

MINUTES
Full Governing Body: Strategic Planning Meeting
Monday 26th September 2016 @ 1900hrs

Present: Kristian Aldridge (KA)
 Claire Byus (CB)
 Monique Clark (MC)
 Ben Collins (BC)
 Bridget Harrison (BH)
 Chris Hyland, Chair (CH)
 Rebecca Lewis (RL)
 Alison Lovatt (AL)
 Jon Neal (JN)
 John Williamson (JW) (arr. 1925)

Apologies: Trevor Walker (TW)

In Attendance: Abi Andrews (AA)
 Alison Dudley, Clerk to the Governors (AD)
 Catherine Knight (CK)

cc. Janet Elliot (JE)

Governor support and challenge highlighted.

	TOPIC	RESP/DUE
1	<p>APOLOGIES FOR ABSENCE</p> <p>a) Absence</p> <p>b) TW had submitted apologies before the meeting. These were agreed.</p>	
2	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>Noted that, at the request of the GB at the close of last term, CH/MH had met prospective candidates to take up governor positions, consistent with vacancies and skills gaps identified previously.</p> <p>Noted that governors had received, ahead of this meeting, information about the suitability of candidates.</p> <p>CH asked governors to approve the appointments as co-opted (COP) governor of:</p> <ul style="list-style-type: none"> • Abi Andrews • Janet Elliot (not present) • Catherine Knight <p>Governors voted in favour.</p> <p>Noted, no governor term of office is due to expire before the end of the academic year.</p>	

	<p>Noted Samantha Cain (SC) has resigned from the GB.</p> <p>Noted there are vacancies for 3 parent governors (PA).</p> <p>Governors discussed parent elections, agreeing the importance of ensuring potential candidates are properly briefed re the nature and scope of the governor role and their availability to occasionally come into school during the school day.</p> <p><i>For information, the Statutory Guidance for Governing Bodies includes the following;</i></p> <p><i>10. The governing body must operate, collectively, in the best interest of pupils, not as a collection of individuals lobbying on behalf of their constituency.</i></p> <p><i>16. A code of conduct should be maintained and communicated to all prospective governors to set clear expectations of the governors' role and behaviour. Explicit agreement to the code of conduct will mean there is a common reference point should any difficulties arise in the future.</i></p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The_Constitution_of_Governing_Bodies_of_Maintained_Schools_Stat_Guidance...pdf</p> <p>CH to prepare and distribute information re PA elections.</p> <p>Governors noted 1 vacancy for a foundation governor (FA).</p> <p>CH updated GB re. TW: confirmed by diocese as continuing <i>ex officio</i>, pending new vicar taking up post. GB noted induction of the new vicar Thursday 29th September 2016.</p> <p>Thereafter, type of membership for TW to be discussed/agreed with the GB/TW.</p> <p>Monitor the above</p>	<p>CH</p> <p>AD/CH</p>
<p>3</p>	<p>DECLARATION OF INTEREST</p> <p>a) the following governors had completed the Register of Interests for 2016-17, and submitted these at the meeting: CB, MC, BC, CH, AL, JW</p> <p>All other governors to complete and submit to AD.</p> <p>b) No declaration of interest in any specific agenda items at this meeting.</p>	<p>Governors to complete and submit forms to AD</p>
<p>4</p>	<p>APPOINTMENTS FOR 2016-2017</p> <p>Clerk chaired part (a) of this meeting. Governors discussed and agreed the following:</p> <p>Statutory Appointments</p> <p>a) Chair: CH (nominated by CB and seconded by BC). Governors noted CH saying that this would be his last year he was willing to be Chair. <u>Term ends: July 31st 2017</u></p> <p>b) Vice-Chair: RL (CH nominated, JW seconded)</p> <p>c) Governor responsible for liaison with the LA in the event of allegation (Child Protection) against Headteacher: CH</p>	<p>AD to note</p>

	<p><u>Other Appointments</u> - governors with responsibility for:</p> <p>d) Child Protection/Safeguarding: JN (JN to confirm his availability to take on the role; in the interim, BC to continue in role) BC volunteered to organise a hand-over meeting with JN</p> <p>e) Special Education Needs and Disability (SEND): AA. Noted that AA would <i>shadow</i> BH in the handover phase.</p> <p>f) Looked after Children (LAC): BC (though we currently have no LAC)</p> <p>g) Governor training: KA. Agreed that AD to send training log currently maintained by the clerk.</p> <p>Committees</p> <p>a) chairs and membership of Resources and Curriculum committees:</p> <ul style="list-style-type: none"> • Resources Chair: BC • PPP (to revert to the name <i>Curriculum</i>): RL • Agreed, membership to remain as was; • New governors to join the following committees: <ul style="list-style-type: none"> ○ Resources: Catherine Knight ○ Curriculum: Janet Elliot and Abi Andrews <p>b) Terms of Reference: agreed to bring forward for review at the respective committees.</p> <p>c) Headteacher’s Performance Review Panel: CH and BC - Fri 30th Sept 2016.</p>	<p>JN</p> <p>BC</p> <p>BH/AA</p> <p>AD</p> <p>AD</p>
5	<p>EMERGENCY PROCEDURES</p> <p>Governors noted MC had completed emergency contact information and provided it to Surrey County Council.</p>	
6	<p>GOVERNORS’ DETAILS</p> <p>Contact information and publication of data and Register of Interests</p> <p>Contact Information for Governors</p> <p>AD confirmed Babcock 4S holds up-to-date information for the governing body, as provided by governors.</p> <p>DfE Statutory Guidance August 2015</p> <p>KA to confirm whether website disclosure is compliant.</p> <p>AD to send to KA, details of governor attendance at previous meetings.</p> <p>AD to send to KA, details of governor attendance at training – as fed back by governors at FGB meetings.</p> <p>National Governors’ Database</p> <p>Governors discussed, understood and agreed to the guidance on handling of contact information, as outlined by AD.</p> <p>Governors verified their contact details, as they appear on the constitution, and confirmed their understanding that information will be circulated amongst all governors, the school, Diocese and Babcock 4S Governance Consultancy.</p>	<p>KA</p> <p>AD</p> <p>AD</p>

	<p>Governors noted that SCC had asked for confirmation regarding the proposed PAN to be included in SCC's 2018 admissions proposals. Governors also noted CH had responded initially, requesting a PAN of 30, also that the out-dated <i>catchment area</i> should now go. SCC had since come back and said 'no'.</p> <p>CH said he would be putting in a further objection. CH undertook to circulate relevant email communication to governors, to bring them up to speed.</p> <p>CH explained that the consultation period would run for 6 weeks from late October.</p>	<p>CH</p> <p>CH</p>
<p>9</p>	<p>SAFEGUARDING</p> <p>MC updated governors on the following safeguarding issues and developments:</p> <ol style="list-style-type: none"> 1. Staff had identified some safeguarding issues around communication/hand-over, in particular for part-time staff. This has been addressed by the following steps: <ol style="list-style-type: none"> a. A black book has been placed in the staff room, with details of any safeguarding issues; (governors noted this is completely secure and confidential) b. A sign on the white board in the staff room reminds staff of protocol too, and the existence/whereabouts of the black book; (governors noted this is completely secure and confidential) c. Governors noted that only the safeguarding governor is allowed to read material regarding safeguarding matters within the school; d. MC noted staff have said they are now better informed as a result. 2. MC and CH have completed Safer Recruitment Courses and have certificates. 3. MC said that during the inset day, all bar 3 of the staff had completed safeguarding training. <p>Remaining staff would receive their training.</p> 4. MC said First Aid training was pending. This would prioritise TAs (teaching assistants) and lunch staff. <p>CB wanted to know why teaching staff would not be doing the training?</p> <p>MC explained that, should a child ever require First Aid, the teacher would have to be able to continue to concentrate on the other children, whilst the TA took over resp. for administering any first aid required.</p> 5. Governors wanted to know about safeguarding training for them. <p>BC said he would organise.</p> 6. AL raised with MC the locks on the school doors, and the entrance gate. <p>MC said she had sought quotes for this and that she would take this up now with Nick Scanlon (NS), School Business Manager.</p> 7. BC said that, at the Health and Safety (H&S) meeting, he would seek confirmation re the doors. 8. Keeping Children Safe in Education (KCSIE) – AD confirmed there had been some amendments to the guidance and this would be raised at the Nov FGB meeting. 9. KA raised question of school email addresses for governors. This is regarded as best practice. All governors agreed. <p>MC/JM/Ben Snedden (IT Technician) to follow up.</p> 	<p>MC</p> <p>BC</p> <p>MC/NS</p> <p>BC</p> <p>AD</p>

		MC
10	<p>SCHOOL DEVELOPMENT</p> <p><u>1. Parent Questionnaire, July 2016</u></p> <p>MC presented summary of feedback from the parents' questionnaire, July 2016.</p> <p>Governors noted MC had asked for parents to come forward to participate in a working party looking into pupils' progress and assessment. None had volunteered.</p> <p>MC invited GB to consider the feedback from parents re their perception of the GB.</p> <p>Discussion amongst governors about ways in which they could improve their communication of the GB role. CK suggested including something in the existing newsletter e.g. feeding back following monitoring visits i.e. the fact, rather than (all) the content of any given visit.</p> <p>CB suggested having a communication separate from that sent out from the school – this could include an introduction to the governors and their role, she suggested.</p> <p>CK said she would start something off and send to MC/CH to look over.</p> <p><u>2. Self-Evaluation Summary</u></p> <p>Discussion re helping children to become outstanding learners i.e. 'resilient and rapid'; helping children to develop/enhance belief in themselves.</p> <p>Governors noted that the children had performed very well in recent assessment for grammar – even the less able children had done well. However, spelling continues to be an area for focused improvement and MC detailed the many strategies in place to address this. MC said spelling is about rules not phonics and the children needed to be taught/learn accordingly. This meant that e.g. Yr.2 will continue with the practice <i>look/cover/write/check</i>.</p> <p>Governors noted that an evening had been set aside after half term, for parents to learn more about assessment.</p> <p>Governors noted, the senior leadership team (SLT) would be resuming their regular meetings week starting 26.09.16</p> <p>Discussion around gender differences in attitudes to learning. Girls are currently not performing as well as boys.</p> <p>CB fed back that she had done some work to look into this. She did not believe the girls' perception was of their underperforming against their male peers. She committed to undertake some more research into this.</p> <p>Discussion around vulnerable groups. MC briefed governors, saying Surrey County Council as a whole is not performing well for vulnerable groups.</p> <p>Governors expressed commitment to supporting the school to do the best possible job for any vulnerable children in its care.</p> <p>Governors noted <i>vulnerable</i> groups included, but were not limited to:</p>	<p>MC</p> <p>CK</p> <p>CB</p>

- Adopted children
- Children in the care of the local authority
- Children whose families serve in the Armed Forces
- Children registered as having a special educational need (SEN)
- Children for whom the school received Pupil Premium funding (PP)

Noted that MC has 10 such children on her list currently, and that children go on/off the list all the time.

Governors agreed it would be sensible to appoint a Pupil Premium governor, to progress/prioritise some of the above. CK volunteered.

CK

Agreement that an agenda item be added to the Resources Committee agenda, to look at how PP funding is allocated and spent.

AD

MC requested that all governors took time to properly read the SEF and to submit questions to her for future discussion.

Governors

School Development Plan (SDP) 2016-2019

MC presented the key issues in revised draft School Development Plan 2016-2019, which she tabled at the meeting, with detailed question and answer session regarding the long term plan and short term priorities, across the areas for improvement, namely:

1. Outcomes
2. Leadership and management
3. Quality of teaching
4. Personal development, behaviour and safety
5. Future of St. Andrews

Governors noted the new format of the document, establishing key links to the Ofsted judgment criteria.

Key comments: Sports Premium was being held over. The year before last, monies from this fund had been used to finance the climbing frame and also the hall.

MC updated governors re discussion(s) she had held with Jayne Venable, Headteacher at Potters Gate School (PG), about the possibility of St. Andrews children using the PG playing field to conduct their games' lessons.

MC updated governors on fact that her son – a qualified dance instructor – had agreed to come into school and lead the children in dance. MC sought permission from the GB to avoid any conflict of interest.

Governors approved.

MC requested that the SDP be added to all agendas.

AD

Governors noted that the *peer review* was scheduled for Wednesday 5th October 2016. CH would not be available. Schools would review each other as follows:

- All Saints monitor St. Andrew's
- Saint Andrews monitor St. John's
- St. John's monitor All Saints

BC volunteered to be involved in the feedback session following the 5th Oct review.

BC

11	<p>MINUTES Minutes of the EGM 11th July 2016 were confirmed as an accurate record.</p>	
12	<p>PROGRESS ON ACADEMY APPLICATION CH updated governors on the progress of the school's academy application and confirmed the school has now received the Academy Order from the DoE.</p> <p>CH provided an update on other local developments, including the fact that Waverley Abbey School, were meeting parents to discuss conversion on the same evening.</p> <p>Noted that the DfE would like conversion by February 2017. Peter Simpson (PS) CEO of Good Shepherd Trust (GST), had previously said he thought April 2017 reasonable.</p> <p>CH re-emphasised benefits to St. Andrews School in being part of a larger organisation, The GST, who would be looking out for the best interests of St. Andrews School.</p> <p>CH advised GB that a letter of consultation would need to go out to parents, staff and other stakeholders.</p> <p>Next Step: briefing meeting at school with GST on 7th October to discuss the timetable.</p> <p>MC reminded governors that the school can apply for its £25k conversion grant now the DfE has issued the Academy Order.</p> <p>Governors confirmed they were still in full agreement with progressing.</p>	CH/MC
13	<p>MEETING SCHEDULE FOR 2016-17 Full schedule of meetings previously circulated. Meetings this term are as follows;</p> <p>a) Thurs 3rd Nov – Resources (incorporating Pay committee) b) Tues 8th Nov - PP(Curriculum) c) Mon 21st Nov – termly FGB</p>	
14	<p>ANY OTHER BUSINESS MC reminded governors there would be an open morning at the school September 27th 2016, to which all were warmly invited.</p> <p>Discussion re the option of having an advert in The Farnham Herald, regarding the upcoming open sessions for prospective children/parents and carers, (NB Subsequent to this meeting a flyer was produced instead.)</p> <p>JW suggested contacting Daniel Gee, Chief Reporter at The Farnham Herald. CH agreed to contact as above.</p> <p>Governors discussed learning walks/monitoring visits and the option of attending a school assembly. This to be reviewed at next FGB.</p>	CH AD

The meeting closed at 2125hrs.

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting.