



**Meeting of Full Governing Body  
3<sup>rd</sup> March 2014  
6pm  
Year 6**

**MINUTES**

**Governors Present:** Ken Caplan (Chair), Chloe Edwards, Maya Fender, Lynn Gayford, Saskia Knowles, Ruth O’Keeffe, Philip Rowland, Romey Sawtell, Debbie Ticehurst, Sarah Timlin, Ros Toomey (from 6.52pm), Roy Watkinson

**Associate Members Present:** Carol Ofield

**Officers Present:** Teresa Carter (Clerk)

**In Attendance:** Di Francombe (for item 2)

<u>Agenda Item</u>	<u>Action</u>
<b>1 Introduction</b> <ul style="list-style-type: none"><li>a) <b>Apologies for Absence</b> Apologies for absence received from Sara McKenna</li><li>b) <b>Declarations of Interest</b> None</li></ul>	
<b>2 Governing Body Delegated Powers</b> Discussion under this item has been recorded in supplementary confidential minutes.	
<b>3 Last Meetings dated 2<sup>nd</sup> December 2013</b> <ul style="list-style-type: none"><li>a) <b>Acceptance of Minutes</b> The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 2<sup>nd</sup> December 2013 subject to amendment of a typing error on a governor name and a note regarding one governor’s non-attendance at the meeting. The Chair signed the minutes as confirmation of their accuracy.</li><li>b) <b>Matters Arising from Meeting not Included Elsewhere on Agenda</b><ul style="list-style-type: none"><li>• Home School Agreement had been approved and circulated to parents.</li><li>• Year one phonics improving but not up to required level yet.</li><li>• Poor behaviour (in some classes) and irregular attendance (in Reception) still causing some disruption to children’s learning.</li></ul></li></ul>	
<b>4 Chairs Update</b> The Chair of Governors advised that the permanent Headteacher would commence duties from 22 <sup>nd</sup> April 2014 and until then the Interim Headteacher would retain responsibility. This would also cover the Easter holiday period. Governors were appreciative of the efforts made by Sarah Timlin during the interim period and to Priory School for enabling the secondment.	
<b>5 Headteacher’s Report</b> The Interim Headteacher presented her report in a format that was welcomed by governors as being comprehensive, yet clear and informative. The following points were discussed: <ul style="list-style-type: none"><li>• Pupil numbers were 206 on the annual census return, including 33 on the special educational needs (SEN) register. Children with statements for SEN had attached funding to support delivery to meet specific needs. 13 pupils eligible for free school meals.</li><li>• Year 6 pupil performance data was provided demonstrating progress and achievement using an average point score measure in reading, writing and maths. The performance</li></ul>	

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for the specific pupil groups of gender, pupil premium and special needs was provided. The latest data collection would show an improved position when downloaded to the assessment system.

6.52pm - Ros Toomey arrived at the meeting.

- Pupil attendance for the first two terms was good at 96.18% and indicated that pupils were happy and felt safe at school. A pupil survey was recommended to gauge pupil satisfaction further.
- Comments from school improvement partners and external advisor regarding behaviour management had both been positive.
- As a school identified as being in need, additional support was being provided by the local authority in the form of a one to one provision for year 6 pupils.
- Teacher appraisals had been completed and targets for school improvement agreed.
- Details of leavers and appointments had been included within the report and parents would be advised as appropriate. The arrangements for recruitment were discussed and Governors asked that actions were taken to ensure a fair and clear process and that Governors be represented on any recruitment panels.
- Resourcing issues included ICT updating and premises maintenance.
- Security and safety arrangements had been improved significantly, as verified by recent safeguarding and health and safety mini-audits from County. The latest fire drill evacuation was completed in the very quick time of 2 minutes and 40 seconds. Governors asked for detail on the revised safeguarding arrangements and in particular the arrangements for parent assemblies.

An updated school improvement plan had been provided with traffic light colour coding to show progress. The addition of a front sheet was useful to governors in providing a clear concise summary of the 5 key improvement areas as follows:

- Raising attainment and outcomes
- Developing learning and teaching
- Enhancing behaviour and safety
- Enhancing leadership and management
- Improving systems and infrastructure

## 6 Other Governance and Regular Items

### a) Lewes Co-operative Trust

The Governing Body were updated on the progress made with setting up of the partnership trust and conversion to foundation status. A number of documents had been circulated in advance including some questions that Governors felt required answering before formal agreement to the setting up of a trust. There was a major concern about the number of trustee appointment arrangements within the proposed articles of association, as it had been understood that two trustees would be appointed from the full member schools and one from each of the associate members. Furthermore a memorandum of understanding had been referred to but had not been included within the final papers. Overall it was felt that there was lack of clarity on what powers the trustees would have over individual schools and school assets and that clarification was required in advance of the scheduled joint meeting with Priory School later in the week.

**ACTION - Further information to be circulated in advance of the meeting with Priory including any response to the questions from the legal team supporting the Cooperative College.**

RW

### b) Safeguarding

An action plan had been drawn up and implemented following a safeguarding audit . The Deputy Headteacher proposed an updated child protection policy and a new social media policy. These had not been circulated in advance and Governors discussed how they could be approved promptly. The Clerk advised against approval by email, as it did not

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give opportunity for discussion. The approval of the social media policy was deferred.

**ACTION - Child Protection Policy to be circulated in advance of the additional Full Governing Body meeting scheduled for later in the week when it would be formally proposed for approval.** CO

**c) Statutory Policies and Other Documents**

- **Complaints Policy**

Approval of the complaints policy

**d) Governors Vacancies and Recruitment**

Two Governors terms of office were due to expire before the end of the school year. Both left the room in turn whilst the remaining Governors discussed their reappointment. It was noted that a change in the categories of Governors would be required on transfer to foundation status and that one of the reappointments could be made under an increase in numbers at that time. The other was a Local Authority Governor position. The Chair of Governors agreed to discuss further with the current local authority governor.

**AGREEMENT - The Full Governing Body agreed to the appointment of Ken Caplan as a Governor at the end of his term of office as a parent Governor. This would be either as a co-opted or foundation governor and would be determined at a time when the constitution was being agreed for foundation status.**

**7 Reports and Recommendations from Committees**

**a) Teaching & Learning Committee Meeting 13<sup>th</sup> January 2014**

- **Behaviour Policy for Approval**

The approval of the behaviour policy was deferred pending a review in particular by the incoming Head Teacher, Martyn Giddens.

**b) Resources Committee Meeting 11<sup>th</sup> February 2014**

- **SFVS**

The Clerk advised that the schools financial value standard required submission by 31<sup>st</sup> March 2014 and as such needed to be approved by the Full Governing Body. The working group however had not met as planned and were not in a position to propose the return.

**ACTION - SFVS working group to meet on 12<sup>th</sup> March 2014 to complete the annual return in consultation with the Local Authority.** KC RW

- **Charging and Remissions Policy**

**AGREEMENT - The Charging and Remissions Policy was approved as presented.**

**8 Any Other Business**

**a) Governor Training**

Governors were reminded of upcoming training and available online training.

Meeting ended at 8.09pm

Date of next meeting 6<sup>th</sup> March 2014

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**Actions Arising from Full Governing Body Meeting 3<sup>rd</sup> March 2014**

<b>Actions Agreed</b>	<b>By Who</b>	<b>By When</b>
Further information to be circulated in advance of the meeting with Priory including any response to the questions raised	RW	Immediate
Child Protection Policy to be circulated in advance of the additional Full Governing Body meeting scheduled for later in the week when it would be formally proposed for approval.	CO	Immediate
SFVS working group to meet on 12 <sup>th</sup> March 2014 to complete the annual return in consultation with the Local Authority.	All	31 <sup>st</sup> March 2014

Signature.....Date.....