



## Full Governing Body Meeting Minutes

*Wednesday 5<sup>th</sup> February 2014, 5.45pm*

Attending: Alan Velecky (Chair), Annie Schulte, Liz Kaye, Sarah Brydon, Jeremy Bamber, Ian Rothery, Stewart Hunt, Sue Warren, Matt Kent, John Stockdale, Daniel Horan and Scott O'Brien.  
Minutes: David Rogers (Clerk).

### 1. Apologies for absence

Apologies were received and accepted from Jo O'Donoghue and Rosalyn St. Pierre.

### 2. Declarations of Interest & Confidentiality Reminder

No declarations of business or pecuniary interests were made. Governors were reminded of the confidentiality of some items in this agenda.

### 3. Welcome to new governors and introductions

All Governors introduced themselves and a welcome was extended to new Governors.

✓ **JS was confirmed as Community Governor.**

New Governors were provisionally allocated to committees: SO to the Organisation Committee and JS, DH and SB to the Learning Committee.

✓ **AV proposed LK as Chair of the Learning Committee, seconded by MK. There were no other candidates and LK was unanimously elected.**

### 4. a. Minutes of previous meetings

#### *i. Approval of minutes*

##### **a) FGB Minutes (AV)**

AV reminded Governors that volunteers were needed for Newsletter dates, Inset Days and Parent Forum meetings.

➤ **SW undertook to do DBS checks for new Governors.**

➤ **The Clerk undertook to send out other induction forms to new Governors**

Governors discussed the transferability of the new Disclosure & Barring Service (DBS) check.

All actions of the previous minutes had been or were being discharged. The minutes were agreed to be a fair record of the last meeting and signed by the Chair.

#### *ii. Summary / questions of the minutes*

##### **a) Strategy Committee Minutes**

The minutes of the meeting of 15/1/2014 were summarized by AV.

AV reported that both JS and DH had been recruited as Governors since this meeting.

##### **b) Learning Committee Minutes**

The minutes of the meeting of 22/1/2014 were summarized by AV.

There is a danger that implementation of the new curriculum for 2014 is detracting from priorities set in the 1-year plan. Governors asked what they could do to help. AS said that Link Governors might ask their staff subject leader and that the Governing Body would be able to oversee keeping the school on track. AV said that the 3 year plan had this kind of oversight built in.

##### **c) Finance Committee Minutes**

The minutes of the meeting of 29/1/2012 were summarized by JB.

SW had an update on the Financial Audit – the unknown quantity of £10,200 in the Nursery accounts had been resolved. SH said that the County external audit was a useful resource. Governors discussed the problem, raised by the audit, of the school's relationship with the Nursery.

Governors discussed the mechanism of how rates in the Lettings Policy are delegated to the Finance Group. The Lettings Policy had been reviewed by the Finance Group and recommended to the Full Governing Body.



- ✓ **The Lettings Policy was approved unanimously.**

#### 4. b. Headteacher's Report

*This item was inserted during the meeting*

AS submitted the Headteacher's Report in JO's absence (see Appendix 3).

◆ A Governor asked about parity between the old and proposed assessment systems.

AS said that the next end-of-KS2 SATS will use the old system but that the new system does not yet exist. The new SATs will be more challenging.

The proposed Inclusion Manager would handle *More Able, Gifted & Talented* children as well as other types of special need.

DH has been doing some work in school towards the ongoing 'Closing the Gap' issue.

#### 5. Learning Committee presentation of RAISEonline data

LK submitted a presentation summarizing the results and implications of RAISEonline data for 2012/13 (q.v.)

◆ A Governor asked how current the predictions could be, based on this data.

The data covers last year but AS said that there are three assessments in school per year to track progress and so data predictions can be sufficiently accurate.

AV said that the Learning Committee focus on data is the mechanism of tracking for Governors.

#### 6. Headteacher Performance Management update

AV summarized the Headteacher Performance Management process and said that Ofsted was currently zealous on the subject of school Performance Management.

The Performance Management subcommittee (currently consisting of AV, IR and RS) meets twice a year. Its deliberations are confidential but AV described its process:

- AV initially meets with members of the SLT - AS, SW and Adam Moylett, who reflect feedback from other staff and give their own perspectives
- The Performance Management subcommittee then meets prior to their meeting with the Head for AV to share the feedback that he has received and to agree key greens and reds for the head
- An external advisor (this year Mary Burr, an experienced Head) is present to help with analysis of school performance data and professional knowledge.
- The Head then joins the meeting
- The Head's performance against the previous year's objectives are reviewed,
- The Head then reviews her own performance using the green / red coaching model (green = strengths, red = development areas) and AV then gives his perspective based on the feedback received, leading to an agreed list of greens and reds
- Headteacher objectives for the coming year are agreed, which focus both on actions to address 'red' areas of performance and to address personal / school development priorities
- At a later meeting AV and JO discuss these objectives in more detail.
- The Head leaves the meeting, and the Committee discusses her performance against objectives and her greens / reds. The pay award is agreed on the basis of whether her objectives were met and the general strength of her performance.

The Headteacher objectives agreed for this year may be summarized as:

- 1) Managing staff performance and appointment of an Inclusion Manager
- 2) Professional development of mid/senior leaders
- 3) Pupil Premium and SEN pupils to make at least expected progress
- 4) To develop a dynamic and creative school curriculum to enhance participation and performance in sports, arts and music

AV reported to Governors on the Head's performance against last year's objectives.

◆ Governors asked how parents' perceptions and opinion had been fed into the process.

AV said that the initial data gathering process had drawn on Parental Survey data.



- ◆ Governors asked if the process included any recognition of meeting and exceeding these objectives.

AV said that the system only recognises a threshold level.

- ◆ A Governor asked how the objectives are moderated with County or National standards. AV said that this was part of the role of the external advisor. IR said that the RAISEonline results expressed the bottom line of this process and if improvement in learning is not happening then the problem would be most apparent here. AV said that the process had been discussed recently at the Lewes Chairs Forum and that it was a serious responsibility with not much guidance available.

## 7. School Development Plan / 3 year plan update

AV had been adjusting the 3-year plan to align the indicators with Ofsted headings in the same way that the SEF and 1-year plan do. In the 3-year plan it had been more difficult to quantify progress. AV had met with JO to attempt to synthesise the plans. JO will be sharing the latest version with staff on Wednesday.

- ◆ A Governor asked if it would be possible to amalgamate RAISEonline, the SEF and the aspirations of the SLT into this process.

AV said that goals must be achievable and realistic and that there was an issue in that RAISEonline is old data. However, issues reflected in RAISEonline data should be reflected in the 3 & 1 year plan objectives.

- ◆ A Governor asked how individual responsibility for each target is assigned.

AV said that it is a function of the 1-year plan to show what individuals are accountable for.

JB said that the plan represented a leap forward and that Governors must make sure areas of concern do flow through.

## 8. Governor Priorities update

AV explained that the Governor priorities for the coming year are fed from the overarching 3-year plan. The Key Performance Indicators (KPIs) in the plan also match the school's 'Data Wall' as indicators of school performance. How to implement centralised tracking of Governor monitoring/questioning is a work in progress.

AS reported the difficulties of arranging visits to Outstanding Schools, who are beleaguered with similar requests. AS and JO were making arrangements with schools in Seaford and Oxfordshire and consulting the Trust partner schools to share best practice.

## 9. Policies update / VLE demonstration

IR summarized the process of Policy Review and Approval designed by Mark Moody and him (q.v.). The process has been much simplified to reduce committee workloads. A key change is the emphasis on whether and how the resultant Policies have been put into practice. The timetable of review and individual allocation of Policies is to be decided by each committee.

- ✓ **Governors approved the new Policy Review and Approval Procedure.**

*Mark Moody and Emma Allen joined the meeting at 19:30*

## 10. Governor Training

*This item was deferred to the next meeting.*

## 11. FGB Approval of Local Financial Procedures

SW had circulated the Local Financial Procedures again. Governors felt that the Finance Group had not sufficiently reviewed these to recommend approval.

- ✓ **Governors decided to add the Local Financial Procedures to the agenda of the next Finance Group meeting.**

## 12. Farewell and thank you to Mark and Emma

Governors thanked and offered a presentation to Mark Moody and Emma Allen for their work as Governors and Chairs of the Finance Group and Learning Committee, respectively. AS echoed these thanks on behalf of JO and the school.



### 13. Any Other Business

AS canvassed Governors who needed passwords for the VLE.

MK reported on a parents' petition to County about parking problems caused by inadequate space at drop-off and pick-up times. A letter had been sent to County Councillors. The Initial response appeared negative, but the recent road accident had caused a more vocal support.

MK had met with AS and SW about the concept of solar panels on the roof from installers Ovesco. There are both legal and planning issues.

- **MK undertook to obtain and circulate more detail on what Ovesco do.**

### 14. Meeting closed at 7.50



## Appendix 1 – Action Points

- 1) SW to do DBS checks for new Governors.
- 2) The Clerk to send out other induction forms to new Governors
- 3) MK to obtain and circulate more detail on what Ovesco do.
- 4) Governors decided to add the Local Financial Procedures to the agenda of the next Finance Group meeting.

## Appendix 2 – Key

- Action
- ✓ Resolution
- ◆ Governor Question



## Appendix 3 – Headteacher’s Report (summary)

### *Background information and implications*

#### Children

##### **Admissions and space - in year admissions**

There is an increase in pupil numbers. The double class in Year 2 and mixed class in Y4/5 have led to spaces being available. We now have 253 children. There are implications on space and playground and future class organisation (Y4/5)

##### **YR applications**

YR applications for 2014 are 31 on first preference and 54 on all preferences - so we are oversubscribed. This is even with increase in intake numbers at Ringmer CP.

##### **SEN**

There are more statements of SEN (11) including reintegration from Cuckmere House.

#### Staffing

There are some unresolved issues e.g. the Deputy Head and maternity leave. Getting nearer to resolution!

#### Premises

Premises: LA have agreed that we can keep the side gate closed (after a big struggle!) so admissions are now measured from the main gate. There are implications for our Travellers who are now entitled to a taxi.

#### Nursery

We are exploring our options: this will need Governor discussion.

### *What’s on the horizon for 2014?*

#### General

##### **Curriculum**

A new curriculum will be in use in September.

Curriculum: our plans and a heads-up re the need for staff training.

SEN: reforms are still unclear but we know the system will have changed by September. Creating Education, Health & Care plans instead of statements! Abandoning the current code of School Action and Action Plus etc.

##### **Pupil Premium**

Pupil Premium funding: an increase to £1200 per pupil and funding for LAC and adopted children of £1,900. Increased accountability.

##### **Assessment changes:**

No more NC levels from 2015 but no news about what will replace them! KS2 testing; no calculator paper; changes to the reading paper.

##### **Ofsted changes**

Increased emphasis on behaviour and attitude to learning

#### Local agenda

##### **Lewes Learning Trust (Cooperative)**

Update: the consultation is nearly completed (Friday). Heads will begin to work together. Further Governor involvement will be needed re: representation on the Trust’s management board

##### **Ofsted in East Sussex**

East Sussex has not been having a good time! Increase in numbers of schools in special measures and requiring improvement, many dropping at least 1 category from previous inspection. We feel the pressure is on!

#### School agenda

##### **Leadership and staffing**

Changes in the leadership team structure are currently dependent on the resolution of the Inclusion Manager situation.

**School Development Plan - priorities for 1 year**

- Closing the Gap —SEN and FSM
- Outstanding teaching
- Behaviour: ambitious attitudes.
- Leadership at all levels: MLL's and children
- Developing our understanding of the Christian faith in the context of a multi faith society

**Progress to date**

Progress will be reported to Governors in the SDP with added columns for red, amber and green progress three times per year. We still have a way to go.