



**Meeting of the Full Governing Body
Wednesday 12 July 2017
8.00 am – 10.00 am**

MINUTES

Governors:	Mary Burr (Chair), Liz Kaye (Vice Chair), Jo O’Donoghue, Rev Jeremy Bamber, Annie Schulte, Mandi Ramshaw, Francis King, Sarah Brydon, Daniel Horan, Sue Warren, John Stockdale, Ian Rothery
In attendance	Viv Davies (clerk),

	Agenda Item	Action
1.	Welcome MB opened the meeting.	
2.	Declarations of Interests and confidentiality reminder JO is Executive Head at Pells MR is Chair of the Friends. MR, FK, KB and LK are Year 2 parents Apologies for Absence Apologies had been received from Kevin Bull. Also absent Scott O’Brien	
3a	Minutes of the 17.5.17 MB signed the minutes.	
3b.	Matters Arising	

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 _____, Chair of Governors



	<p>The following actions had been completed.</p> <ul style="list-style-type: none"> • Online Safeguarding Training. Governors were asked to email the certificates to LK, IR, MB, SO'B and FK to complete the training. Action: LK to send out online training details to governors. • The Leads had RAGed their sections of the SDP • Behaviour would be included in school development plan. • The result of homework survey had been uploaded • Sports Funding Statement was on the website. • Equalities objectives had been reviewed. • Inclusion policy had been reviewed • Safeguarding compliance checklist had been completed • Safeguarding would be in the School Development Plan • Advice had been sought re Nursery finance • Prospectus – ongoing • Review of website had been completed • The parent survey was ongoing. • Attendance Policy was deferred as all the Lewes schools would produce an attendance policy. 	
4.	<p>Working Group Evaluation – RAG of SDP</p> <p>The Group Leads had evaluated the performance of the Working Group.</p> <p>Leadership Group report</p> <p>The Governing Body monitoring was working well and linked to the School Development Plan. The next step was to agree further</p>	

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	<p>development and monitor the next steps. Governors noted that the report covers governance. Governors needed to monitor the leadership. Action: MB to evaluate Leadership.</p> <p>Lesson Study Group Evaluation</p> <p>The group had monitored how the Lesson study had enabled teachers to become reflective practitioners.</p> <p>The next step was to link the Lesson Study to the School Development plan. It was also proposed to include some lesson study into the Performance Management process.</p> <p>Learning Links Group Evaluation</p> <p>Learning Links is working successfully. More children were working at Greater Depth. The teachers are using the system as a lesson planning tool.</p> <p>Wellbeing Group Evaluation</p> <p>The group was working well. The next steps were for the Wellbeing Group to feed into the School Development Plan. A foundation Governor was required.</p> <p>Finance Working Group Evaluation</p> <p>The working groups are working well. The next step for the Finance Working Group is to link the school budget with the School Development Plan. It was proposed to change the Budget Monitoring Report to reflect the School Development Plan. Data Protection was a risk. Governors noted that there is a new Child</p>	<p>MB</p>
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	<p>Protection online system. The Pay and Performance Group is running well.</p> <p>Review of Governing Body.</p> <p>The Governing Body had moved on and was working well. The Working Group were monitoring and RAG rating specific areas of the School Improvement Plan. Discussion took place regarding the proposal for Governors to read and comment on monitoring reports prior to the meeting to allow more time to develop ideas. This would enable the Governing Body to give a greater contribution to the School Improvement and look at a focus of development. Moving forward the Governing Body needed to look at the role of the lead.</p> <p>The working groups and meetings would be mapped at FGB1.</p>	
5.	<p>Headteachers Report</p> <p>See Headteacher Report in minute Book. Governors also noted the Headteacher report written by a Year 6 Pupil Sasha Spall.</p> <p>Persistent Absence</p> <p>Governors questioned what was happening regarding the 8 children where there were areas for concern. In future attendance concerns would be linked to Child Protection.</p> <p>Attendance – 95.63%</p> <p>Quality of Teaching</p> <p>Governors challenged what measures were in place to increase</p>	

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	<p>the percentage of outstanding teaching (33%). Staff development would continue. It was considered that lesson study would have an impact when it had the opportunity to embed.</p> <p>Data</p>	
<p>6.</p>	<p>Meeting with School Council.</p> <p>The school had changed its homework policy this year. The School council had conducted a survey by issuing questionnaires to parents, children and teachers regarding the homework. The consensus was that parents, students and teachers considered the homework policy had greatly improved homework. Governors thanked the school council for the presentation.</p> <p>Governors thanked Sasha for her headteachers report. Ian Rothery was leaving the Governing Body after 7 years. Governors thanked IR for all his work and the school council presented IR with a gift on behalf of Governors.</p>	
<p>7.</p>	<p>Pay and Performance Group Report</p> <p>It was proposed to change the dates of Teacher appraisal. Governors approved the changes.</p> <p>Budget</p> <p><u>Budget 2017-18</u></p>	

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Revenue Budget	£944,564	
Carry forward	£50,869 (5.6%)	
Total Budget	= £995,433	
Carry Forward		
Health Grant	£5,760	
Sports Funding	£2,440	
Pells Headship	£12,000	
SLES (Maths Cluster)	£1700	
Unspent Funding	£28,969 (3.2%)	
TOTAL	£50,869	
<u>Capital</u>		
Capital Budget	£6,880	
Carry forward	£1,414	
Total Budget	= £8,294	
Governors thanked the Friends of South Malling for their donation of £5,000. Discussion took place regarding applying for additional grants. This would be considered.		
<u>NURSERY</u>		
Carry forward from the nursery 2017/18 £12,097		
Surplus funds		£12,097
Total		£12,097

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	<p>Governors noted that the Nursery sessions have increased for the next term. However, the bookings for September are slowly coming in and it has been necessary to advertise.</p> <p>Governors noted that the Nursery budget requires constant monitoring as funding and fees come into the budget throughout the year. However, the Nursery has been able to support itself and currently has a contingency of approximately £2,876.</p>	
8.	Safeguarding - Confidential	
9.	Parent Survey This would be distributed by 14 July.	
10.	Governor to Monitor the Health Improvement Grant No Governors volunteered to monitor the Health Grant. This would be addressed at the September FGB.	Clerk.
11.	Health and Safety Health and Safety would be a standing item on the agenda. There had been one reportable incident to County where a pupil fell over on the field and was taken to hospital, fortunately nothing was broken and the pupil returned to school the following day.	
12.	Governor Meeting Dates It was proposed to continue to run the FGB alternate FGB am/pm. Governors thanked JO for all her work for leading such a wonderful school.	

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13.	<p>AOB</p> <p>Governors thanked the school for the extensive detail contained within the school reports. The extensive report took between 30-40 hours for each teacher.</p> <p>The celebration event (20 July) was very positive event. Governors were encouraged to attend.</p>	
14.	<p>Date of Next Meeting Wednesday 4 October 2017 - 5.45 pm</p>	

Actions Arising from FGB 17.5.17

Action	Responsibility	Completion by
Governors would complete online Safeguarding and email certificates to LK.	Governors	ASAP
Governor to monitor Health Improvement Grant	Clerk	Term 1
MB to evaluate leadership	MB	ASAP
JO and LK to embark on a regular schedule re policy review ensuring all current policies are available on the Learning Platform.	JO, LK	Ongoing
Finalise parent survey	LK	ASAP
Review of Attendance Policy	FK	Term 1

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