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- Present: Mike Jee – Headteacher  
Rev Alice Whalley – Chair of Governors  
Stephen Vinall  
Rupert Bagilhole  
Ian Beggs  
Fiona Graham  
Stephen Lawrenson  
Fiona Keeling – Associate Member / Deputy Headteacher
- In attendance: Sharon MacKenzie – Clerk to Governors  
Fr Martin Morgan – prospective governor (until Item 5)
- 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**.

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## 1. Welcome / apologies for absence and declarations of interest

The chair welcomed Fr Martin Morgan, retired parish priest from Rottingdean, who is applying for a foundation governor vacancy.

There were no declarations of interest.

## 2. Minutes of the meeting held on 20.09.16

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

### Matters arising

The following actions have been met:

- Visioning session: priorities have changed due to the Ofsted inspection, so no longer an action
- Safer Recruitment online training: Rupert Bagilhole has completed
- Foundation governor vacancies: Fr Martin Morgan is applying
- Clerk has booked governors on the following training: Fiona Graham on Governor Induction, Alice Whalley and Stephen Vinall on The School Budget, Rupert Bagilhole on Introduction to Safeguarding and RAISEonline



- Clerk has updated Governor Support re the change in safeguarding governor
- Clerk has informed Ian Beggs about the DfE requirements for school websites, in order to check our website is compliant

The following are pending:

#### **ACTIONS**

- 2.1 Safer Recruitment online training:** Fiona Graham to complete in school this week, Fiona Keeling and Jess Evans to complete, Steve Vinall to also now complete due to taking over as safeguarding governor
- 2.2 Support staff appraisal:** headteacher to show governors the procedure used at Aldrington and implement in spring term; Mike Jee and Jess Evans to talk to staff this term
- 2.3 Chair to ensure the ethos statement is agreed as a priority and added to the Governor Induction Policy – on hold until after the Post-Ofsted School Improvement Plan**
- 2.4 Governor vacancies:** Ian Beggs and Stephen Lawrenson to complete skills audits so skills gaps can be identified in order to inform Diocese; no applications for parent governor so Fiona Graham to talk to parents at PTFA meeting tomorrow
- 2.5 Clerk to produce termly report for stakeholders, outlining what governors have done and how they have added value – to be completed**
- 2.6 Headteacher to identify the School Improvement Plan in the budget**
- 2.7 Fiona Keeling to contact headteacher of Middle Street to see if a response was sent to the School Meals team about concerns over fair pay**
- 2.8 All governors to send Declarations of Interest to clerk**
- 2.9 Governors will be linked to the School Improvement Plan priorities once agreed, which will be brought to the next meeting**
- 2.10 Clerk to meet with Fiona Keeling to complete policy schedule and meeting structure**

#### **Minutes of the Teaching and Learning meeting held on 29.06.16**

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

#### **3. Feedback from Ofsted inspection**

The headteacher had drafted a letter to parents, which will be sent out with the Ofsted report tomorrow. Governors agreed that the tone was good. There are meetings planned for parents so they can be informed about how the school plans to get to 'Good'.

This is a springboard to the future and it is important for parents to realise that this was a snapshot; they should be encouraged to read the full report and the headteacher will explain it in more detail at the meetings. Parents should also be aware that Writing was actually above average, not below as it said in the report. It was agreed that Fiona Graham, parent governor, would attend the afternoon session on 19 October.



Governors discussed how to better engage parents. There will be a staff and governors INSET day to look at the values of the school and how to get parents better involved. We could also invite members of the PTFA and offer a crèche.

The headteacher informed governors that staff are positive and realise that we'll get better results this year due to changes that have been made and we'll be well on the way to Good. Governors noted that it is positive that parents and pupils have a high regard for the school and this is an opportunity for all groups to work better together.

#### **ACTIONS**

**3.1** Fiona Graham to talk to parents after the PTFA meeting about how we can engage better with them

#### **4. Educational Performance**

Governors reviewed the whole school data and noticed that More Able children were not tracked enough, but it was explained that this is due to it being such a small cohort. Governors did ask for gender to be tracked though, so this will be included next time.

The headteacher explained that, overall, attainment and progress are consistent and above the national average. Staff are aware of the different groups of children in a cohort – eg BME, gender, disadvantaged etc. Governors agreed to monitor the groups at each meeting.

**Q: What is the current guidance on Pupil Premium?**

A: We will be inviting an external adviser to carry out a Pupil Premium review as soon as possible and we can then reflect on this.

**Q: How can we monitor pupil progress at each meeting in a different way?**

A: We can provide books and check marking for progress for three pupils (different abilities) – from each key stage

Governors discussed asking Rose Wisdom from the Diocese to carry out a Review of Governance - chair will follow up.

Governors were presented with the Fisher Family Trust Dashboard, which they agreed could be discussed at the next meeting.

***Fr Martin Morgan left the meeting at this point.***



#### **ACTIONS**

- 4.1** Fiona Keeling to track gender on the whole school data sheet
- 4.2** Governors to monitor the different groups at each meeting
- 4.3** Headteacher to provide samples of books for governors to monitor in meetings
- 4.4** Headteacher to provide governors with report from Pupil Premium review
- 4.5** Chair to ask Rose Wisdom to carry out a Review of Governance
- 4.6** Clerk to add Fischer Family Trust Dashboard to next FGB agenda

#### **5. Headteacher's report**

The School Improvement Plan will be drafted after half-term, based on the recommendations in the Ofsted report. Governors will be invited to a staff meeting so that the plan can have everyone's input. The plan will be in a simple and clear format.

Governors discussed how parents could be involved in the School Improvement Plan, such as having a flip chart at drop-off time for them to state their views on specific questions. The chair and Fiona Graham will take this forward.

Governors recognised that safeguarding came out well in the Ofsted report and there is a good culture of awareness. Stephen Vinall has met with Jess Evans, designated safeguarding lead, and has challenged her on Section 6.3 of the policy, asking for evidence and impact. This will be presented in a report at the next FGB meeting.

The headteacher informed governors that he would be sharing with staff what they had done at Aldington in relation to British Values, such as pupils agreeing a Code of Practice for the school playground. Ian Beggs will look at how this can be best displayed on the school website.

The bullying report for the spring and summer terms was tabled. Governors noticed that the same child was mentioned as being bullied on both reports and they were reassured that this was being dealt with.

The headteacher explained that lunchtimes are being rearranged to improve children's experiences in the playground, resulting in less children being in the playground at any one time.

**Q: What can we do to instil acceptable behaviours at these times?**

A: We do this through assemblies and reminders, as well as the support staff on duty being extra vigilant. We need to re-educate the staff and open their eyes.

**Q: Do we still have a buddy system?**

A: This hasn't been in use for a while but it can be started again.



**Q: Do we reward good behaviour in the playground?**

A: Not at present, but that's a really good point. We could allocate extra golden time for year groups.

**Q: The lunch hour is such a large proportion of the week - almost the length of a lesson - is there any way that teachers can be on duty at lunchtime or can we train the MDSAs further?**

A: There is a new system being introduced and there will always be a member of the Senior Leadership Team on duty in the hall.

**Q: When was the last time the slide in the playground was risk assessed?**

A: We've now increased the supervision in that area - the slide is currently out of action, as is the climbing frame.

The new system for the lunch hour involves a maximum of four year groups in the hall at any one time rather than the whole school, so the noise level will decrease. The time has changed to 12.00 - 1.00pm rather than 12.30-1.30pm. This means that teachers' 10% Planning, Preparation and Assessment (PPA) time can now fit into a whole afternoon.

New equipment is required in the kitchen. The School Meals Manager was in school today and they had a positive meeting.

**Q: How will you measure the impact on these changes?**

A: We have carried out a survey with the children about how they feel at playtime etc, so we will carry out another one once the new system is embedded.

Governors agreed to focus their school visits this term on playground and lunchtime visits.

**ACTION**

- 5.1 Chair and Fiona Graham to arrange for a flip chart for parents to write their views on the School Improvement Plan
- 5.2 Safeguarding report on evidence and impact to be presented at next FGB meeting
- 5.3 Ian Beggs to look into how British Values can be displayed on school website
- 5.4 Governors to carry out playground and lunchtime visits this term

**6. Policies for agreement:**

Governors noted that the anti-bullying policy had been updated by Jess Evans, but this did not need to be ratified by the governing body.

The Pay Policy will be deferred to the next FGB meeting.



**ACTION**

6.1 Clerk to add Pay Policy to next FGB agenda

## 7. Finance

The headteacher reported that there is currently a deficit of £9,000. The expenditure on staffing is still not known due to the uncertainty about the headteacher salary. Governors queried why there was a deficit when we were previously reassured that the budget was on track. The headteacher will contact School's Finance to ask for someone to look at the budget independently. All headteachers are struggling with their financial position so we need to keep on top of it. The priority is to look at the biggest expenditure: Pupil Premium and staffing. Governors asked that by the end of term they receive an outturn statement, with some benchmarking, comparing with other similar schools.

The hall refurbishment is approximately £7,000 underspent and the headteacher has discussed with the architect today about spending this on refurbishing the doors or a stage. The architect suggested that we put in a substantial bid for projects in the school, eg a new entrance area. However, this would require us to contribute 10%, but we could take out a loan or gain more income from lettings now that the hall has been refurbished. Governors noted that any discussion about how we use the hall moving forward must include the church authorities, as it is jointly owned. The church doesn't pay into the maintenance though, so doesn't receive a share of the income.

Governors discussed the health and safety in the playground. The stairs and the top playground are leased and it is the responsibility of council, so they will carry out repairs.

Fiona Graham offered to investigate accessing lottery funding for updating the playground equipment and has requested a brochure from Schoolsapes.

**ACTION**

7.1 Headteacher to ask Schools' Finance for independent review of the budget

7.2 Headteacher to provide governors with outturn statement and benchmarking by end of term

7.2 Fiona Graham to investigate new playground equipment

## 8. Headteacher Appraisal

The School Partnership Adviser will be meeting the headteacher on 20.11.16 and as no governors are available at short notice, the suggested objectives will be sent to governors for their comments. This is different to the usual process due the headteacher being on part-time secondment.



### 9. Feedback from governor monitoring visits

There have been no visits yet this term but governors agreed to the following before the next meeting:

#### **ACTION**

- 8.1 Rupert Bagilhole to carry out a visit on behaviour and lunchtime play
- 8.2 Ian Beggs to review the school website and produce a report on compliance

### 10. Urgent action by chair

There was none.

### 11. Urgent business not on agenda

The chair explained the process for the headteacher recruitment and that the next stage would be for the panel to meet with the School Partnership Adviser and a Human Resources Adviser.

#### **ACTION**

- 10.1 Chair to let governors know when a date has been agreed to discuss the headteacher recruitment with the local authority

### 12. Set meeting dates

- 22 November 2016, 6.00 - 8.00pm – apologies from RB

The meeting closed at 8.00pm

Signed Ken Halley ..... Chair of Governors

Date 22/11/16 .....