



Present: Fr David Clues (DC) – Chair of Governors
Amanda Healey (AH) – Headteacher
Rev Alice Whalley (AW)
Rupert Bagilhole (RB)
Ian Beggs (IB) – *until end of Item 8*
Stephen Vinall (SV)
Lara Coleman (LC)
Levison Kandi (LK)
Stephen Lawrenson (SL) – *until end of Item 8*
Fiona Keeling (FK) – Associate Member / Deputy Headteacher

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

Apologies: Fiona Graham (FG)

Quorum: 9 out of 10 governors were present. The meeting was quorate (at least 50% attending).

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

This meeting had been scheduled at the end of 'Governor Day', which had included meetings, classroom visits, lunch with pupils and a Review of Governance.

1. Welcome / apologies for absence and declarations of interest

The GB **accepted** the apologies of FG. Governors welcomed SL back. There were no declarations of interest.

2. Minutes of the meeting held on 09.05.16

Governors **agreed** the minutes were an accurate representation of the meeting, with the following addition:

Under Item 10 (Urgent Business), LC had asked about governors seeing the school's Self-Evaluation Form (SEF). The headteacher will be completing this at the end of term and will send out to all governors.

ACTIONS

- 2.1 **Clerk** to amend minutes from 09.05.16 and chair to sign
- 2.2 **Headteacher** to send SEF to governors at end of term



Matters arising

The following actions have been met:

- Clerk has added Accessibility Plan frequency to policy schedule
- The Business Manager has emailed individual governors for copies of their DBS forms
- RB and AW have attended Headteacher Appraisal training and AW attended the headteacher's review meeting on 24.05.16
- The headteacher organised a staff/governor social event at the end of term, which was appreciated. The chair had thanked the staff for all their hard work this year.
- Governor visits: RB and Lucy Cooper have arranged to meet on 18.07.16 for a More Able visit; AW is meeting with the headteacher and deputy for a data visit on 19.07.16
- The headteacher had informed Mike Nicholls (National Leader of Governance) about the schedule for our Governor Day, as he was carrying out a Review of Governance
- RB assisted with teacher interviews on 20.05.16
- The clerk arranged an extra FGB meeting in on 09.06.16 to discuss the staffing structure

The following are pending:

ACTIONS

- 2.3 **Headteacher** to arrange a session for staff with Ann Holt on visioning
- 2.4 **RB, FG, FK and Jess Evans** to complete Safer Recruitment online training
- 2.5 **Clerk** to send the Business Manager dates that governors have attended Headteacher Appraisal training
- 2.6 **Clerk** to update governor nomination form to clarify the expectations of governors
- 2.7 **Clerk** to find out best practice from other schools re Support Staff appraisal
- 2.8 AW and DC have reviewed the Ethos statement for the Governor Induction Policy and the draft has been sent to **governors** for comments – needs to be agreed as a priority
- 2.9 Foundation governor vacancies: leads are still being followed up but we need to inform the Diocese what skills we require, according to our Skills Audit and school priorities – **clerk** to add Skills Audit to FGB agenda in September
- 2.10 **Clerk** to produce termly report for stakeholders, outlining what governors have done and how they have added value – for September meeting
- 2.11 **Clerk** to add updated evaluated School Improvement Plan to next FGB agenda – for September meeting
- 2.12 **Headteacher** to identify the School Improvement Plan in the budget
- 2.13 **Headteacher** to obtain quotes for LED lighting in classrooms after work on the hall is complete



3. Presentation on the wider curriculum

The headteacher gave a presentation about how the school teaches the wider curriculum, which enriches what the children are doing. This includes all subjects other than English and maths.

Q: Do we utilise the church as a resource?

A: Year 2 are visiting on Thursday

Q: How does it work planning across the two classes?

A: There is clear continuity between the two classes, which we have seen evidence of in co-ordinator monitoring. English runs through the topic and we have had a recent topic based around a literacy text.

Q: What evidence do you have that this is effective?

A: We presented at a Pie Corbett training session, we see evidence in planning, photos and children's work.

The chair recognised that it is good to see how positively engaged the children have been with French, having observed this when visiting the school.

Q: Do we look at new topics every year or do they get broader?

A: We need to consider progression to make sure the children look deeper year on year

Q: How much strategic planning from the staff ensures consistency with school ethos?

A: We still need to have that visioning conversation

Q: Are we using staff strengths, including support staff? Do we know their strengths? Are parents invited to offer skills they may have too?

A: These could all be looked at and developed further

Q: What is the plan for Music and Art?

A: They will be priorities next term to look at and monitor

4. Year 2 and Year 6 SATS data

The deputy headteacher had presented the data to some governors earlier in the day, prior to their visits. There is a major issue with Year 6 results. The data was circulated and governors were reminded that the floor standard is 65%. The Year 6 combined score at the expected standard in reading, writing and maths is 38%.



Governors noted that this meant that 62% of our pupils didn't achieve the expected standard in all three subjects.

Five papers are being sent off for remarking as the children missed the level by one mark – we will find out on 02.09.16.

The overall results show serious concerns and we need to identify whether the strategies that were put in place were sufficient.

Maths is a particular concern and the Maths Co-ordinator is analysing the papers. Maths reasoning has been an issue.

Q: The current Year 6 had been doing well since Year 3, but it dipped this year. Is this down to the teaching or the fact that the assessment has changed?

A: This is something we are currently investigating.

The governing body agreed to allow the head and deputy to investigate further and to provide the narrative. Governors made it clear that they want to see whether the right strategies have been in place. The new assessment can't be blamed, as the national attainment in maths is 70%, whereas we have only achieved 56%.

The writing results (77%) are better than the national (74%) and the reading results are lower (58% for school, 66% national).

Q: Why are writing and reading so different, considering they're related?

A: The reading test was difficult this year, as reflected in the national result.

The governing body agreed that there needed to be an investigation into the results, as Maths was an area that was identified as being a concern in the last Ofsted inspection and the school hasn't delivered. Governors discussed at some length how to move forward so that they could receive a response to the investigation by the end of term. They recognised that they had been a critical friend to the Senior Leadership Team and felt they had challenged and monitored as much as they could, so they need to understand what has gone wrong, as do the staff.

The following was agreed:

ACTIONS

4.1 **Clerk** (in their local authority capacity) to talk to relevant officer about an external adviser carrying out a review with staff

4.2 **Chair** to talk to staff on 14.07.16 at 8.45pm about the governing body's intentions



5. Academies Update

The headteacher reminded governors that the academies agenda has not gone away. Church schools in Brighton & Hove have met about this and will continue to discuss. One option is for the Church of England schools in the city to form a Multi Academy Trust in the future. It is important that we are proactive and included in discussions about this.

There is a meeting for headteachers and governors on 14.09.16 at Aldrington CE Primary School. SV and LC agreed to attend.

ACTION

5.1 **SV and LC** to attend the academies meeting on 14.09.16 with the headteacher – other governors to let AH know if they can attend.

6. School meals contract

The headteacher reported that the council is going out to tender for the school meals contract, as the current contract runs out in July 2017. Governors were asked for their thoughts on whether the school should still use the council contract.

Governors recognised that if we don't use the council contract than the liabilities will rest with the school and the statutory responsibilities will be enormous, taking a lot of time and monitoring.

Governors therefore **agreed** to continue to use the council contract but felt it should be pointed out that staff working for the contract should be treated fairly, paid on the living wage and receive sick pay. Governors asked the headteacher to contact the partnership to send in a response about fair pay and to ask for a copy of the procurement document.

CONFIDENTIAL ITEM:

There was a discussion about a member of staff and so this item is recorded separately as confidential minutes.

ACTION

6.1 **Headteacher** to contact partnership to send in a response to the School Meals team about concerns over fair pay



7. Feedback from committees

Teaching & Learning Committee 29.06.16 – AW

The chair of the committee gave a verbal report and informed governors that they had approved the following policies, pending minor changes:

- Pupil Premium Policy
- Acceptable Use of ICT, Data Protection and e-Safety Policy
- School Laptop and iPad Agreement for Staff
- Social Networking Policy

Governors discussed organising a workshop for parents about e-safety, which will be followed up. The headteacher also presented an evaluation of the monitoring she had done of curriculum leaders, spending a day with each of them and providing support where needed. Governors identified that these reports could be used next year when linking governors to key areas.

Resources Committee 01.07.16 – DC

Fr David reported that the committee had been satisfied with the 2016/17 expenditure so far and they had also looked at the three quotes for the building work in the hall. These were all over budget so we are waiting to hear back from the Diocese about any additional funding they can offer.

8. Governor business

Training attended

LC attended Primary School Accountability and will provide a report.

School visits, including initial feedback from Governor Day

Governors agreed that it had been enlightening talking to the children today. Governors were reminded to fill in visit reports for the next meeting. Governors thanked the headteacher for planning the day.

SL and IB left the meeting

ACTIONS

8.1 Clerk to re-send training report proforma and visits proforma to all governors.

9. Urgent action by chair

There was none.



10. Urgent business not on agenda

The Chair informed governors that he would be leaving the parish over the summer, and therefore the governing body. He expressed his thanks to the governing body for the last five years and particularly to the school. Governors thanked the Chair for all his contributions.

Governors then unanimously voted Alice Whalley as Chair of Governors, with effect from 01.08.16. However, this can only be for a year so the governors will need to work on succession planning for a new Chair in a year's time.

ACTION

10.1 Clerk to inform Governor Support of changes to membership

11. Dates/focus of future meetings

The first full governing body meeting will be on 20 September 2016 at 6.00pm. Further dates will be agreed at the meeting.

The meeting closed at 6.15pm.

Signed *Alice Whalley* Chair of Governors

Date *20/9/16*

