

# St ANDREWS C of E (AIDED) PRIMARY SCHOOL

## BUCKLAND MONACHORUM

### Governing Body



#### 2017/18 – Meeting 1 – Part I Minutes

Date/Time	21 <sup>st</sup> September 2017 at 19.00	Location		Year 6 classroom			
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Terry West	TW	Foundation		Justin Jones	JJ	Foundation	
Naomi Beck	NB	Foundation	Arrived 19.20	Susie Zaleski	SZ	Foundation	
Robert Jackson	RJ	Parent		Mike Jacot	MJ	Staff	
Charlie Coates	CC	Foundation		Robert Hopkins	RH	Foundation	
Phil Harvey	PH	Head teacher		Graham Cotter	GC	Ex-Officio	Left at 21.00

Apologies	Initials	
Jane Oliver	JO	Foundation
Martin Fowler	MF	LA
Jez McDermott	JM	Co-opted

Absent without Apology	Initials

In Attendance	Initials	
Esther Rookes	ER	Clerk

Minutes to	
Attendees	School notice board
Apologies	Diocese

	Agenda	Led by
1	Introduction & Apologies	TW
2	Declarations of Interest	TW
3	Welcome to the new members of the FGB	TW
4	Minutes of the previous meeting held on 6 <sup>th</sup> July 2017	TW
5	Points outstanding from the previous minutes	TW
	<b>Strategic Items</b>	
6	Head teachers report – last report produced by Julie Tailyour Update by new HT Phil Harvey	JJ PH
7	Head teachers vision for school	PH
8	School development plan update	PH
9	Update on School Roll	PH
10	Agree term dates for 2018/19 & 2019/20	TW
	<b>Accountability &amp; Monitoring Items</b>	
11	Budget Monitor Statement	TW
12	Brief committee reports	Various
	<b>Procedural Items</b>	
13	Election of Chair & Vice-chairs	TW
14	Approval of committee terms of reference	TW
15	Annual signing of governor's code of conduct	TW
16	Annual completion of governor's skills audit	TW
17	Update on FGB	ER
18	Committee structure for academic year	TW
19	Use of governor online system for documents and meeting planning	JJ
20	Governor training	TW

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21	Dates of FGB meeting 2017/18	ER
22	Governors visits	JA
23	Events for the school year	JA
<b>Other items at the Chairs discretion if time allows</b>		
23	Correspondence	JA
24	PTA	JA
25	What difference has this meeting made to the children in the school?	JA
<b>Date of next meeting – Wednesday 15<sup>th</sup> November 2017 at 19.00</b> Agenda items to include:		
<ul style="list-style-type: none"> <li>Governor's action plan</li> </ul>		

Ref	Action or Decision	Owner	Date Raised	Date Due
1	Apologies were received from Jane Oliver & Martin Fowler and also from Jez McDermott if he didn't arrive. Absence was sanctioned. <b>Proposed:</b> Terry West. <b>Seconded:</b> Rob Hopkins.	Decision	21/09/17	21/09/17
2	None – where any arise the relevant individuals will leave the meeting at the appropriate point.			
3	TW welcomed the new governors & they were allocated mentors. PH will take up the governor role – mentor GC. TW welcomed Mike Jacot to the FGB as staff governor – mentor JJ Rob Jackson requires a mentor – SZ.			
4	Amendments: RJ missing from attendance list. The minutes of 6 <sup>th</sup> July were <b>proposed;</b> <i>Graham Cotter</i> , <b>Seconded:</b> <i>Rob Hopkins</i>	Decision	06/07/17	21/09/17
5	CC: what is the position with safer recruitment training - JJ, PH & JO will be doing it. ER to book them on the training. When CC went to the Diocese new governors training, there was an offer of free training – PH is following this up. TW: we need to decide how to access it: either on a separate date or part of an existing FGB meeting. CC: the training is about ethos & goals of the school – it buildings up from the children. A summary for why we didn't follow the complete C of E rituals – GC has done & distributed. TW: has not sent the costing of the toilets so CC daughter can write to Yelverton Rotary Club – TW said it will be available shortly. The FGB needed to write to JG to thank her for her work – CC has done this.			
6	TW invited PH to give a taste of his plans. PH gave a presentation to the parents at the 'Meet the teacher' evening, which was a welcome, early impressions and how he wants the school to move forward, with the Christian ethos. It is an opportunity for new start for children, parents & staff. It was a good inset day which was very positive. The new staff have settled in well.			



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	<p>At the end of the holidays – there was a lot of clutter throughout school, so 1<sup>st</sup> phase of clearance &amp; items were removed permanently.</p> <p>PH: has introduced a number of things immediately:</p> <ul style="list-style-type: none"> <li>• school wide behaviour logged on computer system,</li> <li>• planning – move to system where it is kept on computer, *</li> <li>• working on diary on office 365,</li> <li>• Introduced a new termly paper calendar for parents.</li> </ul> <p>SZ: can we be emailed the calendar so it can link with phone calendars?</p> <p>TW: can you pick up the point with staff where PH is looking for ‘more good with increasing excellent areas, but at this stage we are not addressing outstanding’. We are consolidating across all areas first.</p> <p>PH: is aware of the Ofsted inspection. If we look for outstanding now, it puts too much pressure on staff at present, but it is a long-term goal. We must feel that we are excellent even if Ofsted disagree. It is all about depth.</p> <p>The impression from outside is that there is so much available, we need to be confident &amp; consistent.</p> <p>TW: the FGB need to know the direction &amp; how we can be supportive.</p> <p>PH: we will be building a broad and balanced curriculum based on Christian ethos &amp; challenging children.</p> <p>PH: has introduced St. Andrews life – a celebration on life in &amp; out of school, the school council will have a big hand in this.</p> <p>PH has met with the Diocese – we have a SIAS 1-day inspection coming soon with 1 weeks’ notice. They will be looking at us as a church school &amp; our Christian distinctiveness. Joan &amp; PH have been working on self-evaluation form which is ready for inspection. The website was thin on Christian information, which PH has been working on. Has updated vision &amp; values on website – it needed more biblical reference, so PH has added fruits of the spirit. The Ethos group need to approve this.</p> <p>We need to arrange a governors learning walk – volunteers are CC, GC &amp; TW, although all governors are welcome.</p> <p>School direct has started. Leonard &amp; Rachel have both started well. We have 2 students on the programme based in this school this term.</p> <p>RaiseOnline has been superseded by ASP (analysing school performance).</p> <p>Excellence for ALL – needs to complete by 29<sup>th</sup> September &amp; returned to Babcock.</p> <p>PH: has identified some gaps including a secure online chronological system as it is currently a paper system.</p> <p>SEF &amp; excellence for ALL documents – need to go to the T &amp; L committee.</p> <p>ER to send visit feedback forms to the FGB – need to keep as electronic forms for evidence.</p>			

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	<p>CC: we need to have a Christian distinctiveness portion in all agendas in the final agenda item.</p> <p>SZ: we did think that children should receive a bible when they move into year 3 &amp; move up through the school with it &amp; it gets signed by staff when they leave the school.</p> <p>JJ: presented Julie Tailyour's final report. JJ went through the report, 24 children on SEND register, 11 Pupil premium children, 25 service families.</p> <p>TW: there are some aspects that have come out of the report into the interim school improvement plan. PH: SPG – is a not as good as it should be.</p> <p>NB: reading needs to be high on the agenda. JJ: we have been come a bit complacent.</p> <p>TW: the problem is maintaining &amp; sustaining results when we are near the top of results.</p> <p>PH: our only potential is the greater depth, which we can improve. NB: also progress.</p> <p>TW: are children making ARE in each year group? NB: SPTO is as good as what is entered &amp; teachers need to know their children.</p> <p>MJ: the drive on reading comprehension is not as clear as it is for Maths &amp; English, especially as we have new staff. PH: we need to look at a plan for this.</p> <p>SZ: the homework app is very good.</p> <p>CC: could we have recommendations of people who would do dyslexia tests? JJ: the educational psychologist has limited time slots for school. NB: could you buy more? JJ: if there is money.</p> <p>PH: SEND provision is another discussion.</p> <p>TW: we can do it in the T &amp; L committee. If it is possible for a group of parents to get an ed. pysh in, then would there be space &amp; availability for them to work?</p>			
8	<p>PH is looking at the School Development Plan.</p> <p>The main points to look at are: assessment, need to get good value out of SPTO, differentiation, creating quality learning environments, Christian distinctiveness, behaviour and safety of pupils – wellness week,</p> <p>TW: the 1st release of this document will to go to the T &amp; L committee.</p> <p>TW went through the linking of governors to subject areas:</p> <p>Literacy – RH,</p> <p>Maths – MF &amp; TW,</p> <p>Assessment – NB &amp; TW,</p> <p>SEND – CC. TW has met with the SENCo regarding Thrive. CC has met RT &amp; PH will be meeting the SENCo to discuss the points raised in the report CC distributed regarding her visit.</p> <p>EYFS – NB</p> <p>Safeguarding – JO</p> <p>RE – Ethos groups – GC, CC, SZ</p>			



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	<p>National curriculum – T &amp; L, SZ to meet PH.</p> <p>PH: have governors observed lessons? Not recently. PH; have an observation schedule starting in 2 weeks. TW: if governors are observing lessons, it needs to be with a senior leader, so it can be determined if it is a good lesson, so the FGB members know what good to looks like. JJ: learning walks are very good. TW: can we move this topic to the T &amp; L.</p>			
9	<p>Current school roll: 206 @ 21/09/17 YR – 27 Yr 1 – 23 Yr 2 – 31 -&gt; 32 (in 2 weeks) Yr 3 – 31 Yr 4 – 31 -&gt; 32 (in 2 weeks) Yr 5 – 32 Yr 6 – 31 -&gt; 32 (in 2 weeks)</p> <p>PH has accepted the 1<sup>st</sup> forces family but turned down 2<sup>nd</sup> family, who wanted yr 2 &amp; 4 – but expect they will appeal. SZ: updated the FGB on the history of class sizes. In KS1 always 30 except for exceptional circumstances &amp; disability. KS2 – the FGB allowed KS2 classes up to 32. NB: Ofsted questioned why we went above 30 in KS1. TW: the FGB may have to review the intake number in each class. By allowing the class sizes to go above 30, it was to cover for forces children. As time moves on the admissions group may need to look at this with PH &amp; report back to the FGB. Suggest by November meeting</p>			
10	Term dates agreed & they will be published on the school website.			
11	<p>Budget monitor is not available due to software updates. CC: are we OK for the governors 10%? TW: yes, as the diocese has agreed that we can spread over 2 years, 60% in 2017/18 &amp; remainder in the following year.</p>			
12	<p><b>Teaching &amp; Learning Committee</b> – to meet 5/10/17 at 8.15</p> <p><b>Resources</b> – date of next meeting, will be decided via email, as TW can't make the scheduled date.</p> <p><b>Personnel:</b> not met, but meeting planned in.</p> <p><b>Admissions:</b> need to meet to discuss the draft admissions policy for 2019/20.</p>			
13	<p>Chair: Terry West, nominated by MF &amp; seconded by SZ. CC: is concerned that TW is on so many committees, balancing his life being chair and on all committees &amp; that it is too much. TW: will run it for this year &amp; will let you know. Thanks for the concern.</p>			

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	<p>CC: It is important that TW does delegate out, as the governors are a team, we may not do it as good as TW but we can do it.</p> <p>TW: is asking that each committee elects a vice-chair as a structure for succession planning. Also looking at committee chairs meeting with PH to set agendas. Governors will be sitting on this committee, be vice-chair &amp; chair.</p> <p>Vice-chairs: Jane Oliver &amp; Suzie Zaleski, nominated by TW &amp; seconded by MF.</p>			
14	Terms of reference – all committees to look at their terms of reference.			
15	The governors have received the codes of Conduct – they need signing & returning to ER asap.			
16	<p>Skills audit –</p> <p>JJ: can we do it on survey monkey?</p> <p>TW: who is going to put it out to the FGB? JJ volunteered.</p> <p>ER: to look for electronic copy online – <i>has found the document &amp; it calculates the results, when the results from the governors is imputed.</i></p> <p>NB: can do it after half term. CC has offered to assist.</p>			
17	<p>Committee structure – we will review in 2018.</p> <p>Composition of each committee as follows:</p> <p>Resources: TW, MF, RH, JMcD, RJ &amp; JJ or PH</p> <p>Teaching &amp; Learning: SZ, JJ, TW &amp; PH</p> <p>Personnel: JO, CC, GC &amp; PH</p> <p>Admissions: JO, CC &amp; PH</p>			
18	<p>3 vacancies</p> <p>Parent governor vacancy – ER has advertised.</p> <p>Co-opted governor.</p> <p>Foundation governor</p>			
19	JJ: we now have Office 365, & there are drop folders for governors NB & RH: need a password.			
19	<p>Dates of the FGB meeting for 2017/18:</p> <p>15/11/17, 18/01/18, 23/03/18, 17/05/18 – this meeting date will have to be changed as 3 FGB members will be on year 5 field trip &amp; 05/07/18.</p> <p>All at 19.00</p>			
20	<p>Training attended:</p> <p>ER reminded MJ that he needs to attend New Governor Training.</p> <p>The online Gel training has changed address.</p> <p>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.</p> <p>To register for the new site visit: <a href="http://www.gelregistration.co.uk">www.gelregistration.co.uk</a></p>			
21	Learning walks start at 9.00			

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	Please complete the feedback form, which ER has distributed.			
22	Harvest assembly – 29 <sup>th</sup> September in church Shakespeare – 11 <sup>th</sup> October Apple day – 13 <sup>th</sup> October Parent forum – 2 governors, CC Parent consultation evenings; all governors. St Andrews day – PTA Christmas fair – all governors  TW: if any governors coming in contact ER, who will pass to PH. SZ: ER to make a list for evidence.			
23	None SZ: has received some SEND correspondence. NB: asked for tea, coffee and biscuits.			
24	PTA: the next meeting is Tues 26 September in school – SZ attending – 19.00.			
25	Christian distinctiveness & future learning walks asap. Include assembly. Weak academic areas have been noted & things that have been put in place to offset this. Feels positive.			
	The meeting went into Part 2 at 21.15.  <b>The meeting closed at 21.35</b>  <b>Date of next meeting: Wednesday 15<sup>th</sup> November 2017 at 19.00</b>			