



**Meeting of the Full Governing Body
Wednesday 31 January 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, Daniel Horan, Jeremy Bamber, Kevin Bull, Lucy McAskie. |
| In attendance | Viv Davies (clerk), |

| | Agenda Item | Action |
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| 1. | Welcome MB opened the meeting. MB welcomed Lucy McAskie, the new parent Governor. | |
| 2. | Declarations of Interests and confidentiality reminder MR is Chair of the Friends. MR, FK, KB and LK are Year 3parents. Lucy McAskie is a parent (Year R and 2). Apologies for Absence Apologies had been received from Scott O’Brien, 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. | |

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

, Chair of Governors



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| | <p>Most Governors had completed the online safeguarding training. A Governor was requested to monitor the Health Improvement Grant. Lucy McAskie volunteered to complete this task assisted by Sarah Brydon.</p> | LM |
| 4. | Staffing Restructure – See Confidential Minutes | |
| 5. | <p>Focus Item - Quality of Teaching</p> <p>Evaluation of Progress against the School Improvement Plan.</p> <p>Wellbeing - Governors noted the review against the Ofsted Criteria. RAG rated Green.</p> <p>Governors noted that the Lesson study group had not in term 2 but had met in Term 3 but they are moving forward with the priority. Governors noted that the school had not yet seen the impact of the Mastery approach and it is not yet accelerating the progress of the children.</p> <p>Governors noted that unless there were exceptional circumstances, children should meet expected progress. It was identified that language link programmes were essential to progress. Governors noted that it was important to focus on Spotlight Children, those identified as level 2 children services interaction and PPG children.</p> <p>It was proposed that an anonymized case study be presented to Governors at the next meeting. Action: SLT/MR</p> <p>JO and SB have reviewed the Behaviour Policy. This would be presented to the FGB.</p> | SLT/MR |

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| | <p>Mastery. This was RAGed as amber as Mastery was still being embedded.</p> | |
| <p>6.</p> | <p>Headteacher Report The Headteacher Report had been distributed with the papers. Admissions – 25. Admissions were low across Lewes</p> <p>Attendance. Persistent Absence continues to be an issue.</p> <p>Looked after children. Governors asked if the same amount of Grant was received for pupils in the Nursery. This was the case.</p> <p>Leadership and Management</p> <p>Governors challenged if the support JO was providing at Wallands negatively affected the work she completed at South Malling. JO would ensure this did not negatively impact. It was time for the school to go out and see excellent practice, not just support poor practice.</p> <p>Governors noted that the school had been awarded a defibrillator from the Connor Saunders Federation.</p> | |
| <p>7.</p> | <p>Monitoring reports term 3. Questions arising from reports.</p> <p>The reports had been submitted with the FGB paperwork.</p> <ul style="list-style-type: none"> • Early Years – Kevin Bull. The format of the report was | |

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| | <p>positive as there was RAG rating against the School Development plan. It was expected that the deficit at the end of the year will wipe out the previous carry forward.</p> <ul style="list-style-type: none"> • Health Improvement/ Health and Safety/Offsite visit. SOB was the Health and Safety Governor. Concern was raised as there had been no visit. Governor responsibility for Health and Safety would be a priority at the strategy Meeting. Discussion took place regarding co-opting a Governor onto the Governing Body with Health and Safety Skills. • Inclusion. Governors noted that the data for disadvantaged pupils at KS2 was an issue. Governors challenged what the school was doing to address, PPG, SEN and Boys. Mastery would address these issues. However, it would take time for Mastery to embed. Governors noted the current Year 6 missed out on the new curriculum..Governors asked if other schools in the area were making the expected standard. Some schools were meeting the expected standards and some other counties were performing better. • Mastery. This was RAGed as amber as Mastery was still being embedded. • Safeguarding. All Governors were required to complete Safeguarding training. Governors asked if reports were confidential as a child could easily be identified. Governors needed to be aware of the need to avoid identifying children when writing reports. • Finance working Group. Governors noted that there was an estimated carry forward of £10k which would be wiped out by the Nursery deficit. Discussion took place regarding combining the Nursery and School budgets. ESCC finance had confirmed they were happy to combine the budgets. Governors proposed that the school should investigate | <p>Strategy</p> |
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| | <p>combining the budgets. - Audit of School Fund. Completed.</p> <ul style="list-style-type: none"> • Communication. A paper based parent survey would be conducted at parents evening in March. In addition, Communication would be a standing item on Newsletters. Action: AS. Identifying the school as a Christian School was a priority. LK and JM would discuss. • Data. Governors noted that writing progress and disadvantaged pupil's progress were key issues. The school was very boy heavy. There was a focus group of PPG Boys and disadvantaged children at KS2. Governors noted that this year's Year 6 data was expected to be improved. Concern was raised that if the school was in the bottom percentile for writing, the school would be flagged up as at risk by Ofsted. Governors noted that Mastery was a new approach and interventions were in place. • Quality of Teaching. Governors challenged what the school was doing to address the Quality of Teaching. The Lesson study approach had been introduced to all classes. SLT needed to address the issue further. | <p>AS. LK/JM</p> |
| 8. | <p>Visits for term 4 - Leads to arrange visits for Term 4</p> <p>Safeguarding visit and review Mastery for All- curriculum, teaching approach T2,4,6 Health Improvement T1,4,6 – LM was appointed as Health Improvement Governor. She would be supported by SB TA deployment- MITA project T4 – M/R Equalities –This would be deferred to term 5. Finance working group Christian Distinctiveness.</p> | <p>Leads FK MR LM MR SB JB JM</p> |

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| 9. | <p>Data Protection</p> <p>JO advised that the new data protection legislation would have an enormous impact on the work of the school. A Data Protection Officer would be required. Data Protection support would be available but this would be a chargeable service.</p> <p>There were a number of implications for the school:</p> <ul style="list-style-type: none"> • Parentpay. • Privacy Notices. <p>Governors questioned if this would take up a significant percentage of time for school staff. This was thought to be the case.</p> <p>Data Protection would be a standing item on the FGB and Strategy agendas.</p> | Clerk |
| 10. | <p>Parent Governor elections</p> <p>The Governing Body were delighted by the response. Lucy McAskie had been elected as a Parent Governor.</p> <p>Co-opted Governor</p> <p>Sarah Brydon's term of office as Parent Governor had expired. LK proposed, MB seconded that Sarah Brydon be co-opted onto the Governing Body. This was unanimously agreed by all Governors.</p> | |
| 11. | <p>Safeguarding</p> <p>Covered in Headteacher and Safeguarding Report.</p> | |
| 12. | <p>MAT Update</p> | JB |

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| | <p>JO advised that the diocese are not against a mixed MAT but want the Articles of Association belonging to the Diocese be used. SOB is reviewing and comparing the two Articles of Association. The school is investigating the implications of Finance, HR, IT systems. The school was researching with other Academy Trusts how they manage these functions. Governors asked if the school was visiting the Diocesan MAT. Action: JB to provide a contact.</p> <p>JO advised that other schools had asked the working group setup by the Lewes Co-operative Partnership to visit their Governing Bodies to discuss the options.</p> <p>Each local school would provide its identity. Each school would retain its own Local Governing Body to address teaching and learning.</p> | |
| 13. | <p>Policies</p> <p>Governors approved the following policies:-</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Lettings Policy • Accessibility <p>Governors challenged if the policies were followed. JO advised that she presented policies to staff to ensure their practice reflected the policy.</p> | |
| 14. | <p>AOB - Lewes Co-operative learning partnership</p> <p>Ian Rothery had previously been the Governor Representative of the Lewes Co-operative learning partnership for South Malling. LK volunteered to be the representative. Action. LK.</p> | LK |

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

, Chair of Governors



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| 10. | Date of Next Meeting Wednesday 21 March 2018 – 8.00 am. | |
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Actions Arising from FGB 31.1.18

| Action | Responsibility | Completion by |
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| 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 | ASAP |
| Parent surveys be completed at the March parent evening. LK to prepare a survey in readiness for parent evening. | LK Strategy | Ongoing |
| JP/SW to arrange for letters of thanks to be sent to the Parish Council and the Friends of South Malling | JO/SW | Completed |
| Complaints procedure would be reviewed by LK and JO | | ASAP |
| LM to monitor Health Improvement Grant | LM | |
| Anonymized case study be presented to FGB | SLT | March |
| Behaviour Policy to be presented to next FGB | SB/JO | March |
| Governor role Health and Safety to be discussed at Strategy | Strategy | March |
| Communication to be a standing item in Newsletters | AS | ASAP |
| Identifying the school as a Christian School | JM/LK | ASAP |
| Leads to arrange visits for term 4 | leads | ASAP |

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