



Meeting of Full Governing Body
19th November 2015
6pm
Year 6 Classroom

MINUTES

Governors Present:	Ken Caplan (Chair), Maya Fender, Flora Jenkins, Matthew Montebello (HT), Ruth O'Keeffe, Rosemary Sawtell, Jonathan Scharpe, Roy Watkinson
Associate Members Present:	Irena Wooler (DHT)
Officers Present:	(No Clerk available for the meeting)
Others Present:	None

	<u>Agenda Item</u>	<u>Action</u>
1	<p>a) Apologies for absence - Apologies for absence were received from Sam Caughey, Alison Teagle, Ros Toomey. These were accepted and agreed.</p> <p>b) Declarations of Interest - Remaining forms for the new academic year were received from Governors. No declarations of interest were received for this meeting's agenda.</p> <p>c) Staff Governor Vacancy - ACTION: It was agreed that notice would be posted in the staff room and an announcement made at the next staff meeting seeking a nomination for the Staff Governor vacancy.</p>	MM
2	<p>Last Meeting dated 22nd October 2015</p> <p>a) Acceptance of Minutes - The Full Governing Body reviewed and approved three pages of minutes from the meeting held on 22nd October 2015. The Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising from Meeting Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • No matters arising were noted that were not already covered in the agenda. 	
3	<p>a) HT Report / Staff Update (HT Report assumed as read) - MM provided an update on maternity cover for Years 4 and 6 (both ideally to start towards the end of February with a view to allowing for some handover time). It was announced that Zoe Hurlock would be returning to Wallands after the term break in February, in effect cutting the secondment period short. Options were being considered for how best to replace the Year 2 classroom teacher. It was announced that 3 TAs had been moved around in the school to provide better support to teaching staff. ACTION: It was noted that the School Improvement Plan needed updating prior to the next FGB to reflect progress on targets.</p> <p>b) Budget update - Jo Salanson (WRS Bursar) provided an update on the budget and finances for the school. It was noted that (ACTION) more work was needed to clarify the budget position on different line items. There is a steady trend to deficit that will need to be monitored closely. A discussion was had about Free School Meals and the census day that monitored this which is in January. Supply staff costs need to be monitored carefully. The budget for this line item was close to being exceeded already. Maternity costs should be reimbursed by Bursar to confirm this. After School club late payments of approximately £7k to be chased by the Bursar. To save money and with the understanding that Sports Funding may be discontinued, swimming classes may need to be cancelled for years 3 and 4. It was agreed that a TA3 position was to be internally advertised. This would allow for savings on supply staff as a TA3 can cover a classroom for short periods of time. It was noted that Governors and the HT were grateful for the support provided to the school from Debbie Gordon (HT Wallands). ACTION: Clarify the budget position across different line items.</p>	<p>MM</p> <p>Bursar *</p> <p>*</p> <p>JS</p>



	<p>c) PSHE Update (Kerry Bedford - YR4 teacher to attend) - This agenda item was postponed until a subsequent meeting and may be incorporated via a learning walk / governor-staff discussion instead of participation in the next FGB.</p> <p>d) Raise online and Term 1 Data - (see Raise Online report attached) - MM and IW took governors through the most important aspects of the Raise Online report. Governors challenged the SLT to confirm that the impact of Pupil Premium spend on targeted children's progress is being sufficiently monitored. Data showed the gap narrowing well in Year 6, but it was noted that staff (and County) had already flagged the need to narrow the gap between PP / SEND children across the whole school. (This had been discussed already at the October FGB.) It was noted that non-PP disadvantaged children in KS1 were being monitored closely and that across the board, teaching staff were seeking to support individual children more as a matter of course. Questions were raised by governors about baseline data on entry and whether more needed to be done to understand the new cohort of children from the start of the year. ACTION: Impact of PP spend on targeted children's progress to be reported on in subsequent meetings.</p> <p>e) Health and Safety Audit (Continued) - Governor support is required to prepare for the H&S audit which shall be conducted by ESCC in January. ACTION: RW to review policy requirements.</p> <p>f) Lettings Policy (Continued) - The Lettings Policy requires a review to ensure that it covers providers of after school activities. ACTION: RW to review in the first instance, with support from MF.</p>	<p>(Brsr)</p> <p>*</p>
4	<p>Other Governance and Regular Items</p> <p>a) Safeguarding Report / Update - FJ provided highlights of the Safeguarding Report prepared by FJ with support from Hilary Masters (WRS SENCo) and circulated prior to the meeting. The annual Safeguarding Audit was underway and related actions would be flagged by FJ directly with specific governors. It was noted that children had been talking about E-Safety in the classroom and that a parent and governor training has been organised for 2 February at 1830pm at the school. (Training to be led by Paul Platts from Brighton Hove County Council) A joint PREVENT training has been organised with Southover for 12 January (1545pm) for staff from both schools. ACTION: FJ to circulate the Safeguarding Audit to relevant governors for action list.</p> <p>b) Pupil Premium - RS along with MM and IW gave an update on her PP visit to the school with Hilary Masters (SENCo). It was also agreed that the PP budget would be reviewed to determine whether funds were sufficient to allow PP children to access music lessons and after school clubs. ACTION: RS has been requested to provide a 1-page note to governors on her PP discussions during her visit with the SENCo. ACTION: ROK also to provide information on the Lewes Fund and the Lewes Educational Trust to see if further funds can be sourced for these purposes.</p> <p>c) SEND Report to Govs - The SEND Report was discussed briefly but it was agreed that more substantive discussions on this would wait until the SEND Governor (ROK) had completed her next visit with HM (SENCo) in January. The SEND Policy was nearly completed for distribution to and approval by governors and the Local Offer was still under review. ACTION: 1-page report from ROK re: SEND visit, completion of SEND Policy for distribution and approval by governors (HM).</p> <p>d) Governing Body Restructuring - Strategy group meetings are to be held on 7 December and 11 January to continue to work out ways of working.</p>	<p>*</p>



	<p>e) Scheme of Delegation - ACTION: Pending adjustments (mainly in terms of titles but also school standing orders) to be made by RW, this has been adopted provisionally.</p> <p>f) LCLP - Work was still ongoing with the solicitors to clarify and finalise the transfer of land.</p>	
5	<p>Any Other Business -</p> <ul style="list-style-type: none">• Saskia Knowles announced that she would be stepping down at the end of the calendar year. Governors thanked Saskia for her contribution to the governing body and to the school over the past 2 years.• Volunteers were sought to come in and support the visits for prospective parents for next year's Reception intake the week beginning the 30th November• Following information presented about costings for the next year's Year 6 school trip, Governors requested staff to have this conversation at the earliest convenience with the Parents' Forum.	
6	<p>Dates of Next FGB Meetings - It was agreed that the next meeting would be on 4 February 2016 at 6pm.</p>	