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**Minutes of the meeting of the Local Governing Body (LGB)
held on Wednesday 31 January 2018 @ 6.00 pm at the School**

Present: **Stacey Conroy (SC)** – Staff (teaching) **Mark Turner (MT)** – Chair - Academy Appointed
Andrew Denham (AD) – Head teacher **Mary Wallbuton (MW)** – Parent
Sue Peachey (SP) – Staff (support) **Louise Weldon (LW)** – Parent
Jonathan Stevens (JS) – Academy Appointed **Tom Walwyn (TW)** – Parent

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

The meeting was quorate (8 Governors present of 11 in post) and was opened at 6.00 pm by the Chair.

	RATIFIED	ACTION
1	WELCOME AND APOLOGIES FOR ABSENCE: MT welcomed Governors to the meeting. Apologies were received and accepted from Matthew Bowden (MB – Parent), Hilary Sharrocks (HS – Foundation) and Billie Tweedy (BT – Foundation). Natasha Coates (NC - Academy Appointed) has stepped down. Governors thanked her for her work on the Governing Body. LD to inform EPA.	LD
2	NOTIFIED BUSINESS: none	
3	DECLARATION OF INTERESTS: none for this agenda.	
4	ADOPTION OF THE MINUTES OF THE LGB MEETING HELD ON 30th November 2017 (including Part 2 confidential minutes): 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.	LD
5	MATTERS ARISING FROM PREVIOUS MINUTES NOT ON AGENDA: 3. BT to sign printed copy of annual declaration – carry forward 5. Risk register – EPA version received: for discussion at Resources - ongoing.	LD, BT MT
6	SIAMs preparation focus: the SIAMs self-evaluation document and recent peer review outcomes had been circulated, and AD explained that the inspection will take place before Easter. AD had requested that the school improvement discussion for this LGB be focussed on this topic as it is important that all Governors (not just the Foundation Governors) have a good understanding of the school’s position). Governors commented/asked: <i>Q. Is the inspection carried out by someone from the Oxford Diocese?</i> <i>A. No, the inspector will be independent of the diocese. Notification will be given on Monday or Tuesday for an inspection the following week, with some leeway allowed for the school to suggest the most suitable day.</i> <i>Q. What sort of time commitment will be required of Governors attending the</i>	

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inspection?

A. **AD** said that he has the freedom to structure the day, and would ask that any Governors come in for about 30 minutes at a time to be agreed.

The recent peer review (carried out by two head teachers from schools outside Oxfordshire) had been extremely positive and highlighted the strong ethos and values evident at the school. The self-evaluation had been recently updated and used a new format designed to be less 'dry' than the previous form, and more reflective of the school's character. This document has been discussed with a Diocesan advisor, and focuses on four areas. Governors asked:

1. Distinctiveness as a C of E school

Q. With regards to diversity and discussion of other faiths, was it possible to say more about teaching of non-Abrahamic religions (the current focus is on Christianity, Judaism and Islam)?

A. **AD** acknowledged this and would look at references to and opportunities for discussing other Faiths.

Governors suggested including hyperlinks in the report to further visit reports etc. on the school website – **AD** to look into this.

AD

2. Effectiveness of Collective Worship

Q. Could the section on collective worship make specific reference to the role of the Deputy Head and other staff members?

A. Yes – it is important that the document captures the fact that pupils are seeing different staff members involved.

Q. When members of the Clergy come in to school, do they lead the Collective Worship?

A. No, assemblies are a joint venture, and are also increasingly developed in collaboration with pupils as well. **AD** considers this involvement to be a strength of the school. Pupils have come up with many good ideas for future discussions. **AD** also highlighted the fact that the assemblies have a similarity to the P4C (philosophy for children) approach.

Q. Given that the school gets advance notice of the inspection, would it be possible to include TAs (who are usually busy with interventions or other work) in the sessions so that they are involved?

A. **AD** is aware that TAs are often elsewhere and is looking at how to increase support staff involvement. It was noted that pupils are never kept out of collective worship every week for interventions, so they do not miss out. Methods of sharing the Powerpoint presentations elsewhere (including print outs in the staff room, a rolling screen for announcements in the foyer etc.) were discussed. The local vicar does get information about the topics in advance, but there is increasing 'response to learning and interests' of the children from that week which makes sharing the collective worship theme in advance a little more difficult. It is proving a more engaging form of collective

AD

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worship but requires those leading to be responding 'in the moment' to children's questions and thoughts. This makes for more powerful learning experience for the children, but it can be a challenge!

3. Effectiveness of Religious Education

Q. What is the expectation from SIAMs regarding breadth of religions taught?

A. The RE curriculum mentions Christianity plus two others (hence the focus on Islam and Judaism) but does also encourage wider discussion.

4. Leadership and Management

Q: Should the discussion on enhancing stakeholder involvement talk more about specific groups of people?

A: AD would like to mention Governors in this section, but there was also discussion as to whether this should be wider than staff, pupils and Governors. 20 parents were involved in the peer review, and have agreed to come in for the inspection – this represents a fifth of the school, and also a cross-section of the school population.

General questions

Q. What sort of written evidence will be required by the inspector, and is the self-evaluation form mandatory?

A. The SEF is not statutory, but is best practise and a good way of highlighting the impact and evidence. There are also folders of written materials, work from RE lessons etc. but AD feels that the testimony and comments of pupils and parents will be the most compelling evidence.

Q. How confident are staff in teaching/presenting this material?

A. Increasingly so, and especially since the response of pupils is so positive. Staff are very open and willing to show that they do not have all the answers, and all feel that this is a healthy message for children.

Q. Governors noted that the school does help to acclimatise children with the environment of the Church, and in general agreed that the level of interaction was appropriate. It was noted that the focus on this area had increased since September (including decoration work linked to the ongoing refurbishment of the premises) and Governors wondered how this would be sustained?

A. It was agreed that this was a natural outcome of preparation for the SIAMs inspection, and that as the focus shifted later in the year to other areas of the SDP, the work would have a chance to embed within the ongoing life of the school.

Finally, AD asked Governors to consider whether the SEF evaluation should be as 'Outstanding' rather than 'Good' The diocese advisor had suggested we have another look at the grade descriptors given how positive the SEF is and what AD had articulated to her. AD to circulate the two descriptors to Governors to compare with the SEF and peer review, and each respond with

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	<p>their recommendation before February half-term.</p> <p>MT has raised the question of finding a third Foundation governor with BT (who has been less involved lately due to prolonged illness): MT to follow up.</p>	<p>AD, Govs</p> <p>MT</p>
7	<p>GOVERNOR SKILLS' AUDIT: MT has received several completed audits by email, and paper copies of those from SC and SP were passed over. Outcomes to be collated by MT and discussed at a later LGB meeting.</p>	<p>MT, LD</p>
8	<p>COMMITTEE REPORTS</p> <p>8.1 Performance and Standards: Minutes had been circulated, and LW highlighted the main areas covered in the meeting.</p> <ul style="list-style-type: none"> • Sports Premium and Pupil Premium reports considered in detail. • Sports Premium – the school would not put a concerted effort into attaining the Silver Award, but would focus on staff building their skills in this area. • Pupil Premium – looked at future spend planned in this area, especially costing of TAs. • AP1 data – highlighted the positive outcomes, as well as areas for more work (progress and attainment for boys, and results for writing). <p>8.2 Resources: MT highlighted the main areas discussed – minutes to be circulated when available (main items covered in items 9 and 10 below).</p>	
9	<p>SCHOOL BUDGET: the carry forward means that the budget looks healthy for the next 2-3 years, and pupil numbers are increasing. The nursery currently has a surplus of £10k, and will have a further £7k coming. Work on the outside area can be financed through this, together with the FOSS target of £15k and a possible grant (under investigation). The bid for central funding did not meet the necessary criteria.</p> <p>Staff payroll costs have gone up (one member of staff on long-term sick leave and the unexpected 2% increase).</p> <p>Online payments for meals etc. are now available.</p> <p>Good progress is being made with the decoration of the school – there is still £19k which can be spent if the need is justifiable. The capital expenditure list was updated, with no significant items to come.</p> <p><i>Q. Why is the staff insurance not sufficient to cover the payment for supply staff?</i></p> <p><i>A. Firstly payment does not start until after 2-weeks absence, and the school is using an agency in order to get higher quality cover with a greater degree of flexibility. Supply costs £180 a day and insurance pays £150.</i></p> <p><i>Q. Will this affect next year's premium?</i></p> <p><i>A. Possibly, but from experience maybe not significantly.</i></p>	

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10	<p>STAFFING RESTRUCTURE (EPA/SUPPORT STAFF): this consultation is currently running, and concerns bringing the HR and finance work into a central office in Eynsham. The result for individual primaries will be that staff who decide to remain do so at a lower grade. The biggest impact will be on school business managers/finance officers, and the proposal is causing significant uncertainty.</p> <p>Governors felt that the business manager adds value to the school, including bringing in nursery funding and additional business (letting etc.) as well as a wealth of experience. There is concern that the new structure leaves some gaps including H&S and support for the nursery provision, as well as removing some face-to-face contact for parents. Staff recognise the need to standardise grades, job descriptions and roles between schools, but feel that more work needs to be done on each school's requirements to ensure that additional work does not end up being shifted to other staff.</p> <p>AD reported that the Heads are going to respond, and MT would like Governors to respond collectively – he will draft and circulate a response for submission by 8 February.</p> <p>AD to put consultation document onto Governor Hub.</p>	<p>MT, Govs</p> <p>AD</p>
11	<p>SAFEGUARDING/PREVENT DUTY/HEALTH & SAFETY: the Safeguarding report has been submitted to OCC.</p>	
12	<p>POLICIES: a list of all policies with Governors allocated had been circulated. Edited copies were returned by JS, MT, MW, LW (MW had taken on some from NC). Those from other Governors (TW, SP, MB, HS and BT) to be reviewed and come to LGB in March. LD to update list with date reviewed, Governor responsible and date for next review and return to AD. Outstanding policies to be noted on agenda for next LGB.</p>	<p>TW, SP, MB, HS and BT</p> <p>LD</p> <p>LD -agenda</p>
13	<p>EPA MAT: the merger consultation is starting on the 1st February.</p>	
14	<p>COMPLAINTS PANEL: MT explained that a potential group of Governors need to be agreed in case a panel is required (and the Chair is not permitted to serve). JS, TW, LW and MW agreed to be named, MT will also ask HS.</p>	<p>MT</p>
15	<p>GOVERNING BODY MATTERS</p> <p>15.3 Committee Terms of Reference (ToRs): to be agreed at next Resources meeting (23 May 2018)</p> <p>15.7: Governor Health Check: carry over.</p> <p>15.8 Governor vacancies: one Foundation and one Director-Appointed (MT is considering a potential candidate). Note that three terms of office come up this year: BT (Foundation: 19 June 2018), LW and MB (Parents: 30 October)</p> <p>15.9 Governor training: the EPA School Improvement Officer is running a session on Analyse School Performance (the replacement to Raise Online) at Eynsham Primary School on Wednesday 28 February from 7–8.30 pm (email Catherine Barker at EPAAdmin@bartholomew.oxon.sch.uk for a place).</p>	<p>MT-resources agenda</p> <p>Governors</p>

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<p>No training had been booked by Governors since the last meeting – MT encouraged everyone to use the school’s access to the Diocesan program.</p> <p>15.10 Governor monitoring visits: JS had been in but needs the visit template to submit a report (LD to send) – reports to go to AD electronically. LW visited on 2/12/2017 regarding her Safeguarding role.</p> <p>Governors asked about progress on co-ordinating Governor visits with the SDP through attendance at Learning Walks. AD acknowledged that the last one scheduled had not taken place, and asked if any Governors were available on 28 February (in the morning) for an RE Learning Walk with the Diocesan advisor.</p> <p>AD to send some learning walk dates to the Governors.</p> <p>Link Governors to arrange meeting with their staff co-ordinators (emails are on the back of the SDP monitoring section)</p> <p>MT to speak to HS about picking up the role of Science co-ordinator from NC.</p> <p>15.11 Governor communications with stakeholders/community: MT had written a piece for the December newsletter, and would do a short one for next week.</p> <p>Questionnaires: AD explained that the school no longer subscribes to the package previously used to do these online, but still has the questions. It was agreed that this could be done through Survey Monkey that we will encourage parents to complete during parents evening using the same questions as previously to allow for tracking of changes in responses.</p>	<p>LD, JS</p> <p>AD</p> <p>Link Govs</p> <p>MT</p> <p>AD</p>
<p>The meeting closed at 8.00 p.m.</p> <p>Dates of next LBG meetings (all at 6 pm): Wednesday 21 March (note change of date), Thursday 5 July.</p> <p>P&S committee – Tuesday 20 February at 6 pm</p> <p>Resources committee – Wednesday 23 May at 8 am</p>	

Supporting papers	Sent by	Date on Gov.Hub
Agenda	LD	23 January 2018
Attendance sheet	LD	tabled
Minutes of LGB 30 November 2017	LD	6 December 2018
SIAMs SEF and Peer Review	AD	26 January 2018
SDP	AD	26 January 2018
P&S minutes from 14 December 2017	LD	23 January 2018
Finance report	AD	23 January 2018
Policies checklist	LD	23 January 2018

Items for next agenda: SEF, termly review of pupil achievement data, progress with SDP, communication strategy and questionnaires, approve school budget, Governor response to EPA merger consultation.