

Headteacher: Andrew Denham
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**Minutes of the meeting of the Local Governing Body (LGB)
 held on Thursday 2 February 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	Nichola Stretton (NS) – Vice-chair, Parent Mark Turner (MT) – Chair - Academy Appointed Billie Tweedy (BT) – Foundation Mary Wallbutton (MW) – Parent Louise Weldon (LW) – Parent Jonathan Viner (JV) – Foundation Governor
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In attendance: **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. There were no apologies.
2	NOTIFIED BUSINESS: none.
3	DECLARATION OF INTERESTS: none for this agenda. NS confirmed that she had completed an annual declaration for the file.
4	<p>ADOPTION OF THE MINUTES OF THE LGB MEETING HELD ON 30th November 2016:</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> <p>MATTERS ARISING FROM PREVIOUS MINUTES NOT ON AGENDA:</p> <p>4. Risk register: MT to complete and bring to Resources committee - ongoing MT</p> <p>4. H&S audit: MB and CPS to meet before 13 January - completed</p> <p>4. After-school club: Resources to look at lettings policy with regards to use of school premises - ongoing MT</p> <p>4. GovernorHub access: required for JV, BT and HS - completed</p> <p>4. Ratified minutes to go on school website from October 2016 onwards - completed</p> <p>4. Charlotte McCulloch (CM) to come to next LGB – agenda item AD, LD</p> <p>4. Edubase Governor information – needs updating and uploading – ongoing AD</p> <p>5. Pupil Premium and Sports Funding reports to be included in Ofsted file – done</p> <p>6. Governors to complete online Prevent training at http://course.ncalt.com/Channel_General_Awareness/01/index.html Governors</p> <p>6. DBS checks to be completed for new Governors – HS to contact CPS to initiate process. HS</p>

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5	<p>HEADTEACHER'S REPORT: AD highlighted key points and invited questions. Governors asked:</p> <p>Leadership and Management</p> <p><i>Q) How was the emotional literacy 1-2-1 support being provided?</i> <i>A) By an external professional.</i></p> <p><i>Q) Why are there some gaps in the SEF further details document (e.g. pages 11 and 12 on the EYFS provision)?</i> <i>A) These sections are covered in the shorter document – AD to remove them from the further details file.</i></p> <p><i>Q) Has a grade been decided on for the pupil outcomes (page 9)?</i> <i>A) Currently the picture is still mixed across the school, with a grade of 3 at the upper KS2 and 2 for the lower years. Governors suggested that 2/3 be added for clarity.</i></p> <p><i>Q) Are all the PP children undertaking the Fresh Start program, and if not, how are pupils selected for this?</i> <i>A) No, about 6 of the 18 PP children are on the program, which is specifically targeted at literacy support for Years 4-6.</i></p> <p><i>Q) Are the extra-curricular activities mentioned being provided free of charge for the PP children, and if so how is this promoted?</i> <i>A) Yes – parents can approach staff, but staff are also pro-active in suggesting this to parents and explaining that the cost is waived for those receiving PP. About one third of the PP children are taking up this offer.</i></p> <p><i>Q) Have all children now had some form of online safety training, and would it be possible for some Governors to observe how this is carried out?</i> <i>A) Yes, AD to send dates to LW.</i></p> <p><i>Q) Governors noted the use of the term anecdotal in several places, and asked if it was possible to be more quantitative in reporting?</i> <i>A) The children's responses would be more quantifiable by the end of the year, by using the Pupil Profiles. The staff responses have already been measured through the staff wellbeing survey, and AD suggested that feedback on particular areas should be sought by Governors during their school visits.</i></p> <p><i>Q) Were the results of the staff survey considered positive, and had the recent INSET day indicated that staff felt the SEF to be a fair reflection of the school's current position?</i> <i>A) The results were generally positive, with a good atmosphere, and a feeling that staff have now settled into the school and are able to focus on priorities etc.</i></p> <p>Quality of Teaching and Learning</p> <p><i>Q) Which teachers are included in the monitoring and evaluation of teaching and learning? Does this include supply teachers?</i> <i>A) No, only permanent contracted staff are part of the formal monitoring</i></p>	<p>AD</p> <p>AD</p> <p>AD</p> <p>AD, LW</p>
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program, although supply teachers are included in the more informal monitoring (learning walks, book scrutinies etc.). Governors expressed concern about this with regards to long-term supply teachers, but staff felt that there was sufficient discussion between them and the supply teachers to ensure that the school's aims and standards were fully understood.

Outcomes for pupils

Q) Governors noted some areas of very positive results, but raised concerns about writing and maths progress in some Years (especially Year 1). Is this being addressed?

A) Individual PPG children are being discussed with staff, and the next progress meetings are after half-term. It was noted that the next data drop is on 1 March, and the Performance and Standards committee agreed to move their next meeting in order to allow more detailed discussion of the data then.

Q) Is it possible to look at the areas where large progress is being made, and replicate this for other subjects/year groups?

A) **AD** feels that it is not easy to transpose approaches from (for example) Maths to Writing. In terms of monitoring quality of teaching, there is also an ongoing focus on looking at whether cohorts are catching up following previously lower teaching standards. Governors asked whether a future LGB meeting could include more details on the Big Write and look at whether this is driving up progress and attainment in writing.

Q) What was the reasoning behind using the Education Psychologist's time to observe children in the classroom, rather than individually?

A) This was in order to look at the ability of all SEN pupils to access the curriculum and to support teachers with appropriate strategies.

Q) What is being done to ensure progress and challenge for the more-able pupils?

A) Pupil progress meetings regularly look at this cohort.

Personal development, Behaviour and Welfare

No questions. The positive comments during the peer review were noted, and **AD** encouraged Governors to speak to pupils during visits to gather more information on this aspect of school life.

Other: Buildings and grounds

Q) Has there been any progress on the issue with regards to the capacity of the hall?

A) The school has applied for a conditioning grant for fire safety and will find out the results in March.

Q) Will the work to add more fire doors to the hall need to go ahead anyway, and what happens if an inspection takes place before it has been carried out?

A) Yes, the work is required, but would mean re-examining the budget to allocate fund from elsewhere. If an inspection takes place, staff will need to explain about

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	<p><i>the appropriate management of risk in the interim period.</i></p> <p><i>Q) Any progress on the FSU outdoor area?</i></p> <p><i>A) This is dependent on getting a grant from other sources/businesses.</i></p> <p>Attendance</p> <p><i>Q) Why had this gone down (to below national figures) in term 2 – any concerns?</i></p> <p><i>A) There had been a large number of chicken pox cases, as well as a vomiting bug. Two PP children were continuing to be monitored and supported to try to improve low attendance.</i></p>	
6	<p>SCHOOL DEVELOPMENT PLAN AND SELF-EVALUATION FORM:</p> <p>Governors asked for clarification on the use of highlighter colours and coloured text – these are explained on the front cover. The monitoring and reporting planner was missing from the most recently uploaded copy – AD to redo this. There were no further questions at this time.</p>	AD
7	<p>COMMUNICATION STRATEGY AND QUESTIONNAIRES: the next parental survey will be carried out during the week beginning 27 February – this will use the same format and questions as last year, in order to track progress and trends.</p> <p>Governors discussed the possibility of a newsletter, but felt that there was insufficient new content at this time. The possibility of a social event with staff, Governors and parents was also discussed – MT to look into this when the weather improves. Governors were invited to attend the upcoming cheese and wine evening on Thursday 2 March.</p>	MT
8	<p>COMMITTEE REPORTS</p> <p>Performance and Standards (15 December 2016): draft minutes had been circulated, and JV suggested that all major items had already been discussed at this meeting. Next meeting to be rearranged to follow data drop point.</p> <p>Resources (12 December 2016): minutes not yet circulated. MT reported that the budget monitoring position looked positive. As noted above an extensive conditioning grant bid had been submitted. The H&S inspection has been carried out.</p> <p>HT appraisal: completed – MT to respond to external advisor.</p> <p>Complaints panel: six Governors have agreed to be potential panel members (NC, JV, NS, LW, HS, MW and BT). A complaint was received last term, and a panel was convened in January. Some recommendations were made regarding the anti-bullying policy: these were accepted and the policy has been updated and the changes implemented. The complaint was not upheld. Governors asked that these minutes record their thanks to the panel and the specialist clerk, Kathy Dunmore, for their assistance with this matter.</p>	MT
9	<p>SAFEGUARDING/PREVENT DUTY/HEALTH & SAFETY: the Safeguarding Report had been circulated (this had already been reviewed and commented on by LW and MT). Governors asked if allergies were included – it was confirmed that this</p>	

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	area comes under Health and Safety. Governors also asked if OCC would respond – AD explained that this would only be the case if concerns were raised.	
10	EPA -MAT: Andy Hamilton (EPA CEO) to come to next LGB meeting to meet Governors and respond to questions regarding Standlake’s position in the EPA.	
11	<p>POLICIES</p> <p>Admissions policy: 3 documents were tabled by LW – the draft policy and the two responses received during the 6-week stakeholder consultation period. LW explained that the draft was in line with the previous policy and had also been approved by the Diocese and the EPA. There are two items to be updated with the 2017-18 application figures (once received), but the policy required approval by the LGB. Governors accepted that the two queries raised had been resolved, and agreed to adopt the policy. They also thanked LW for her work on this item.</p> <p>EPA common statement for adoption by all EPA academies’ LGBs on policies and procedures:</p> <p>The proposed Common Statement for adoption by all EPA academies’ LGBs on policies and procedures had been previously circulated.</p> <p>Following discussion and noting the need to ensure that Standlake Academy has up to date, appropriate, relevant and comprehensive policies and procedures to guide all actions and eventualities, the LGB adopted the Statement as follows:</p> <p>The LGB of Standlake School, as part of the Eynsham Partnership Academy (EPA) Trust, is committed to ensuring that the Academy has in place all appropriate and relevant statutory and non-statutory policies and procedures required for the effective and efficient running of the Academy.</p> <p>The Academy will generate a full schedule of these policies and procedures. This schedule will include the statutory or non-statutory status of each policy and procedure along with a timeline for it to be revised and/or rewritten at an appropriate interval.</p> <p>The LGB of the Academy will adopt the following protocol to ensure that it is always in the position of having all the necessary policies and procedures in place to deal with any situation that may arise.</p> <p>Protocol for the application of policies and procedures</p> <p>When a situation arises that requires the Academy to implement a policy or procedure, the following decision steps will be applied in order:</p> <ol style="list-style-type: none"> 1. If the Academy has a currently in-date policy or procedure in place to deal with the situation then this will be applied 2. If the Academy has a policy or procedure in place to deal with the situation, but this document is out of date, then <ol style="list-style-type: none"> a. If the wider EPA has an existing in-date policy or procedure then this will be applied until the Academy has reviewed or rewritten their own policy or 	

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	<p>procedure</p> <p>b. If the wider EPA does not have an existing in-date policy or procedure then the original Academy policy or procedure will be applied until the Academy has reviewed or rewritten it</p> <p>3. If the Academy does not have a policy or procedure in place to deal with the situation, whether in-date or out of date, then</p> <p>a. If the wider EPA has an existing in-date policy or procedure to deal with the situation then this will be applied until the Academy has written their own policy or procedure</p> <p>b. If the wider EPA does not have an existing in-date policy or procedure to deal with the situation, then either the legacy Oxfordshire model policy or procedure, or an equivalent LA's model policy or procedure, will be applied until the Academy has written their own policy or procedure</p> <p>In any situation where the Academy policy or procedure is in dispute with the equivalent wider EPA's policy or procedure, then the EPA's policy will take precedence and be applied to the situation.</p> <p>LD to inform AH that this agreement has taken place.</p>	
12	<p>SIAMS: BT noted that the next inspection was likely to be in 2018, and reported that she has met with Charlotte McCulloch (CM) to discuss the school's monitoring plan. Governors asked whether the plan also extended to other faiths, and BT confirmed that this was the case, with upcoming visits and trips being explored. CM to attend next LGB to present and answer questions on this area.</p>	
13	<p>GOVERNING BODY MATTERS</p> <p>Committee Terms of Reference (ToRs): Resources – to be updated and signed off on Monday. It was confirmed that this needs to be done annually.</p> <p>Governor vacancies: one Director Appointed vacancy. Consider any possible recruitment with regards to outcome of skills audit and upcoming end of NS's term as Governor. JV to send skills audit form to HS, and update results.</p> <p>Governor training: record was circulated for updating. MT talking to both Francis Bartlett (Diocese) and James Bird (EPA school improvement officer) about possible training dates for Ofsted readiness and understanding and challenging data.</p> <p>Governor monitoring visits: Governors were reminded about the importance of making visits linked to their SDP areas and being able to show evidence of more in-depth knowledge of the school.</p>	<p>Resources</p> <p>JV, HS</p> <p>MT</p>
	<p>The meeting officially closed at 7.20 p.m.</p> <p>Dates of next meetings:</p> <p>P&S committee – 15 March 2017 at 6 pm</p>	

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Resources committee – 27 February 2017 at 8 am

LGB – Wednesday 22 March at 6 pm

Supporting papers	Sent by	Date on Gov.Hub
Agenda	LD	25 January 2017
Attendance sheet	LD	tabled
Minutes of LGB 30 November 2016	LD	25 January 2017
Headteacher's report	AD	27 January 2017
Assessment point 1 headline data	AD	27 January 2017
SDP and SEF	AD	25 January 2017
P&S minutes 15 December 2016	LD	25 January 2017
P&S ToRs	LD	25 January 2017
Safeguarding Report	LD	25 January 2017
Admissions policy draft and consultation responses	LW	tabled
EPA policy and procedures common statement	LD	25 January 2017
Governor training record	LD	tabled