

Headteacher: Andrew Denham  
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**Minutes of the meeting of the Local Governing Body (LGB)  
held on Thursday 29 June 2017 @ 6.00 pm at the School**

**Present:** **Matthew Bowden (MB)** – Parent  
**Natasha Coates (NC)** - Academy Appointed)  
**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

**In attendance:** **Lucy Dickinson (LD)** – Clerk

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

	<b>RATIFIED</b>	<b>ACTION</b>
1	<b>WELCOME AND APOLOGIES FOR ABSENCE:</b> MT welcomed Governors to the meeting and BT opened the meeting with a prayer. Apologies were received and accepted from <b>Jonathan Viner (JV)</b> – Foundation Governor).	
2	<b>NOTIFIED BUSINESS:</b> none.	
3	<b>DECLARATION OF INTERESTS:</b> none for this agenda.	
4	<b>ADOPTION OF THE MINUTES OF THE LGB MEETING HELD ON 22<sup>nd</sup> March 2017:</b> The minutes were agreed as an accurate record, signed and passed to <b>AD</b> for filing. <b>LD</b> to send electronic version to Beth Bedford ( <b>BB:</b> EPA Company Secretary) for Academy Directors and <b>AD</b> for publication on the school website.	<b>LD</b>
5	<b>MATTERS ARISING FROM PREVIOUS MINUTES NOT ON AGENDA:</b> 5. Risk register – EPA version received: for discussion at Resources - <b>ongoing.</b> 7. After-school club – discussion of lettings policy (Resources agenda) - <b>ongoing</b> 7. Prevent training – done by all Governors – <b>completed</b> 10. Sports summary – discussed at P&S meeting – <b>completed</b>	<b>MT</b> <b>MT</b>
6	<b>HEADTEACHER’S REPORT:</b> the report had been circulated, and included initial feedback from the Ofsted inspection. AD explained that the report was not yet available (it needs to be approved for accuracy by AD, then returned to Ofsted for quality assurance). It should be ready to send to parents next week (and AD may need to amend the HT report if there are any changes). MT thanked Governors who had been able to attend the inspection, and Governors thanked staff for their hard work preparing for, and during the day. Governors asked: <i>Q. Could AD be more specific in the areas for development about which pupil groups needed to be the focus for increasing attendance?</i> <i>A. No – cannot be specified due to small numbers and confidentiality issues.</i>	

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*Q. Governors had noted the inspector's comments about a small amount of information which was missing from the website and asked for clarification.*

*A. AD explained that although the EPA administrative officer (Catherine Barker) carries out regular website compliance checks for all the school websites, she does not open the documents (just checks that they are available). One topic web had been missing, and some other small items of information relating to sports premium information – these have now all been added. It was noted that the Governor list is not up-to-date.*

AD

### **1. Leadership and Management**

*Q. Has there been any change to the level of good and outstanding lessons (the last figure given was around 75%)?*

*A. No – the figure remains around the same.*

### **2. Quality of Teaching, Learning and Assessment**

*Q. What were the outcomes of the recent lesson observations mentioned?*

*A. The feedback from the lessons themselves was positive, but AD and SC still need to triangulate with up-to-date attainment and progress data.*

*Q. Who sets the marking policy, and did the inspectors look at documentation related to this?*

*A. The marking policy is an internal school document and was not examined during the inspection.*

*Q. Are the 'provision maps' for each class shared with the teachers for the following year?*

*A. Yes, these form part of the transition planning between class teachers.*

*Q. Given that the Maths specialist teacher is coming in from Bartholomew to work with the Most Able Mathematicians, why did inspectors identify this as an area for development?*

*A. This program has only been in place for a couple of months, and is focussed on a small number of pupils – the impact has not yet been observed.*

*Q. Is the school also planning further external music support?*

*A. This depends on the carry-forward and other financial needs. The Oxfordshire music service is already coming in for some of the older year groups, but the school may also consider external singing teachers.*

### **3. Outcomes for pupils**

*Q. Do staff have a sense of the likely results for the SATs?*

*A. It was felt that these had gone better than last year, but AD explained that they do not yet have any idea of the benchmarking levels.*

*Q. How did the teacher assessed writing go, and was there any moderation?*

*A. The teacher assessments were complete and had been moderated by the EPA. The only external moderation this year was for the SPAG test, where an observer had attended to check the processes were correctly carried out.*

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*Q. What is the situation regarding the two pupils who have not passed the Phonics screening test?*

*A. The Year 2 pupil is already on the SEN register and the Year 1 pupil had only been in school for a couple of months.*

*Q. Could AD give any update on the staffing in the EYFS for September?*

*A. A secure plan is in place to cover all eventualities.*

*Q. Why has the % reaching ARE gone down for Science in 2017, and what is being done to address this?*

*A. Staff acknowledged that the 2016 KS1 results were not effectively moderated. There is much greater confidence in the accuracy of the 2017 assessments. AD noted that in general there were issues with the high levels of expectation for years 3, 4 and 5 and said that these would be discussed in greater detail at the P&S meeting. The Target Tracker data is now much more accurate than that from 2016, and staff have had several meetings to validate EYFS and KS1 results. They are now looking at where to put in additional support based on the children's needs.*

#### **4. Personal Development, Behaviour and Welfare.**

Governors noted that attendance was good, and that the issues arising from a small number of families had been discussed at depth with the inspector.

*Q. Has the bullying policy been amended following discussions arising from the complaints panel?*

*A. Yes, this was done immediately after the panel met. The Ofsted inspector had been very happy with the Safeguarding measures in place.*

*Q. What plans are being put in place to widen the pupils' exposure to other faiths?*

*A. AD said that an Imam is coming into the school next week to discuss Islam, and that the area of different religious faiths would be a priority in the next SDP (including timescales and targets).*

#### **5. SIAMS**

BT will be meeting Charlotte McCulloch next week, and work for the upcoming SIAMS inspection (expected in 2018) will pick up in the Autumn term.

#### **5. Other**

*Q. Is the fire alarm contract out for tender?*

*A. Yes, this is being managed by Ridge who should be passing on quotes to the school shortly.*

*Q. Do we need to consider contingency arrangements in case work is not completed over the summer?*

*A. The contractors will need to work around the school's normal operation (i.e. evenings and weekends). A schedule of work will be part of each quote.*

*Q. Could AD clarify the statement regarding the replacement of support staff?*

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	<i>A. If TAs leave, their hours will probably not be replaced unless these are considered essential to fulfil particular pupils' needs.</i>	
7	<b>SCHOOL DEVELOPMENT PLAN AND SELF-EVALUATION FORM:</b> these documents had both been updated immediately prior to the Ofsted inspection. AD and SC will update them again next week based on the SATs results and the final Ofsted report. The new SDP (for 2017-18) will be circulated to Governors via Governor Hub so that P&S Governors can discuss on 18 July.	<b>AD</b>
8	<b>GOVERNOR SKILLS' AUDIT:</b> MT reported that JV had only received a couple of completed audits using the new sheet and reminded all Governors to complete these and send to JV.	<b>Governors</b>
9	<p><b>COMMITTEE REPORTS</b></p> <p><b>9.1 Performance and Standards:</b> minutes had been circulated, and LW summarised the discussions and main points. Governors had talked about the data and which pupil groups required additional focus, and specifics of what is being done. They had looked at the Pupil Premium and Sports Premium reports (and will consider these in more detail at the next meeting).</p> <p>The use of Lexia for pupils with SEN and for PPG had been discussed, and following the success of the free trial, Governors had agreed to use the PPG funding to continue this next year (for pupils in Year 1 and above). Headphones will also be purchased to minimise distraction to other pupils. Staff have had training on looking at the reports generated, and SC reported that the pupils using the system have responded positively.</p> <p><b>9.2 Resources:</b> minutes had been circulated. Committee membership to be considered again before the next round of meetings.</p> <p>It was noted that attempts to contact Nobel Foods for possible support with funding for the EYFS area had stalled – LW mentioned a possible parent contact.</p> <p>The budget had been discussed and agreed, and Governors ratified this. MT confirmed that there is a surplus in the budget for next year (but with an in-year deficit, and acknowledged upcoming pressures on budgets). The audit had been queried, as it included a £25k contract which looked like an error – CPS to confirm. Governors asked:</p> <p><i>Q. Was there any provision in the budget for replacing the FSU floor covering, and was this becoming a H&amp;S issue (and therefore a possible trigger for grants)?</i></p> <p><i>A. With funding sorted for the fire alarm, it was possible that there may be some money to address this. A grant application would require an official report- this should be planned for September (the next round of applications will be before Christmas).</i></p> <p><b>9.3 HT appraisal panel:</b> MT and LW were happy to remain on the panel for 2017-18, but need a third member (ideally a Foundation Governor). BT and HS</p>	<b>Governors</b>

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	were both willing to do this – MT also wanted to check with JV. Training may be required. First appraisal meeting scheduled for 28 September, MT to contact external advisor (Karen Metcalfe).	MT
10	<b>SAFEGUARDING/PREVENT DUTY/HEALTH &amp; SAFETY:</b> LW and AD had met to discuss the Safeguarding report. There were no new areas for concern, and as noted above, the Ofsted inspector was pleased with the Safeguarding measures in place. NC and HS had done the OCC Safeguarding course. AD said that staff would be doing generalist Safeguarding training next year, and Governors were encouraged to attend this session (the OCC trainer had recommended that some Governors should do this).	
11	<b>POLICIES:</b> Safeguarding policy - some amendments have already been made, the policy will be reviewed and come to LGB in September.	AD, LD-agenda
12	<b>SAFEGUARDING REPORT AND LAC REPORT:</b> the OCC Safeguarding report template for 2016-17 is not yet available (it will be updated here: <a href="http://schools.oxfordshire.gov.uk/cms/content/safeguarding">http://schools.oxfordshire.gov.uk/cms/content/safeguarding</a> ) so this item was carried over to the next agenda.  The LAC report is not a report for submission to OCC, but refers to the requirement for an annual report to Governors (no deadline given).	LD- agenda
13	<b>SIAMS:</b> nothing to add (see HT report items 5 and 6).	
14	<b>EPA MAT:</b> Governors had been informed that Andrew Hamilton is retiring as CEO of the MAT. Discussions regarding the possible merger with Faringdon MAT are ongoing, with due diligence underway. The final meeting of the EPA Task group was felt to be unlikely to happen, now that most of the Primaries have been inspected by Ofsted.	
15	<b>GOVERNING BODY MATTERS</b>  <b>15.1 Election of Chair:</b> LD took the Chair for this item. A self-nomination for the position of Chair had been received from MT. LD asked if there were any further nominations. There were not. MT left the meeting whilst the Governors voted. The Governing Body was <b>in favour</b> of MT becoming Chair of Governors.  <b>15.2 Election of Vice-Chair:</b> LD asked for nominations for Vice-Chair. LW agreed to stand. LW left the meeting whilst the Governors voted. The Governing Body was <b>in favour</b> of LW becoming Vice-Chair of Governors.  <b>15.3 Agree monitoring roles:</b> it was noted that since NS had stepped down, there was no link Governor for SEN. AD suggested that if the next SDP has 4-5 priority areas, it might make more sense for the Governor links to be related to these priorities. Governors agreed to look at the new SDP and decide monitoring roles in advance of the next LGB meeting.  <b>15.8 Governor vacancies:</b> there has been one expression of interest in the Parent Governor vacancy – AD to email parents with a final deadline and if no	Governors



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<p>further expressions are received, this candidate will be elected unopposed.</p> <p>There is also a potential candidate for the Director-appointed role: AD is meeting them next week.</p> <p><b>15.9 Governor training:</b> MT has received the EiG training course list for 2017-18 and wanted to know if the school was willing to buy in again. AD asked how many courses have been attended – MT had been to several, but it was agreed that this may require greater use next year (noted that if two new Governors are appointed, it will be helpful for them). MT to check deadline for buy-in. The OCC course list is not yet available – LD to forward when this comes out.</p> <p>LW noted that there may be a need for some Governors to undertake the Safer Recruitment training course (NS had done this) – Governors to inform LD if they have done this so that records can be updated.</p> <p>It was agreed that once the skills audit had been completed, this should be looked at alongside training needs and a plan developed.</p> <p>MT to chase James Bird (LB: EPA School Improvement Officer) regarding Target Tracker training for Governors.</p> <p><b>15.10 Governor monitoring visits:</b> in addition to those listed in the HT report, LW had been in for Safeguarding (AD to add to report). MT had attended book scrutiny session and encouraged other Governors to get experience of this process – AD to send round times/schedule.</p> <p><b>15.11 Governor communications with stakeholders/community:</b> AD would like the letter to parents regarding the Ofsted inspection to be agreed and signed by all Governors. MT to work with AD to draft this and circulate for approval. Governors discussed various options for celebrating the positive outcome of the inspection and recognising the contributions of staff.</p>	<p><b>AD</b></p> <p><b>MT</b></p> <p><b>LD</b></p> <p><b>Govs, LD</b></p> <p><b>LD- agenda</b></p> <p><b>MT</b></p> <p><b>MT</b></p> <p><b>AD</b></p> <p><b>AD, MT, Governors</b></p>
<p>The meeting closed at 7.35 p.m.</p> <p><b>Dates of next LBG meetings (all at 6 pm): Thursday 21 September, Thursday 30 November, Wednesday 31 January, Thursday 22 March, Thursday 5 July.</b></p> <p><b>P&amp;S committee – 18 July 2017 at 6 pm Resources committee – October (tbc)</b></p>	

Supporting papers	Sent by	Date on Gov.Hub
Agenda	LD	21 June 2017
Attendance sheet	LD	tabled
Minutes of LGB 22 March 2017	LD	1 April 2017
Head teacher's report	AD	27 June 2017
P&S minutes (3 May 2017)	LD	21 June 2017
Resources minutes (23 May 2017)	LD	21 June 2017