



- Present:** Fr David Clues (DC) – Chair, Amanda Healey (AH) – Headteacher, Rev Alice Whalley (AW), Rupert Bagilhole (RB), Ian Beggs (IB), Levison Kandi (LK), Fiona Graham (FG) – arrived during Item 2
- In attendance:** Sharon MacKenzie (SM) – Clerk
- Apologies:** Stephen Vinall (SV), Stephen Lawrenson (SL), Lara Coleman (LC), Fiona Keeling (FK) – Associate Member / Deputy Headteacher
- Quorum:** 7 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.

Item	Discussion and decisions
1.	<p><b>Welcome / apologies for absence and declarations of interest</b></p> <p>The GB <b>accepted</b> the apologies of SV, SL, LC and FK. IB declared an interest in Item 5 due to being a member of staff. There were no other declarations of interest.</p>
2.	<p><b>Minutes of the meeting held on 25.01.16</b></p> <p>Governors <b>agreed</b> the minutes were an accurate representation of the meeting. As well as adding items to meeting agendas, the following actions had been completed:</p> <ul style="list-style-type: none"> <li>• AH has completed the Pay Policy but it's not necessary to publish on the website.</li> <li>• AH reported that in 2014/15 there were two children in care, with funding used for Every Child A Reader (ECAR), counselling, Numbers Count and individual work with Learning Support teacher. In 2015/16 there has been one child, with very positive results.</li> <li>• AH has talked to SL and confirmed he will be able to attend the next FGB meeting.</li> <li>• The admissions form was updated and AH wrote to the Diocese explaining the potential issues that the governing body had discussed. A response was received to say that it had been raised with the National Society, although they couldn't offer any guidance as it hadn't been raised as an issue before. It will therefore be taken to the Diocesan National Conference next week and they will report back.</li> </ul>
<p><b>MATTERS ARISING</b></p> <p>2.1 Vacancies: one potential governor could not be appointed as they didn't meet the Diocesan criteria. Considering other clergy – <b>AH, DC and AW</b> to investigate further.</p> <p>2.2 Licences for the Safer Recruitment online training have now been assigned and AH has carried this out – <b>RB, AW, FG, FK and Jess Evans</b> still to do</p>	



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	<p>2.3 <b>Clerk</b> has drafted policy schedule – to be completed for September            2.4 DBS checks are up to date – <b>governors</b> to give AH a copy of their form            2.5 <b>RB</b> and <b>SV/AW</b> to book on HT Appraisal training in the 2016/17 year            2.6 <b>Clerk</b> to update governor nomination form to clarify the expectations of governors            2.7 <b>AH</b> to arrange another staff/governors meal for the summer term            2.8 Governor visits: RB has set date for Maths visit, IB and LC have arranged visit, <b>RB and Lucy Cooper</b> to set date for More Able visit, <b>AW &amp; AH/FK</b> to set date for data visit            2.9 Support Staff Appraisal – <b>clerk</b> to find out best practice from other schools for Resources Committee at end of term</p>
3.	<p><b>School policies for agreement</b></p> <p><b>a) Whistleblowing Policy</b></p> <p>AH had circulated Brighton &amp; Hove's model policy from July 2015, which encourages a culture of openness. Governors discussed the sections that needed to be completed:</p> <ul style="list-style-type: none"> <li>• (6.2) Members of staff should address concerns to the headteacher or chair of governors</li> <li>• (6.3) Members of the public should address concerns to the clerk to governors or headteacher</li> <li>• (Section 9) Recording, monitoring and reviewing should be the responsibility of the headteacher</li> </ul> <p>Governors <b>agreed</b> to adopt the policy, once the changes had been made.</p> <p><b>b) Equality Policy</b></p> <p>AH reported that she and Jess Evans (SENCO) had met Sam Beal (the council's Partnership Adviser for Health &amp; Wellbeing), who was satisfied with our three objectives.</p> <p><b>Q: Why do we have 'reducing prejudice based language' as an objective?</b>  <b>A:</b> We had an incident in the Autumn Term that we had to deal with</p> <p>Another objective is to achieve 'School of Sanctuary' status, and we are presenting at a local authority meeting next week due to our work with Syrian refugees.</p> <p>LC had provided governors with her comments on the policy, as this was her area of expertise. She suggested some tweaks, such as referring to the school's existing strengths more and also to recognise both direct and indirect discrimination.</p> <p><b>Q: Guiding Principle 6 reads like it is only the most vulnerable groups of pupils that raise standards across the whole school, can we modify this?</b>  <b>A:</b> We can change to 'including most vulnerable', or 'equally high expectations for all'.</p>



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	<p>Governors <b>agreed</b> to adopt the policy, once the changes had been made.</p> <p><b>c) Accessibility Plan</b></p> <p>Governors discussed adding into the plan that the building is already accessible and the school reviews pupils' access requirements when they start. When the refugee child started, Occupational Therapy carried out a visit to check we were accessible for a wheelchair.</p> <p><b>Q: Why are we focussing on the hall for the first objectives?</b>  <b>A:</b> We have a lot of children with sensory perception needs and the hall is a challenging experience for them. It is important for them to have a positive lunchtime experience as this will lead to positive learning in the afternoon. So this has an impact on all those children rather than a smaller amount in each classroom.</p> <p>AH reported that the school will obtain quotes for LED lighting in the classrooms and will take this forward when funding allows.</p> <p>Governors <b>agreed</b> to adopt the policy, once the changes had been made. The clerk will add to Policy Review Schedule that this should be reviewed annually.</p> <p><b>d) Behaviour Policy</b></p> <p>Governors asked for the statement on page 2 to be clearer about governors recognising that good or better teaching has a direct positive impact on behaviour.</p> <p>Governors <b>agreed</b> to adopt the policy, once the change had been made.</p> <p><b>e) Governor Induction Policy</b></p> <p>This is awaiting the paragraph on Ethos from DC and AW. AH and the clerk will then update and send to the new governors for further input.</p>
	<p>3.1 <b>AH</b> to amend Whistleblowing Policy, Equality Policy, Accessibility Plan and Behaviour Policy, as outlined above, and then publish</p> <p>3.2 <b>AH</b> to take forward the LED lighting in classrooms</p> <p>3.3 <b>Clerk</b> to update Policy Review Schedule – Accessibility Plan to be reviewed annually</p> <p>3.4 <b>DC/AW</b> to complete paragraph on Ethos for Governor Induction Policy, then to <b>AH/clerk</b> for updating and to new governors for further input.</p>



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4.	<p><b>Final Admissions Arrangements for 2017/18</b></p> <p>This had been circulated for reference and is now on the school website.</p>
5.	<p><b>Consultation on Staffing Structure</b></p> <p><i>IB left the room for this item.</i></p> <p>AH presented a detailed report to governors about the forthcoming consultation. This is due to the KS1 Co-ordinator's post only being temporary for one year so it is now necessary to consult on the staff structure for next year. AH is proposing to have phase leaders so there is more expertise at the Early Years Foundation Stage (EYFS) and KS1, in line with the school's priorities. Previously the Senior Leadership team has had mainly KS2 expertise. Human Resources have advised that a Teaching &amp; Learning Responsibility (TLR) point can be split between EYFS and KS1 leads. Other schools have a range of models, but in smaller schools not many have phase leaders.</p> <p>Governors appreciated that AH had identified the need for change and felt strongly that the aim should be for an infant co-ordinator who could lead across EYFS and KS1. They reiterated that the chosen model needs to be what is best for the children, whilst also being mindful of the budget as Pupil Premium funding is decreasing. They asked AH to change the consultation document to have an Infant Co-ordinator rather than Early Years and Key Stage 1 Co-ordinators.</p> <p>Governors agreed for AH to carry out a consultation with staff at the beginning of the summer term and for two governors to be available in the staff meeting when this was to be presented.</p> <p><b>ACTION</b>            5.1 AH to arrange to move forward with the consultation on staffing structure and <b>two governors</b> to assist with the staff meeting.</p>
6.	<p><b>Review of Governance 04.03.16</b></p> <p>Mike Nicholls (MN), local Chair of Governors and National Leader of Governance (NLG), recently carried out a follow-up Review of Governance (previously carried out by another NLG in 2014 after the Ofsted inspection). The feedback was very positive, acknowledging the improvements we have made. He recognised that governors had developed the narrative behind the data and that the area we most needed to work on was visioning, which is our focus for the next FGB meeting anyway.</p> <p>Governors discussed the forthcoming Governor Day on 11.07.16, in which MN will have a session with all governors. AW, DC, RB and LK confirmed their attendance – FG will</p>



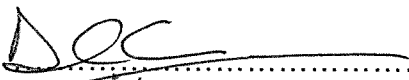
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	<p>check. AH will draft a schedule for the day, with class visits in the morning, then lunch, Review of Governance at 2.00pm and FGB at 4.00pm.</p> <p><b>ACTION</b>            6.1 <b>All governors</b> to confirm attendance at Governor Day at 11.07.16            6.2 <b>AH</b> to inform MN re Governor Day and draft a schedule</p>
7.	<p><b>Feedback from committees</b></p> <p><b>Teaching &amp; Learning Committee 01.03.16 (AW)</b> – governors had reviewed data for girls. The school has obtained an extra grant for a project to work on improving girls' attainment in maths and RB will be carrying out a visit to discuss plans for using this. Y6 writing is moving in the right direction and governors have asked AH/FK for a further update at the end of term. The committee focussed much of their discussion on Y6 and also looked at a sample of books in order to monitor the marking policy. It was recognised that there was significant commitment from staff to be marking at that level. In summary, there were still some concerns, but governors are satisfied that the school is putting in appropriate strategies to address these.</p> <p><b>Resources Committee 04.03.16 (DC)</b> – governors had scrutinised the outturn budget for 2015-16, which showed a predicted £10K carry forward. There is initially a deficit of £42K in the first draft of the budget plan for 2016-17, but there was a discussion about potential savings for half of that figure and the aim is to work on this further and present a balanced budget. Governors also approved the Scheme of Delegation and asked questions in relation to the Benchmarking Report Card, which compares our financial situation with other similar schools around the country. Class Of Their Own is closing after Easter and we are looking at different opportunities for after-school clubs, which may be cheaper for parents, and also reviewing the breakfast club expenditure so we won't need to subsidise it so much. The Lettings Policy was reviewed with the main change being the notice period increasing to a term and we are looking at opportunities to further let the hall.</p>
8.	<p><b>Governor visits</b></p> <p>All governors were reminded of the agreed procedure for school visits – ie to complete a visit report form and to fill in the log in the school office when visiting the school. The information can then be used in meetings as part of the monitoring role.</p> <p><b>8.1 All governors</b> to complete a visit report form and to fill in the log in the school office when visiting the school for any reason.</p>

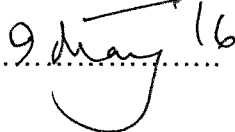


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9.	<p><b>Governor training</b></p> <p>LK had attended the Governors' Conference 'Closing the Gap' and had provided a detailed report, outlining the points from the keynote speeches and also from the discussion groups sharing good practice around the city. He noted that it was a very useful event for a new governor as he felt educated and empowered.</p> <p>LK had also attended the Diocesan induction session, which had given him the extra historical knowledge of governance in church schools, to add to the knowledge gained at the council's Governor Induction Programme last term.</p> <p>AW had also attended training recently and asked the clerk to send the proforma again.</p> <p><b>ACTION</b>            9.1 Clerk to send training report proforma to AW</p>
10.	<p><b>Clerks' Report</b></p> <p>The clerk presented a termly update, outlining local and national news affecting school governors, including:</p> <ul style="list-style-type: none"> <li>• SEND consultation, which is on the council's website until 22.04.16</li> <li>• 'Faith &amp; belief in education settings' – resource that has been sent into school and is available online</li> <li>• Education &amp; Adoption Bill passed – the Government's plans for 'inadequate' and 'coasting' schools</li> <li>• DfE School Financial Health &amp; Efficiency webpage – with some guidance for governors about the areas they should be asking questions about</li> <li>• Support for adopted children (AH reported the school currently has none)</li> <li>• Training &amp; Development opportunities for governors this term</li> </ul> <p>Governors asked the clerk to send more details about the 10 questions for the Resources Committee members to ask in meetings.</p> <p>AH and AW confirmed that they will be attending the SIAMS Inspection training at Church House on 7 July. We are due this inspection next year and they will meet with foundation governors.</p> <p><b>ACTION</b>            10.1 Clerk to send questions from DfE School Financial Health &amp; Efficiency webpage to Resources Committee members</p>



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11.	<b>Urgent action by chair</b>  There was none.
12.	<b>Urgent business not on agenda</b>  AH reported that a teacher is being appointed to cover maternity leave. FG agreed to help with interviews on 10.03.16.
13.	<b>Dates/focus of future meetings</b> <ul style="list-style-type: none"><li>• Next FGB on 09.05.16, 6.00 – 8.00pm, focus on visioning (Ann Holt)</li><li>• Governor Day 11.07.16, with FGB from 4.00 – 6.00pm</li></ul>

Signed .....  ..... Chair of Governors

Date.....  .....

(Summary of agreements and actions overleaf)



## Summary of agreements

(Item 3) Governors **agreed** to adopt the Whistleblowing Policy, Equality Policy, Accessibility Plan and Behaviour Policy, once changes had been made

## Summary of actions

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