

SUTTON BENGER C of E PRIMARY SCHOOL
 40 Chestnut Road, Sutton Benger, Chippenham, Wiltshire SN15 4RP

**MINUTES OF THE REGULAR FULL GOVERNING BODY ('FGB')
 MEETING (TERM 1) HELD ON**

Thursday 28 September, 2017
 7.05pm – 9.35pm
 AT SUTTON BENGER PRIMARY SCHOOL

Members Present	Initial	Position
James Passmore	JP	Governor (Parent) – Co-Chair of Governors
Katie Brown**	KB	Governor (Foundation) – Co-Chair of Governors
Ursula Scott	US	Governor (ex-officio) – Executive Head
Louise Pitman-Jones	LPJ	Governor (ex-officio) – Associate Head
Daisy Broomfield	DB	Governor (LA) – Chair of Teaching & Learning
Joan Cocker	JC	Governor (Foundation) – Chair of Ethos
Alison Love	AL	Governor (ex-officio)
Vicki Wilson	VW	Governor (Staff)
Tom Whittingham	TW	Governor (Foundation) – Vice Chair of Governors
Melanie Knight	MK	Governor (Parent)

Members Absent	Initial	Position
None		

In Attendance (non-voting)	Initial	Position
Simon James	Clerk	Clerk to the Governing Body

Observers	Initial	Position
Mrs Natasha Carter*	NC	Parent

* Left Meeting at 8.35pm

** Left Meeting at 9.25pm

Distribution of Minutes to:
 Governing Body, Governors' Admin Folder FOUR (Vol II);
 Confidential Minute Folder; Governors 'Minutes' Page on School Website;
 Clerk Online Archive

Key:

Key Decisions and Actions agreed at this meeting in **bold**.

Governor Questions are highlighted in **blue font**.

The meeting was quorate.

FGB Chair – Mr James Passmore (deciding vote)

SECTION ONE (CLASSIFIED NON-CONFIDENTIAL)
PART A – STANDARD ITEMS

[01] Opening Prayer	Action:
[01] The meeting began with a prayer led by AL.	None
[02] Welcome, Introductions and Apologies for Absence	Action:
[01] JP greeted all governors to the first FGB meeting of the new academic year, welcoming Mrs Natasha Carter, a parent of the school, as an observer. JP continued that a number of parents had expressed an interest in joining the governing body and an invitation had also been extended to Mr James Hirst, Mr Matt Randall and Mr James Richardson to observe the full governing body at work.	None
[02] JP asked, by way of a welcome that all governors introduce themselves to NC, explaining their role on the board. JP noted that the last item on the agenda would be designated as a confidential matter and that therefore at that point we would ask NC to leave the meeting.	
[03] Register of Business Interests, Code of Conduct, and Disqualification Declaration	Action:
[01] Governors present confirmed that they had no business interests to declare against any items on the agenda.	None
[04] Governing Body Membership Changes	Action:
<i>These meeting minutes should be read in conjunction with Enclosure E01 and E02.</i>	
Co-Chair's of Governors	
[01] Clerk stated that in accordance with the school's current Scheme of Delegation, due to expiry of the Co-Chair's 12 month term of office on September 29, 2017, an election to the position of Co-Chair's of Governors was required.	
[02] Clerk stated that the necessary election process had been invoked by the Clerk in July, requesting nominations from the governors. Clerk noted that two nominations had been received over the summer period from JP (re-appointment) and TW.	
[03] Clerk asked if any governors who had not expressed an interest previously to declare themselves now. No interest was received , and therefore the Clerk formally motioned that JP be reappointed to the position of Co-Chair. JP left the meeting for a vote to take place.	
[04] A vote was taken, and there was unanimous approval from those eligible to vote. JP elected to the position of Co-Chair of Governors for a further 12 month term of office, to expire no earlier than September 29, 2018.	<i>Clerk</i>
[05] JP thanked the governors, and as Co-Chair formally motioned that TW be appointed to the position of second Co-Chair. TW left the meeting for a vote to take place.	
[06] A vote was taken, and there was unanimous approval from those eligible to vote. TW elected to the position of Co-Chair of Governors for 12 month term of office, effective September 29, 2017 and to expire no earlier than September 29, 2018.	<i>Clerk</i>

<p>Vice Chair of Governors</p> <p>[07] JP noted that with TW moving to the role of Co-Chair, the Vice Chair position had become vacant. JP sought interest from governors to fill that position. No governor agreed to take on the role of Vice Chair.</p> <p>[08] Clerk stated that he would invoke the election procedure for the position of Vice-Governor, with the intent to seek an appointment at the FGB scheduled for November 23, 2017.</p> <p>[09] JP agreed, and requested the Clerk to issue a communication to all governors notifying them of the forthcoming vice-chair election and to forward any expressions of interest to JP and/or TW [ACTION POINT].</p> <p><i>Clerks Note – Email issued to all governors on September 29, requesting self-nominations for the role of vice-chair to be forward to JP and/or TW by close of business Wednesday 1 November 2017.</i></p> <p>Instrument of Government</p> <p>[10] Clerk stated that the Instrument of Government required its annual review and ratification. Clerk noted for reference this was the legal document for Local Authority schools that recorded the constitution of the governing body, the term of office for each category of governor and the name of the school.</p> <p>[11] DB noted that the Instrument stated the need for 8 foundation governors and that this to her appeared high. JP agreed but advised that a reduction in foundation governors would see a proportionate reduction in other governor's <i>i.e. the number of foundation governors shall always outnumber all other governors by two.</i></p> <p>[12] Meeting had a general discussion on the Instrument clauses including an Associate Members role, and the Trust Deeds. JP questioned the specific detail set out in the Trust (and its whereabouts). US agreed to investigate further [ACTION POINT].</p> <p>[13] Clerk requested that whilst this investigation is undertaken the meeting ratify the minor cosmetic changes to the draft proposed. JP agreed to that position.</p> <p>[11] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote – changes to the Instrument of Government (duly ratified (RESOLVED)).</p> <p>[12] Clerk stated that following approval, he would present the draft to the Diocese and then County for approval [ACTION POINT]</p> <p><i>Clerks Note – Email issued to Ali Driver (DOB) c/c Sandra Singer (Wiltshire County) on September 29, 2017 requesting approval of the changes within the draft Instrument of Government (E03).</i></p> <p>Governing Body Code of Confidentiality (Governor Meetings)</p> <p>[13] Clerk stated that this policy required annual review and ratification and related to the principles of confidentiality adopted by the governing body in relation to governing body meetings. Clerk therefore requested a motion to ratify the 2017 policy version.</p> <p>[14] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote – Governing Body Code of Confidentiality (Governor Meetings) 2017 duly ratified (RESOLVED).</p>	<p>Clerk</p> <p>A01 [US]</p> <p>Clerk</p> <p>A02 [Clerk]</p> <p>Clerk</p>
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<p>Scheme of Delegation 2017-18</p> <p>[15] Clerk stated that this document required annual review and ratification, and continued that the document had been developed to clarify the responsibilities and powers of the governors and members of staff employed at the school (<i>in respect to key aspects of the management of the School</i>), to ensure compliance with legal requirements and, where appropriate, the Local Authority policies.</p> <p>[16] Clerk advised that only minor cosmetic changes had been undertaken under this review, including required date changes, and therefore requested a motion to ratify the 2017 – 2018 revision.</p> <p>[17] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote – Scheme of Delegation 2017-18 duly ratified (RESOLVED).</p>	<p style="text-align: center;"><i>Clerk</i></p>
<p>[05] Ratification of the Minutes of Previous FGB Meeting</p>	<p>Action:</p>
<p><i>This meeting minute should be read in conjunction with Enclosure E03 'Approved Meeting Minutes from the FGB Meeting held on July 13, 2017'.</i></p> <p>[01] The Governing Body accepted the meeting minutes of the FGB held on July 13, 2017 as a true and accurate record, and this was signed by the Co-Chairs of Governors (RESOLVED).</p>	<p style="text-align: center;"><i>Clerk (website)</i></p>
<p>[06] Governing Body Committee Structure and Governance</p>	<p>Action:</p>
<p>Membership Changes</p> <p>[01] Clerk confirmed that VFM, Ethos and Staffing Chair appointments will expire on September 29 and therefore (re)appointment can be sought at this FGB.</p> <p>A. Election of VFM Committee Chair</p> <p>[02] JP stated that he would be happy to stay in the role of committee chair for VFM. No other nominations received. US proposed re-appointment of JP as VFM Chair for a further 12 month term. LPJ seconded proposal.</p> <p>[03] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote. JP duly elected for a further 12 month term of office, to expire no earlier than September 29, 2018 (RESOLVED).</p> <p>[04] JP thanked the governors and asked that having lost a number of VFM committee members over the last few months, that to ensure that the next VFM meeting in November was quorate whether any governor would be interested in joining the committee.</p> <p>[05] MK stated that she would be happy to join the VFM committee.</p> <p>B. Election of Ethos Committee Chair</p> <p>[06] JC noted that she would be happy to stay in the role of committee chair for Ethos. No other nominations received. KB proposed re-appointment of JC as T&L Chair for a further 12 month term. TW seconded proposal.</p> <p>[07] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote. JC duly elected for a further 12 month term of office, to expire no earlier than September 29, 2018 (RESOLVED).</p>	<p style="text-align: center;"><i>Clerk</i></p> <p style="text-align: center;"><i>Clerk</i></p>

<p>C. Election of Staffing Committee Chair</p> <p>[08] KB noted that she would be happy to stay in the role of committee chair for Staffing. No other nominations received. JP proposed re-appointment of KB as Staffing Chair for a further 12 month term. TW seconded proposal.</p> <p>[09] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote. KB duly elected for a further 12 month term of office, to expire no earlier than September 29, 2017 (RESOLVED).</p> <p>D. Pay Committee</p> <p>[10] Meeting discussed the structure of the Pay Committee and agreed to retain the terms of reference as per the Scheme of Delegation.</p> <p>E. Appeals Panel</p> <p>[11] US noted concern regarding the lack of nominated members to the Schools appeals panel. Meeting agreed that we should have governors designated to this panel and the following governors agreed to their appointment; TW, JC and DB.</p>	<p>Clerk</p>
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PART B – GOVERNOR BODY TRAINING AND DEVELOPMENT

[07] Governing Review Q&A	Action:
<p><i>These meeting minutes should be read in conjunction with additional Enclosures; E07 (Sutton Benger CE Primary School 2016-17 - A Summary for Governors), E08 (School Improvement and Development Plan Summary 2017-20-18), E09 (SAT's Results – Key Stage 2) and E10 (Sutton Benger CE Primary School Results – Summer 2017).</i></p> <p>[01] JP stated that under this topic we have deferred a number of conversations to allow US to provide a “start point for the year” by answering a number of set questions, including key successes, SIDP priorities, current challenges and top five risks.</p> <p>[02] US thanked JP and referred governors to documents E07 and E08 noting that School headlines and points “to celebrate” include:</p> <ul style="list-style-type: none"> • General uplift in KS2 SAT's attainment and particularly the increase in KS2 SPAG test results from 52% to 70%; • Combined school total achieved in 2016 in reading, writing and maths equalled 48%, 2017 this increased to 61%; • Joint Learning Partner projects across both schools run by Associate Headteacher's, has led to increased staff collaboration and increased sharing of ideas; • Peer subject leader observations across both schools has developed staff confidence in assessing and feeding back to their peers what good/outstanding teaching looks like. <p>[03] TW questioned US more fully in respect to “joint learning projects” and how this works in each school.</p> <p>[04] US stated that in respect to staff, joint staff meetings allowed for increased sharing of ideas and provided an “agreed” consistency of language across both schools. US continued that with regard to “risks to monitor”, key points included:</p>	

- Ofsted – possible downgrade to “good”;
- Increasing PAN without impacting existing good practice;
- Changes to assessment practices that impact on the standards achieved and to teaching practice;
- Finances and budgets are monitored carefully in the next two years to prevent the school falling into a deficit budget.

[05] US continued that in her view a big risk was a visit by Ofsted in the very near future, and that we should therefore prepare ourselves for a possible downgrade to “good”. US noted that a potential visit had been discussed with the staff and that they were fully prepared for any potential visit.

[06] JP questioned US as to why she held the view that a downgrade to good was a possible outcome from any Ofsted visit.

[07] US stated that the school data for 2017 was not as good as last year, and that the raw data clearly showed that progress has slipped – referring to E09 US noted that although each subject was passed by 70% of the children, one child missed the reading test result by 2 marks, one child did not meet the teacher assessment standard for writing and one child missed the maths test by 1 mark which has resulted in the combined total score being 61%.

[08] US continued that attainment had increased but KS1 to KS2 transition had not been good. It was important to note that six children (26%) of the class were on the SEND register with one child joining the school at the beginning of Year 6.

[09] US did note that following on from scrutiny of the test papers, a request for a re-mark for one child who missed the pass mark in reading by 1 mark had been agreed and that child has now been awarded a pass in reading, increasing the cohort reading pass mark to 74%.

[10] US/LPJ stated that plans are in place to address the issues raised by these results, and that today's staffing meeting discussed much tighter monitoring for this year.

[11] US stated that in respect to “challenges” (referring to E07 and E08) the key points are:

- Ensuring good progress for all children demonstrated between Year 2 and 6 test results;
- Ensure finances are secure with the building extension completed, with minimal disruption to the children;
- Securing the best way forward for the security of the school and children i.e. academisation.

[12] Meeting had a general discussion on the definition of “developing children” led by AL.

[13] TW asked a question to US in respect to the SIDP “Quality of Teaching, Learning and Assessment” section, and specifically how the children would articulate what they feel about learning to others.

[13] US stated that in respect to children having the opportunity to express to others their learning, the school issues specific subject questionnaires, such as maths, spelling, to child to try to gain some perception as to what they feel about the learning they receive.

[14] US continued that the school was introducing a new initiative this year, and that prior to school parent meetings, children will be bringing home a report which provides information to parents on how their children answered those questionnaires, allowing them to gain an understanding of their child's approach and attitude to learning.

[15] TW thanked US explaining that it was not just Ofsted who would question this area, but also that governors and subject leaders must be satisfied that the school is monitoring a child's opinion of the quality of teaching and learning they receive.

[16] VW stated that she saw on a daily basis how firmly embedded the culture of taking pride in learning was set within the school, and how from Reception to Year 6 you can witness greater articulation by the children to their teachers, and to each other (peer-to-peer), on the learning experiences. DB agreed that when talking to children she had seen a great improvement in them expressing their opinion.

[17] US agreed with TW and noted that the school was looking to introduce school-to-school partners ('values teams') where child will have the opportunity to reflect on teaching in other schools. US noted that she expected even more development in this area this year.

Building Expansion

These meeting minutes should be read in conjunction with the approved draft VFM meeting minutes issued to the governing body, via email, @14.48 on September 25, 2017 (Section 9).

[18] JP returned to the subject of challenges and the schools aim to ensure that finances are secure with the building of the classroom extension.

[19] JP continued that unfortunately the VFM Committee meeting on September 18 was non- quorate, and that whilst agreement to progress a revised plan of works was recommended by the committee, the change to the plan would require formal governor approval.

[20] US provided an update to the governors in respect to the building project and the major issue concerning an increase of c £48,000 in building costs from the price original quoted. US stated that the school had queried the large increase and Hookway (the Diocese of Bristol's building management company) advised that additional requirements (scope creep) had pushed the price up.

[21] US stated that whilst we continue to debate with Hookway, and are on their heels regarding costs, having not been able to secure the additional funding from other financial streams i.e. Section 106, etc. the VFM Committee is recommending that we scale back the project, and whilst we will progress the building of the classroom extension, the PPA room and new entrance hallway, we postpone the completion of additional toilets and storage cupboards. US continued that agreement to this change should allow for tenders to be reissued and the work to start in February/March 2018, completing by Easter.

[22] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote. Governor's approval to scale back the plan of works, and to progress the building of the classroom extension, the PPA room and new entrance hallway (RESOLVED).

<p>Published Admission Number ('PAN')</p> <p><i>These meeting minutes should be read in conjunction with the approved draft VFM meeting minutes issued to the governing body, via email, @14.48 on September 25, 2017 (Section 7).</i></p> <p>[23] US stated that one of the actions at this meeting was to approve the VFM recommendation of a PAN for 2018/19.</p> <p>[24] US advised that after discussion the VFM Committee had agreed to recommend to the FGB that the current PAN of 27 be retained for 2018/19 and that this figure be submitted to County.</p> <p>[25] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote. The governors request to Wiltshire County that a PAN of 27 be considered for September 2019 (RESOLVED).</p> <p>Voluntary Funds Application ('VFA')</p> <p>[26] US stated that one of the actions at this meeting was to approve the VFM recommendation to submit the VFA to County <i>i.e. the petty cash account</i> for 2017/18 following its audit by an independent accountant.</p> <p>[27] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote. The governors approved the VFA for 2017/18 (RESOLVED).</p>	
<p>[08] Link Governor Programme</p>	<p>Action:</p>
<p>[01] LPJ stated that following a number of changes to the governing body, we have some empty link governor roles which need to be filled.</p> <p>[02] Clerk recorded the following governors had agreed to link roles:</p> <ul style="list-style-type: none"> • PE – Tom Whittingham • Science – James Passmore • Early Years – Mel Knight • Humanities and Global Development – Katie Brown 	<p><i>Clerk</i></p>

PART C – OTHER

<p>[09] Academisation Update</p>	<p>Action:</p>
<p><i>This meeting minute should be read in conjunction with Enclosure E05 'Update for Governors of Oaksey and Sutton Benger Schools from meeting with Hobbes Alliance Chairs of Governors and Headteacher's with Alistair Pickering (COO DBAT) and Jeremy Piper (SIO DBAT) on July 17, 2017'.</i></p> <p>[01] JP opened the discussion, stating that as governors knew, a meeting had taken place in July between Hobbes Alliance ('HA') and the Diocese of Bristol ('DBAT') - a meeting called by HA to clarify a number of questions still remaining from previous workshops. JP continued that this was a positive meeting and was successful in answering a number of unanswered questions. JP referred to Enclosure E05 which provided a summary of the key questions put to DBAT and their answers.</p> <p>[02] JP stated that the purpose of tonight's discussion was to explore governor's feelings towards progressing down the DBAT academisation route, for governors to air their views – and to agree next steps.</p>	<p>None</p>

[03] KB stated that she had attended the meeting and that her perception was that DBAT appeared a lot more engaged and keen to work with HA under a MAT model - a number of important gaps were clarified. KB continued that it felt as if DBAT recognised this as a two way partnership, a view corroborated in her subsequent discussions with the Headteacher's from schools already in DBAT such as Seagry and Christian Malford Primary School.

[04] JP agreed with KB and added in that he felt the meeting had been extremely positive, with a number of key staff in place to answer difficult questions. JP added that his key take away was more around how DBAT saw new schools having a real part to play in the shaping process.

[05] US noted, as others had said, the meeting had been positive in part she felt by the attendance of DBAT's COO and SIO who were able to clarify a number of fundamental points, including the level of autonomy a group entering DBAT could expect to have.

[06] US stated that there were a number of financial concerns remaining e.g. varying state of the buildings, which need to be answered, but that the meeting was a huge step forward.

[07] US added that with confirmation that the Local Authority will continue to provide fairer funding for the next two years, schools have been given a bit more breathing space re: academisation.

[08] Meeting accepted the point made by US but noted that Local Authorities are being wound down with resources being subsumed into academy chains – long term outcome is that they will not likely be around in the future.

[09] DB questioned as to where we are in the decision process now.

[10] JP stated that the purpose of this discussion is for the group to collectively understand governor's feelings towards progressing academisation down the DBAT route, and to give them an opportunity to air any concerns, issues, or risks they may have. JP added that following this discussion, the governing body will agree next steps, and its strategy towards parent communications.

[11] Meeting had a general discussion in respect to governors concerns surrounding the number of schools under a MAT, level of business managers, financial management under DBAT, and the level of autonomy a school has in respect to its control of its finances (money per/head) under a Hub arrangement.

[12] KB reiterated previous conversations regarding how the children (and their parents) would witness no real change should the school agree to academisation route. KB continued that, as has been witnessed, other local schools that have recently joined DBAT do not lose their identity

8.35pm - NC left the meeting.

Further content from this item is included in Section 2 Part D (Academisation Update).

[10] Urgent Items not covered elsewhere

Action:

None

None

[11] Dates and Times of Future Meetings

Action:

<p>[1] Confirmation that the next meeting will be on November 23, 2017 (7.00pm) (Term 2).</p> <p>2017/18 FGB Schedule</p> <p>Term 3 – January 25, 2018</p> <p>Term 4 – March 22, 2018</p> <p>Term 5 – May 24, 2018 (6.00pm)</p> <p>Term 6 – July 12, 2018</p>	None
<p>[09] Schools Confidential Section</p>	Action:
<p><i>See Section 2 Part D (Academisation Update).</i></p>	None


Meeting adjourned at 9.35pm.

Signed for and on behalf of
THE GOVERNING BODY OF SUTTON BENDER C OF E PRIMARY SCHOOL

Signature 

James Passmore, Co-Chair of the Governors

Date 23/11/17

Signature 

Tom Whittingham, Co-Chair of the Governors

Date 23/11/17