

Headteacher: Andrew Denham
office.3127@standlake.oxon.sch.uk

**Minutes of the meeting of the Local Governing Body (LGB)
 held on Wednesday 22 March 2017 @ 6.00 pm at the School**

Present: **Matthew Bowden (MB)** – Parent
Stacey Conroy (SC) – Staff (teaching)
Andrew Denham (AD) – Head teacher
Sue Peachey (SP) – Staff (support)
Hilary Sharrocks (HS) – Foundation
Mark Turner (MT) – Chair - Academy Appointed
Billie Tweedy (BT) – Foundation
Mary Wallbutton (MW) – Parent
Louise Weldon (LW) – Parent
Jonathan Viner (JV) – Foundation Governor

In attendance: **Charlotte McCulloch (CM)** – RE staff lead (left 6.10 pm)
Andrew Hamilton (AH) – CEO of the Eynsham Partnership Academy (EPA) (left 6.45 pm)
Lucy Dickinson (LD) – Clerk

The meeting was quorate and was opened at 6.05 pm by the Chair.

	RATIFIED	ACTION
1	WELCOME AND APOLOGIES FOR ABSENCE: MT welcomed Governors to the meeting and BT opened the meeting with a prayer. Apologies were received and accepted from Natasha Coates (NC) - Academy Appointed). Nichola Stretton (NS - Parent Governor and Vice-Chair) has stepped down.	
2	NOTIFIED BUSINESS: none.	
3	DECLARATION OF INTERESTS: none for this agenda.	
4	<p>SIAMs and RE update: CM updated Governors on the work done in this area – the Oxford Diocese Combination SIAMs toolkit (http://www.oxford.anglican.org/wp-content/uploads/2016/05/Combination-SIAMs-toolkit.doc) has been used to monitor what has already been done and identify areas for development. CM has undertaken SIAMs training.</p> <p>Areas for focus include:</p> <ul style="list-style-type: none"> • raising pupils’ multi-cultural awareness – visitors from different faiths have been into school, and a trip to a Synagogue took place. There will be more work in this area • increasing parental involvement • raising the profile of RE within the school – CM met with Frances Bartlett (from the Diocese), BT and staff to look at Christian identity, collective worship (including getting feedback on assemblies, Prayer Spaces etc.). Feedback so far has been very positive. <p>Governors asked:</p> <p><i>Q) Outside RE lessons, what else happens in classes - do all have daily prayers?</i> <i>A) Some do, but the school is aiming for more consistency in this area - activities to follow on from Monday assemblies and incorporate the school’s core values.</i> <i>Q) Will worship also include music and singing?</i></p>	

Headteacher: Andrew Denham
office.3127@standlake.oxon.sch.uk

	<p>A) <i>Yes, agree that this plays an important part and engages pupils.</i> (6.10 pm – CM left)</p>	
5	<p>EPA presentation and discussion with Andrew Hamilton: AH explained that he was visiting all the Primary School Local Governing Body meetings as part of a move to bring clarity on the responsibilities of the LGBs, as well as to bring all Governors up-to-date with the current progress and areas of focus for the MAT. AH tabled and talked through a report and a priorities flow chart (included with these minutes).</p> <p>AH also explained that the EPA were in discussions with a number of other Secondary Academies, including both a stand-alone Secondary and two MATs regarding expansion. This was necessary in order to assure future sustainability of the MAT (especially in light of upcoming financial challenges arising from the proposed changes to funding formula and other cuts). Once a MAT has more than 5,000 pupils, it is no longer necessary to apply for capital funding, and providing like-minded partners can be found (with similar values and looking for similar levels of autonomy for individual schools), there should be more resources and greater possibility for support between schools.</p> <p>Governors asked:</p> <p>Q) <i>Would there be a geographic relationship with any new partners?</i> A) <i>Yes, all the potential partners are relatively close (either geographically contiguous, or within 30 minutes’ drive). Governors recognised the benefits for staff recruitment and retention of such a grouping.</i></p> <p>Q) <i>How would such an expansion benefit Standlake?</i> A) <i>The top-slice required may go down, as there will be further economies of scale, and income for Secondaries is larger - there would be more resources to access overall. AH and AD both emphasised the ‘invisible’ work supporting the Primaries, and added that Bartholomew is already ‘underwriting’ the EPA to a significant degree (some other MATs require larger top slices from their Primaries). Bartholomew Governors and the EPA Directors support this as it is felt to be important to raise the standards of the feeder schools so that Bartholomew benefits from higher achieving pupils in Year 7.</i></p> <p>Q) <i>What are the likely issues during the transition stage, and what is the timescale?</i> A) <i>The EPA is looking for a formal commitment by Term 5, due diligence before the end of this academic year, full consultation before Christmas and the new arrangements to be agreed and in place by September 2018. At the current time, the principal other MAT candidate would be looking to dissolve and join the EPA under our articles, as these are unique and favourable (would allow some of their local Voluntary Aided – VA- Primaries to join as well).</i></p> <p>Q) <i>Will any remaining financial surplus be kept by the individual schools?</i> A) <i>Yes – the top-slice contribution is fixed, so if the school is able to build up a</i></p>	

Headteacher: Andrew Denham
office.3127@standlake.oxon.sch.uk

	<p><i>safety net, this would not be removed.</i></p> <p><i>Q) Would the EPA Directors become more likely to take over more aspects of the individual schools?</i></p> <p><i>A) The degree of autonomy will remain an important value for the EPA – AH spoke about the five-point support plan and assured Governors that the Directors would only intervene if things became really problematic. This applies to both finances and standards.</i></p> <p><i>Q) Where will ownership of buildings and land sit?</i></p> <p><i>A) There would be no significant change – some of the schools’ land is owned by OCC, some by the Diocese and some by Parish Councils. There was no appetite by any of these parties to rationalise.</i></p> <p><i>Q) Has there been any progress with the issue of centralised policies, and could we have a timescale for this?</i></p> <p><i>A) AD has a list of those identified by the EPA as core central policies – mainly HR, personnel and finance. There will be some areas where both the EPA and the school need separate policies (e.g. Safeguarding), and others to remain with the school.</i></p> <p><i>Q) Does the EPA have a Risk Register?</i></p> <p><i>A) Yes – LD to contact Mike Lawes to request a copy of this for MT to use as a starting point for Standlake.</i></p> <p><i>Q) In light of the ongoing OCC school transport policy changes which will affect Standlake pupils travelling to Bartholomew, will Standlake continue to be considered a feeder school and will support continue?</i></p> <p><i>A) The bus will continue to be provided until 2019 (at a cost to parents), but choice of Secondary School will be down to individual families. Bartholomew continues to lobby OCC regarding this matter.</i></p> <p>AH thanked Governors for their work on behalf of the school. Governors were also invited to attend the EPA AGM taking place on 4 May at Bartholomew School.</p> <p>(6.45 pm – AH left)</p>	LD
6	<p>ADOPTION OF THE MINUTES OF THE LGB MEETING HELD ON 2nd February 2017:</p> <p>The minutes were agreed as an accurate record, signed and passed to AD for filing. LD to send electronic version to Beth Bedford (BB: EPA Company Secretary) for Academy Directors and AD for publication on the school website.</p>	LD
7	<p>MATTERS ARISING FROM PREVIOUS MINUTES NOT ON AGENDA:</p> <p>4. Risk register: MT to complete and bring to Resources committee - ongoing</p> <p>4. After-school club: Resources to look at lettings policy with regards to use of school premises – CPS and AD looking at this</p> <p>4. Charlotte McCulloch (CM) to come to next LGB – completed: see item 4</p>	MT CPS, AD

Headteacher: Andrew Denham
office.3127@standlake.oxon.sch.uk

	<p>6. Governors to complete online Prevent training at http://course.ncalt.com/Channel_General_Awareness/01/index.html done by some (certificate from LW filed) – HS, MB, JV still to do</p> <p>6. DBS checks to be completed for new Governors – completed</p> <p>13. JV circulated paper copies of a new NGA skills audit to all Governors – be completed and returned - ongoing</p>	<p>HS, MB, JV</p> <p>Governors</p>
<p>8</p> <p>Parents</p>	<p>HEADTEACHER’S REPORT: both the report and the results of the stakeholder survey had been circulated. AD highlighted key points and invited questions. Governors asked:</p> <p>Leadership and Management</p> <p><i>Q) Has the decision to upgrade the overall effectiveness of the school to ‘Good’ been supported by the EPA Task Group and the School Improvement Officer?</i></p> <p><i>A) Yes, the change in self-evaluation has been fully endorsed by both internal and external monitoring, including the Task Group.</i></p> <p>Stakeholder survey (c)</p> <p>Governors recognised that both the number of responses and the outcomes of the survey had been extremely positive. Where negative responses have been received it is sometimes difficult to know the reasons behind this – AD has asked parents with any concerns to follow up with a face-to-face conversation. Governors asked about the following areas where there were some less positive replies:</p> <p><i>Q) Parental survey questions 17 and 18 - for example 28% disagreed or strongly disagreed that the school kept them well informed. How is the information on parents’ emails kept up-to-date, and what can the school do to further improve communications?</i></p> <p><i>A) Updates are collected annually via the pupil data sheet. The email system does not allow the school to see any emails which have bounced, but it was felt that this response was not really about emails not getting through, but more about lack of notice given with regards to some announcements and events. AD agreed with this, and the school is trying to address this concern.</i></p> <p><i>Q) Although 73% of parents now feel that the Governors support the school well, AD still felt that there was a need for Governors to communicate more with parents.</i></p> <p><i>A) This was agreed, and more Governor feedback via newsletters etc. is planned, along with a social event with parents and staff later in the year.</i></p> <p><i>Q) The question regarding site security (#21) still indicated concern from some parents, and Governors recognised that inadequate site security would be a concern for Ofsted – could more be done?</i></p> <p><i>A) The Local Authority LADO had confirmed that the site is secure as long as</i></p>	

Headteacher: Andrew Denham
office.3127@standlake.oxon.sch.uk

<p>Staff</p>	<p><i>external doors are not left on the latch (people can get into Reception, but not into the rest of the school). When children are out on the playground there is always an adult on duty near the front so that visitors in and out of the front gate onto the playground can be monitored. A Site Risk Assessment is in place.</i></p> <p><i>Q) Was there a need for concern regarding the free text comment about bullying?</i></p> <p><i>A) Staff felt not – it was suggested that the current focus on anti-bullying measures (ambassadors, assemblies etc.) had raised the profile of bullying because the school is enhancing its provision, not because there is a problem. It is understandable how some parents may see this as a response to a problem rather than a proactive approach on the school’s behalf.</i></p> <p><i>Q) Why has the number of staff responses increased so much (from 14 to 20)?</i></p> <p><i>A) There are now more part-time TAs etc.</i></p> <p><i>Q) ‘School systems and organisation effectively support staff in focusing on learning and pupil wellbeing’ – 15% disagreed with this: why and is and how is this concern being addressed?</i></p> <p><i>A) This is being discussed individually with staff.</i></p> <p><i>Q) Do questions 3-5 indicate a lack of understanding about the Governors’ role, and is there anything further to be done about this?</i></p> <p><i>A) SP (Staff support Governor) agreed that some of the non-teaching staff in particular might benefit from more interaction with Governors – MT to look at Staff/Parent/Governor social event later in the year, and Governor noticeboard with photos is now underway.</i></p>	
<p>Pupils</p>	<p><i>Q) Why did only the non-staff Governors complete the Governor survey – would it be helpful to have the responses of staff from their Governor perspective?</i></p> <p><i>A) AD agreed to this, and they will be asked to complete the survey next year.</i></p> <p>There had been an obvious increase in enjoyment and pupils’ understanding of their goals. In isolated groups where some concerns were still expressed (e.g. Year 6 had been more likely to disagree with Q1 regarding behaviour), this was being discussed with the class teacher.</p> <p><i>Q) If 87% of pupils feel safe in the school, what is being done to address the concerns of the remaining 13%, and do we know if this is a particular year group?</i></p> <p><i>A) Yes, and this is being discussed with class teachers.</i></p> <p>Staff appraisals (d)</p> <p><i>Q) Have staff appraisals taken place?</i></p> <p><i>A) These are all scheduled over the next week.</i></p> <p>Pupil Premium Grant (e)</p> <p>The Pupil Premium Grant was discussed at length in the Standards committee.</p>	

Headteacher: Andrew Denham
office.3127@standlake.oxon.sch.uk

Governor visits (i)

MB had also carried out a Governor visit linked to IT.

School Presentation sessions (n)

Q) Is there any way to increase the % of parents attending future presentations?

A) Both evening and morning sessions were offered, in future the school will continue to offer two dates and try to give more notice. The presence of staff and Governors was felt to be very important in demonstrating involvement.

Quality of teaching, learning and assessment

Q) If 75% of the teaching has now been judged as good, who was this done by and does it indicate that there is still some way to go?

*A) This is done by **AD** and **SC** as the SLT (with the support of the SIO). Of the small number who still have some issues, one is nearly ready to be judged as 'good'. This matter was challenged extensively at the Standards committee, but continues to be a focus for the school.*

Outcomes for pupils

Q) In the table on page 4, are the outcomes for ARE reading across the table for the same cohort, or the numbered year group?

*A) Year group - so (for example) the results from Summer 2016, where 35% of the Year 5 group met ARE for reading refer to the pupils who are now in Year 6 (where 68% have met ARE for Spring 2017). The improvements in Years 5 and 6 were noted. **AD** also emphasised that since so much of the progress is above average (over 3.0 steps), it is anticipated that the ARE outcomes will also improve over time.*

Q) The results given are for the core subjects (Reading, Writing and Maths) – is there any science assessment?

*A) This is only done at the end of the year. **AD** noted that the profile of science in the school will be raised over the next year, and that the Science Link Governor (**NC**) will be meeting Steve Brown shortly to discuss this.*

Personal development, Behaviour and Welfare

Following on from the responses of the Year 6 pupils in the pupil survey, there will be a focus on resilience and trying to increase independence and responsibility in the older year groups in preparation for the transfer to Secondary School.

Finance

Q) What was the reasoning behind the EPA audit result which stated that the school was at 'Medium assurance level' and is there anything further to be done to ensure the financial stability of the school?

*A) The breakdown of the audit showed that there are some procedural issues to be discussed - this will be done at Resources. **AD** did note that without the current surplus, the school would already be looking at a deficit from next year,*

Headteacher: Andrew Denham
office.3127@standlake.oxon.sch.uk

	<p>Governors asked:</p> <p><i>Q) How does the insurance for staff absence work, when does this kick in?</i> <i>A) It starts per individual after two weeks' absence.</i></p> <p><i>Q) Does the Charging and Remissions Policy refer to hire of school premises?</i> <i>A) Yes, this relates to use by the after-school club etc. CPS and AD are looking into this.</i></p> <p>10.3 HT appraisal panel: meeting on 23 March.</p>	CPS, AD
11	<p>SAFEGUARDING/PREVENT DUTY/HEALTH & SAFETY: LW met with AD to discuss this and is doing the Safeguarding course on 23 March. Nothing further to add at this time.</p>	LW
12	<p>POLICIES: none to update at this time.</p>	
13	<p>SIAMS: covered in item 4. BT to come into school to meet pupils and get their feedback.</p>	BT
14	<p>GOVERNING BODY MATTERS</p> <p>14.8 Governor vacancies: Governors asked that their thanks be minuted to NS, who has stepped down as Parent Governor, for her support of the school and Governors (in particular of MT). There were no nominations for the position of Vice-Chair at this time. Governors were asked to consider this role in advance of the final LGB meeting of the year, as an election will take place then.</p> <p>The Parent Governor vacancy will be advertised, using the outcomes from the old skills audit to ask for financial support and background if possible.</p> <p>AD has a possible candidate for the Director-Appointed spot, and will pursue this.</p> <p>It was also noted that NS had been the Link Governor for SEN, and that this position needs to be filled. Governors to consider their current roles, and the allocations to be included for discussion and updating at the next LGB meeting. Skills audit to be completed by all Governors to assist with this.</p> <p>14.9 Governor training: MT has done the Safer Recruitment training (certificate to be sent to school office for files).</p> <p>14.10 Governor monitoring visits: as noted in the HT report, visits have been carried out by BT (RE/SIAMS), LW (Safeguarding), MT (Task Group, Progress Meetings and Book Scrutiny), HE (familiarisation with the school), MB (IT) – reports have been filed.</p> <p>14.11 Governor communications with stakeholders/community: MT to follow up stakeholder survey with short commentary for the newsletter. BT has given a school report to the Church AGM.</p>	<p>AD</p> <p>AD</p> <p>Governors</p> <p>MT</p>
	<p>The meeting closed at 8.00 p.m.</p> <p>Dates of next meetings:</p> <p>P&S committee – Wednesday 3 May</p>	

Headteacher: Andrew Denham
office.3127@standlake.oxon.sch.uk

Resources committee – Tuesday 2 May at 8 am
LGB – Thursday 29 June at 6 pm
EPA AGM – Tuesday 4 April at 7 pm (Bartholomew School)
Training:
Francis Bartlett – MT to confirm training on 31 March
James Bird (SIO) – Target Tracker training: tbc
ECPS – Quality of Teaching and Learning: Monday 27 March at 7 pm (MT and MW attending)

Supporting papers	Sent by	Date on Gov.Hub
Agenda	LD	14 March 2017
Attendance sheet	LD	tabled
EPA report and priorities flow chart	AH	tabled
Minutes of LGB 2 February 2017	LD	6 February 2017
Headteacher's report	LD	20 March 2017
Stakeholder survey results	LD	20 March 2017
SDP and SEF	JV	21 March 2017
P&S minutes (15 March 2017)	JV	27 March 2017
Resources minutes (13 March 2017)	LD	17 March 2017