



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 28<sup>th</sup> June 2018 at 7.30 pm at the School

**Present:**

Rachel Crouch (RC)		- Headteacher ( <i>ex officio</i> )
Jane Eagle (JE)		- Director-Appointed Academy Governor
Mark Kingston (MK)		- Parent Governor
David Wallom (DW)		- Director-appointed Academy Governor
Jane Watts (JW)	JOINT VICE CHAIR	- Foundation Governor (Diocese-appointed)
Jenny Faulkner (JF)	JOINT VICE CHAIR	- Parent Governor
Jenny Chivers (JC)	left at 9p.m	- Parent Governor
Huw David (HD)		- Academy Appointed Governor
Mary Tudge (MT)		- Staff Governor

**In attendance:**

Kathy Dunmore (KD)	- Clerk
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*The meeting was quorate.*

Item	Item title	Action
1.	<p><b>Welcome and Apologies for absence</b> In the absence of the Rachel Elliott (Chair) JF took the Chair for this meeting and welcomed Governors. Apologies received and accepted from Rachel Elliott (RE) Director – Appointed Academy Governor and Kit Howells (KH) Clerk.</p>	
2.	<p><b>Declarations of interests</b> 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 is contracted by Critchleys (EPA's Accountants).</p>	
3.	<p><b>Minutes of the meeting held on 17<sup>th</sup> May 2018</b> There was one clarification to Item 7.2, the second bullet point, 'Groups' referred specifically to SEND and the More Able, with this addition the Minutes of the 17<sup>th</sup> May 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 17<sup>th</sup> May 2018 – None.</b></p>	

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

	<b>SCHOOL IMPROVEMENT</b>	
<b>5.</b>	<p><b>SIAMS (Statutory Inspection of Anglican and Methodist Schools) Report</b></p> <p>The report had been circulated prior to the meeting and a copy had been sent to the EPA. Congratulations and thanks were expressed to RC and congratulations were passed on from the EPA. The report highlights the work the school has done with the school in Uganda and also the effective lesson planning. Some features of the report will be reflected in the SDP and the SEF.</p>	
<b>6.</b>	<p><b>Headteacher's Report</b></p> <p>RC's HT Report had been previously circulated and was noted.</p> <p>RC highlighted the main points, including:</p> <ul style="list-style-type: none"> <li>• Numbers on school roll is up to 125.</li> <li>• Staffing is looking good from September.</li> <li>• Attendance – the whole school attendance including EYFS is 95.75% which is an increase on Summer 2017 and the persistent absence figure has decreased. YR6 has the lowest attendance in the school and this has had an effect on the figures.</li> <li>• Staff are preparing for their appraisal meetings and the Pay Committee will meet in late July or early September.</li> <li>• Details of CPD had been included in the report.</li> <li>• There had been an increase in the number of SEND pupils.</li> <li>• The percentage of Young Carers in school had been noted in the SIAMS report.</li> <li>• Phonics and KS1 attainment were all looking good with the More Able doing very well. SATs results are out on 10<sup>th</sup> July.</li> <li>• There were no incidents.</li> <li>• Unauthorised absences have increased and this is mainly due to holidays.</li> <li>• Governors asked what can be authorised and RC advised that this is for events like a wedding or graduation but not holidays. The authorised figure does include sickness absence.</li> <li>• Events – There are a large number of events and governors felt that they were first class trips but that they were financially expensive. They felt it would be helpful if parents were advised in September when trips were likely to take place.</li> <li>• Governors thanked the school and staff for the work done on the floats for the Summer Festival. JC will send a card from the governors to a parent to thank him for all the work he did on the float.</li> </ul> <p><i>Q. On staffing should we communicate to parents the staffing for YR5/6 as some are worried?</i></p> <p><i>A. There has been a meeting with parents but RC agreed to send out a</i></p>	<p><b>JC</b></p> <p><b>RC</b></p>

<p>6.1</p>	<p><i>clear communication with the SIAMS report and also put it on the parent hub.</i></p> <p><b>Safeguarding (Standing Item), and Racial, Harassment &amp; Bullying Incidents, Exclusions (Standing Items).</b></p> <p><b>Safeguarding</b> – A financial audit took place, including safeguarding, when RC was not in School, this resulted in a number of questions which RC could have answered. The DBS and single central register have all been updated and checked again and everything is correct. Prevent Duty training – it was noted that this is shown as having to be updated annually and this will be checked by RC.  <b>JW will check governors safeguarding training when she checks the single central register, but all governors should send the details of their training to the Clerk (KH)</b></p> <p><b>Exclusions</b> - None.  <b>Racial, Harassment &amp; Bullying incidents</b> - None.</p> <p>6.1.1 <b>New Safeguarding Guidance from September 2018.</b></p> <p>The new Keeping Children Safe in Education document, which comes into operation in September 2018, had been circulated to governors and noted.</p>	<p>RC</p> <p>JW</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>School Development – School Development Plan (SDP) 2017-18 – RAG-rated June update</b>  <b>School Self Evaluation (SSE/SEF) 2017-18 – June update</b>  Previously circulated. Governors reviewed the updates.</p> <p><b>SDP</b>  The SDP is on GovernorHub and has been RAG rated following the SIAMS inspection. It is generally ‘green’; amber items will be either carried forward or removed following the Blue-Sky thinking day. The Governors section is still amber, so this was looked at in detail and updated. It was agreed that the Visits policy needed to be reviewed and that more learning walks need to take place next year. It was felt that there should be a row so that governors can show the evidence for their section and RC will look at including this for governors to complete.</p> <p><b>SEF</b>  The SEF is on GovernorHub and has been RAG rated. All sections are graded ‘good’ except for SMSC which is ‘outstanding’. Expectations, culture and behaviour was 2/3 and it was agreed that this should be 2 which is ‘good’. Attendance should be much higher than it is and we can get better; the persistent absentees are bringing the figures down. In the Teaching and Learning section all teachers are being encouraged to attend an ‘outstanding’ school.</p> <p><b>Governor monitoring – reports of June</b>  JF and JW had been in school for the SIAMS inspection.</p>	<p>RC</p> <p>RC</p>

7.4	<p>Would governors please upload their reports on visits to GovernorHub.  <b>Ofsted Framework 2019</b>  This document had been circulated and was noted.</p>	<b>All</b>
8.	<b>Committee reports</b>	
8.1	<p><b>Resources Committee – Minutes of meetings 17.5.18 and 22.5.18 for acceptance</b>  Minutes of the meetings had been previously circulated, the contents noted and the Minutes accepted.  The meeting today had focused on the budget, with Mike Lawes from the EPA in attendance and he was able to answer numerous questions. The budget was very positive and was recommended to the LGB to be accepted.  The extra meeting on 22<sup>nd</sup> May was a useful meeting looking at options for the expansion of the school. It has now gone back to OCC who will look at funding.  <i>Q. How will this affect our operating budget?</i>  <i>A. This is not known as we don't know the number or ages of the children that will come. We will need to look at it on an annual basis.</i></p> <p><b>8.1.1 Budget 2018/19 for approval</b>  Details of the budget had been circulated prior to the meeting and the Resources Committee recommended approval.  <b>The LGB approved the budget and the document was signed for submission.</b></p> <p><b>8.1.2 GDPR –</b> The EPA has appointed a company to oversee GDPR for all its school. The check list had been circulated prior to the meeting and all Governors were asked to check the Governors' section.</p> <p><b>8.2 Pay Committee –</b> has not met yet.</p> <p><b>8.3 Achievement and Standards –</b> the committee has not met and is waiting for the SATs results before meeting. It was suggested and agreed that the results are discussed at the beginning of the Blue-Sky meeting on the 17<sup>th</sup> July at 5p.m.</p>	<b>All</b>
9.	<p><b>Inclusion (Pupil Premium, SEND, More Able, vulnerable groups (Standing Item)</b>  The school is waiting for the SATs results when data on all the groups will be available.</p>	
10.	<p><b>EPA (Eynsham Partnership Academy) Business,</b>  A Chief Financial Officer (CFO has been appointed and is working with Mike Lawes during a hand-over period.  There will be an allocated person working with each school to work on budget monitoring and procurement. It is important that we then hold Central Services to account.  <b>The AGM will be on 10<sup>th</sup> July and all governors are invited. Please</b></p>	<b>All</b>

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

	<b>advise JF or KH if you will be attending.</b> The CoGs (Chairs of Governors) meeting will be on 11 <sup>th</sup> July	
<b>11.</b>	<b>Governing Body</b>	
<b>11.1</b>	<b>Election of Chair</b> The clerk took the chair for this item and advised the Governors that three nominations had been received for JF to become Chair from 1 <sup>st</sup> September 2018. There were no further nominations. JF was happy to accept the nomination and left the meeting. The Governors agreed to the appointment of JF as Chair for the next academic year and JF returned to the meeting.	
<b>11.2</b>	<b>Election of Vice Chairs</b> The clerk took the chair for this item and confirmed that the LGB has two Vice Chairs. Nominations and been received for JW and MK to these positions. There were no further nominations, both were happy to accept and left the meeting. Governors questioned that previously the Vice Chairs had been the Chairs of the two committees but this time they were both from the Resources Committee. It was agreed that this was acceptable; their appointment as Vice Chairs for the next academic year was agreed and JW and MK returned to the meeting.	
<b>11.3</b>	<b>Appointment of Headteacher's Performance Appraisal Group</b> This was agreed as RE, JF and JW	
<b>11.4</b>	<b>Committee Structure</b> <b>Pay Committee</b> – MK, JF, RC and JW. <b>Achievements and Standards</b> – no change. <b>Resources</b> – no change.	
<b>11.5</b>	<b>Liaison roles/responsibilities</b> Teaching, some RE classes and Finance and Budget to be deleted. Health and Safety to change to HD Early Years to change to JC All other roles to remain the same. The Curriculum groups have been deleted and this will be reviewed at the Blue-Sky meeting.	
<b>11.6</b>	<b>Update of Vacancy for Foundation Governor</b> – no response from the person at the moment.  JC left the meeting at 9p.m	<b>KH</b>
<b>11.7</b>	<b>Skills Audit</b> -to be on the agenda for the next meeting.	
<b>11.8</b>	<b>Governor Training</b> – DW has completed Understanding Data training. The Finance course that HD was booked on was cancelled and he will rebook. KH had advised all governors on the requirements for Prevent and	<b>All</b>

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

	Safeguarding training. Please let KH know when training is completed.	
	<p><b>Any other business</b></p> <p>There were concerns from governors regarding children cycling to school not wearing helmets. To be able to do something about this there does need to be a Cycling Policy in place and it must be enforced as it is very difficult for staff to do anything about this if there isn't a policy in place. It is really the responsibility of the parents to do something about this.</p> <p>It was agreed that it would be included in the newsletter from Governors at the end of term and that a policy will be looked at next term.</p>	<p><b>JF</b> <b>KH</b></p>
12.	<p><b>Dates of LGB meetings for the next academic year</b>  <b>Agreed as 11<sup>th</sup> October, 13<sup>th</sup> December, 7<sup>th</sup> February, 21<sup>st</sup> March, 16<sup>th</sup> May and 27<sup>th</sup> June. All at 7.30p.m</b></p>	<b>All to note</b>
13.	<p><b>Date of next meeting:</b>  <b>Tuesday 17<sup>th</sup> July 2018 at 5p.m,</b> This will be the Blue-Sky Thinking meeting to work on SDP and SEF for 2018/19 with a bring and share supper. RC will give a presentation followed by workshops.</p> <p>JF expressed the thanks of the governors to all the staff but in particular to RC and MT for their leadership and a good year for the school.</p>	<b>All to note</b>

*The meeting closed at 9.10 pm*

*KD/29.6.18*

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