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- Present: Stephen Vinall - Chair of Governors
Katie Blood - Headteacher (HT)
Ian Beggs
Stephen Berry
Fiona Graham
Francesca Urquhart
Fr Martin Morgan
Rupert Bagilhole
- In attendance: Tom Way - Clerk to Governors, Sarah Foster (School Business Manager, attended items 1, 2, 3.3, 4.1 & 4.2)
- Apologies: Fiona Keeling - Associate Member / Deputy Headteacher (DHT)
Stephen Lawrenson, Lara Coleman
- Quorum: 8 out of 10 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

There were no declarations of interest for this meeting. It was agreed that the Clerk will ensure there are physical copies of Governor's declarations of interest kept in a separate folder in the school office to be checked at the beginning of the school year, and that they will also be displayed on the school website.

The Chair will have a discussion with the HT regarding SL as we have not heard from him since his return from medical treatment and will contact him before the beginning of the new School year.

SB requested that the agenda documents items are listed in number order for future meetings; Clerk to arrange.

ACTIONS

- 1.1 Clerk to check declarations of interest records in school office and publish on school website
- 1.2 Chair/HT to discuss SL and Chair to contact before the new School year.
- 1.3 Clerk to numerate items on agenda document for future meetings



2. Minutes of FGB meeting held on 17.05.17

The GB agreed that several amendments are required on the minutes for the previous meeting on 17.05.17 –

- Item actions 3.1 & 3.2 to be amalgamated
- Action to be added in Item 3 regarding Educational Performance update from the DHT
- Item action 4.4 to include reference to Resources Committee
- Item action 9.2 to include reference to B.O.A.T

The Clerk will make these amendments and send a revised copy to the Chair/HT to be signed. It was also requested that the Clerk add the sentence 'Urgent action required' to the heading of the confidential items document.

The following actions have been met:

- New Resources Committee meeting structure with dates for 2018/19 to be agreed in the July FGB meeting - **ongoing** (Chair/HT to meet before July FGB to arrange future meeting structure, suggested as 2 weeks before FGB meetings)

[FG arrived]

- HT will incorporate financial benchmarking into actions required following the school's financial audit
- HT has added SFVS actions to the School Improvement Plan, supported by SB
- Pupil Premium Plan is displayed on the school website and the External Review to Governors has been incorporated into the School Improvement Plan
- HT has initiated contact with the LA regarding 2018/19 Admissions Arrangements, will follow up with contact to the Diocese – **ongoing**
- Pay Policy has been updated by the School Business Manager
- HT has met with Ruth Cummings and Rose Wisdom from the Diocese re induction; possible induction invitation in September
- HT has met with Alan Meadows (Brighton and Hove Attendance Officer). EMAS support the school policy of attendance (no holidays in term time) even for those children who may have moved to the UK from abroad. HT not currently authorising term-time absences and is drafting an updated Attendance policy.
- HT has been in contact with the LA regarding their response to the three-year budget submission
- Chair and HT have met with the Diocese to discuss proposed building plans
- Charging and Remissions Policy review incorporated into School Improvement Plan for January 2018
- Chair has signed City Partnership Governor's Agreement with HT on 25th May
- Chair has sent Parent's Survey to Clerk and has been forwarded to GB
- Chair has sent School Lunch Visit report to the Clerk and has been forwarded to GB



- Chair has sent C of E Education Strategy weblink to the Clerk and has been forwarded to the GB in advance of this meeting
- HT has met with Diocese B.O.A.T. and has postponed arranging a presentation for the time being due to the trust owning wanting to meet with Governors with a serious interest in joining.

Matters arising, not otherwise on the agenda:

The Chair requested that all actions noted in the minutes have an agreed date by which that action will be completed.

ACTIONS

2.1 Clerk to amend FGB minutes 17.05.17 and send to Chair/HT to sign, and edit heading of confidential item document

2.2 FrMM to look at how the Christian ethos can be embedded into the school. HT to link ethos and SIAMS inspection actions into School Improvement Plan – **update to GB at beginning of school year**

2.3 New school policy review schedule to be constructed by Clerk/HT in Autumn term – **ongoing**

2.4 Chair/HT to meet before July FGB to arrange future FGB and Resources Committee meeting structure

2.5 SB to work on Health & Safety checklist with Senior Leaders – **ongoing** (update in July FGB meeting)

2.6 FU to arrange classroom visit regarding library book gender bias and agree focus with HT (update at next FGB meeting); RB and FU to present library gender bias report at FGB meeting - **ongoing**

2.7 FrMM to produce a plan of fundraising proposals – **ongoing**

2.8 DHT to provide narrative for high-achieving disadvantaged children, showing where Pupil Premium has had an impact - **ongoing** (update for Autumn 2017)

2.9 HT to contact the Diocese regarding 2018/19 Admissions Arrangements

2.10 SB to carry out Review of Governance – **ongoing** (action for July FGB meeting)

2.11 Clerk to increase allocated time on agenda for reviewing previous minute's actions

2.12 SB and School Business Manager to meet and produce benchmarking report for Autumn term

2.13 HT and Chair to review Resources Committee Terms of Reference for September – **ongoing**

2.14 HT to review Parent's Survey and report back at next FGB meeting – **ongoing**

2.15 School Business Manager to check into technical issues regarding FrMM/SB/FU's school email accounts; all Governors to verify school email account access for confidentiality purposes



3. Headteacher's Report

School Improvement Plan

The School Improvement Plan is currently in development and an update will be provided at the next FGB meeting.

Safeguarding

Governors discussed a confidential safeguarding item, so this has been recorded separately.

Budget

The School Business Manager has finalised the school budget for the year 2017/18 and reported that a deficit of £7,000 is predicted, which is a large reduction from the £40,000 deficit that was expected.

Q: The Chair asked if there was any further improvement to be expected

The School Business Manager advised that if austerity measures are continued then it would be reasonable to expect either a cost-neutral/positive situation. The Chair acknowledged that this is a huge improvement as the school was previously in a position where compulsory redundancies may have become necessary. The HT advised that the school has had support staff available this school year but won't in the next year, so the hiring of supply staff may be required.

Q: The Chair asked if the FGB approved the budget being sent to the LA

It was agreed that the Chair and HT would sign the budget and send to the LA.

There was also a discussion around what teaching resources were covered by Pupil Premium, and it was agreed that the HT would complete the following actions –

- a) Identify where Pupil Premium money would be most effectively spent
- b) Speak to the LA on how Pupil Premium would affect the percentage spent on staffing
- c) Present a revised Staff Structure at the next FGB meeting

The Governing Body was asked to vote if it accepted the budget for 2017/18 as it currently stands, and it was accepted unanimously.



Educational Performance

Q: Could there be more detail identified in the education performance section of the HT's report?

The HT acknowledged this and will aim to provide more detail in this section of the report moving forward. The HT will also review the staff structure in the context of potential staff absence and where responsibility will fall as a backup option.

Q: Yr 1's attendance figures are lower than others; what actions have been taken in this regard?

The HT has addressed Yr 1 personally and encouraged attendance through pupil points, and has also approached specific parents about this issue.

Other developments

Q: How are confidential items minuted, in what format, and how are they saved?

There was a discussion around this topic, and the Chair asked that all future confidential minutes are to be printed on pink paper, and confidential minutes via email are to be sent in red text with 'confidential' in the subject line.

Q: How do we identify pupils with home-related/emotional issues, and pupils who may not have received a breakfast before school?

The HT advised that we have skilled teaching assistants (TA's) and mentors who are trained in identifying this, and we hold a breakfast club so that this is always available to pupils.

The HT also advised that that our mentors are skilled in helping pupils transition to secondary school where this is an issue.

Q: Is the HT confident that all resources discussed above can be maintained in next school year bearing in mind staff leaving/other changes?

The HT suggested that a review of Pupil Progress Meetings and intervention planning will ensure that support is targeted more effectively to the pupils that need it. There will be an adequate number of teachers and TAs to support each class. The HT acknowledged that having less available staff next year will present some challenges, but that this may be offset by the presence of student volunteers at the school, and also that this may be an appropriate time to enact these changes as they will eventually become inevitable and we are currently in a position to manage them effectively.



Q: The Pupil Points system can sometimes be counter-productive in practice – should it be reviewed?

The HT advised that in certain circumstances it may be best for the parent to speak to the class teacher individually. The HT also advised that Pupil Points operates alongside the Golden Time system, and the latter counterbalances the shortcomings of the former. The Chair suggested that it might be a good idea to review the highlights and the negatives of the Pupil Points/Golden Time systems at the end of the term as they are both relatively new.

Q: The Chair asked if in the light of recent cases of terrorism whether the Lockdown plan needs reviewing?

There was a discussion around this topic. It was identified that the LA had written to all HT's and Chair's in light of recent national events, with a model Lockdown Policy.

ACTIONS

- 3.1 Chair/HT to sign budget for 2017/18 school year and send to LA
- 3.2 HT to identify most effective use of PP money, contact LA regarding how PP affects staff spending percentages, present revised staff structure at next FGB meeting
- 3.3 Clerk to ensure future confidential minutes are to be produced in the agreed format
- 3.4 HT to plan review any security risks/Lockdown.

4. Resources Update

Budget for 2017/18 and three year forecast

See item 3.3 above

Financial benchmarking

See action 2.12 above

Addendum – A cohort of around 20 children (awaiting confirmation) attending in next school year will have a bearing on the school year budget produced in a year's time (and not the current 2017/18 budget)

Premises update – proposed building work

The HT agreed as an informal action that they will bring the proposed building work plans to the next FGB meeting for Governors to look at.



Governors discussed a confidential item, so this has been recorded separately

Agree Terms of Reference for Resources Committee

See action 2.13 above

ACTIONS

4.1 Confidential item action; see separate minutes

5. Parents' survey by Governing Body

The Chair advised that the purpose of this is so we can effectively evaluate ourselves and our performance. The HT has seen the document and is in agreement with it so they will prepare a final version and distribute to parents. There was a discussion around the best mechanism for distributing this to parents, and it was agreed that the HT and FG will work together on this, and overall the GB are in agreement on adopting the Parent's survey.

ACTION

5.1 Chair to prepare a final version of the Parent's survey and HT work with FG on the best mechanism for distribution

6. Feedback from Governor training

N/A as no Governor training has been undertaken since the last FGB meeting

7. Update from Brighton Deanery Schools meeting Church House

It was agreed that this item would be removed from the agenda as it was duplicated from the last meeting.

RB had attended a Partnership Governors Group Meeting regarding the Brighton City Partnership for Education, and advised that the group is producing a report soon on the value this adds to schools.



8. Urgent business not on agenda

There was a discussion around Baptism and Confirmation arrangements and the current procedure for parents arranging these with the school/Parish. It was agreed that parents will contact FrMM directly to find out more about baptism and confirmation.

There was a discussion around the Governors board on the school premises, and it was agreed that we will update the board as it currently is until a new format has been prepared. The Clerk will liaise with the School Business Manager and the Chair regarding outstanding Governor's photos.

ACTION

8.1 HT to let parents know to contact father Martin directly regarding confirmation and baptism.

8.2 Clerk to liaise with Chair and SBM re FK/FU/RB governors board photos and board update

The meeting formally closed at 8.10 pm.

[signed copy kept in school office]

Signed Chair of Governors

Date.....

The next FGB meeting will be on Wednesday 19 July 2017 at 5.00pm