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- Present: Katie Blood (HT), Stephen Berry (Chair/Vice Chair), Rupert Bagilhole (Vice Chair), Ian Beggs, Fr Martin Morgan (*left during item 4*), Jane Gray, Anthony Firmin
- In attendance: Tom Way (Clerk)
- Apologies: Francesca Urquhart, Fiona Graham, Fiona Keeling (Deputy HT)
- Quorum: 7 out of 9 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

1. Welcome / apologies for absence and declarations of interest

It was agreed that all future meetings including committees will begin at 5.45pm.

Governors accepted the apologies for absence from FU and FK.

The HT advised that FG had emailed to say that they will be resigning as governor and that this will be confirmed officially soon.

AF was welcomed to the governing body.

The HT declared that they are now a trustee of the Brighton City Partnership for Education

JG declared that they are a partner of Felce & Guy Architects.

The Clerk advised that all governors need to complete new declaration of interests forms for the new school year.

ACTIONS

1.1 All governors to complete declaration of interests form for the school year 2018/19

2. Minutes of FGB meeting held on 18.07.18

The GB agreed that the minutes were an accurate representation of the meeting.



It was agreed that due to the summer holiday break the previous minutes' actions would be transferred to this set of minutes for completion by the next FGB meeting (see below).

Matters arising, not otherwise on the agenda:

n/a

ACTIONS

- 2.1** Clerk to resend school policy review schedule document to the HT for final verification
- 2.2** SB to work on Health & Safety checklist with Senior Leaders – **ongoing**
- 2.3** FrMM to produce a plan of fundraising proposals – **ongoing**
- 2.4** SB and School Business Manager to meet and produce benchmarking report – **ongoing**
- 2.5** Any governors requiring assistance accessing their school accounts to contact the SBM – **ongoing**
- 2.6** FU and SB to complete Safer recruiting training and pass certificates on to Jess Evans, RB to retrieve Safer Recruitment certificate to pass on – **ongoing**
- 2.7** Clerk to retrieve governor training records from governor support and pass any safeguarding certificates to Jess Evans and look into constructing school records if required
- 2.8** HT to send potential governor's school visit day dates to Clerk to send to all governors – **ongoing**
- 2.9** Review of standing orders in September to address potential vice chair vacancies when a new chair is elected – **ongoing**

3. Appraisal of the Headteacher

This has been recorded separately as a confidential item.

4. Headteacher's Report, Data Update, Ofsted Report

The HT advised that they hadn't completed a Headteacher's report as such, and that there is a safeguarding report produced by Jess Evans and FU using the LA format, an 'At a glance' data sheet of where the school is up to, the Ofsted report, and the School Improvement Plan (SIP).

SB advised that governors safeguarding training requirements are not fully completed yet, and asked governors to complete the NSPCC online Safeguarding and Safer Recruiting courses (the school will cover the cost of this).

FrMM left at this point.



Governors agreed that it would be useful if Jess Evans is able to attend the start of the next FGB meeting to advise on training.

The HT presented the 'At a glance' data report and summarised the following points –

- The KS1 and KS2 booklets within the report provide a comparative analysis of the school and national results, and they demonstrate that the school did very well on Maths.
- Varied results within the data are linked to different school year cohorts.
- There are a couple of results bandings that are slightly below national average, though the HT advised that statistically this could be due to the difference of one pupil's results as the school is smaller than average.
- There are a couple of minus results within KS2, but the progress level is above the LA's average.

The HT advised that the Ofsted report is very positive, and that attendance is the main focus for improvement.

The HT highlighted the three main objectives within the SIP as Attendance, Phonics and Progress. SB asked all governors to have a thorough read of the SIP, and that following this, individual governors will be asked to take a lead on particular objectives if they have a preference. SB advised that Helen Banks is doing Maths provision and that one governor will need to take a lead on this topic too. RB confirmed that the committees will take topics relevant to their roles.

RB suggested that the SIP should emphasise that the school is sustaining its Good Ofsted rating and is moving towards Outstanding. The HT agreed and advised that they will update the SIP to reflect this.

The HT asked what kind of report would be preferable for this item at the FGB meetings going forward. SB advised that Attendance and Phonics with regard to progress against the SIP should always be included, as well as objectives and what the school has done with outcomes and evidence.

ACTIONS

- 4.1** Clerk to send reminder/link to governors for the NSPCC safeguarding courses
- 4.2** HT to check if Jess Evans is able to attend the next FGB meeting to advise on training
- 4.3** Governors to suggest which topics/objectives within the SIP they would like to take a lead on by the end of November
- 4.4** HT to update the SIP to reflect school sustaining Good rating and moving towards Outstanding



5. Committee Reports/Plans

SB confirmed that the most recent set of committee reports were reviewed at the last FGB meeting.

a) Review of Terms of Reference

Governors agreed that the current Terms of References for both the Teaching and Learning committee and the Resources committee are fine as they are.

The HT advised that there may be a particular point to review on the Scheme of Delegation but that they will need to check this and bring it back to the FGB.

Governors formally approved both sets of Terms of References as of October 2018.

b) Committee Structure, Election of Resources Vice Chair

SB advised that there will be an election for a new Chair of Resources at the next committee meeting, and there was a brief discussion around the current Vice Chair/Chair of committee's structure in the standing orders (*see item 8 below*).

Governors agreed that AF will be part of the Teaching & Learning committee, and that the new potential parent governor Dan Macintyre will be part of the Resources committee when they begin their post. Governors agreed that when another new governor has been recruited, they should be encouraged to be part of the Teaching & Learning committee.

ACTIONS

5.1 HT to check for points to review on the Scheme of Delegation

5.2 Clerk to update the TORs date of approval, current members and publish online/save on school system

6. Budget updates

There was a brief discussion around this in item 3.

7. Policy Reviews

It was agreed that for every FGB meeting governors would be sent a copy of the policy review schedule in advance for ongoing reference.



The HT advised that the Pay Policy needs to be ratified annually, and that they have looked through the LA model policy and adapted it for the school. The HT advised that all teachers will get a pay rise, and that B&H council have forwarded a higher than national average pay rise, which Headteachers have agreed to. There was a discussion around the technicalities and details regarding different pay scale variations.

The HT advised that they are required to provide a performance management update and presented a report, and advised that there were no uplifts to be decided upon or ratified by governors at this meeting.

8. Review of Standing Orders

There was a brief discussion around this during Item 5.

Governors agreed that the preference would be to separate the roles of Vice Chair and Chair of committee and have the committees elect their Chairs internally. It was confirmed that there would be four different Chair roles (Chair of governors, Vice Chair of governors, Chair of Resources committee, Chair of Teaching & Learning committee) and that potentially one person would be able to do two of these roles.

ACTIONS

8.1 Clerk to update the standing orders with new Chair structure and prepare for ratification.

9. Establish pool of named governors for different panels

SB advised that as this is a small GB it will need to use whichever governors are available for extra panels. The HT agreed but advised that it is imperative that if a governor is part of a complaints committee that they are not attending two connected meetings.

10. Premises update – building project

JG provided an update on the new school entrance hall building project and related developments and savings. The HT also advised on possible savings and logistics. There was a general discussion around the project. Governors noted that a specific governor (JG) was taking a very close interest in the building project and that they will keep the GB updated, and it was acknowledged that 10% of the overall cost of the project will need to be raised.



11. Feedback from Governor Training/School Visits

RB queried the current process for recording governor school visits, and it was agreed that this will be kept as part of this item alongside governor training going forward.

RB confirmed that they had attended 'Know your School Visit' with the School Partnership Advisor, and that they had also attended the BCPFE governors' group.

SB confirmed that they had attended the School Forum meeting, the School Strategy Board meeting, and the Education Summit.

12. Urgent business not on agenda

n/a

The meeting closed at 7.04 PM

Signed[signed copy kept in school office]..... Chair of Governors

Date.....

The next FGB meeting will be on Thursday 13 December 2018 at 5.45pm