

**CHRIST CHURCH C of E PRIMARY SCHOOL, CLIFTON**  
**Meeting of Full Governing Board**

**Term 2 2017-18**  
**28 November 2017**  
**DRAFT Minutes**

<b>Governors present:</b>		<b>Apologies:</b> Jessica Baum, Jayne Collier, Paul Langham
Guy Adams (Appointed Governor); Anneliese Crabb (Parent Governor, Chair); Chris Duncan (Appointed Governor, Vice Chair); John Green (Appointed Governor); Georgina Harford (Community Governor); Liz Gray (Local Authority Governor); Clare Jones (Headteacher);	Vikki Richardson (Staff Governor); Amar Shah (Parent Governor); Neil Shepherd (Foundation Governor); Tom Skirrow (Parent Governor); Axel Walther (Co-opted Governor); In Attendance: Tamara Jordan, School Business Manager, Gregor Campbell (Deputy Head)	
		<b>Absent:</b>

Governors in attendance: 12/15  
 Governing body quorum = any one third (rounded up to a whole number) of the total number of governors holding office at the date of the meeting. **It was noted that the meeting was quorate.**

Item	Minute	Action
1	Introductions AC welcomed Liz Gray. Other governors introduced themselves. Apologies were accepted as above. There were no business interests to declare. Proposals for AOB - none Attendance Register taken	
2	Report on previous actions and minutes approval The minutes of the meeting held on 17 October 2017 were AGREED and signed by the Chair. Matters Arising: Outstanding actions from the Minutes were: none.	
3	Headteacher's Report (circulated in advance) CJ's report was NOTED. In TLA she had highlighted the letter from Rt Hon Nick Gibb's congratulations re 100% in Phonics Yr 1, CCP is now in top 3% of Primary Schools in England.	

4	<p>Finance Committee Update</p> <ul style="list-style-type: none"> <li>• Annual Accounts sign off: AS reported that all went smoothly with the audit and said thank you to TJ and the school finance team. Currently the school has reserves of £159,000 but there is much uncertainty of the future with the upcoming National Funding Formula and potential further cuts to SEN and increases to pensions. The school predicts a surplus this financial year of around £20,000. Going forward the school would roughly break even if it was not for the impact of the National Funding Formula and the currently 'unknown' top-slice that Bristol City Council will take from schools. This could be anywhere from £0 to -£60k annually. The actual funding figures will not be known until Spring 2018.</li> <li>• Schools Forum Update: CJ &amp; TJ went to a Bristol Schools Forum meeting which was opened up to Headteachers and Business Managers across the city to discuss the funding position. It was presented that Bristol Local Authority have 3 priorities for the 'top slice' that they will take from schools. <ul style="list-style-type: none"> <li>1. Paying off the Bristol PFI Schools debt</li> <li>2. Funding the gap between income and expenditure on high needs</li> <li>3. Funding schools in deficit</li> </ul> <p>Christ Church School does not sit within any of these priorities.</p> </li> <li>• GA: asked if NW24 can have a voice? TJ said that she had been wondering about writing to the Minister. On the face of it BCC appear to be promising increased funding next year, but this is really mis-leading as they will top slice to fund their own concerns – much of which has been caused by PFI, high needs and letting LA maintained schools run into deficit. Decisions are made at the Schools Forum meetings as to how to apportion the top slice, but these meetings are normally restricted to elected members of Headteachers and Governors. AS asked if we need to be represented on the Schools Forum? CD finding out when next meeting is. TJ draft a letter to ESFA (Education Skills Funding Assoc), and email DFE.</li> <li>• Accounts sign off: AC: the meeting unanimously formally ratified the accounts.</li> <li>• EAL provision Update TJ explained re employing one French/EAL teacher/tutor for families now working at Hinckley Point. The preferred candidate set to start in January, but now waiting for contract. CD offered to help &amp; does speak French. SB asked length of contact.</li> </ul>	<p>CD/ TJ</p> <p>CD</p>
5	<p>Data Protection Update</p> <p>TJ presented that the law on data protection changing is changing on 25<sup>th</sup> May 2018 and will impact all parts of the school. We need to be ready, TJ/CJ to attend training and update at next FGB. Might need a working party.</p>	<p>TJ/ CJ</p>
6	<p>Teaching, Learning &amp; Achievement Update</p> <ul style="list-style-type: none"> <li>• Governor Monitoring Subject Leader Links: CJ explained rationale behind having a Governor supporting Teacher subject leads. Governor – Teacher subject links were then agreed: <ul style="list-style-type: none"> <li>• Music = TS;</li> <li>• MFL= LG;</li> <li>• Literacy = GH,</li> <li>• SIAMS = NS +TS;</li> <li>• Art, DT, PSHE + Wellbeing = JB +LG;</li> <li>• Maths = GA.</li> <li>• H&amp;S = CD.</li> <li>• Gregor = Sport.</li> </ul> </li> </ul>	<p>ALL</p>

	<p>Time-frame for 1st meeting in 29 Jan-9 Feb; CJ will circulate helpful hints.</p> <ul style="list-style-type: none"> <li>• School Improvement Partner/School Development Plan: Wendy Ward (SIO) recent visit. CJ explained the how and why of using Wendy as school advisor. Key foci are progress in Maths, SEN (interventions/impact), Disadvantaged Children (Free School Meals, or Pupil Premium, 20% most deprived – sometimes called Ever 6). Wendy to come back for a visit next term (teaching, pupils and their work). Report will go to TLA next meeting, and then be circulated. ‘Raise on line’ now replaced by interactive ‘Analyse School Performance’.</li> <li>• AC asked CJ if this would produce enough, useful data? TJ wondered if Wendy would come &amp; explain ASC.</li> <li>• School Development plan inc Subject Action Plans (Maths, RE &amp; Collective Worship &amp; SEN) +PSHE esp Wellbeing. JS and Alice haven’t met yet, but Alice would like to drive Healthy Schools Programme, which is a big area and linked shared focus across the school. Term 4 mid-review of where the school is. <i>Sarah Blakeston arrived</i></li> <li>• SIAMS Inspection - CJ explained: performance of school as a church school – curriculum and other school indicators. Katie Staples (Diocese) will guide us through preparation, pre-inspection 18 January, (Inspection will be for one day in May). AS asked the impact of a negative or positive inspection? Will it impact funds or status? NS explained this is much the same as Academy Heads own inspections. How are our values built around Biblical values. Last SIAMS recommended more visual symbols. Last Inspection was very positive on the day. Catherine has been through two SIAMS.</li> <li>• Report from TLA. AW: DBS checks (Governors and Staff) could be redone every 3 years but must be cost effective (£2.500!) TJ said we don’t have to follow BCC recommendation and there is no law on re-doing DBS unless a member of staff has been away for more than 6months. TLA action to look at costs.</li> <li>• GA is going to produce an Attendance Policy. Meeting discussed this – does a fine have an impact? VR we must not alienate parents – only a small number of families. SB suggested co-operation rather than co-ercion. Update from TLA at next meeting.</li> </ul>	<p>CJ</p> <p>TLA TLA</p>
7	<p>Ofsted Actions</p> <ol style="list-style-type: none"> <li>1. Attendance - see above</li> <li>2. Communication - how to facilitate complaints and how we more openly communicate with parents. AC suggested small group for looking at Communication (parent survey from Governors?). VR said parent survey v. timely, trying to reach just a few parents who are reluctant to communicate. Text messages best. NS surveys at Parents’ Meetings. SB, (focus groups, survey questions), once a term a drop in Clinic run by Governors. GH, AC, LG. CD several good training events from GDS eg Governance, coming up.</li> <li>3. Governor scrutiny. TJ reported from the National Acadmies Show that this is being cited as a nationwide problem. AW said like in medicine. SB said she knows a professional Ofsted inspector who could give us advice. Scrutiny – may be some training? AW: documenting is crucial.</li> </ol>	<p>AS</p> <p>GH AC LG LG</p>
8	<p>Health &amp; Safety Report Thursday walk around. TJ &amp; CD.</p>	
9	<p>Governor Focus for 2017-18 To next meeting - funding, gov scrutiny, &amp; ?</p>	

10	<p>Policies for Approval</p> <ul style="list-style-type: none"> <li>• Finance &amp; Authority Levels</li> <li>• School Charter</li> <li>• Governor Behaviour (Code of Conduct)</li> <li>• Committee Terms of Reference</li> </ul> <p>All policies now agreed.</p>	
11	Governors activities since last meeting	
12	<p>School Events</p> <p>Governor to thank Organiser of PTA Christmas Fair.</p>	AW
13	<p>AOB</p> <ul style="list-style-type: none"> <li>• PTA Christmas Fair (26 Nov 17)</li> <li>• PTA Party - Friday 8 Dec AS,AW &amp; TS involved.</li> <li>• Governor/Staff Mince Pies and Mulled Wine 13 Dec 17.00-18.30</li> </ul>	
14	<p>Dates for next term</p> <ul style="list-style-type: none"> <li>• F&amp;R – Jan 23, 2018</li> <li>• TLA – Jan 25, 2018</li> <li>• FGB – Feb 6, 7 or 8, 2018 (change to a Weds?)</li> </ul>	
	<p>Meeting ended: 8.35pm</p>	