



**Meeting of the Full Governing Body
Wednesday 16th May 2018
5.45 pm – 7.45 pm**

MINUTES

Governors:	Mary Burr (Chair), Liz Kaye (Vice Chair), Jo O'Donoghue, Annie Schulte, Mandi Ramshaw, Sarah Brydon, Sue Warren, Jules Middleton (left 7pm), Francis King, Jeremy Bamber, Lucy McAskie, Philip Daniel (Assoc Gvr left 7.20pm), Daniel Horan, Kevin Bull, Simon Popple (Assoc Gvr), Sarah Lyons (Assoc Gvr)
In attendance	

	Agenda Item	Action
1.	Welcome MB opened the meeting. MB welcomed Simon Popple & Sarah Lyons. MB Proposed appointment of Simon Popple and Sarah Lyons as Associate Governors, LK seconded. Proposal passed.	
2.	Declarations of Interests and confidentiality reminder MR is Chair of the Friends. PD is a County Councillor JO is assisting Wallands School Apologies for Absence Apologies had been received from Francis King Also absent Scott O'Brien. Governors were reminded of the need for confidentiality.	
3a	Minutes of the FGB 4 Governors amended the minutes of FGB 4 (21/3/18).	MB to sign amended minutes
3b.	Matters Arising The majority of the actions had been completed. See Action Table. Omitted from Action Table was confirmation that 120 hours clerk hours are included as part of the service level package.	
4.	Governor Resignations JM announced that she will step down as of the end of the	

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	<p>school year due to being overcommitted. JM offered to continue to support the school. MB thanked JM for her work on Christian Distinctiveness to date.</p> <p>JB also to step down as of end of year. Two new Foundation Governors have been identified by TRINITY church and are awaiting approval from the diocese. Appointment expected in September 2018.</p>	
<p>5.</p>	<p>Focus Item - Evaluation of Progress against the School Improvement Plan.</p> <p>Leadership and Management</p> <p>Governors considered where the school lies amongst the Ofsted Grade Descriptors & the evidence for making judgements.</p> <p>Governors <i>challenged</i> what evidence we have for whether the curriculum promotes wider opportunities for physical, artistic and musical learning.</p> <p>The website is a resource for evidence of various cultural and sporting activities, the music website is a particularly rich resource. The East Sussex Music Service (currently) provides regular small group musical tuition and there are special visits of cultural value. Specialist tuition is also provided in outdoor learning & French.</p> <p>JO flagged up that skill progression from year to year is an area for development.</p> <p>Governors <i>challenged</i> that whilst they have seen evidence that the school strives for excellence at every level, why does this not feed into consistently excellent results and what the impact was of the various activities on children's progress.</p> <p>JO recognised that impact has not been consistent. It is still not clear why this is the case, and Governors have an important role to keep challenging how impact can be made more consistent.</p> <p>Governors noted that not all points were relevant to South Malling, e.g., danger of radicalisation, year 7 catch up.</p> <p>Governors <i>challenged</i> whether governance is effectively challenging leadership.</p>	

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	<p>Working group structure is having a positive impact on governance, issues are being addressed. Many challenges are being raised through working group visits rather than through the FGB. One area of governance that requires development is reviewing previous development areas, whilst moving on to new areas of investigation and challenge. All Governors need to keep this in mind.</p> <p>Governors <i>challenged</i> school to provide evidence of the impact of some of the strategies on teaching. Evidence is coming through, see e.g., the Mastery working group report.</p> <p>For clarification: Results = end of reception. Year 1 phonics. Year 2 SATs & Year 6 SATs & assessments for every year group</p>	
6	Staffing Structure 2018-19 – see confidential minutes	
7	<p>Parent Survey</p> <p>Results submitted with FGB paperwork.</p> <p>The results were positive and on a par with previous surveys. It was noted that a greater percentage of parents strongly agree that homework is appropriate than previously.</p> <p>The timing of the survey, tied in with parent consultations, worked well. Proposed to issue at the same time next year.</p> <p>To try to increase participation by using an electronic version (Survey Monkey) that can also be sent out to parents.</p> <p>Governors thanked LK for her work collating the results.</p>	<p>Repeat Parent survey at Parent consultations in 2018-19.</p> <p>Make electronic version also available.</p>
8	<p>Monitoring reports term 4. Questions arising from reports.</p> <p>The reports had been submitted with the FGB paperwork</p> <p>Christian Distinctiveness</p> <p>JM reported that the Interim visit from Diocese was more negative than expected. There will be a follow up visit in late May.</p> <p>One issue is greater understanding of Christianity as a faith. A</p>	

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resource is being put together for teachers. This should also be addressed if the Lead for RE can return to RE teaching next year (currently a class teacher).

PD asked whether the revised East Sussex RE Curriculum had raised any transition impacts. JM reported that the school had only become aware of the change some way into the year. The Diocese has recommended an alternative curriculum which the school is following. This is particularly useful for teachers with less knowledge about various faiths, as it contains a lot of information. Teachers like that it encourages children to address the big questions from various religious faith angles.

Early Years:

Governors clarified the ratio for 2018-19 would be 21:2, including a qualified teacher, (90% of current capacity?). Governors also clarified that Early Years staff would not be eligible to transfer to school positions. Governors *challenged* what is being done to improve attainment. (72% of children on target (vs 85% aimed for in the SDP).

The restructure in 2018-19 should improve consistency. The Early Years Team (EYT) is still in early days, the new Early Years Policy makes the approach much clearer and the school expects improvements to be forthcoming.

Fees-wise, the Finance Working Group is reassured by the projected roll for 2018-19. The dip in the current year was a reflection of low child numbers across Lewes. A small increase in fees was proposed, in line with inflation.

Proposal: An approx 2 % increase in nursery fees for 2018-19,

	Current	Proposed 2018-19
Breakfast club	4.50	4.60
Afterschool club	11.75	12.00
Nursery session	16.95	17.25
Lunch	2.80	2.85

Proposed by MB, Seconded by JB. Proposal passed.

School to write to nursery & breakfast club/ afterschool club parents re fees increase for 2018-19. Nursery handbook on website to be updated

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	<p>Inclusion</p> <p>Governors <i>challenged</i> whether there was anything further to the report that was being done to address the cause for concern of attainment of boys with SEN (red or amber flagged in report).</p> <p>Next year will see a change in strategy to keeping SEN children in the classroom, and developing teachers' skills in teaching SEN alongside their peers. AS noted that interventions out of class is not consistent with the mastery approach and takes pupils away from valuable teacher contact. Once SEN is identified, progress should be rapid.</p> <p>Some classes are already moving towards this model, but consistency needs to be improved. Governors <i>challenged</i> the school to measure the outcomes of very specific strategies, e.g., modelling a maths problem in a particular way, and monitoring the outcomes for SEN children.</p> <p>It was noted that SEN children have very diverse needs which can be difficult for teachers to track out of the classroom. Where interventions are needed, a complimentary approach is for teachers to take interventions while TAs teach the rest of the class. This approach has improved teachers' understanding of the SEN children's needs, and it is hoped will make it easier to include SEN in lesson plans.</p> <p>MITA (Maximising the Impact of Teaching Assistants) and Mastery</p> <p>MITA is a 2-year programme, approaching the end of its first year. Governors observed the impact of the program via a learning walk. The results so far seem very positive and Governors have seen evidence that the children are responding well.</p> <p>Governors <i>challenged</i> whether all TAs were happy to lead classes. TAs are only asked to do so if they are confident. The expectations placed on TAs have been clearer and more consistent across classes. From September 2018 TAs will be formally contracted for extra 15 minutes at the beginning and end of the school days to facilitate improved planning and feedback.</p>	
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<p>Wellbeing:</p> <p>Behaviour:</p> <p>Dojo system is going well overall, but more training should improve consistency between teachers in terms of the amount they give out. Some of the older children felt that giving too many could have a negative impact on pupils' intrinsic motivation.</p> <p>Health improvement:</p> <p>It was noted that the grant is a substantial amount of money and has generated a significant amount of work for the school.</p> <p>Governors <i>challenged</i> what the school understands about why the baseline obesity levels for South Malling are higher than other schools in the area. It is believed to be explained by the catchment area.</p> <p>Governors <i>challenged</i> whether it would be possible to give behaviour points for health/fitness. JO- it would not be consistent with the current focus on giving dojos for learning (rather than doing). The Healthy Living Coordinator does give stickers and stars as rewards, and sports hall certificates will increase as the programme beds in.</p> <p>LM to become Link Governor for PE.</p> <p>Finance:</p> <p>Budget report:</p> <p>The budget was approved in the sum of £1,070,072 budget allocation of £1,013,720 and carry forward figure from 2017/18 £56,352. Services to Schools was approved in the sum of £60,118.02.</p> <p>It was noted that of the £56,352 carry forward, £52,564 has been ringfenced so the true carry forward is £3,788. Without the nursery budget overspend of £12,097 the carry forward would have been £15,885.</p> <p>The nursery was exempt from restructure for the first 3 years when the school took it over. The restructure in 2018-19 is expected to increase efficiency. The % of bookings is already</p>	<p>School to implement training to improve consistency in dojos given out</p>
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	<p>up for next year, this year's low figures are believed to be accounted for by the low number of nursery-aged children in Lewes, as evidenced by the low take up of reception places across the town for September 2018 (only 144 of 200 have been taken up to date). It is intended that the school's contribution can be repaid to the school when the nursery breaks even.</p> <p>Full operating costs of the nursery are still subsidised by the school in terms of management services, this will be an ongoing issue for Governors to keep revisiting, with a view to recharging services to the nursery when it is possible and continuing to consider alternative finance options e.g., fee increases.</p> <p>Governors noted that the nursery finances are on the Governor risk register (ie. it is good to see that this situation was foreseen and to some extent planned for). Governors also noted the justification in terms of having the nursery on site preparing children for school and the subsequent potential impact on reception / EYFS attainment.</p> <p>Operations:</p> <p>Communications:</p> <p>Governors thanked AS for her work on updating the website and noted the lack of current office capacity for website support.</p> <p>JB <i>challenged</i> that in terms of Christian Distinctiveness there is more to do. Looking at SIAMS outstanding schools, who do more to promote Christian Distinctiveness (eg. via their websites) could be a project for the incoming Foundation Governors.</p>	
9	<p>Visits for Term 6</p> <p>Leads were requested to arrange visits for term 6.</p>	
10	<p>Safeguarding:</p> <p>Report was received last minute so Governors noted that they weren't aware of the contents before the meeting. JO urged Governors to read the report and keep challenging the school about the issues raised in it.</p>	

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	<p>Governors <i>challenged</i> that they were not able to discharge their collective responsibilities in this area if reports do not come through in better time before meetings. LK noted that FK was aware and visit scheduling in 2018-19 will take account of this. It was also noted that this is a vital area, yet it only has one Governor responsible for, and it would be preferable to form a working group for 2018-19 to ensure at least one other governor was skilled up.</p> <p>The culture in the school is positive but there are still areas to improve in bureaucratic terms.</p> <p>The DBS on PD has gone through but it is not complete as he has only been permanent resident in the UK for the past year. There is a process identified by which his prior 4 years can be checked, but until that is complete PD will not be able to work in school premises while children are present.</p>	<p>Establish safeguarding working group for 2018-19</p>
<p>11</p>	<p>GDPR Update</p> <p>There is still a lot of work to do. New privacy notices will go out to staff and parents before the 25th May deadline. Data Protection policy review has been completed. School has bought into local authority data protection service. The LA will be the Data Protection Officer for the 1st year. A Compliance check has been organised for June 13th 2018. A preparatory data audit is underway and much archived data has been shredded.</p> <p>This is an area of Governor responsibility. The FWG noted it is on the risk register. SP volunteered to take on GDPR Monitoring on behalf of the FGB.</p> <p>JB clarified that 25th of May is the deadline for showing that the school is taking steps - it is not a deadline for full compliance with the new law.</p> <p>LK stressed that all governors need an understanding of what the school is doing in relation to GPDR. She suggested that all governors should read the two documents from The Key, circulated with the papers for the meeting. Within one of these it was suggested that we should ask the most experienced person from the school staff to attend an FGB meeting to summarise the information that the school keeps, how it is kept safe and what they school is doing towards ensuring</p>	

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	<p>compliance.</p> <p>Governors challenged how they can be given evidence that the school is working towards compliance. Governors requested that someone give a presentation on what is required and how our school. SP will report back after the compliance check, with a view to organising a presentation from the LA.</p> <p>JO noted that GDPR has been a big drain on resources and taken leadership capacity away from developing teaching excellence.</p> <p>Governors <i>challenged</i> whether this is something that could be supported by extra office staff. Staff would need knowledge of what information the school holds, where and training in GDPR. This role depends very much on where the school is in a year's time with regard to a MAT.</p>	<p>SP to report back after compliance check.</p>
<p>9</p>	<p>Policy review:</p> <p>MB thanked LK for the work she's put into to helping with policy review.</p> <p>LK thanked MR in turn for her help with formatting.</p> <p>The policy schedule will keep Governors up to date with what is coming up for review. Lead Governors for some policies still need to be identified.</p> <p>Governors noted that the Expenses and Allowances Policy had been approved at FGB1 of 2017-18. Financial Procedures has also been approved. Governors were reminded to pass any policies that have been approved to the Clerk for uploading to the learning platform, and to update LK when so doing. The final version of all school policies should be approved by JO and JO would ensure it is saved in the correct area of the school computer drive.</p> <p>SW to send the Allowances & Expenses Policy to LK as it is up to date</p> <p>DH requested using the 365 calendar to schedule meetings and possibly policy review. New clerk to be asked to integrate relevant data onto the calendar.</p> <p>Governors approved the updated Complaints Policy & Promoting Good Relationships Policy.</p>	<p>FWG to send details of up to date Expenses and Allowances, and Local Financial Procedures (and any others) to LK for uploading to Learning Platform</p> <p>LK to update Policy Review Doc.</p> <p>Integrate Governor calendar with Office 365</p>

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12	<p>MAT update</p> <p>The Lewes MAT, which Priory has had capacity to facilitate, is ready to launch in September 2019. Primary schools across the town will need to make a decision about whether or not they wish to join by the next LCLP meeting at the end of July.</p> <p>An extra FGB meeting was proposed for the beginning of July to consider the MAT question. Agreed.</p> <p>LK to put relevant documentation available on the learning platform.</p>	<p>LK to put relevant documentation available on the learning platform.</p> <p>Extra meeting date tbd</p>
13.	<p>Date of Next Meeting</p> <p>Wednesday, 11 July at 8:00am</p> <p>MAT meeting tbd.</p>	

Actions Arising from FGB 5 (16/5/18)

Action	Responsibility	Completion by
MB to sign amended minutes for FGB 4	MB	ASAP
Leads to arrange visits for term 6	leads	ASAP
Safeguarding – PD to complete US DBS equivalent screening	PD/SW	ASAP
FWG to forward details of updated policies to LK to put on learning platform	FWG/LK	ASAP
Signpost relevant information to MAT on the learning platform	LK	ASAP
Confirm MAT FGB meeting date for term 6	LK	ASAP
School to write to nursery parents re fees increase & update website	SW	ASAP
GDPR – Update Governors after compliance check.	SP	FGB 6
JO to present formal staffing structure for approval at FGB 6	JO	FGB 6
School to implement training to improve consistency in dojo distribution	JO/AS	ASAP
Establish safeguarding working group for 2018-19	Strategy	Sep 18
Schedule meetings and possibly policy updates onto Office 365 calendar	New clerk	Sep 18
Repeat Parent survey at March parent consultations in 2018-19. Also make electronic version available.	LK	March 19

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Outstanding Actions Arising from Previous FGBs

Action	Responsibility	Completion by
Governors would complete online Safeguarding and email certificates to LK. (PD, LM, SL AND SP)	Governors	ONGOING
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
Governor role Health and Safety – planning to ask new diocesan candidates	Strategy	Ongoing
Identifying the school as a Christian School	JM/LK	Ongoing
LM to monitor Health Improvement Grant	LM	Ongoing

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