



Present: Mike Jee (MJ) – Headteacher
Rev Alice Whalley (AW) – Chair
Stephen Vinall (SV)
Rupert Bagilhole (RB)
Ian Beggs (IB)
Fiona Graham (FG)
Stephen Lawrenson (SL)
Fiona Keeling (FK) – Associate Member / Deputy Headteacher

In attendance: Sharon MacKenzie (SM) – Clerk to Governors

Quorum: 7 out of 7 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the headteacher and deputy are highlighted in **bold**.

1. Welcome / apologies for absence and declarations of interest

The Chair welcomed governors and introduced Mike Jee, who is working in school as Executive Headteacher for two days per week. Due to the smaller governing body, governors were reminded of the importance of being committed and prioritising meetings to ensure they are quorate and the governing body can make decisions.

There were no declarations of interest.

2. Minutes of the meeting held on 11.07.16

Governors **agreed** the minutes were an accurate representation of the meeting.

Matters arising

The following actions have been met:

- The clerk has amended the FGB minutes from 09.05.16 and the chair has signed
- The clerk has informed the Business Manager of the dates that governors have attended Headteacher Appraisal Training
- The clerk has updated the parent governor nomination form to clarify the expectations of governors
- LED lighting in classrooms is no longer a priority due to budgetary challenges
- The chair talked to staff on 14.07.16, as planned



- SV and LC were not able to attend the academies meeting on 14.09.16 but MJ and FK were in attendance
- The clerk has sent the training report proforma and visits proforma to all governors
- The clerk has informed Governor Support of all governor membership changes

The following are pending:

ACTIONS

- 2.1 **Headteacher** to arrange a session for staff with Ann Holt on visioning
- 2.2 **RB, FG, FK and Jess Evans** to complete Safer Recruitment online training: RB now has password; FG will come into school to complete
- 2.3 **Clerk** to find out best practice from other schools re Support Staff appraisal
- 2.4 **Chair** to ensure the ethos statement is agreed as a priority and added to the Governor Induction Policy
- 2.5 Foundation governor vacancies: leads are still being followed up but we need to inform the Diocese what skills we require – **clerk** to complete the skills matrix after governors have submitted skills audits
- 2.6 **Clerk** to produce termly report for stakeholders, outlining what governors have done and how they have added value – for October meeting
- 2.7 **Clerk** to add updated evaluated School Improvement Plan to next FGB agenda – for October meeting
- 2.8 **Headteacher** to identify the School Improvement Plan in the budget
- 2.9 **FK** to contact headteacher of Middle Street to see if a response was sent to the School Meals team about concerns over fair pay

3. Governing body membership

a) Election of Vice Chair

SV was the only nomination. Governors unanimously **agreed** for him to continue in the role and for the term of office to be one year.

b) Vacancies

The chair reported that Levison Kandi had stepped down during the summer holidays due to work commitments. There are now three foundation governor vacancies plus the ex-officio foundation governor vacancy. A retired bishop from London will be the temporary vicar at St Bartholomew's Church but he lives in Hastings so it is unclear whether he will be taking on the governor role. Various options were discussed to fill the vacancies. Governors asked MJ if there may be some interest in Aldrington, as the Church of Christ the King (CCK) has a big presence in that area and they are encouraged to serve their community. Governors reiterated that anyone joining our governing body must respect the inclusion and diversity that we promote.



Other potential governors and churches were discussed and some people have been approached but can't commit to the role. SV agreed to talk to Fr Martin Morgan, who knows the parish and is an experienced governor.

The chair reported that Lara Coleman also had to stand down in the summer, although hopefully this is only temporary. Parent governor nomination forms have been distributed and the advert is on the website. The deadline is 28 September. FK and FG will encourage parents to apply and organise a coffee morning for anyone who is interested in finding out more.

c) Skills audit

Governors were reminded to complete the skills audit and send to the clerk. The clerk will then input into a matrix that will identify any skills gaps. Governors agreed that after this, we could approach City College for associate members who have skills in the required areas, but may not be practicing Christians so can't be foundation governors.

d) Governor training

The clerk had circulated a report of all the training that governors had attended in 2015/2016, which included:

- Brighton & Hove Governors' Conference
- Budget Monitoring & Forecasting for Governors
- Governor Induction
- Governors' Responsibilities supporting vulnerable groups: Black Minority Ethnic pupils and families
- Headteacher Appraisal & Objective Setting
- Preparation for Ofsted
- Primary school accountability for governors
- RAISEonline for governors
- Safeguarding and Child Protection

The clerk had also supplied a list of training available up to March 2016 and governors identified courses to book onto, which the clerk agreed to do on their behalf. The clerk also agreed to contact the Diocese for a report of any training our governors have attended in Church House.

MJ gave an update on the academies meeting that he and FK attended. Some chairs are setting up focus groups to discuss what type of Multi Academy Trust (MAT) they may want to be part of in the future, ie a MAT set up by the Diocese or other schools.



Governors agreed that we need to keep participating in these discussions but don't need to make any immediate decisions yet.

e) Declaration of interests

All governors were reminded to send their forms to the clerk so that the register of interests for 2016/2017 can be published on the website.

ACTIONS

- 3.1 Foundation governor vacancies: SV to contact Fr Martin Morgan, MJ to investigate if any interest in Aldrington
- 3.2 Parent governor vacancy: FK and FG to encourage parents to apply
- 3.3 Governors to complete skills audits and clerk to complete skills matrix
- 3.4 Chair to contact City College and Diocese once skills gaps identified
- 3.5 Clerk to book governors on training and contact Diocese for 2015/16 training report
- 3.6 All governors to send Declarations of Interest to clerk

4. Governing body monitoring processes

a) Meeting structure

The chair and clerk had met during the holidays and have proposed to move to a meeting structure with no committees. This is due to the fact that there was duplication between committee meetings and the FGB meetings, and it had also been identified at the end of last year that governors had gaps in their knowledge as they only attended one committee. As the governing body is now down to seven governors, it would be a challenge for committees to be quorate, which could lead to cancellation.

Governors agreed that it is essential that their time is well spent so they can carry out their core functions effectively, ie strategic direction, monitoring educational performance and overseeing financial performance. The proposed new structure consists of three full governing body meetings per term, each one focussing on one of the core functions mentioned above, as well as brief updates on other areas.

Working groups can be set up when necessary and individual governors will have key responsibilities, so work is delegated more appropriately. Governors agreed that when meeting with staff members, they would record their discussions on visit report forms or action plans, so they could then report back to the governing body.

Governors noted that it would be particularly beneficial for all members to be more knowledgeable on all key areas. It was agreed to trail the structure for one year.



b) Appoint governors in key areas

The following roles were agreed:

Safeguarding – SV to take on this role temporarily and to book on training; AW to provide handover

Website monitoring – IB to monitor and ensure all statutory requirements met; clerk to send link to DfE document

HT Appraisal – RB, SL and AW (RB and AW have attended training; SL has carried out previously); date to be set for objective setting in October and then review meetings mid-year and end of year - governors agreed to get advice from the School Partnership Adviser (SPA) about objective setting for the year, as the headteacher could change

It was agreed that governors should be linked to the School Improvement Plan priorities once these have been agreed.

c) Agree contents of headteacher report

Governors agreed that they require school roll data, an update on the SIP, update on budget and staffing (when necessary) and premises issues. MJ also reports on curriculum activity but he can change the emphasis as required.

Governors also asked for a summary of data for every class at each FGB meeting – reporting by exception so it's not too labour intensive to prepare. It is important we don't have the situation we were faced with at the end of last year; governors need to fully understand the data on a regular basis.

The HT agreed to provide an update at every FGB meeting – outlining any highlights or concerns. Governors committed to reading all papers prior to meetings so that only the main issues need to be discussed.

d) Policy schedule

Governors agreed that the schedule was clear and will be useful for feeding into the meeting structure. The clerk agreed to set a time to meet with FK to check the remaining policy review dates.

ACTIONS

- 4.1 Clerk to inform Governor Support of governors with key roles (safeguarding etc)
- 4.2 Clerk to send link to IB re website requirements
- 4.3 Governors to discuss Headteacher Appraisal objectives with SPA
- 4.4 Governors to be linked to SIP priorities once agreed
- 4.5 Clerk to meet with FK re policies, then complete schedule and meeting structure



5. Strategic direction

a) Staff changes since July

FK reported that there is currently a midday supervisor vacancy and a Year 1 teacher has been appointed to cover maternity leave. MJ has met with the Business Manager and is scrutinising the budget in detail.

b) Headteacher recruitment panel

The chair has been discussing the timeline for the HT recruitment process with Human Resources. The first stage is to agree a panel, which should ideally be three or five governors in case a majority vote is required. It was **agreed** that all five non-staff governors should be involved, ie AW, SV, SL, RB and FG, alongside Diocesan and local authority representatives. AW will check whether there is an issue about there being not being an ex-officio governor available.

c) School Improvement Plan

MJ reported that he has been focussing on getting to know the school in his first few days and will then be working on the SIP priorities. His first impressions have been real positivity. He will be working with FK to ensure standards are continually discussed and there is a rich curriculum. He feels the school has a great future and there are many committed staff and governors.

Q: Has there been any feedback from staff yet about the changes?

A: Staff were asked to write down how they want to feel by Christmas and what they want to see improve, so we will be checking if we are successful in doing this. We want every child to like coming to school, as well every child. There must be a culture where they realise they are the main resource and it is fine to make mistakes, as this is how they will learn. They need to be reassured that they are doing a good job.

Governors were pleased to hear that MJ had recognised there were good trends, with lots of positives to build on.

ACTION

5.1 MJ and FK to bring SIP priorities to next meeting

6. Policies for agreement: Safeguarding & Child Protection Policy

The DfE's 'Keeping Children Safe in Education' guidance has recently been updated and Jessica Evans has done a lot of work updating the school's policy. Governors were given an information document to take away and read, which has been given to staff.

St Bartholomew's CE Primary School
Full Governing Body Meeting
Tuesday 20 September 2016 at 6.00pm



Governors asked about the statement on fundamental British values and MJ stated that they had done a lot of work on this in Aldrington so he will discuss with FK and bring to the next FGB meeting.

Governors also asked for the bullying report to be on the next agenda, which is due to be submitted to the local authority by the end of September.

Governors agreed to approve the policy

ACTION

6.1 Clerk to add to next FGB agenda: Fundamental British Values / bullying report

7. Feedback from governor monitoring visits

This will be discussed more at the next meeting but in the meantime, governors were encouraged to continue to carry out visits according to the 'MAGIC' priorities and to complete a report.

8. Urgent action by chair

There was none.

9. Urgent business not on agenda

MJ raised the issue about offering school places. Governors agreed that MJ could make any decisions and then inform the chair of governors.

10. Set meeting dates

- 12 October 6.00 - 8.00pm
- 22 November 6.00 - 8.00pm – apologies from RB

The meeting closed at 7.55pm and there was then a confidential item for non-staff governors, which is recorded separately.

Signed Al Halliwell Chair of Governors

Date 12/10/12