

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



## 2017/18 – Meeting 2 – Part I Minutes

Date/Time	22 <sup>nd</sup> November 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	JJo	Foundation	
Jez McDermott	JM	Co-opted		Susie Zaleski	SZ	Foundation	
Robert Jackson	RJ	Parent		Mike Jacot	MJ	Staff	
				Robert Hopkins	RH	Foundation	
Jane Oliver	JO	Foundation		Graham Cotter	GC	Ex-Officio	
Jessica Jennison	JJe	Parent		Phil Harvey	PH	Head	

Apologies	Initials	
Charlie Coates	CC	Foundation
Naomi Beck	NB	Foundation
Martin Fowler	MF	LA

Absent without Apology	Initials

In Attendance	Initials	
Esther Rookes	ER	Clerk
Jo Griffiths	JG	Administrator – left at 19.32

Minutes to	
Attendees	School notice board
Apologies	Diocese

	Agenda	Led by
1	Introduction & Apologies	JO
2	Declarations of Interest	JO
3	Presentation of the FMS with the latest financial statement (end of October 2017)	JO
4	Minutes of the previous meeting held on 21 <sup>st</sup> September 2017	JO
5	Points outstanding from the previous minutes	JO
	<b>Strategic Items</b>	
6	School development plan update	PH
7	Report back from SIAMs inspection	PH
8	SPTO update – Governors access to SPTO	PH
9	Operation Encompass	PH
10	Update on School Roll	PH
11	Governors action plan	SZ
	<b>Accountability &amp; Monitoring Items</b>	
12	Brief committee reports	Various
	<b>Procedural Items</b>	
13	Election of Vice-chair	JO
14	Annual signing of governors code of conduct	JO
15	Annual completion of governors skills audit	JO
16	Update on FGB	ER
17	Review of committee structure	JO
18	Use of governor online system for documents and meeting planning	JJ

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19	Dates of FGB meeting 2017/18	JO
20	Governor training	JO
21	Governors visits	JO
22	Events for the school year	JO
	<b>Other items at the Chairs discretion if time allows</b>	
23	Correspondence	JA
24	What difference has this meeting made to the children in the school?	JA
	<b>Date of next meeting – Thursday 18<sup>th</sup> January 2018 at 19.00</b> Agenda items to include: <ul style="list-style-type: none"> <li>• Governors action plan</li> </ul>	

Ref	Action or Decision	Owner	Date Raised	Date Due
1	JO chaired the meeting. Apologies were received from Charlie Coates, Martin Fowler & Naomi Beck. Absence was sanctioned. JJe was welcomed to the FGB & will be provided with a mentor – initially if JJe has any questions, JO & SZ are available to answer them. <b>Proposed: Terry West. Seconded; Rob Hopkins.</b>	Decision	21/09/17	22/11/17
2	None – where any arise the relevant individuals will leave the meeting at the appropriate point.			
3	JG presented a short report of the FMS Finance reporting suite, which provides the FRS – which tells us the position at the end of each month. At the end of each month JG loads up the most up-to-date financial data, which is downloaded from DCC. JJ: do other schools have a school fund? JG: yes & will transfer money in and out the school budget. At the end of October 2017, there is currently a £2K surplus. We are expecting money from the Erasmus project but this is ring-fenced. TW: this year is a good year because we have managed to cover the deficit JG: this has been achieved by employing cheaper teachers, a freeze on support staff recruitment & keeping a close eye on other budget centres. The deficit was caused by unexpected costs which were not budgeted for. JO: does budget run from April to March? JG: yes. TW: we can plan the budget from previous years for some items, e.g. cleaning - if they are not doing extra hours. Anything coming in new is what we need to budget for. JG: staffing is always difficult; we can only work on current staff. TW: we have cleared the £25K deficit & would like to keep it close to the £2K surplus, but we need to keep close attention on it.			



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	<p>JMcD: so we need to keep things tight &amp; watch very carefully in year 2 &amp; there flexibility between cost centres is possible to keep as close to £0.</p> <p>PH: there is some uncertainty about funding going forward. JG: DCC said it might be positive by £10-12K.</p> <p>JG: we did plan in a 2% pay raise for MPS teachers, which was agreed previously to this meeting.</p> <p>JO: FFC is doing well. The last financial year was the 1<sup>st</sup> surplus situation &amp; this is continuing. The staff changes have allowed more savings.</p> <p>JG: we are taking more money in from FFC due to the increase in take up.</p> <p>JJ: if numbers keep increasing, we will need more staff.</p> <p>TW: our 1<sup>st</sup> priority with the budget was to keep a teacher for each year group &amp; not combine year groups.</p> <p>JMcD: when is next years' budget set? JG: it must be approved by the FGB by the end of May.</p> <p>TW: we received an indicative budget by end of February.</p> <p>TW: the resources committee will continues to look at the FRS in committee meetings, then PH or JG will present at FGB.</p> <p>RJ: we must make sure that the FGB get all the headlines.</p> <p>JO: we are planning to have FGB training on finance.</p> <p>JG: our finance officer can come in &amp; do this.</p> <p>The governors thanked JG who left at 19.32.</p>			
4	<p>Amendments: none</p> <p>The minutes of 21<sup>st</sup> September were <b>proposed</b>; Terry West, <b>Seconded</b>: Susie Zaleski</p>	Decision	21/09/17	22/11/17
5	<p>SZ, JO &amp; TW attended a chairs training with the Diocese, &amp; would like to alter some areas.</p> <p>The co-chairs felt there were some areas which were missed at the FGB, so would like to move some items back to FGB meetings.</p> <p>It may mean 3 more evening meetings – 1 per term - &amp; should reduce the committee meetings.</p> <p>SZ: it was felt that things would run more smoothly.</p> <p>SZ, JO, PH &amp; ER – will meet to discuss.</p> <p>SZ: in the T &amp; L – feels that the FGB need to know about certain areas, e.g. SPTO, monitoring.</p> <p>TW: Resources would need to still meet half termly to do the basic work. Resources have working groups but these still need to report back to the resource committee &amp; also the FGB.</p> <p>GCL it is good to try to experiment in new patterns.</p> <p>JO: the FGB would be aware of more things.</p> <p>RJ: the minutes from committees lose their meaning.</p> <p>SZ: if things were brought back to the FGB, they would be more knowledge for the governors.</p> <p>JO: it make ER work easier.</p>			



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	<p>JMcD: would like to support the thinking &amp; everyone gaining knowledge but wary of spreading too thinly. Can we set objectives?                      SZ: the governors need an action plan – ER to find the previous one.                      JO: we will give it a go for a set time. It is a good opportunity at this time &amp; should make things easier &amp; more informative.</p>			
6	<p>PH: has emailed the School development plan to the governors.                      PH went through it &amp; explained the progress to date.                      Achievement – we are focusing on greater depth – we should be exceeding the national standards. We will be doing termly formal assessment – using optional SATs style papers.                      PH – used an online booking system for parent evening consultation.                      SZ: did anyone not use it? PH: no.                      MJ: it did lose its flexibility in being able to place some parents.                      KS2 reading time after lunch – discussions are taking place to use this more effectively.                      PH: doing staff appraisals.                      PH: numeracy ninjas – 15 minute daily session – which requires less parental supervision.                      MJ: for less able children, this can be an issue as they struggle with the timing aspect.                      JJO: children are more organised in the mornings because they know that the 1<sup>st</sup> task is to check their numeracy ninjas.                      PH: Robotics – JJO &amp; JW are off to Spain.                      JJO: has applied every year for sports awards – this year aiming for platinum.                      PH: Spanish has fallen off the learning – it is statutory in KS2. SZ has offered to assist &amp; will be meeting with JW.                      PH: Lightbulb languages – free teaching, 30 minutes per week or same amount per half term.                      MJ: JW has good multi-faith planning.                      JJE: was radicalism &amp; extremism teaching in response to Ofsted? PH: partly, but also in relation to our school position in the country.                      SZ: what about the online level 2 safeguarding training? SZ will ask JG to send out details.                      Good progress has been made overall.                      JO: governors need regular learning walks, please book with PH.</p>			
7	<p>JO: congratulations on the excellent SIAMs result.                      PH: it was outstanding in all areas – with the new framework, only 18% of schools in Devon achieve outstanding.                      PH: gave lots of evidence                      JJO: he looked at our position within our community.                      JJE: can you direct this to parents? PH: we can point out the moral issues, pastoral care etc to non-Christian parents &amp; the Christian aspect for other parents.</p>			
8	<p>SPTO – the training on 21 November was mainly focused for teachers.                      Main changes – there is now governor access for SPTO.</p>			



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	<p>PH: governor access is limited &amp; is dependent on how much is allowed by PH – no individual children will be seen.</p> <p>PH: provided passwords for all governors. Governors are able to freeze data dashboards for comparison.</p> <p>JO: we could do this in a FGB meeting.</p> <p>SZ: it would be useful – will ask NB to do it at the January FGB meeting.</p> <p>PH: there are changes to assessment - reduced evidence is required for y2 &amp; 6.</p> <p>SZ: is there a comparison sheet between the old and new system?</p> <p>JJO: yes, we can print it off. SZ: perhaps NB can distribute it at the January FGB.</p> <p>PH: ARE = age related expectations &amp; there is greater depth.</p> <p>PH: the teachers appraisals include setting children's targets.</p>			
9	<p>PH: Devon has agreed to the national scheme – there is a new communication system between police &amp; schools. Any family abuse will be notified to the lead child protection officer in school before 9 am next day. Going live from 27 November.</p> <p>TW: DAF – has this happened? JJO: no it hasn't.</p> <p>JJO: JO is the safeguarding governor.</p> <p>PH: MASH are sending through lots of information.</p>			
10	<p>Current school roll: 208 @ 22/11/17</p> <p>YR – 27</p> <p>Yr 1 – 23</p> <p>Yr 2 – 32</p> <p>Yr 3 – 31</p> <p>Yr 4 – 32</p> <p>Yr 5 – 32</p> <p>Yr 6 – 31</p> <p>3 children will be leaving due to employment.</p> <p>Children are coming into reception &amp; yr 1 &amp; there are new enquiries for reception and yr 1.</p> <p>JJO: number of enquiry's following Ofsted.</p> <p>JMcD: what is the maximum number of children that we can have?</p> <p>PH: the money we receive is based on census day in October.</p> <p>PH: has declined a service family because it would increase a class to 33 in KS2.</p> <p>JJO: the teachers are aware of the finance situation and are happy with the increase in number to 32.</p> <p>TW: it is the physical space for the children.</p> <p>PH: it is also the extra work that the increased numbers bring.</p> <p>TW: Ofsted queried number of support staff, but these are used in the classroom.</p>			
11	ER to find the previous action plan and send to the co-chairs.			
12	<p><b>Teaching &amp; Learning Committee</b></p> <p>Date of last meeting 5/10/17 at 8.15</p> <p>Date of next meeting 25/01/18 at 8.15.</p>			



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	<p><b>Resources</b>                      Dates of last meetings 06/10/17 &amp; 10/11/17                      Date of next meeting 08/12/17.</p> <p><b>Personnel:</b>                      Date of last meeting: 09/11/17                      Date of next meeting: 10/01/17.</p> <p><b>Admissions:</b>                      Policy for 2019/20 is currently out on consultation.                      The FGB will need to approve it at the January meeting.</p> <p><b>Working group Meeting with Zest:</b>                      Date of last meeting: 22/11/17                      Date of next meeting: 07/12/17 – to agree contract.</p>			
13	<p>It was decided that all governors would look at the role definition for vice-chair which is available on OneDrive.                      JO asked the governors to consider the role &amp; if they wished to be considered for the role, need to have a nominator &amp; seconder, for the next meeting in January.</p>			
14	<p>Terms of reference – all committees to look at their terms of reference.</p>			
15	<p>The governors have received the codes of Conduct – they need signing &amp; returning to ER asap.</p>			
16	<p>Skills audit                      There are a number outstanding. It was asked if it could be done electronically.                      ER to send electronic document for the governors to fill in &amp; return.                      ER: the electronic document calculates the results.</p>			
17	<p>Committee structure – will review in 2018.                      Composition of each committee as follows:                      Resources: TW, MF, RH, JMcD, RJ &amp; JJ or PH                      Teaching &amp; Learning: SZ, JJ, MJ, TW &amp; PH                      Personnel: JO, CC, RH, GC &amp; PH                      Admissions: JO, CC &amp; PH                      JJe – to join a committee when she is ready.</p>			
18	<p>2 vacancies                      Co-opted governor.                      Foundation governor                      “It was suggested by the Co-Chairs that the skills audit was completed before any new governors were taken on so that we could build on the experience we already have on the Board. The Skills Audit has been done in past but never analysed. It was agreed by the Board to look at this in the New Year”</p>			
19	<p>JJ: we now have Office 365, &amp; there are drop folders for governors                      Some governors are still having problems with this system.</p>			



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	ER attended training where it was stated that due to the new data protection legislation coming into effect in early 2018, all governors need to be using their school email.			
20	Dates of the FGB meeting for 2017/18: 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 & 05/07/18. All at 19.00 JO: is everyone happy with the day of the meeting? Most governors were & also the time.			
21	Training attended:  MJ to attend New Governor Training – 21/02/2018 February JJe: to look at dates & let ER know. TW: all should look at training especially the lead governors. JJe: the Open University have 5 modules, which is currently free. PH: The Diocese is very tight in their remit with regard to training, he recommends staying with Babcock. SZ: is there a mileage claim? PH: yes, through the school. ER to get a form from JG. JJo: we can continue with Babcock, but we must be strong to continue, & not feel pushed towards the Diocese.			
22	If you come into school, please fill in a feedback form on what you have done/who you have spoken to. We need to update: the essential guide to governors.			
23	St Andrews day – 30 <sup>th</sup> November 14.30. Christmas fair – 2 <sup>nd</sup> December – governors to do orders/sell Matt Eggins cakes. It would be good to come in morning to set up at 10 am. Fair 12-4. Carols around tree – 4 December at 18.30. KS 1 Nativity – Wednesday 6 December at 13.30 dress rehearsal & 18.30. Christmas lunch – Thursday 7 December – governors to set up from 10 am. Start serving at 11.30. Foundation nativity – Friday 8 December at 14.30. Schools direct – Tuesday 12 December advert evening. KS2 nativity – Wednesday 13 December 13.45 & 18.30. Thanks to parents/volunteers – Wednesday 13 December at 15.15 – perhaps review for next year. KS2 party – Thursday 14 December. KS1 party – Friday 15 December. GC: we used to do a governors & staff thanks session.			
24	none			
25	School improvement plan, SIAMs,			
	The meeting went into Part 2 at 21.06.  <b>The meeting closed at 21.37</b>			

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	Date of next meeting: Thursday 18 <sup>th</sup> January 2018 at 19.00			