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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 13 December 2018 at 7 pm at the School

Present:


Jenny Chivers (JC)		- Parent Governor
Rachel Crouch (RC)		- Headteacher (<i>ex officio</i>)
Huw David (HD)		- Director-appointed Academy Governor
Jane Eagle (JE)		- Director-Appointed Academy Governor
Rachel Elliott (RE)		- Director-appointed Academy Governor
Mark Kingston (MK)	JOINT VICE CHAIR	- Parent Governor
Mary Tudge (MT)		- Staff Governor
Jane Watts (JW)	JOINT VICE CHAIR	- Foundation Governor (Diocese-appointed)
Jenny Faulkner (JF)	CHAIR	- Parent Governor
In attendance:		
Kit Howells (KH)		- Clerk

The meeting was quorate.

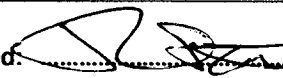
Item	Item title	Action
1.	Welcome and Apologies for absence JF welcomed Governors. Apologies received and accepted from: Bronwen Buckley (BB), Foundation Governor (Diocese-appointed) David Wallom (DW), Director-appointed Academy Governor.	
2.	Declarations of interests JE is a Trustee of the Village Hall. 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 and her son-in-law is a TA at the School. MK is contracted by Critchleys (EPA's Accountants). KH had reminded governors of the need to complete Interest declaration proformas if not already done so.	All govs
3.	Minutes of the meeting held on 11 October 2018 The Minutes of the 11 October meeting were agreed as a correct record of the meeting, signed by the Chair and filed in School.	
4.	Matters arising from the Minutes of 11 October 2018 – None. All issues covered by Items on the Agenda.	

Signed:  (Chair) Date: 7/2/19


SCHOOL IMPROVEMENT		
5.	<p>Teaching & Learning Review 12.10.18 – Report & outcome Report previously circulated. Governors were pleased to note the positive report and thanked staff for their hard work, noting the excellent teamwork across the school staff. Governors noted the recommendations, particularly to take advantage of small classes and to ensure deep marking and high quality presentation. Since the review, the School has introduced a new handwriting policy which is being applied consistently across all classes.</p>	
6.	<p>Headteacher’s Report, including staffing update RC’s HT Report had been previously circulated and was noted. Governors highlighted the following aspects:</p> <ul style="list-style-type: none"> • Attendance remains above national, but has fallen since beginning of term. <i>Q: Why has Busy Bees attendance dropped?</i> Attendance at this age is not statutory so there is often a drop-off towards the latter part of a Term. It is a small cohort. • There is a good amount of CPD being provided for staff. • The recent Assessment Point 1 data drop indicates that Maths, English and Writing match predictions for end of year. ASC will look in detail at the data when it meets in January. Governors discussed the predictions and noted the need to strive for higher aspirations and improvement across all year groups, and particularly in the lower part of the School (whilst noting the difficulty of predicting for those children coming into school who are not ‘home grown’. The impact of the Maths action plan is being seen, particularly in the higher end of the School. • Governors were pleased to note the wide range of creative curricular and extracurricular events, based on agreed themes, taking place throughout this Term. • Governors noted the strong and secure staffing, as also observed in the recent Review. 	
6.1	<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 and Incidents – Reported; minor only and noted.</i></p> <p><i>Safeguarding annual report to EPA: JW will meet with RC for full check.</i></p> <p><i>Health & Safety audit has been done and the report will come to February LGB via Resources and HD (as H&S Governor).</i></p>	<p>JW/ RC</p> <p>RC/ HD</p>

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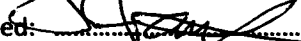
6.1.1	<p>Final new statutory safeguarding guidance Sept 2018 (Keeping Children Safe in Education (KCSIE)) Part 1 of KCSIE previously circulated; governors confirmed they had read Part 1.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>School Development</p> <p>School Development Plan (SDP) 2018-19 – update and questions on progress of priorities Update previously circulated, and has been reviewed by EPA CEO and School Improvement Officer (SIO). There are no concerns relating to priorities. Improving Writing is the main priority. The first RAG-rating of priorities will take place in February.</p> <p>School Self Evaluation (SSE/SEF) 2018-19 – update Previously circulated and has been reviewed by EPA CEO and SIO. There have been no changes made since the Teaching & Learning Review report received. Governors agreed there are some areas where the School could self evaluate as Outstanding now, including pastoral care of pupils, and based on the Review report. JW will collate comments to send to RC.</p> <p>Governor visits – reports of visits JW: 16.10.18 SCR & Safeguarding JC:10.7.18 Creative curriculum and inclusivity JE, JF: 21.9.18 FOSHS Camp All reports previously circulated. HD: Health & Safety visit in November. Good visit and report to follow. JF and JW came in to School to serve lunch.</p>	<p>JW/ RC</p>
8.	<p>Committee reports</p>	
8.1	<p>Resources Committee – report of meetings 13.12.18 (verbal) and Minutes of 11.10.18 for acceptance Report of the meeting on 11.10.18 had been previously circulated, the contents noted; the Minutes were accepted.</p> <p>JW reported on the meeting held immediately prior to this LGB meeting. Ros Avery (RA), EPA Chief Finance Officer, had joined governors to provide an overview of the budget and to discuss budget management. There are no current concerns. The EPA is asking its schools to work towards ensuring a small reserve if possible.</p> <p>Governors noted the inclusion of the EPA in a list of CEO salaries for 2016-17, noting that the previous EPA CEO was also Headteacher of the Secondary School, and the context for the payments in that year. RA had assured governors of the transparency of this. The advertisement for new CEO will be published in early January, including the salary range, which is commensurate with the size of job.</p>	

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	<p>The first phase of new build housing development has begun, totalling 60 houses. The second phase is on hold. HD and MK will research building type options for the School's expansion needs.</p> <p>Governors were pleased to note the outcome following enquiry to the EPA about TA grading, where high level expertise and responsibility is required.</p>	
8.2	<p>Achievement & Standards Committee The Committee did not meet on 12 December as scheduled and will convene in January instead. The AP1 data and analysis will be discussed at that meeting.</p>	JE (for ASC)
8.3	<p>Pay Committee – verbal report from 30.11.18 meeting JF reported that the Committee had met, reviewed and approved RC's recommendations, following a robust appraisal process for all teaching staff.</p>	
8.4	<p>Report of HT Appraisal Panel meeting held 16.11.18 JF reported that the meeting had been held, RC appraised and new targets for RC for this year had been agreed. The Panel had been joined by Ruth Bennie, Diocesan Adviser.</p>	
9.	<p>Inclusion (Pupil Premium, SEND, More Able, vulnerable groups) (Standing Item) JF will meet with the SENCo in January to discuss outcomes as per data from AP1. Governors noted the high level and number of SEND pupils relative to the size of the School.</p>	JF
10.	<p>Governance: EPA's Scheme of Delegation (SoD) for Stanton Harcourt School The current SoD and the draft new SoD had been previously circulated. Each EPA school is reviewing its SoD (in place since the MAT was established and sitting underneath the MAT's Articles of Association, which explain the purpose of the MAT), in order that they can draw up a generic SOD for all Schools in the MAT. This is necessary as the DfE have requested all those MATs established early in the academisation programme to ensure their Articles are brought up to date and are fit for purpose. This will be necessary should the EPA wish to expand in future.</p> <p>The EPA Chairs of Governors group (CoGs) had discussed autonomy, delegation, responsibility, and accountability.</p> <p>It was noted that the current SoD delegates HT recruitment to the LGB with an EPA representative on the recruitment panel. The LGB therefore does have delegated powers and these would only be removed via agreed EPA protocols if governance was faltering.</p> <p>Governors agreed that there is very little material difference between</p>	

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	the current SoD and the proposed new one. It was noted that the new Ofsted framework in 2019 will necessitate a new curriculum policy for MATs nationwide.	
11.	Policies Overarching EPA-wide Policies will come to the LGB for adoption as they are approved, eg Complaints; Safeguarding.	RC
12.	EPA Business Minutes of the EPA Directing Board (DB) meetings 30.10.18 and 15.11.18, and of EPA Chairs of Governors meeting 21.11.18 previously circulated. EPA Members had also met on 4.12.18 to discuss the recommendations of DB regarding the review of EPA governance. JF briefed Governors on the Members and DB meetings with particular reference to the need for the EPA to amend its Articles of Association to bring them up to date and meeting DfE requirements, should the MAT wish to expand in the future. The DB make-up will be changed to remove paid employees of the MAT, limit number of Directors from LGBs, and ensure necessary expertise in the membership. Directors will not specifically represent Primary, Secondary or Diocese. The MAT is seeking new Directors to join the Board. Members have agreed changes and are now awaiting final legal advice before the amendments to the Articles can be finalised. It is likely that the newly-constituted Board will be in place by March 2019. The governance structure within the EPA will have more clarity at that point. CoGs meetings have been formalised but are not necessarily working as well as previously. The SoDs will be further discussed at the next meeting of CoGs. The EPA is part of a Working Group on the proposed Eynsham Garden Village (EPA CEO and Jane Osborne, Chair of Bartholomew Governors and EPA Director are on this Group with OCC). The EPA has confirmed its interest in the Secondary provision to be built but no details of what the provision will be used for have yet been agreed. The recruitment of a substantive EPA CEO has commenced, following approval of the job description and recruitment pack, with advertisement and interviews early in the new year.	
13.	Governing Board business	
13.1	Upcoming LGB vacancies/ends of terms: JF (Parent) & DT (AM): both on 8.1.19 The School will be asked to hold a Parent Governor election in early January (JF end of term of office). It was agreed not to re-appoint to the post of Associate Member and KH will inform DT.	KH KH

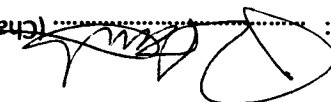
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13.2	<p>BB: Committee membership and liaison role – to agree It was agreed that BB should join ASC is she is happy to do so. She is undertaking her initial training (Induction, Prevent and Safeguarding) and JW will discuss mentoring her for the Safeguarding Governor role.</p>	<p>13.3 Governor Training JF took Prevent Duty training 23.10.18 JE and MT took Generalist Safeguarding on 15.10.18. MK completed Prevent and Safeguarding courses Dec 2018. HD will seek new date for Finance: School Budget Construction & Monitoring course as the OCC date change clashes with this LGB next meeting. MK and JW will take Safer Recruitment online course via NSPCC (School will reimburse the £30 each for this). Members of the HT Recruitment Panel (JF, HD, MK, JW, JE) should have completed Safer Recruitment course (online via NSPCC or face to face via OCC Governor Services) and also the OCC HT Recruitment course by May 2019. HD is already booked onto HT Recruitment course in early January 2019. KH has reminded Governors who need to refresh their safeguarding training (noting that Prevent Duty training must be refreshed annually and General Safeguarding every three years). Governors to see Noticeboard on GovernorHub for who is still to undertake this training and for the Links. EPA had asked Chairs of LGBs what training would be most advantageous currently for governors. Self-evaluation had been agreed and will be held on Tuesday 12 February at 6.30 pm at Bartholomew School. Governors to let KH know if they are going to attend. BB has confirmed she will undertake induction, Prevent and Safeguarding training.</p>	<p>KH BB JW MK HD HT Panel All govs All govs BB</p>	<p>14. Date of next LGB meeting – Thursday 7 February 2019, at 7 pm. Agenda to include: -Mins of ASC January meeting (date tbc)</p>	<p>Dates of next Committee meetings: Resources Committee – 7 February ASC Committee – January – date tbc</p>	<p>All to note All to note</p>
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The meeting closed at 8.25 pm

KD/17.12.18

LGB Meeting dates 2018-19: 7 Feb, 21 Mar, 16 May, 27 Jun - all at 7 pm.

Signed:  (Chair) Date: 7/2/19