



## Full Governing Body Meeting Minutes

*Thursday 10<sup>th</sup> July 2014, 7:00pm*

Attending: Alan Velecky (Chair), Daniel Horan, Ian Rothery, Jeremy Bamber, Jo O'Donoghue, John Stockdale, Liz Kaye, Matt Kent, Sarah Brydon and Sue Warren.

Scott O'Brien attended the meeting by video link.

Minutes: David Rogers (Clerk).

### Section 1: Meeting Administration

#### 1. Apologies for absence

Apologies were received and accepted from Rosalyn St. Pierre and Annie Schulte

#### 2. Declarations of Interest & Confidentiality Reminder

No declarations of business or pecuniary interests were made. Governors were reminded of the importance of maintaining confidentiality in relation to Governing Body discussion.

#### 3. Minutes of the last meeting & follow up of actions

##### *Actions of the last meeting*

- 1) JO reported that, at the last meeting to discuss the Parking Bay issue, the Chief Inspector of Police seemed reluctant to be involved in the process; nothing more had been heard from ESCC and JS would monitor Lewes Town Council.
- 6) SW had not yet met with AS about putting a Finance section on the Learning Platform. This action is carried over to the next meeting.
- 7) Staff signing of the Whistle-blowing policy will take place in September.

All other actions had been or were being discharged.

The minutes were agreed to be a fair record of the last meeting and signed by the Chair.

### Section 2: Achievement and Quality of Teaching

#### 4. Headteacher's Report

*(including SATs headlines if available and areas for development based on recent governor visits)*

JO showed the current Dashboard: Leadership and Management was a missing item into which Performance Management and Equalities might be subsumed. Likewise Christian Distinctiveness should be part of SMSC (Spiritual, Moral, Social & Cultural) education. Data on the Attainment tab would not necessarily change between meetings. Data is not yet included to compare National and East Sussex figures.

JO summarized highlights of the current Dashboard data: Year 1 phonics showed a significant improvement; KS1 results continued to have an improving trend. KS2 SATs results present a positive picture. Children in KS1 at level 3 need improvement, particularly in Writing.

◆ A Governor asked why this was and what was in place to correct it.

JO said that the main focus had been to move children at level 2C towards 2B. The problem should be self-correcting in the long-term because of the success in Phonics of future cohorts.

◆ A Governor asked about the allocation of finance and resources.

SW said that the Sutton Report emphasizes early interventions and resources are being allocated to the SENCO with this in mind. Considerable budget is being allocated to increasing staffing.

JO said that there is still an FSM gap consistently manifested in Writing but analysis of this is not complete and in some areas FSM children achieve better than non-FSM. More support will be allotted to deal with the poor attainment in Y4 - at present the assessment data and the judgements on Quality of Teaching do not seem to match for this year group. KS2 Children attaining level 5 are slightly lower than last year but KS2 generally are above national figures. The uneven figures in Reception are a County-wide issue. Ways of tracking transition from EYFS to KS1 need reviewing.



- ◆ A Governor asked how former FSM children should be tracked with the advent of Universal Free School Meals.

It was generally felt that use of the 'Pupil Premium' grouping would cover this.

SEN progress and attainment is very variable – JO described the wide range of observations and ways used to measure this. The measured percentage of 'Good' teaching has increased but the percentage of 'Outstanding' teaching is not consistent. Sticking points include attention to detail and giving pupils choice. A Local Authority SIP's lesson observation had confirmed these findings. Software used for video monitoring of teaching had been recently demonstrated in school. JO is also using Governor Visit reports to pick up key points. Overall they show that children enjoy curriculum subjects, but that elements of the curriculum are missing as are cross-curricular links to Maths and Literacy.

AV was impressed by the high standard and usefulness of the Governor Visit reports and JO agreed that the teachers had found them useful and positive.

Governor Visit reports read by the meeting include:

- i. *PE (Alan Velecky)*
- ii. *Music (Liz Kaye)*
- iii. *PSHE (Sarah Brydon)*
- iv. *Safeguarding/ E-safety / Modern Foreign Languages (Rosalyn St Pierre)*
- v. *Literacy and Humanities (John Stockdale)*
- vi. *Maths and ICT (Scott O'Brien)*
- vii. *Design and Technology (Matt Kent)*

#### **Dashboard update**

The Dashboard was populated during this item and data ratings were agreed/adjusted. Governors discussed how to match the colour system with those used in other systems such as Ofsted's. JO said that the Dashboard could be used to either feed into or replace the SEF. There needs to be some representation of a time continuum to show historical progress, patterns and trends. Too much data detail is not necessary as RAISEonline already shows this. Pay Committee data could be used for some finance and personnel areas.

## **5. Inclusion report**

(Daniel Horan)

DH had forged a strong Governor link with the SENCO: the Inclusion Manager appointment was proving successful. JO reported how child provision maps track the impact and progress of interventions – the process will be clarified by the use of a flowchart so that the system does not drift and is kept under evaluation. Termly meetings will be needed. Targets are to be monitored by the class teacher, rather than the SENCO.

JO said that parents needed the full narrative on how needs could be met based on the Local Offer.

DH said that we need more evidence-based practice (practice based on studies/journals etc.) and practice-based evidence (e.g. analysis of the outcomes of individual interventions).

- ◆ A Governor asked if the process was the same for More Able, Gifted & Talented children. JO said that Anna Allen has now been appointed as G&T coordinator and that she will integrate G&T provision within the overall SEN approach.

Governors considered how to share approaches within the Lewes Partnership.

Governors reviewed the Dashboard layout and data in relation to this item: the Inclusion tab needs to reference Looked After Children.

## **6. School Development Plan update**

The copy of the SDP on the Learning Platform had not been updated recently. JO said that the Dashboard should feed directly into the SDP. Governors considered how the use of colour ratings could be made between the 1-year plan, 3-year plan and the Dashboard.

- **AV undertook to add the SDP to the next Full Governing Body agenda.**



## 7. Learning Platform demonstration

Governors were shown a demonstration of use of the Learning Platform and discussed the structure of the data. Versioning and archiving of old data was considered to provide a view of historical progression.

- **JO undertook to consult with Sara (School Office) to find out how the Calendar function can be used by Governors.**
- ✓ **Governors decided to continue to use standard email for communication rather than the Forum function on the Learning Platform, and to upload meeting records to the Learning Platform.**

## Section 3: Behaviour and Safety / Leadership and Management

### 8. Finance Update

(Sue Warren / Jeremy Bamber)

JB reported on the current state of the Finance Group. It was suggested that the new Finance Working Group consist of SO, JB and SW. This group would consider Budgeting and report directly to the Full Governing Body.

SW warned that the 3-year plan would have to be restructured in the light of staff changes in September.

The budget for teaching has increased this year – a teacher has been appointed to the Upper Pay Scale following the success of her intervention work this year. The new curriculum resources spend would also change the budget.

New universal FSM funding has been received and SW would be attending a workshop to discuss its use. There is a difficulty in knowing how much of this can be spent because it could be clawed back later in the year. SW had met with a representative of Chartwell the caterers who estimates take-up would be 50%. At present take-up is 120 of the total of 260.

JO said that a plan to have teachers eating with mixed groups of children was dependent on the budget.

◆ Governors asked if the school can cope with the change.

SW said that implementation is entirely the task of the caterers.

◆ Governors asked what other schools are doing in this respect.

JO said that the Lewes Heads have not previously discussed budgets, but that starting a dialogue would be useful.

- **JB undertook to populate the Dashboard from Finance Working Group data before the next Full Governing Body in September.**

SW said that SFVS headings could be used in relevant parts of the Dashboard.

SW said that financially the school is in a good position – while keeping an eye on Year 3.

### 9. Pay and Performance Management Committee report

(Jeremy Bamber)

JB summarized the two meetings of this Committee. In the first, the Pay Policy had been updated and subsequently approved by the FGB, and the data the Committee would need to review was agreed. In the second meeting, the Committee had reviewed the pay bandings for all current teaching staff and JO had discussed specific individuals in terms of their performance and the objectives they had been subsequently set. JB reported that the Committee had been impressed by the rigour of the process JO is following in order to arrive at decisions about pay awards.

AV said that some historical pay awards at the Upper Pay Scale were not being reflected in consistent performance at the currently expected level, but that once made, pay awards cannot be reduced. This is a concern in the light of the importance of pay and performance being linked under the recently introduced requirements.

JB said that there was an unresolved issue in relation to confidentiality of Minutes from the Committee, and how these should be stored on the Learning Platform.

◆ Governors asked about the impact on the Budget, given the likelihood of the overall pay component of the budget increasing over time if teachers perform well.

SW said that the 3 year plan contains an allocation for this based on a predicted estimate. She also reported that, as a result of one-class intake, class numbers will steadily reduce over the period of the 3 year plan (and probably thereafter).



## 10. Safeguarding Update

(Rosalyn St Pierre)

JO presented RS's E-Safety report.

RS evaluated the school's key processes as secure, and the school will receive further feedback following an LA audit. There is now a complex and time-consuming reporting system for Child Safety incidents – as a result of the review of E. Sussex practice based on the Bishop Bell incident.

◆ AV asked if staff and Governors have received requisite training.

JO said that staff were fully trained but it would be useful if another Governor took the training.

- **JS volunteered to undertake the Online Safeguarding Training.**
- **The Clerk was instructed to send a link to JS for the online course.**

## 11. Governor reports:

### *i. Behaviour (Sarah Brydon / Daniel Horan)*

DH reported on the recent Behaviour visit: Only Y3/4 children had been focussed on as part of the pupil voice initiative. DH said that the Behaviour Log had been useful.

JO said that the children understood why a behaviour system was necessary.

Behaviour is monitored across the school – the results showing that low-level disruption is not common and that children felt that bullying was well managed when and if reported to staff. To improve the system, consistency is needed and also analysis of differing behaviour in different subjects.

DH said that IEP targets need to relate to behaviour as well as performance.

DH commented on the fact that with children there is a flavour of public embarrassment or even humiliation in that feedback and sanctions are carried out in front of other children, but that this would not be considered acceptable with adults. JO agreed that this was an interesting point that needed discussing with colleagues.

- **JO undertook to use the INSET day in September to look into this.**

◆ Governors asked if it was possible yet to rate the whole school on behaviour, and whether class by class ratings could be meaningfully made on the Behaviour section of the Dashboard.

DH said that the visit had not covered all classes and there was also inconsistency of practice making comparisons difficult.

DH said that a comparison between staff implementation of the Behaviour Policy against measured, actual behaviour of the children was necessary.

- **JO undertook to consider how this could be done before Term 3.**

### *ii. Attendance (Rosalyn St Pierre)*

JO reported that RS had attended a meeting in school and had formulated data for the Dashboard on the subject of Attendance.

Attendance data now consists of causes, actions, evidence and links to other services.

JO said that Attendance lately has a higher profile. The school has a target of 95% attendance. However there is an issue with particular children who have medical conditions.

### *iii. Equalities (Ian Rothery)*

JO and IR had met to discuss Equalities.

There are few recorded incidents (see the Dashboard) and necessary processes are being carried out.

### *iv. Safety and Premises (Ian Rothery / Sue Warren)*

IR tabled a report on his recent Premises Visit (q.v.)

The Premises Plan to 2015 has been completed and apparently works well. The only outstanding job from the previous plan is the tarring of entrance drive – this will be expensive and is not vital at this time. The past 3 year plan has been implemented – with more work scheduled for the summer. There will be a Health & Safety audit before the end of term.



- ◆ MK asked what input had come from the children, and commented that cooking facilities were lacking (as flagged in his DT report)

## 12. Governor Development (reminder) and Chair 360

AV reminded Governors who have not done induction training and RAISEonline training should make bookings.

AV said that IR will be canvassing Governors for the Chair of Governors performance management review.

Governor development will be part of the Full Governing Body timetable for next year.

## Section 4: Key Decisions / Approvals

### 13. FGB Approvals

*(including any policies reviewed as part of a Governor Visit)*

No Approvals were required at this time.

### 14. AOB

*Paragraph(s) extracted from here contain matters that have been deemed Confidential ('Pink Paper'). If you require sight of these items, please apply to the Clerk.*

#### *ii. Newick Teaching School*

JO reported that the school has become the strategic partner of Newick Teaching School.

#### *iii. Southover*

JO had received an email from Southover School saying that they will be receiving 60 children – an increase from the former 45. The school intake will be impacted by this (Ringmer and Kingston schools have also increased to 60 and 30, respectively).

JO noted that Pells School is not full; that there appears to be no overview or strategic planning for Lewes and that the changes run contrary to partnership working.

- ✓ **Governors agreed that JO should reply asking for details of a Lewes Strategic Plan.**

#### *iv. School Reports*

As a parent, DH congratulated the school on the recent reports to parents, which showed how well the teacher had captured a picture of our children.

AV agreed that the format conveyed a sense of the teachers knowing the individual child.

- **JO undertook to pass this feedback to the teachers.**

#### *v. Other*

- ✓ **Governors decided to add a snapshot of the Dashboard as an appendix to these minutes.**

◆ AV asked Governors for opinions of the new Full Governing Body meeting format, Governors agreed that the format worked well.

- **AV undertook to do a schedule for the Governor Planner**

MK mentioned that Governors had not discussed the Lewes Cooperative Trust much recently.

- **JO undertook to feedback Partnership issues to the next Full Governing Body meeting.**

DH was arranging for a visitor from the University of Sussex, Astrophysics Department to do a presentation.

### 15. Meeting closed at 10:00p.m.



## Appendix 1 – Action Points

- 1) AV to add the SDP to the next Full Governing Body agenda.
- 2) JO to look at the administration of Calendar entries by school staff.
- 3) JO to feedback Partnership issues to the next Full Governing Body meeting.
- 4) JS to undertake the Online Safeguarding Training.
- 5) The Clerk to send a link to JS for the online course.
- 6) JO to use the INSET day in September to look into the Behaviour feedback process.
- 7) JO to consider how Behaviour can be meaningfully reported using the Dashboard before Term 3.
- 8) JO to pass positive feedback on the Reports to Parents to the teachers.
- 9) AV to circulate a schedule of meeting dates for the next school year for the Governor Planner
- 10) JB to populate the Dashboard from Finance Working Group data before the next Full Governing Body in September.
- 11) AV to resolve the issue of how to store confidential Pay and Performance Management Committee Minutes on the Learning Platform

## Appendix 2 – Key

- Action
- ✓ Resolution
- ◆ Governor Question