



**Meeting of the Full Governing Body  
Wednesday 4 October 2017  
5.45 pm – 7.45 pm**

**MINUTES**

<b>Governors:</b>	Mary Burr (Chair), Liz Kaye (Vice Chair), Jo O'Donoghue, Annie Schulte, Mandi Ramshaw, Sarah Brydon, Scott O'Brien, Sue Warren, John Stockdale, Jules Middleton, Kevin Bull
<b>In attendance</b>	Viv Davies (clerk)

	<b>Agenda Item</b>	<b>Action</b>
1.	<b>Welcome</b> MB opened the meeting.	
2.	<p><b>Declarations of Interests and confidentiality reminder</b> MR is Chair of the Friends. MR, KB and LK are Year 2 parents</p> <p>Governors signed annual declarations of interest.</p> <p><b>Apologies for Absence</b></p> <p>Apologies had been received from Francis King, Jeremy Bamber, and Daniel Horan</p> <p><b>NGA Code of Conduct.</b></p> <p>Governors agreed to follow the NGA code of conduct</p> <p><b>To Agree Standing Orders/Terms of Reference</b></p> <p>Amendments were made to the Standing Orders and Terms of Reference. Governors approved the Standing Orders and Terms of Reference.</p> <p>Governors approved the Terms of Reference for the Finance/Pay and Performance Committee.</p>	

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, Chair of Governors

3a	<p><b>Minutes of the 12.7.17</b> Governors approved the minutes of 12.7.17. MB signed the minutes.</p>	
3b.	<p><b>Matters Arising</b> The following actions had been completed.</p> <p>See Action Table</p> <ul style="list-style-type: none"> <li>• The Attendance Policy was deferred as all the Lewes schools would produce an attendance policy.</li> </ul> <p>Online Safety Policy. AS had reviewed the policy. The policy had been shared with staff and would be shared with parents and children.</p> <p>Governors noted there was a huge workload involved in General data protection legislations. This would be discussed at a future meeting.</p>	
4,	<p><b>Headteacher Report</b> <b>The Headteacher report had been circulated to Governors. See copy in minute book.</b> Governors noted that attendance in East Sussex is a focus. Attendance is 95.6%. The school was addressing issues with persistent absence. Governors were aware that the link between attendance and outcomes is huge.</p> <p>Governors asked if the methods of communication regarding persistent absence were suitable (i.e. newsletter and parents evenings). JO was conducting one to one meetings with parents in cases of persistent absence.</p> <p><b>Health and Safety</b></p> <p>Repairs to the roof were taking place.</p> <p><b>Data</b></p> <p>AS presented the data overviews.</p> <ul style="list-style-type: none"> <li>• More children working at Greater Depth</li> <li>• Children are attaining above average attainment</li> <li>• The EYFS data had been steady.</li> </ul> <p>Areas for development</p> <ul style="list-style-type: none"> <li>• Progress over KS2 (particularly in Year 5)</li> <li>• Pupil Premium children are not performing well</li> </ul>	

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	<ul style="list-style-type: none"> <li>Governors noted that writing was not as good as national data.</li> </ul> <p><b>Governors challenged</b> the reasons behind the data for Year 5 writing. This was due to the fact that the expectations for writing had become more difficult. In addition, 18 children in year 5 had not maintained the expected level of Progress in Maths since the last data collection point. Additional support was in place. The children who had not made the progress had been identified.</p>	
5.	<p><b>Introduction of School Development plan. (The School Development Plan had been distributed to governors with the agenda)</b></p> <p>JO presented the School Development Plan. Governors noted that the school development plan was based on mastery for all. There was now an expectation that all children would achieve the expected standard and a lot of work had been done on how to teach in this way.</p> <p><b>Governors challenged why Christian Distinctiveness was not contained within the SDP.</b> This would be addressed and include actions from the SIAMS inspection would be picked up. <b>Action: JO</b></p> <p>Governors noted that the school was taking part in the MITA project. (Maximising the impact of Teaching Assistants).</p> <p><b>Allocation of working groups for coming year.</b></p> <p>Governors approved the following Leaders: -</p> <p>Mandi Ramshaw– Leader of Learning Sarah Brydon – Leader of Wellbeing Jeremy Bamber – Leader of Finance Mary Burr – Leader of Leadership</p> <p>AS and JO had proposed a Governance monitoring planner. Governors were allocated to the following areas: -</p> <p>Mastery - MB, MR, SLT, Staff Early Years – KB, MR, JO Pupil Outcomes (Data) – LK, AS Safeguarding and Attendance – FK, JO, AS Behaviour – SB, JO</p>	JO

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	<p>Inclusion – SEN and Vulnerable Groups, wellbeing, Equalities, PPG – DH, AS, LK  Health Improvement – SW, JB, JS  Health and Safety/Premises – Off site visits, risk assessments – SOB, SW  Communications – LK, AS, JO  Finance Working Group – SW, JB, KB, SOB  Futures – SOB, MB, JO  Christian Distinctiveness – JM, JO</p> <p>Christian Distinctiveness monitoring was added to term 3 and 5.</p> <p>Governors approved the planner.</p> <p><b>Discuss ways of working to identify major focus for each FGB (including Visit Reports)</b></p> <p>This would be discussed at the next strategy meeting.</p>	
6.	<p><b>Budget Monitoring and Finance Report (The finance Working Group Report had been distributed to Governors)</b>  See Confidential Minutes</p> <p><b>School Fund</b>  Governors noted that It would be more efficient and convenient if the banking of the School Fund and the school account were at the same bank (with entirely separate accounts). <b>The FGB delegated the decision to agree to this to the FWG if following investigation this is agreed to be appropriate.</b></p> <p><b>Review of risk register.</b></p> <p>KB had amended and would contact the leads regarding the risks in their area. <b>Action: KB.</b> Discussion took place regarding various risks.</p> <p><b>Governors raised concern</b> about the software part of learning links which has vulnerability as this is managed by one person being able to modify the system. Governors noted that all schools were struggling with assessment systems.</p>	

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7.	<p><b>Early Years Working Group Report (See report in Minute Book).</b></p> <p>Governors noted that the progress made by children attending the nursery, as evidenced by the levels of preparedness on joining reception, is below expectations. <b>Governors challenged what the school was doing to address the situation.</b> Early Years and in particular the nursery provision has a prominent position in this year's School Development Plan.</p>	
8.	<p><b>Visits for Term 2</b></p> <p><b>Action: Leads to arrange visits for Term 2</b></p>	Leads
9.	<p><b>Parent Survey</b></p> <p>Governors noted the Parent Survey completed by LK. This had been the first trial on a survey on communications. Discussion took place regarding ways to achieve a greater response to the survey. It was proposed that parent surveys be completed at the March parent evening. Action: LK to prepare a survey in readiness for March parent evening.</p>	LK
10.	<p><b>Policies</b></p> <p><b>Data Protection Policy.</b></p> <p>Governors noted that the requirements in this area appear to have changed enormously since the school last reviewed this in October 2014. Since this is an issue across all schools. ESCC have been asked to come up with a model policy for all schools. In the meantime, the FWG recommend the school stay with its existing one. Governors approved that the FGB re-adopted the existing Data Protection Policy until ESCC has issued its guidance.</p> <p>The FGB approved the following policies recommended for adoption by the FWG.</p> <ol style="list-style-type: none"> <li>1. ESCC Scheme for financing schools (dated 21/12/16). Note: these were previously Local Authority Financial Regulations and have been updated</li> <li>2. Scheme of Delegation (These have been updated based on the revised ESCC model policy)</li> <li>3. Code of Conduct and Conflict of Interest (No change since</li> </ol>	

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	<p>last year)</p> <p>4. Anti-Fraud and Corruption Strategy (No change since last year)</p> <p>5. Confidential Reporting Whistleblowing (non-Safeguarding) (No change since last year)</p> <p><b>Safeguarding Policy.</b> Governors delegated the responsibility to FK to approve the ESCC policy which had been modified to South Malling.</p>	
11.	<p><b>Safeguarding</b> FK was meeting with JO to review the new safeguarding policy. Governors delegated the powers to FK to review the policy with JO.</p>	
12.	<p><b>Date of Next Meeting</b> Wednesday 29 November 2017 - 8.00 am</p>	

**Actions Arising from FGB 4.10.17**

Action	Responsibility	Completion by
Governors would complete online Safeguarding and email certificates to LK.	Governors	ASAP
Governor to monitor Health Improvement Grant	Clerk	Completed
MB to evaluate leadership	MB	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
Finalise parent survey	LK	Completed
Review of Attendance Policy	FK	Ongoing
To include Christian Distinctiveness in the School Development Plan.	JO	ASAP
FWG to monitor the budget and draft options for presentation to the FGB regarding staffing.	FWG	
Jo O'D and Sue W to meet with ESCC Finance Dept. and FWG to maintain active monitoring of the Nursery finances.	FWG JO, SW	

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Risk Register – KB to contact leads to verify risks in their area.	KB	ASAP
Leads to arrange visits for Term 2	Leads	ASAP
Parent surveys be completed at the March parent evening. LK to prepare a survey in readiness for parent evening.	LK	March

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