



Full Governing Body Meeting Minutes

Wednesday 3rd July 2013, 5.45pm

Attending: Alan Velecky (Chair), Ian Rothery (Vice-Chair), Julie Harris, Mark Moody, Jo O'Donoghue, Alastair Pickering, Annie Schulte, Sue Warren, Stewart Hunt, Sue Govus, Anne Baker and Matt Kent.

Minutes: David Rogers (Clerk)

1. Apologies for absence

Apologies were received and accepted from Emma Allen 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. Minutes of the last meeting & matters arising

The minutes were agreed to be a fair record of the last meeting.

4. Summary and Questions of Committee Minutes

i. Learning Committee

The decisions and actions of the minutes were summarized to Governors.
Governors discussed innovative ways of using the PE funding.

ii. Wellbeing Group

The decisions and actions of the minutes were summarized to Governors. All actions had been, or were being, discharged.

➤ **SH undertook to complete and circulate the Benchmarking Report.**

Governors congratulated SH on a comprehensive report.

IR said that there had been a clear improvement in the safety of the premises over the last three years. The Complaints Policy and the E-safety Policy had been completed.

➤ **The Clerk was instructed to update the Complaints Policy on the website.**

MK said that the Parking Survey it would be taken to a different forum.

MM had explained that the Risk Analysis Report is required by SFVS which must be statutorily reviewed annually.

✓ **Governors unanimously approved adoption of the ESCC Whistle-Blowing policy.**

5. Federation update

IR and JO had attended a meeting of the Lewes Cooperative Learning Partnership. All partners agreed to the consultation process except Wallands, who were absent, and Western Road, whose Head appears enthusiastic. All partners will have their Chair and Head on the Board but those who are not full partners (e.g. church schools) will have only one vote. The Executive Committee have been named. The announcement of the beginning of the consultation will be made just before the New Year with the proposed launch in April. Not all schools have fully briefed their staff. All schools have agreed on the key priorities. Governors asked how the success of the consultation would be measured. IR said that the process of consultation will be supported by the Cooperative College and the process will be better understood by Christmas. JO said that the briefing session exercise had been useful and governors should consider making use of it.



6. Headteacher summary of Standards & Achievement and Quality of Teaching

JO had made two presentations to the Learning Committee on these subjects (q.v.) and delivered a report to the Governing Body (q.v.). Governors enquired about the oversubscription in Reception for 2013/14 and JO described the extent of the school's control over this.

There are fewer sibling applications and stricter controls on later applications. There has been much illness this year and attendance is slightly down - the Wellbeing Group should continue to monitor this factor. One of the three persistent absentees may need intervention by the Education Welfare Officer.

In answer questions JO explained that the SPAG test, although administered, is not reported this year in RAISEonline.

At the end of Year 2, attaining level 3 in Writing remains an issue. Governors discussed possible reasons for this and JO suggested a deviation from the National Strategy.

Governors enquired about the three children in Year 3 who have not reached Year 1 levels - one of these has no SEN.

Governors discussed the problem of parents not claiming for free school meals particularly for those children who bring packed lunches.

The Pupil Premium statement will be revisited in September.

Governors discussed the financial implications of Catherine Hann's secondment to the nursery.

Staff attendance is problematic, largely as a result of much absence from one member of the support staff. AB reported on the out-of-hours Breakfast Club.

7. Questions to Head

- ✓ **There are two questions to the Head pending, which will be carried over to next meeting.**

8. School Development Plan - Governor Actions

AV gave a presentation on the subject of the Governor Actions element of the Development Plan.

Considering the suggested priorities, Governors discussed the difficulty of finding outstanding schools in the area to visit as sources of information.

The problem of evidencing the independent monitoring of the school was considered (particularly for inspections) – AV said that some form of centralised, accumulated record was necessary. In particular the evidencing of Performance-Related Pay is a new factor. Governors were concerned that Performance-Related Pay is a new Ofsted criterion and must happen in September even though all interested parties may not have been fully consulted.

Different focuses in the SEF and SDP need dividing up among the committees. Governors considered use of the risk assessment and aligning the Governor Planner with the SLT's Monitoring & Evaluation Schedule.

9. Policy update

MM and IR have taken on the task of considering the new policy update process.

10. Parental Survey update

EA has compiled an online version of the parental survey which should be publicised to parents.

- **AV undertook to write a piece for the Friday class newsletter.**

It was felt that publicising the ParentView site at the same time might diffuse the issue.

11. Equalities Annual Overview

IR gave a report on Equalities for the end of year statutory review (q.v.). The overview was quite positive but JO said that we needed to be proactive in asserting the importance of what is acceptable behaviour.



12. Farewells and governor recruitment update

AB and AL are leaving the governing body. Both were thanked by the governing body for their contribution, hard work and positive attitudes and presented with gifts.

13. Any Other Business

MK asked that the cycle path consultation be advertised by the school.

JO warned that Ringmer primary school is expanding to 1 ½ form entry, which will impact on South Malling School

Next year the new vicar will join the governing body and there is an interested party for the post of Foundation Governor who several governors recommended.

14. Meeting closed at 7.35



Appendix 1 – Action Points

- 1) SH to complete and circulate the Benchmarking Report.
- 2) The Clerk to update the Complaints Policy on the website.
- 3) AV to write a piece for the Friday Class Newsletter.