



**Meeting of the Full Governing Body  
Wednesday 22 March 2017  
08.00 a.m – 10.00. am**

**MINUTES**

<b>Governors:</b>	Mary Burr (Chair of Governors), Jo O'Donoghue, Liz Kaye, Rev Jeremy Bamber, Ian Rothery, John Stockdale, Annie Schulte, Sue Warren, Mandi Ramshaw, Mary Burr, Francis King, Scott O'Brien, Sarah Brydon
<b>In attendance</b>	Viv Davies (clerk)

	<b>Agenda Item</b>	<b>Action</b>
1,	<b>Welcome</b> MB opened the meeting.	
2.	<b>Declarations of Interests and confidentiality reminder</b>  JO is Executive Head at Pells MR is Chair of the Friends.	
3.	<b>Apologies for Absence</b>  Apologies had been received from Kevin Bull and Daniel Horan.	
4.	<b>Minutes of the 1.12.17</b> Some amendments were made to the minutes: - <u>1.2.17</u> . IR would present on Christian Distinctiveness to the FGB. <u>Actions.</u> Online Safeguarding Training. Governors were asked to email the certificates to LK. The letter of congratulations had been uploaded to the website.	Governors
5.	<b>Headteachers Report</b>  <b>SEF and SDP Review</b>  RAG rating of the SDP would take place within the Working Groups. The Governance Section of the School Development plan would be RAG rated within the Strategy Group meetings. Action:	

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, Chair of Governors

	<p><b>Strategy Group.</b> In addition, it was important for the budget to support the SDP and costings should be included on the school development plan.</p> <p>Priority 3. Governors asked if the attendance contract had had any effect on the persistent attendance issues. This was not the case for cases where there was persistent absenteeism.</p> <p>Priority 5. High outcomes. It was considered that the data for writing was not matching teacher assessment. AS was working with James Beattie to refine the process regarding writing assessment. Learning Links was still being used as a planning tool. Teachers were clear on the expected standard. In terms of data, the system is still evolving. Teachers were also using progress and expected standards.</p> <p><b>Governors asked about the homework.</b> The school would clarify the expectations for KS1. <b>The school council would attend a Governors meeting in Term 6. Action: Clerk.</b> Historically there had been an issue with lack of feedback from homework. Best practice on homework feedback had been shared in staff meetings.</p> <p><b>Data - Combined Reading, Writing, Maths.</b> Additional support was being provided to boost targeted children. It was proposed to access Combined Reading, Writing and Maths data in Years 3, 4 and 5 to provide interventions earlier.</p> <p><b>Governors challenged why the school was below the national expectations for greater depth in Maths and Writing.</b> The school would address the issues for Greater Depth. <b>Governors challenged</b> whether the school should be teaching to meet greater depth requirements or be concentrating on the breadth of the curriculum. In general, the school concentrated on the breadth of the curriculum. At key areas prior to SATS in Year 2 and 6, the school built in measures to boost the results of the SATS.</p> <p><b>Health Improvement Grant.</b> It was proposed for a Governor to monitor this Grant. This would be part of the responsibility of the wellbeing group. Action: <b>Clerk to include on the next strategy agenda.</b></p>	Clerk
6.	<p><b>Staffing Structure</b></p> <p>JO proposed a revised staffing structure. It was proposed to develop the role of AS as Inclusion Manager giving her</p>	

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	<p>responsibility for all behaviour management. AS and JO would share the safeguarding role and AS and JO would have behaviour and safeguarding review meetings. Governors challenged if the shared role would present safeguarding lead issues. AS and JO would meet regularly to monitor the cases.</p> <p>It was proposed that the assessment currently carried out by AS would be undertaken by the Key Stage Leaders. It was also proposed to appoint an Early Years leader on a TLR3 (a temporary leader).</p> <p>Governors approved the proposed staff structure for 2017/18.</p>	
7.	<p><b>Lesson Study Working Group</b></p> <p>MB and MR had monitored lesson study. This had been a huge success and motivated staff and had improved teaching practice. Support staff were trialling lesson study to benefit learning together.</p> <p>A new format for the working group report had been developed. This reinforced the school development plan.</p>	
8.	<p><b>Wellbeing Working Group</b></p> <p><b>Wellbeing</b></p> <p>SB had conducted a behaviour visit with JO. There were no significant changes to behaviour. Governors noted that Year 6 continue to have behaviour interventions. Currently behaviour is not on the School Development Plan. This would be included on the School Development Plan next year. <b>Action: JO.</b></p> <p><b>Pupil Survey</b></p> <p>AS had conducted a Pupil Survey, KS2 children had responded individually and KS1 had responded as a class. Homework had come out as positive. In addition, engagement of children during lessons is strong. <b>Action: AS/Clerk to upload the result of the survey onto the Learning Platform.</b></p> <p><b>Health and Safety</b></p> <p>SW had met with IR to conduct a H&amp;S walkabout. No major issues had been highlighted. IR had raised concern about a low fence on the KS1 veranda. This is not used as an outdoor classroom currently. Action: SW and JO to review.</p>	<p>JO</p> <p>SW/JO</p>

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9.	<p><b>Christian Distinctiveness</b></p> <p>IR had SB had conducted pupil voice. Governors <b>challenged</b> if the voices of all children were heard and not just those of Christian children. The school had carefully chosen a balanced mix of children. One of the key issues highlighted was how positive the children were at looking at other faiths. The SIAMS toolkit had been used. JO, IR and SB would review the toolkit.</p>	
10.	<p><b>Finance Working Group Report</b></p> <p>The Finance working group had reviewed the schools' financial standard. The FWG is satisfied that the systems are robust and reflect the action plan. <b>Governors approved the SFVS.</b></p> <ul style="list-style-type: none"> <li>• Best Value Statement. This had been adapted by SOB. Governors approved the Best Value Standard.</li> <li>• Statement of Internal Control. Governors approved the statement.</li> <li>• Review of Financial Risk. The financial risks associated with the Nursery would be monitored. Governors challenged the risks associated with Learning Links in that it was dependent on the knowledge and skills of James Beattie. JO advised that the school was aware of the risk. If James Beattie's skills were no longer available the school would use Learning links as a planning tool and would need to purchase an assessment system such as target tracker</li> </ul> <p><b>Budget.</b> Governors noted that the school was in a secure financial position. <b>Governors challenged</b> the reasons behind the surplus budget. This was due to the school selling their services. It was important for governors to note that this income would not continue. Governors noted that the 3-year plan did not show a carry forward by the end of year 3.</p> <p>The one and 3 year budgets could not be presented to this FGB. Governors delegated the signing-off of the One and 3-year budget and the Services to Schools to the Finance Working Group. Governors asked for this information to be uploaded onto the learning platform. This was not feasible. JS would go into school to view the budget.</p> <p>Approval of the budget was delegated to Governing Body Finance.</p>	

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	<p>All present agreed. <b>Action: FWG (working as Governing Body Finance)</b></p> <p><b>Lettings to Outside Body - Music Group.</b></p> <p>Governors noted that this letting had become difficult to manage and raised a safeguarding concern with non-South Malling parents entering the school site.</p> <p>The governing body was happy for the letting to be terminated from September.</p>	
11.	<p><b>Safeguarding</b></p> <p>FK and JO had met. Anonymous case discussion had taken place. It had been highlighted that Cause for Concern forms were not being used consistently by all staff. <b>Action: JO to ensure all staff were using the Cause for Concern form.</b></p> <p>The few amber sections on the Safeguarding Action plan had been reviewed.</p> <p>FK would look at the Single Central record with SW on his next visit. <b>Action: FK.</b></p>	FK
12.	<b>Future direction of the School – Confidential</b>	
13.	<p><b>Policies</b></p> <p>At the Strategy Group, it had been decided that LK would check the status of statutory policies. Non-statutory policies would be move to an area where staff could access the polices and they would also be copied onto the learning platform for Governor access. Action: LK.</p>	LK
14.	<p><b>Governor Terms of Office</b></p> <p>Governors noted the following: The terms of office for JB and LK were up for renewal in September.</p> <ul style="list-style-type: none"> <li>• SB (end of term of office 15.1.2018) would be willing to stay as an associated or co-opted Governor.</li> <li>• JS would be looking to retire from GB at the end of his term of office 28.1.2018.</li> <li>• SOB and DH were co-opted onto the Governing Body upon reconstitution and the terms of office would continue until</li> </ul>	

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	11.2.2019. There would be a vacancy for a parent Governor in January 2018. The Governing Body needed to look at the competency matrix in FGB5. Action: Clerk to include on the agenda.	Clerk
15.	<b>Date of Next Meeting</b> Wednesday 17 May – 5.45 pm	

**Actions Arising from FGB 22.3.17**

Action	Responsibility	Completion by
Governors would complete GEL online Safeguarding and email certificates to LK.	Governors	ASAP
Governor to monitor Health Improvement Grant – on Strategy Agenda	Clerk	Term 5
Strategy Group to RAG the SDP	Strategy Group	Term 5
School Council would attend an FGB in Term 6	Clerk	Term 6
Behaviour to be included in the SDP last year	JO	Next year
Upload the result of the survey onto the Learning Platform.	AS	ASAP
SW and JO to review premises plan re low fences on KS1 veranda	SW, JO	ASAP
JO, IR and SB would review the SIAMS toolkit.	JO, IR, SB	ASAP
JO to ensure all staff were using the Cause for Concern form.	JO	ASAP
FK to review the Single Central Record with SW	FK	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	ASAP

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