19 – for approval Previously circulated, updated since Assessment Point 3 in 2017-18. The recently updated Data Dashboard was tabled.</p> <p>Governors noted and agreed the current status, including Outstanding for Personal & Social Development. There are other areas of the School which are thought to be outstanding. Governance is currently good. The EPA is supportive and comfortable with the current status of the School and Governors emphasised the strong upward trends</p>	<p>RC</p>

6.3	<p>seen during the last two years. . .</p> <p>Governor visits – reports of visits July to date JF: Meeting with SENCo 8.10.18 - inclusion JW: 24-25.9.18 – re nurturing HD: Health & Safety and Behaviour 21.9.18 JW had made another visit since end September and will send report to KH. JC and MK had also visited and will provide reports which will come to the next LGB meeting. JC will visit Early Years.</p>	<p>JW JC MK</p>
7.	<p>Committee reports</p>	
7.1	<p>Resources Committee – report of meetings 11.10.18 (verbal) and Minutes of 28.6.18 for acceptance Report of the meeting on 28.6.18 had been previously circulated, the contents noted; the Minutes were accepted.</p> <p>JW reported that the Committee had met immediately prior to this LGB meeting, but had not been quorate so had made no decisions. Budget monitoring showed budget to be broadly in line with expectations and there were no current causes for concern.</p> <p>Governors felt that the EPA’s internal audit feedback had not been a completely accurate picture of the actual systems in the School but it is noted that Finance is now administered from the central EPA hub.</p> <p>It was noted that the temporary semi-permanent building for the Early Years has now been in place for 10 years, with planning permission being renewed every 5 years. Renewal is again due and RC will contact the EPA Office to request that this is arranged.</p> <p>Local housing development plans were noted – the application for planning permission for 66 houses is going to District meeting in November; approval will mean the need for 2 extra classrooms.</p>	<p>RC</p>
7.2	<p>Achievement & Standards Committee – report of meeting 25.9.18 The Minutes had been previously circulated.</p> <ul style="list-style-type: none"> • JE has been elected Committee’s Chair. • End of year data had been discussed. This has resulted in the current SDP and spending priorities with a clear rationale and known context and plans in place to address issues of concern. • Last year’s SDP is being followed through to ensure aspects are not missed. • Attendance improvement was celebrated – two classes being at 100% at the time of the meeting. • Roll is down compared with July. It is usual for children to join throughout the year in every year group. • Policies are being updated for compliance. • Outdoor learning policy is being drawn up. 	

7.3	<p>Pay Committee – verbal report from 29.6.18 meeting The Committee did not meet on 29.6.18 and it was agreed that it will meet in November on a date to be agreed. Verbal reports of both Panel meetings will be given to the December LGB meeting.</p>	<p>JF KH</p>
8.	<p>Inclusion (Pupil Premium, SEND, More Able, vulnerable groups) (Standing Item) JF's Inclusion Monitoring report from meeting (8.10.18) with SENCo previously circulated.</p> <p>JF briefed Governors, noting the clarity about destination of expenditure and excellent tracking systems to ensure impact. Almost all funding is spent on staff time with additional specific programmes or items also being purchased, eg Talk Boost for speech and language development in Early Years, where needs have been identified.</p> <p>Monitoring is efficient and effective and various groups are working well, including Young Carers and Nurture group. A family SEAL about parenting skills will be started. The Silver Award has now been achieved for the School's work with young carers.</p> <p>Pupil Premium Grant Annual Report 2017-18 – previously circulated and approved. Will be uploaded to the website.</p> <p>SEND Annual Report 2017-18 – previously circulated and approved. Will be uploaded to the website.</p> <p>PE/Sports Premium Report 2017-18 – approved and will be uploaded to the website.</p>	<p>RC RC RC</p>
9.	<p>Governance: Scheme of Delegation (SoD) EPA for Stanton Harcourt School The current SoD and the draft new SoD had been previously circulated. JF briefed governors that each school in the EPA MAT has its own SoD (varied according to the principles of the Schools when the MAT was established) sitting underneath the MAT's Articles of Association, which explain the purpose of the MAT. The EPA is working on achieving a generic SOD for all Schools in the MAT and the Chairs of Governors (CoGs) group has agreed that all Schools' Chairs will take this issue to their Governors for discussion to ensure they are happy with the implications regarding autonomy, delegation, responsibility, and accountability.</p> <p>Governors emphasised that the EPA CEO should remain as an Observer at Headteacher Appraisal Panel meetings with governors continuing to be responsible, with advice from appointed external advisor, for appraising the Headteacher and setting targets for the next year. Governors ensure that they have relevant knowledge and expertise, through experience and by undertaking HT appraisal</p>	

	<p>training. It is always possible to borrow a governor with expertise from another school if required.</p> <p>It was agreed that Governors will review the draft new SoD and send comments to JF by 1 November. JF is to report back to the CoGs in November.</p>	<p>All govs JF</p>
<p>10.</p>	<p>Policies Five Policies had been previously circulated.</p> <p>-Health & Safety Policy with addition re cycling – approved subject to rewording to ‘policy-speak’ (not advice) and noting that policy with regard to cycling can only be enforced within the School grounds.</p> <p>LGB discussed issues related to all traffic at the beginning and close of school and although it is not possible to enforce behaviour outside the school grounds, it was agreed to ask the local PSCO to be around at the beginning and end of the day occasionally to advise parents and carers.</p> <p>-Visits Policy (Governors) – reviewed and approved.</p> <p>-School Uniform Policy – approved. All streamlining changes were noted and will be highlighted to parents in School newsletter. There will be a consultation regarding book bags. In any case, stronger bags are required and quotations will be obtained. Noting the LGB’s responsibility to ensure value for money, quotes will be obtained from at least three uniform providers. Quotations to come back to Resources Committee for review and approval.</p> <p>-SEND Policy update Sept 2018 – approved. Noted the need to name the SENCo and SEND governor in the Policy; and the requirement to update the Policy if either of these changes.</p> <p>-Teaching & Learning Policy – approved, subject to inclusion of wording about classroom behaviour and amend references to ‘parents’ to ‘parents/carers’..</p>	<p>RC</p> <p>RC</p> <p>RC</p> <p>RC</p> <p>RC/JW</p> <p>RC</p> <p>RC</p>
<p>11.</p>	<p>EPA Business Minutes of the EPA Directing Board (DB) meeting 5.7.18 and of the EPA AGM 10.7.18, and of EPA Chairs of Governors meetings 11.7.18 and 26.9.18 were previously circulated. JF briefed on the meetings and the DB meeting held on 20.9.18 (Minutes to follow).</p> <p>-The DB is currently reviewing its governance following an external review, including the EPA MAT Articles of Association and Schemes of Delegation for the LGBs. The DB will hold an extraordinary meeting on 30.10.18 to agree next steps.</p> <p>-The recruitment of a substantive EPA CEO has commenced, following</p>	

	<p>approval of the job description and recruitment pack. The salary parameters were noted.</p> <p>-The EPA is holding a stakeholder exercise to review its Vision and Values.</p> <p>-EPA schools will have Governance Reviews on a rotation basis, alongside Teaching & Learning Reviews.</p> <p>-CoGs have provided their views on the EPA Governance review and draft Strategic Plan, noting concerns about possible loss of autonomy for the LGBs. Chairs have been asked to put forward a list of training requirements to inform the EPA which will run courses and open them up to all EPA schools. It is noted that the School subscribes to OCC Governor Services training anyway. It is agreed that Data interpretation, GDPR, and Early Years training would all be useful. Diocesan courses are also available at a cost.</p> <p>The EPA DB approved a new EPA Safeguarding Policy at its September meeting. The LGB adopted the Policy.</p>	RC
12.	Governing Board business	
12.1	Code of Practice Previously circulated. Agreed by all present.	
12.2	Re-appointment of David Wallom Governors ratified their agreement to nominate DW by email for re-appointment for a new term to the LGB. The EPA Directing Board had agreed the nomination and DW is appointed for a further term.	
12.3	Update on vacancy for Foundation governor (ex AKB) KH will seek Diocesan advice with regard to the vacancy and the Scheme of Delegation requirement for the Incumbent to be a governor. It is likely that the arrangement for DT as Associate Member will continue. Bronwen Buckley agreed to stand for nomination to fill the vacancy and the LGB agreed to nominate her to the Diocese. BB will complete the necessary proformas for DT signature and onward transmission to the Diocese.	KH BB/ JW/ DT
12.4	Skills Audit outcome KH had analysed responses and outcome had been previously circulated. Governors were pleased to note the range of expertise and knowledge in the current membership of the LGB. Governors are willing to undertake and/or learn where there are gaps. The only lack of skills is in the areas of fundraising and catering.	
12.5	Governor Training HD will take Finance: School Budget Construction & Monitoring on 6/14 February 2019. JE and MT are undertaking Generalist Safeguarding on 15 October 2018. JC has completed Safeguarding Course 11 July 2018.	KH update training record

Signed: (Chair) Date:

	<p>Governors were reminded to refresh their safeguarding training where necessary (noting that Prevent Duty training must be refreshed annually and General Safeguarding every three years).</p> <p>In addition, Governors confirmed that they will have read Part 1 of the new DfE Keeping Children Safe in Education guidelines before the next LGB meeting (this is a statutory requirement). KH to record using GovernorHub checklist.</p>	<p>All govs</p> <p>All govs</p> <p>KH</p>
13.	Confidential Item: <i>discussed without staff present and recorded by means of separate Confidential Minute for non-staff Governors' eyes only.</i>	
14.	<p>Date of next LGB meeting – Thursday 13 December 2018, at 7 pm. (NB Governors agreed to start LGB meetings at 7 pm in future).</p> <p>Agenda to include: -Pay Panel report (oral) -HT Appraisal Panel report of meeting 16 November (oral) -Confidential Item (<i>Standing Item</i>)</p>	All to note
	<p>Dates of next Committee meetings: Resources Committee – 13 December, 6 pm (time to be confirmed) HT Appraisal Panel – 16 November Pay Committee- - date tbc in November ASC Committee – 12 December, 7 pm (JC apologies)</p>	All to note

The meeting closed at 9.30 pm

KD/22.10.18

LGB Meeting dates 2018-19: 13 Dec, 7 Feb, 21 Mar, 16 May, 27 Jun - all at 7 pm. (*KH amend GHub calendar*)

A separate Confidential Minute for Item 13 is circulated separately to all non-staff Governors, for their eyes only.

Signed: (Chair) Date: