



Hormead C of E VA First & Nursery School
GOVERNING BODY
Monday 2nd July 2018 at 7pm
Minutes

Present: Mr Philip Asher (PA – Head Teacher), Mrs Sam Abbey (SA - Chair), Mrs Anna Inman (AI), Mrs Jane Mitchell (JM), Mrs Danielle Maley (DM), Dr Fiona Hughes (FH), Mr Doug Brown (DB), Mrs Lauren Hill (LH), Mr David Gaine (DG).

Apologies: Mrs Gillian Holland (GH), Mrs Christine Crooks (CC), Mr Michael Johnson (MJ).

In attendance: Mrs Jodee White (JW - Clerk to the Governors),

No	Item	Action
1	To Welcome and receive prayers <ul style="list-style-type: none"> SA welcomed all to the meeting. PA led the opening prayer. 	
2	To receive Apologies and Approve Absences <ul style="list-style-type: none"> Apologies for absence were received and approved from MJ, CC & GH 	
3	To declare any conflict of interest that may arise during the meeting <ul style="list-style-type: none"> There were no conflicts of interest declared with any agenda item. 	
4	To receive notification of any other business for item 15 and/or confidential items for item 16 as agreed by the Chair <ul style="list-style-type: none"> Note of thanks. 	
5	To approve the minutes 21st May 2018 FGB meeting and discuss any matters arising <ul style="list-style-type: none"> The GB approved the minutes of the meeting on the 21st May 2018 as a true and accurate record. A copy signed by SA to be kept in the school office <p>Matters Arising</p> <ul style="list-style-type: none"> DG has been added to the Governor Hub The updated buildings action plan has been distributed to all governors. The minutes of the Finance committee meeting on the 14th May are still to be added to the Governor Hub. Governor training on appeals is still outstanding. The policy schedule of review has been distributed to all governors but is still to be uploaded to the Hub General checklists with initial thoughts on GDPR requirements have been saved to the Governor Hub and GDPR is an agenda item on this meeting. Dates of meetings for the next academic year is an agenda item on this meeting. 	<p style="text-align: center;">SA</p> <p style="text-align: center;">PA</p> <p style="text-align: center;">SA</p> <p style="text-align: center;">PA</p>
6	To review the minutes of the Finance committee meeting on the 11th June 2018 and ask questions. <ul style="list-style-type: none"> The minutes of the Finance Committee meeting of the 11th June 2018 had not been distributed prior to this meeting. PA will add these to the governor hub once distributed SA gave an update of the main points and invited any questions. SA advised that they had discussed the building plans & playground and the golden garden. The school front doors project is reported in the head teacher's report SA advised that the kitchen staff room area is now complete. All policies discussed were approved and accepted and on the school website. 	PA

	<ul style="list-style-type: none"> • A policy called "Optional extras" has also been written to cover items such as nursery fees & dinner money and a Debt Recovery policy was also created to help procedures for the recovery of debts be more streamlined. • A Governors allowance policy has also been added to the website. SA advised that Governors entitled to reimbursement for certain items as detailed in the policy. • A Hornead staff handbook has also been created and will be of particular use for new staff. • SA advised that a new position for an office manager has been created and that the current school administrator has been offered this post and accepted. PA advised that the JD has been agreed. This leaves the receptionist/admin post vacant and PA advised that this is being advertised at the moment and there has already been interest shown. • SA advised that they had also discussed the shifting of focus of this committee from premises and finance as the meetings have been very long and time constrained. The proposal put forward was to split premises to finance and create an extra smaller committee to look at premises. 	
7	<p>To review the Education committee minutes of the 26th June 2018 meeting and ask questions.</p> <ul style="list-style-type: none"> • The minutes of the Education Committee held on the 26th June May 2018 were distributed to all governors prior to the meeting. • SA gave an update on the main points and invited any questions. • There were no questions raised. 	
8	<p>To discuss Governor visit reports and update from link governors <i>including any issues arising and confirmation of future visits.</i></p> <ul style="list-style-type: none"> • Governor visit reports were shared at the Education committee meeting. • The governor visit report from DM on Literacy was distributed to all governors prior to this meeting. Some discussion was had around this report regarding the points for discussion section and the time constraints on how to fulfil parts of self-assessment. PA said that there were ways and means of competing assessment and observation need and that some did it more efficiently than others. PA said that teachers do get 3 inset days to look in books, and that not all assessment needs necessarily to be when the children are present. • PA said will be working on a weekly monitoring action plan and was also considering a more formalised monitoring activity maybe in staff meetings, possibly once a half term as a whole staff team. PA advised that the model that he is trying to develop is a more individual teacher focus with teachers taking on subject leads. PA said that as time was considered to be a part of the problem there may be a need to look at a different structure. PA also said that it was important to be clear about what a monitoring visit is about. PA said that these visits should not be about the quality of teaching but more about subject development and review with smaller expectations and hence become more manageable. • PA agreed to look into what the policy for governor visits says about the procedure regarding feedback and to check that this is being followed. • GH visited on 6th June to do EY's visit with PA and will do a visit report in due course. 	<p>PA GH</p>
9	<p>To receive the heads report and ask questions</p> <ul style="list-style-type: none"> • The head teachers report was distributed to all governors prior to this meeting. • PA gave an update on the main points and invited any questions. • Under forthcoming events PA advised that the School disco was also on Friday 13th July after the school Sports Day. • All agreed that the school context was very interesting and particularly the % annual mobility for 2017/18 which PA explained was mostly down to the high number of in year admissions and the overall increase in pupil numbers at the school. 	

	<ul style="list-style-type: none"> • PA advised that the attendance figure had increased this week from that reported from 95.5% to 95.6% which was good news. PA advised that he had received a few requested for holiday in the last few weeks of term which had not been authorised. There are also 27 pupils with less than 95% attendance and trends of these pupils are being monitored. • PA advised there were 3 children taking up the full 30 hours of Nursery funding but that there may be 1 or 2 more that will take it up over the Autumn term. • PA advised that the End of KS1 data reported on page 7 of the report shows better data than last year but small numbers of the cohorts at Hornead affects the data significantly, so it is important to also show progress. PA will present updated data for progress at the Education committee meeting in September. • PA advised that the school may be looking at an Ofsted inspection in the summer term of 2019 and highlighted some of the areas for Governors to consider. PA said that since the last inspection, where the school was rated good, he felt that almost all areas were significantly better and there should be no issues. The main points for consideration were to look at how to evidence the school's strengths on the monitoring plan. PA had met with LH and Debbie Johnson the EY's teacher to look at areas of improvement and particularly for EY's and new ideas to consider. PA said that a focus for the school will be writing. PA advised that writing in the school at the last Ofsted was a strength but did not feel that it would be now, due to the KS1 writing being below national average. PA advised that key actions have been taken but will need reinforcing. PA said that the discussion with the teachers had been very positive. • JM highlighted what had been discussed at Education committee meeting in terms of results to try and understand where we are with progress and attainment. JM said that EY's data was very good but KS1 reading and maths was also good but writing is more of a problem, with not many pupils working at greater depth (8% compared to the national average of 21%). PA agreed that those classified at working at greater depth was a disappointment but the rest of the results were as was expected as identified as the beginning of the academic year. PA said that the Year 1's going in Year 2 is a strong cohort with lots of potential so it was hoped that they could increase the % of those working at greater depth. • There were no further questions and PA was thanked for his update. 	
10	<p>To receive an update on policies</p> <ul style="list-style-type: none"> • The policy schedule was distributed to all governors showing when each policy is due for review. • As already discussed new policies on Debt recovery, Optional extras and Governors allowances have been created and approved. • PA advised that the Optional extras policy highlights the consequences of non-payment. PA advised that there is currently around £700 owed to the school in the form of debts. PA advised that the largest amount owed is £300 from one family and that this has been an ongoing cumulative situation. PA advised that this family will be sent a letter. PA advised that 2 families have had payment plans put in place but have reneged after a period of time. Q: Is any interest incurred on school debts? A: PA said no they cannot charge interest but can charge an administration fee if necessary. Q: If they don't pay can you take the case to legal action. A: PA advised that the school would go to the LA and take advice on a case by case basis. With the new policy there is now a clear procedure that staff can follow. • All policies are on the school website. 	
11	<p>To discuss progress towards meeting the new GDPR regulations.</p> <ul style="list-style-type: none"> • AI advised that she had met with PA once more since the last update to go through the actions identified and look at the data mapping process. • AI advised that she had contacted 2 schools in London and looked at their data maps. AI said that maybe Hornead did not need to be in quite so much depth as these examples but to review alongside what has already been written. 	

	<ul style="list-style-type: none"> • Training for staff and governors will take place the next term. • Governors have already received a presentation on the use of governor hub which is GDPR ready. • The data breach policy has also been agreed and is to be used as the standard policy. • A discussion was had about governors leaving the GB, and the need to agree what should be done with any data that has been made in form of notes etc... A Governor leaving form was suggested for declaration of not sharing of data. • AI said that the Governor Hub should remove the need for governors to have school email addresses, but PA said that it would not take long to set up school emails if required. 	AI
12	<p>To discuss membership of the Governing Body</p> <ul style="list-style-type: none"> • SA advised that a new incumbent has appointed and will fill a vacancy on the GB since the last Vicar left. • There are 2 other PCC Foundation governor vacancies but these cannot be acted upon until the PCC have recommended. The PCC in the school's area are Hormead & Wyddial. • JM said that she will check with PCC colleagues to see what process can be followed. It was agreed that if anyone had any suggestions of people to contact that they should inform JM for passing on to the PCC. • The LA governor will also become a vacancy when SA leaves. DG was asked if would take on the LA governors role moving from Associate member and he agreed to do this. The clerk will update the Governor Hub of Governor members when all these changes come into force on the 31st August 2018. 	
13	<p>To discuss meeting dates for 2018-19</p> <ul style="list-style-type: none"> • Dates for next FGB meetings have been sent to all governors on a separate document and are on governor Hub. • Need to think about dates for when splitting the Premises and Finance committee, as this is currently only one date. • All dates agreed were agreed by governors. 	
14	<p>To discuss any other business as declared in item 4.</p> <ul style="list-style-type: none"> • SA advised that JW would be leaving the school as Clerk to the Governors after some years. SA thanked JW for her work during her time at the school. JW advised that the school will be informed of their new clerk in due course and that JW will pass on the minutes of the previous meeting. • FH and DM will also be leaving the GB and SA thanked them both for their many years of service to the school. • DM also thanked SA for her time as Chair, as she will also be stepping down on the 31st August. • Clerk to make the updates to the Governor Hub by the 31st August. 	Clerk
	PART 2	
15	<p>Items to remain confidential</p> <ul style="list-style-type: none"> • None 	
	<p>Date of Next FGB meeting: Monday 15th October</p> <p>The meeting closed at 8.20 p.m.</p>	

Signed (Chair of Governors)

Date