

# St ANDREWS C of E (AIDED) PRIMARY SCHOOL BUCKLAND MONACHORUM Governing Body



## 2016/17 – Meeting 7 – Part I Minutes

Date/Time	6 <sup>th</sup> July 2017 at 19.00	Location	Library
Attendees	Initials		
Charlie Coates	CC	Foundation	
Jonathan Ambler	JA	Foundation	
Naomi Beck	NB	Staff	
Martin Fowler	MF	Co-opted	
Jane Oliver	JO	Foundation	

Apologies	Initials	
Susie Zaleski	SZ	Foundation Arrived at 19.30, left at 20.40

Absent without Apology	Initials

In Attendance	Initials	
Esther Rookes	ER	Clerk
Julie Tailyour	JT	Head teacher

Minutes to	
Attendees	School notice board
Apologies	Diocese

	Agenda	Led by
1	Introduction & Apologies	TW
2	Declarations of Interest	TW
3	Minutes of the previous meeting held on 23 <sup>rd</sup> May 2017	TW
4	Points arising from previous minutes a. Succession planning	TW
	<b>Strategic Items</b>	
5	Head teachers report	JT
6	School development plan	JT
7	Governor monitoring of subject areas	TW
8	Governor attendance at events	JT
9	Monitoring of the school current Financial Situation	TW
10	Report back from Ofsted	TW
11	SIAMs Inspection	TW
12	Annual Safeguarding report	JT
	<b>Accountability &amp; Monitoring Items</b>	
13	Committee reports	Various
	<b>Procedural Items</b>	
14	Update on FGB	TW
15	Dates of FGB meeting 2017-18	TW
16	Governor training	TW
17	Clerks feedback	ER
18	Correspondence	TW

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19	PTA	TW
20	What difference has this meeting made to the children in the school?	TW
	<p><b>Date of next meeting – Thursday 21<sup>st</sup> September 2017 at 19.00 tbc</b></p> <p>Action points from this meeting:</p> <ul style="list-style-type: none"> <li>• ER to follow up on the Diocese training,</li> <li>• GC to write an item for the governors on why we don't follow ritualistic procedures,</li> <li>• ER to follow up on an additional staff member to do the Safeguarding training,</li> <li>• ER to follow up on Safer Recruitment training for JJ &amp; 1 Governor &amp; ER to do her update,</li> </ul> <p>Agenda items to include:</p> <ul style="list-style-type: none"> <li>• JJ to give demonstration of the office 365 system, including emails.</li> <li>• Agenda item at each meeting on Christian distinctiveness,</li> <li>• Agenda item at each meeting to include Finance Budget Monitor. (Resources)</li> <li>• Agenda item on each meeting to monitor pupil progress. (Teaching &amp; Learning)</li> </ul>	

Ref	Action or Decision	Owner	Date Raised	Date Due
1	<p>Apologies: none</p> <p>Apologies sanctioned:</p> <p>TW: we have lost some valuable governors over the past academic year: Dave Timmins – had to stand down due to illness, Julie Hardy – you could stand on the work that she had done for the governors with regard to H &amp; S over 17 years, Jonathan Ambler – standing down today as a governor &amp; thanks for all his hard work, Matthew Leonard-Williams – sadness that he died in office, he was continuing his governor work while ill.</p> <p>TW asked the new governors – please send a passport sized photo to ER, who will then arrange for ID badges.</p> <p>For all other governors, we will use existing photos.</p>			
2	None – where any arise the relevant individuals will leave the meeting at the appropriate point.			
3	<p>The minutes of 23<sup>rd</sup> May were <b>proposed</b>; <i>Terry West</i>, <b>Seconded</b>: <i>Charlie Coates</i>.</p> <p>All agreed that the minutes are accurate.</p>	Decision	23/05/17	06/07/17
4	<p>Succession planning –</p> <p>The Election of chair &amp; vice-chair – will come to our annual house-keeping meeting in September.</p> <p>TW: gave notice that a new chair will be needed in 3 years time at the latest but the governors do need a succession plan.</p>			

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	<p>TW: asked all the governors who have stepped into an interim role, to confirm with ER that they wish to stand in September &amp; if anybody else wishes to be considered, please inform ER. As we may need to go into an election.</p> <p>Governors school emails – are everybody using their emails?</p> <p>JJ: to give a demonstration of the school based Office 365 mailing system at next FGB meeting.</p>			
5	<p>JT final head teachers report will come to the September meeting &amp; JJ will present it. It will include the SATs results &amp; their analysis.</p> <p>JJ will handle the transition phase between JT leaving &amp; PH coming in, allowing PH to settle in.</p> <p>JJ: please could TW pass that information onto PH the process to allow continuity of work etc.</p> <p>TW: will do so.</p> <p>JT: JJ is to become the designated safeguarding lead. PH has done the training but is not experienced, so for at least the 1<sup>st</sup> year JJ will become the lead.</p> <p>TW: would encourage more staff to do the safeguarding training to support JJ.</p> <p>JJ: safer recruitment training (there is a requirement to have 1 person qualified on all interview panels) – we will only have ER qualified in September so need at least 2 more trained – JJ to do &amp; 1 other.</p>			
6	<p>Analysis of this is ongoing - we are tidying up &amp; evaluation the previous one. Anything not completed on the SDP in this year will move forward to next SDP for 2017-18.</p> <p>The new SDP will be based mainly on SATs &amp; Ofsted.</p> <p>JT: is a 1-year plan &amp; there is a new plan for each academic year.</p> <p>TW: we will visit the SDP at the beginning of the next academic year.</p>			
7	<p>The governors reviewed the linking of subjects:</p> <p>Literacy – Rob Hopkins            Maths – MF &amp; TW,            Assessment – NB with link with JJ in school,            Safeguarding – JO            SEND, pupil premium &amp; vulnerable groups – CC, link in school is Rachel Tozer,            EYFS – NB, is there anyone who would like to train into this role? SZ.            H &amp; S – MF, JMcD to shadow &amp; learn, in house link is JJ.</p> <p><b>TW: we will need to get whole FGB training in SEND &amp; finance – will arrange for next academic year.</b></p> <p>TW: Have all governors had a learning walk? JT: yes.            JJ: the governors learning walks need to continue.            TW: what is the earliest time the governors should ask for learning walk?            It was decided the beginning of Oct.</p>			

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	<p>JJ: it would be a good idea for NB, PH &amp; JJ to do the 1<sup>st</sup> learning walk together, to give PH an indication of the expected process.</p> <p>RJ: how many learning walks per year? TW: 1, but you should be coming in for your subject areas.</p> <p>NN: you need to pin the staff down to a date.</p> <p>How is that best managed? <b>Maths, Literacy, Assessment &amp; SEND need to go in every term.</b></p>			
8	<p>SZ: all event dates &amp; governors' dates need to be hyper-linked to make it easier for our diaries.</p> <p>TW: please let ER know that you are coming down to events.</p> <p>12<sup>th</sup> July – SZ, NB &amp; JO.</p>			
9	<p>We are not able to provide a budget monitor &amp; an update on the school financial situation as the administrator is on sick leave.</p> <p>We are in a period of financial restraint for 2 years, so that we can reach a budget which is not in deficient.</p> <p>While costs remain moving, there is no new money for schools, to keep our school budget in line with inflation.</p> <p>So we are in a stand still budget in relation to money coming in, but salaries are still rising with increment drift. How do we manage this budget?</p>			
10	No questions.			
11	<p>We are expecting the SIAMs inspection in the autumn term – it is 5 years since the previous inspection.</p> <p>SIAMS will have a new framework which is based on the C of E vision for Education (which has been provided to all the governors tonight).</p> <p>CC – the ethos group need to look at school's ethos, values of the school &amp; look at assemblies. We need to focus on sections 4 &amp; 5 in vision publication.</p> <p>We also need to look at what makes the school distinctive in Christian character.</p> <p>There is free training available in house.</p> <p>SZ: there was a SIAMs meeting last week – SZ, JT, JJ &amp; JW – looked at the vision.</p> <p>JT: has done work with year 1 focusing on school values.</p> <p>SZ: it is recommended that we focus on 1 specific value per term.</p> <p>JT: we already have very good values, so don't necessary need any people to come in. NB: it looks good on paper to get the Diocese in.</p> <p>TW: it will give us an awareness of what we do &amp; gives us ownership.</p> <p>JT: we don't know what framework we will be inspected on.</p> <p>TW: it would useful to make use of the free training. SZ: we should involve JW as she is the lead for RE.</p> <p>TW: we will put in the Diocese training sometime in the Autumn term – ER to follow up.</p> <p>CC: we need to look at these different points on her summary during this term. JT: we have looked at them all.</p> <p>SZ: add to each meeting about the Christian Distinctiveness feedback</p>			

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	<p>CC: the understanding Christianity program? JT: is followed by the school.</p> <p>GC: would you like me to write an item about why we don't follow the ritualistic procedures for the governors? All agreed yes it would be useful.</p> <p>JT: we keep in step with the church, as the Diocese are keen with the local church link.</p> <p>RJ: there is lots of assumed knowledge among FGB for inspections, but he doesn't know any. TW: not all governors will know everything, but need to know certain items.</p> <p>JT: you have a year while everybody embeds, then for next 2 years put an agenda item titled 'being ready for Ofsted', so plan for it.</p> <p>RJ: it would be good to have a 1 page crib sheet about all the different items that we should know about.</p> <p>JJ: every chair could produce a mini-handbook.</p> <p>SZ: there is a lot of knowledge leaving the governing body. Who can produce a pictorial version of the structure of the governing body?</p> <p>CC: we should share some ideas for a central point for all documents. She will write the pictorial but needs the information.</p> <p>TW: the committee chairs to work with ER to put in the details, to produce the information for CC.</p> <p>ER: has listed the committee members for each committee on the FGB minutes.</p>			
12	There have been no safeguarding referrals during this 2017-18 academic year.			
13	<p><b>Teaching &amp; Learning Committee</b></p> <p>met on 06/07/17 – the minutes will come to the next FGB &amp; will also be placed online.</p> <p>Date of next meeting: Autumn 17 @ 8.30 am.</p> <p>Any questions, please forward to SZ.</p>			
	<p><b>Resources</b></p> <p>Plans for work to take place during summer holidays:</p> <p>1.Completion of heating project,</p> <p>2. Refurbishment of KS1 &amp; foundation toilets &amp; better provision for the disabled child (current toilet not fully suitable for all her needs). We have grants but we have to find 10% contribution. The problem is where do we find this money?</p> <p>RJ: how much money? TW: about 13K</p> <p>CC: let's ask Yelverton Rotary Club, write to them. CC asked TW for the details.</p> <p>TW: we were expecting a grant from DCC for this work, but we have to do the work first. We have the funding but not the 10%.</p> <p>RJ: what are DCC prepared to pay? JJ: nothing currently.</p> <p>RJ: when we took this child was there a presumption of funding? TW: the funding always comes after.</p>			

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	RJ: so the assumption is that the money is already in our budget? TW: we hoped that they would come forward with funding for capital items. TW: we had put aside £10K aside for this project, but we have dipped into this to pay for a project from last year.			
	<b>Personnel:</b> Date of last meeting 05/06/2017 @ 19.30 No questions.			
	<b>Admissions:</b> Reception – 28 places for September Current school roll: 206 YR – 22 Yr 1 – 30 Yr 2 – 31 Yr 3 – 31 Yr 4 – 32 Yr 5 – 30 Yr 6 – 30			
	Ethos group – nothing to report			
	<b>Sub-group with Zest:</b> Date of last meeting: 04/07/2017 Date of next meeting; 17/07/17 @ 9.00 in Smiley Room  <b>Undergoing change in contract with school meals.</b> Discussions were ongoing with regard to the new school meal contract with Zest.			
14	There are currently 5 vacancies. Parent governor vacancy - 1 Foundation governor - 2 Staff governor. – 1 vacancy. Co-opted governor - 1 vacancy.  SZ: it would be good to acknowledge MLW – to put in a newsletter at the beginning of next term. CC: write to Jo L-W from the FGB.			
15	Dates of the FGB meeting for 2017/18: Provisional dates have been circulated, just waiting on confirmation from PH. All at 19.00			
16	Training being planned:  SIAMs training (values & vision). Assessment training – NB to do, to include RaiseOnline, dashboard & SPTO. Finance training.  <b>Training attended:</b>			

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	<p>CC, NB &amp; JO attended the Diocese new governors training on 20/06/17, RJ &amp; JMcD attended New Governor training on 14/06/2017, ER attended Clerks Update on 21/06/2017.</p> <p><b>The online Gel training.</b> The Learning Modules will lead you through what you need to know, give you an opportunity to test your knowledge and even certificate your optional test at the end. GEL modules are there to support you before and after attending face to face training and can be completed in your own time. To register for the new site visit: <a href="http://www.gelregistration.co.uk">www.gelregistration.co.uk</a></p> <p>There is also <b>Better Governor training</b> – governors can register themselves but must use the school postcode. <a href="https://bettergovernor.co.uk/">https://bettergovernor.co.uk/</a></p>			
17	<p>ER requested that all the paperwork is returned to her by the end of term. Items from the Clerk Update training were outlined on the agenda.</p>			
18	<p>The Devon Governor Magazine was distributed by email, but hard copies are available at the meeting.</p>			
19	<p>PTA – MF: when are their meetings? ER: I don't know as I am not informed. RJ: is it expected that a governor attends 1 of their meetings? TW: yes. JMcD: we need to communicate better. He offered to feedback from the PTA about any items, as his wife is involved with the PTA. SZ: in other schools the governors &amp; PTA have a social. SZ: we had the triathlon last week which was a great success. CC: some parents took the day off to help, so it needs to be mentioned in the newsletter. The organisers put so much work into the event. They raised over £1K for cancer research &amp; over £300 for new school sports kit.</p>			
21	<p>Better links with the PTA Investigate further the values of the school Confirming 1 learning walk per year Come in once a term in relation to subject area Christian distinctiveness.</p>			
	<p><b>The meeting closed at 21.35</b></p> <p><b>Date of next meeting: Thursday 21<sup>st</sup> September 2017 at 19.00 tbc</b></p>			

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