



Full Governing Body Meeting

Minutes

11 January 2017, 7.30pm

Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

Present: Jackie Morris (Chairman), Jimmy Heslop, Andrew Stear (Headteacher), Luke Bozeat, Maureen Holland, Mel Isherwood, Fiona Campbell, Linda Chung, Emma Hardy and Melissa Wells.

In attendance: Rachel Dunnage (Clerk)

Meeting is quorate 10 /10

	TOPIC	When	Whom
1	APOLOGIES: Mel Isherwood will be arriving late. WELCOME: JM welcomed our two newly elected parent governors, Linda Chung and Emma Hardy.		
2	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Governors declared no interest in specific agenda items at this meeting.		
3	CONSTITUTION OF THE GOVERNING BODY a. There is one parent governor whose term of office is due to expire before the end of the year (Jimmy Heslop) in Nov 2017. b. There has been one resignation since 23 Nov FGB. Nick Reilly resigned with immediate effect after the 23 Nov meeting to allow for the quick election of a replacement parent governor. Governors registered their thanks to Nick for his commitment to the Governing Body and for his foresight in timing his resignation to help the smooth operation of the GB. c. There have been two elections since the last meeting. Following NR's resignation, both nominated parent governor candidates were accepted as elected. d. Category of any vacancies to be filled: I. 1x LA – governors are aware of the time pressure to identify a Local Authority nomination in time for the next Panel meeting (completed forms must be submitted by 16 March to be considered).		
4	MINUTES OF PREVIOUS MEETING The minutes of the previous meeting were agreed as an accurate record and signed by the Chair.		
5	CHAIR'S ACTION (<i>statutory</i>) Nothing to report.		
6	HEADTEACHER UPDATE (<i>statutory</i>) a. School Improvement & Inclusion Partner (SIIP) visit feedback The SIIP, Michael Youlton, is visiting next week so feedback will come out later. He and AS will be looking at SEND data, walking the school and visiting the EYFS to ensure the school is on track to meet the targets identified. b. Email provider change This change has not been without teething problems, particularly in the area of transferring across full parent group contacts.		

	<p>Data</p> <p>AS took the new governors briefly through the EYFS data. He confirmed that additional analysis has been undertaken to identify the progress of the groups of SEND, FSM, Pupil Premium.</p> <p>JM explained that AS's introduction of the standardised tests is a useful way of triangulating the teachers' assessments of progress. He has received feedback from teachers, however, that the administration of the tests was onerous and so they will be trialling a different way of implementing them in the spring term.</p> <p>AS informed governors that Infant schools will not be subject to floor standards this year.</p> <p>LB questioned why the progress in maths in Yr2 was slower than in previous years. AS confirmed that the level of maths required by these children is now a step change higher than in previous years. In addition there are a number of children who have specific additional needs (2 have EHCP requests submitted). AS is running a number of interventions with these children to help boost their progress.</p> <p>LC asked how AS would manage a discrepancy between test & assessment data and the teacher assessment. He confirmed that he would expect the teacher to be able to provide evidence in their books to be able to justify their decisions.</p> <p>Ofsted Inspection Dashboard</p> <p>AS showed governors the new Ofsted Inspection Dashboard; the highlights are not necessarily what the SLT would extract from the data, knowing the school's previous performance. He explained how the data has been presented and that, unexpectedly, the government had taken data from the end of Reception – rather than KS1. Comparisons for disadvantaged pupils are with all pupils nationally who are not disadvantaged, and so the numbers differ from the national numbers which include all pupils.</p> <p>JM encouraged all governors who have not yet done so to go on RaiseOnline training.</p> <p><i>Mel Isherwood arrived.</i></p>	On-going	As relevant
7	<p>INSET 03 Jan - Strategic Objectives</p> <p>JM reported that she was very happy with how the session had gone, with really helpful, open and honest discussion amongst all present.</p> <p>LB reported that he found it very interesting and liked the use of Mackenzie to structure the session. He found the variance of opinion within the different groups particularly interesting, albeit being broadly in line with each other.</p> <p>MI felt that the inclusive nature and team working element of the session was really helpful for building bridges.</p> <p>MW reported that staff were very pleased that governors were involved.</p> <p>MC felt there was a great energy at the event.</p> <p>Governors congratulated AS on running a very successful session.</p> <p>AS reported that staff have already put together their vision for their own subject responsibility. He is very excited about their ideas. He now has to pull together the various elements into a more coherent format before it is presented to parents for their views.</p>	March 17	A Stear
8	<p>SCHOOL FUND ACCOUNT (<i>statutory</i>)</p> <p>Defer to next meeting.</p>		
9	<p>GOVERNOR MONITORING (<i>statutory</i>)</p> <p>a. SDP</p>		

	<p>Governors agreed how the SDP priorities will be monitored from Spring term 1 onwards.</p> <p>Priority:</p> <ol style="list-style-type: none"> <i>To accelerate progress and raise attainment for all learners (including PP and SEND)</i> MI will take on particular responsibility for SEND. MC will look at this objective. <i>To review and develop assessment systems throughout the school</i> EH will take on some of this area. LB this or 4. <i>To develop leadership at all levels to ensure positive outcomes for the children (Grow, Learn, Believe, Achieve)</i> LC will look at this. JM will look at middle leaders. <i>To develop the use of ICT throughout the school and across the curriculum to enhance the provision and learning for all children</i> LB this or 2. <p>Governors agreed the process for monitoring visits:</p> <ul style="list-style-type: none"> Governors will select an area from the SDP priority breakdown to review in their visit. Post visit, governors will write their report (using the standard form where relevant) and email out to all governors. RD will then put the monitoring report on Dropbox. <p>b. Individual responsibilities e.g. H&S, SEND SEND – MI has undertaken 2 visits, largely so that she can ensure she is up-to-date with terminology. She has previously circulated her reports and there were no further questions from governors.</p> <p>c. Statutory Reports</p> <ol style="list-style-type: none"> SFVS – review to be completed by 15 March FC will complete and JM will sign before deadline. Safeguarding All governors to respond to info requests from LB. <p>RD to re-send SDP to all gobs.</p> <p>LC and EM will undertake a familiarisation visit with AS before they undertake any monitoring.</p>		<p>M Isherwood M Campbell</p> <p>E Hardy L Bozeat?</p> <p>Linda Chung J Morris</p> <p>L Bozeat?</p> <p>Ongoing</p> <p>All gobs to note</p> <p>15 Mar</p> <p>30 Jan</p> <p>30 Jan</p> <p>30 Jan</p> <p>F Campbell</p> <p>All Gobs</p> <p>R Dunnage L Chung E Hardy A Stear</p>
10	STRUCTURAL CHANGES TO SCHOOL ORGANISATION Nothing to report.		
11	<p>SAFEGUARDING (general) Governors present signed the safeguarding register to confirm that they have read Parts 1 and 2 of the KCSiE. Governors agreed that LB will sign the single central record checks.</p> <p>RD to email SENCo the updated Governor Safeguarding info.</p>		<p>Ongoing</p> <p>30 Jan</p> <p>L Bozeat</p> <p>R Dunnage</p>
12	<p>POLICIES (statutory)</p> <ol style="list-style-type: none"> To consider modified Terms of Reference and Governance Regulations Agreed without amendment. Additional policies according to review timetable <ol style="list-style-type: none"> Art and Design Policy Agreed without amendment. Early Years Foundation Stage (EYFS) Policy 		

	Agreed without amendment.																																
13	<p>ACADEMISATION</p> <p>JM attended a course just before Christmas. She reported that many of the benefits, financial and otherwise, are falling away, such that the financial disadvantages to non-academy trusts hold the same for academies and MATs. It is likely that the Confederation option will come to nothing as church schools have their options largely tied to the Good Shepherd Trust, so JM and AS are talking at a very early stage with other local community schools about how they might cooperate effectively together.</p> <p>JM reported that she found the course fairly disheartening as becoming an academy does not allow additional freedoms in the areas of e.g. changing status, changing admissions criteria.</p>																																
14	<p>CONFEDERATION DEVELOPMENT</p> <p>AS had nothing new to report as the next meeting is on 24 Jan. Headteachers are considering how the Confederation may survive after the coming financial year, which is the last for which it will receive funding.</p> <p>The Confederation INSET on 10 Feb is a follow up from the Oct INSET and will allow school the opportunity to feedback progress on any changes they have made to teaching practice as a result of the Oct input.</p>																																
15	<p>ACTIONS</p> <p>See table at end of Minutes.</p>																																
16	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <p>a. Annual School Governance Impact Evaluation Completed. This will now be posted on the school website.</p> <p>b. Training feedback</p> <ul style="list-style-type: none"> • See Academies above. • JM recommended that the new governors both attend Governors Induction Courses 1 and 2 as soon as possible. • MC attended the Surrey Governor Conference. It was a very useful session. She recommended that governors look online at the MATs set up by the Coop. <p>c. Identify Governor Training Lead JH will take on the Training Lead role.</p>	<p>30 Jan</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>R Dunnage</p> <p>L Chung E Hardy</p> <p>All Govs</p> <p>J Heslop</p>																														
17	<p>To note any Part 2 business</p> <p>RD to ensure any names are removed from the HT report.</p>	30 Jan	R Dunnage																														
18	<p>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</p> <p>Dates:</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>Time</th> <th>TYPE</th> <th>FOCUS</th> <th>KEY ADDITIONAL</th> </tr> </thead> <tbody> <tr> <td><i>3rd wk Jan or Feb</i></td> <td><i>tbc</i></td> <td><i>Key finance</i></td> <td><i>3/4 yr point</i></td> <td><i>Finance gobs review with SBM</i></td> </tr> <tr> <td><i>26 Jan</i></td> <td><i>7.30pm</i></td> <td><i>Governor Self-Eval</i></td> <td><i>20 Qs</i></td> <td><i>Meet at JM house for supper and review of past year's governance.</i> JM will send out invitations. Note: the Clerk will not be required at this meeting but will send JM the 20 Qs document.</td> </tr> <tr> <td>29 Mar</td> <td>7.30pm</td> <td>FGB</td> <td>Sch Self-Ev & Strategy</td> <td>plus finance update report</td> </tr> <tr> <td>19 Apr</td> <td>7.30pm</td> <td>FGB</td> <td>T&L</td> <td>Plus final Budget sign off</td> </tr> <tr> <td>THUR 13 July</td> <td>7.30pm</td> <td>FGB</td> <td>T&L</td> <td>EofY data</td> </tr> </tbody> </table> <p>Agenda items:</p>	DATE	Time	TYPE	FOCUS	KEY ADDITIONAL	<i>3rd wk Jan or Feb</i>	<i>tbc</i>	<i>Key finance</i>	<i>3/4 yr point</i>	<i>Finance gobs review with SBM</i>	<i>26 Jan</i>	<i>7.30pm</i>	<i>Governor Self-Eval</i>	<i>20 Qs</i>	<i>Meet at JM house for supper and review of past year's governance.</i> JM will send out invitations. Note: the Clerk will not be required at this meeting but will send JM the 20 Qs document.	29 Mar	7.30pm	FGB	Sch Self-Ev & Strategy	plus finance update report	19 Apr	7.30pm	FGB	T&L	Plus final Budget sign off	THUR 13 July	7.30pm	FGB	T&L	EofY data		
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	No additional items were identified.		
	AOB <ul style="list-style-type: none"> FC reported that grants are available in huge numbers but are all for different specific areas. Accordingly she has met with AS and JM to walk the school and identify what the school needs to be able to select the relevant grants to apply for. AS has submitted an application for a grant from the local Co-op to put towards a ramp at the back gate. LB encouraged governors to email feedback from training, school visits etc as soon as possible to establish effective dialogue and action between meetings. LB will ensure photos of new governors are on the entrance notice board. 	Ongoing Ongoing 30 Jan	All Govs All Govs L Bozeat

Meeting ended 9.30pm

Chairman's signature: *Jackie Morris*

Date: 28.03.17

ACTIONS

	When raised	Meeting Actions	Whom	By	Status
1	Mar 16	Annual School Governance Impact Evaluation Governors agreed to put together a brief annual report for parents which can also be used on the governance page of the school website.	All gobs	July 16	This will be produced once the skills survey has been completed. JM to complete. RD will review. Completed. Governors agreed this should be posted online.
2	Jun 16	H&S audit to be conducted by NR with MW and LB.	M Wells L Bozeat	15 July	NR completed and no issues were identified. MW will complete the next with LB.
3	Jun 16	Fixed Asset Register check to be completed by FC	F Campbell	15 July	Still to complete. Will be completed by end Jan.
4	Sept 16	A number of governors still to return the Register of Interests form as soon as possible.	Govs	27 Sept	Relevant gobs to complete.
5	Sept 16	RD will meet with Kirsty Morris to ensure the policy programme is fully up-to-date.	R Dunnage	15 Oct	Date set for Dec as the first few months have been so busy for KM.
6	02 Nov 16	Online Safeguarding Report	L Bozeat	End Feb	N.B. New delayed date.
8	02 Nov 16	MI will send copy DBS to RD to check validity	M Isherwood	20 Nov	MI will contact KM direct.
9	23 Nov 16	RD will send FC the info from The Key.	R Dunnage		Completed.
10	23 Nov 16	INSET 03 JAN – governors please attend in the morning as the strategic Aims will be reviewed and future ones worked on.			See Agenda. Completed
11	23 Nov 16	MI has visited the school to monitor SEND. She will distribute her report shortly.	M Isherwood		Completed.
12	23 Nov 16	JM will send out invitations to the Governance self-evaluation on 26 Jan.	J Morris		Completed.
13	23 Nov 16	RD will send JM the 20 Qs document which can form the basis of the review.	R Dunnage		Completed.