



**Meeting of the Full Governing Body
Wednesday 21 March 2018
5.45 pm – 7.45 pm**

MINUTES

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| Governors: | Mary Burr (Chair), Liz Kaye (Vice Chair), Jo O'Donoghue, Annie Schulte, Mandi Ramshaw, Francis King, Sarah Brydon, Sue Warren, Jules Middleton, Francis King, Jeremy Bamber, Lucy McAskie, Philip Daniel |
| In attendance | Viv Davies (clerk) |

| | Agenda Item | Action |
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| 1. | Welcome MB opened the meeting. MB welcomed Philip Daniel, Associate member. | |
| 2. | Declarations of Interests and confidentiality reminder MR is Chair of the Friends. MR, FK, KB and LK are Year 3 parents. Lucy McAskie is a parent (Year R and 2). Philip is a County Councillor Apologies for Absence Apologies had been received from Scott O'Brien, and Kevin Bull. Also absent Daniel Horan. Governors were reminded of the need for confidentiality. | |
| 3a | Minutes of the 29.11.17 Governors approved the minutes of 29.11.17. MB signed the minutes. | |
| 3b. | Matters Arising The majority of the actions had been completed. See Action Table. The parent survey had been positively received. Governors asked for an update on the admissions number for Reception 2018. It was circa 26. | |

Signed as a true representation of the meeting:.....

, Chair of Governors

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| 4. | Staffing Restructure – See Confidential Minutes | |
| 5. | <p>Focus Item - Evaluation of Progress against the School Improvement Plan.</p> <p>Personal Development Behaviour and Welfare. Governors noted the review against the Ofsted Criteria. RAG rated Green.</p> <p>Attendance. Governors noted that attendance (95%) was just above the national target but below their target of 96.4%.</p> <p>JO asked Governors what they understood from Personal Development, Behaviour and welfare.</p> <ul style="list-style-type: none"> • Personal development. - Social Moral and cultural, learning behaviours. • Behaviour. Behaviour in school. Knowing the right way to behave. Keeping safe outside of school. • Welfare. Safeguarding, Attendance, Nutrition. <p>Governors noted that the school worked with pupils to address behaviour issues rather than excluding.</p> <p>Governors looked at the Personal Development, Behaviour and Welfare part of the Ofsted Evaluation framework and judged the school against the descriptors. Governors judged the school to be Good with elements of Outstanding. The school was not outstanding due to attendance, persistent attendance and lateness. Governors noted that disadvantaged children are over represented on lateness. JO had a weekly meeting with the school secretary to monitor lateness and persistent absence and met with parents to discuss the situation. Governors challenged if children with high medical needs were taken out of the attendance results. This was the case.</p> <p>Another issue preventing the school from achieving an Outstanding judgement in this category was healthy eating. The school addressed healthy eating in school. A Sports Development officer had been appointed to promote engagement in sport.</p> | |
| 6. | <p>Focus Item 2. Strategic Discussion of SEF (Personal Development, Behaviour and Welfare.)</p> <p>Governors made the following amendments/inclusions to the SEF.</p> <ul style="list-style-type: none"> • Development of further opportunities for health and fitness | |

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| | <p>within the school.</p> <ul style="list-style-type: none"> • Governors questioned the reasons behind “Room for Improvement”. JO advised there were values but these were not linking to how to be a good learner ie. Determination. • Governors challenged the reasons behind setting a target of 0% persistent absentees as this may be a difficult target to achieve. JO advised that the target set was aspirational. It was resolved that this target would be changed to 5%. Governors challenged what happened in cases of persistent lateness. There was now a late signing-in book. If there were too many incidents of lateness JO/AS would address the issue with the parents. | |
| <p>7.</p> | <p>Case Study – AS/MR Governors looked at anonymised case studies on Spotlight children who should be reaching the expected standard but are not. Some trends were noted:-</p> <ul style="list-style-type: none"> • Both children had been meeting the expected standards in KS1 and slowly the standards had deteriorated. • The issues had been identified early. • Lack of parental involvement • Children not attending extracurricular activities. • The school has met with parents over various social and behavioural issues. • Both Group and One to One Interventions had taken place. <p>Discussion took place regarding the following:-</p> <p>Does the school need to identify these spotlight children earlier? It was proposed to put more interventions in place. Are there new interventions which the school should be trying? Is it too early to judge the effect of the Mastery curriculum? Could the school encourage the children to participate in extra-curricular activities? Does the school provide any support to develop friendships? There is a friendship bench.</p> <p>Governors resolved that the case study had been an extremely useful exercise.</p> | |
| <p>8.</p> | <p>Monitoring reports term 4. Questions arising from reports. The reports had been submitted with the FGB paperwork.</p> <p>Mastery – Mandi Ramshaw. Governors noted that the next step is</p> | |

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| | <p>to observe a teacher with less experience of Mastery. Governors challenged how often Mastery happened. This took place during most lessons for teachers who were further down the Mastery line. English and Maths were a focus.</p> <p>Finance Working Group Budget. SW reported on the financial position. The school budget is in credit. However, the Nursery is predicting a £15k deficit. This has been addressed. Governors noted that the Nursery bookings for September were good and Nursery spaces were full. A restructure would address the budget issues. Following the restructure staffing would be 90% of the total budget.</p> <p>The Governing Body delegated the signing off of the 1 and 3 year budgets to the Governing Body Finance (GBF) as per the approved Scheme of Delegation process.</p> <p>SFVS Governors approved the SFVS. Two new actions were recommended. KB and SW to continue to address financial risks. There was agreement with the local authority. Although the school and Nursery were separately funded arrangements could be made between the two budgets.</p> <p>Statement of internal Control. Governors approved the Statement.</p> <p>Best Value Statement. Governors approved the Statement.</p> <p>Financial Risk Register.</p> <p>Scheme of Delegation. This incorporated ESCC changes. Governors approved the Scheme of Delegation.</p> <p>It was proposed that PD shadow JB with a view to him moving into the Finance Working Group Lead in due course. Governors approved this proposal.</p> <p>TA Deployment and Christian Distinctiveness was deferred to the next meeting.</p> <p>Health and Safety. Governors noted that the Premises plan fed into the School development Plan.</p> | |
| 9. | <p>Visits for term 5- Leads to arrange visits for Term 4</p> <p>Leads were requested to arrange the visits.</p> | Leads |

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| 10. | <p>Data Protection</p> <p>Governors noted that a data protection officer would be required.</p> <ul style="list-style-type: none"> • Governor email addresses would need to be used for Governor correspondence. LK had created a crib sheet to assist Governors to access Governor Email accounts. • In addition the devices used to access information would need to be password protected. • Any information on the device had to be fit for purpose and for the length of time needed. • A GDPR audit trail would be required. • New privacy notices would be required. | |
| 11. | <p>Composition of the Governing Body</p> <p>As part of succession planning, the two other candidates who had stood for election for Parent Governor had been invited to meet with MB/JO with a view to joining the Governing Body.</p> | |
| 12. | <p>Safeguarding</p> <p>FK and JO had met to look at an anonymised Safeguarding Case. An action plan had resulted.</p> | |
| 13. | <p>MAT Update</p> <p>JO reported that Tony Smith at Priory is in a position to take a lead role in driving the MAT forward. The vision and values had been developed. The Articles of Association for the proposed MAT had been compared with the Diocese Articles of Association. Priory were happy to work with the Diocese Articles. This stipulated that 45% of schools be Diocesan.</p> <p>LK had visited the Diocese Academy Trust (DCAT). The next step is for Tony Smith to put forward the model for the Diocese.</p> <p>Tony Smith, JO and possibly a Governor are visiting other Primary schools to discuss the MAT. A certain number of schools would be needed to ensure viability. Governors noted that information regarding the top slice would be available by July. Governors challenged if there would be information available on what would happen if the school did not move to a MAT. Discussion would take place on the options.</p> | |
| 14. | <p>Policies</p> <p>Behaviour Policy. Information had been added on reflecting the expectations of the behaviour of parents. Governors approved the amended policy.</p> | |

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| 15. | Services to Schools Discussion took place regarding the different levels of Governor support package. It was considered that the highest package would be most appropriate due to the Governor training for new Governors. In addition, funding for 120 hours of the clerks salary was available. Action: SW to verify if the clerk funding release came out of both of the packages. | |
| 10. | Date of Next Meeting Wednesday 15 May 2018 – 5.45 pm. | |

Actions Arising from FGB 31.1.18

| Action | Responsibility | Completion by |
|--|----------------|-------------------|
| Governors would complete online Safeguarding and email certificates to LK. | Governors | Almost Completed. |
| 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 |
| Risk Register – KB to contact leads to verify risks in their area. | KB | Completed |
| Parent surveys be completed at the March parent evening. LK to prepare a survey in readiness for parent evening. | LK Strategy | Completed |
| Complaints procedure would be reviewed by LK and JO | | ASAP |
| LM to monitor Health Improvement Grant | LM | Ongoing |
| Anonymized case study be presented to FGB | SLT | Completed |
| Behaviour Policy to be presented to next FGB | SB/JO | Completed |
| Governor role Health and Safety | Strategy | Ongoing |
| Communication to be a standing item in Newsletters | AS | Completed |
| Identifying the school as a Christian School | JM/LK | Ongoing |
| Leads to arrange visits for term 4 | leads | ASAP |

Actions Arising from FGB 21.3.18

| Action | Responsibility | Completion by |
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| Leads to arrange visits for term 5 | leads | ASAP |
| SW to verify that clerking hours were covered in both support packages | SW | ASAP |