



**Meeting of the Full Governing Body
Wednesday 1 February 2017
5.45pm – 7.45pm**

MINUTES

Governors:	Mary Burr (Chair of Governors), Jo O'Donoghue, Liz Kaye, Rev Jeremy Bamber, Daniel Horan, Ian Rothery, John Stockdale, Annie Schulte, Sue Warren, Mandi Ramshaw, Mary Burr, Kevin Bull, Francis King
In attendance	Viv Davies (clerk),

	Agenda Item	Action
1,	Welcome MB opened the meeting.	
2.	<p>Meeting with Staff</p> <ul style="list-style-type: none"> • MB detailed the Governor working Groups • JO introduced the staff • JO explained the school vision <p>Groups of governors and staff prepared a SWOT analysis. The majority of the responses are detailed below: -</p> <p><u>Strengths</u></p> <ul style="list-style-type: none"> • Behaviour • Curriculum • Outcomes • Quality of teaching • Open to change • Quality of Teaching 	

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

, Chair of Governors



	<ul style="list-style-type: none"> • Stable Staff • Cohesion • Good Reputation • Ethos • Inclusive • Community Links <p><u>Weakness</u></p> <ul style="list-style-type: none"> • Links with other schools • Data- inconsistent • Small size of the school. • Children entering school without strong vocabulary • Spelling • Healthy Eating • Lack of Space • Separate buildings – Nursery School • Only one class in each year group. • Children with more than one vulnerable group <p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Developing our identity • Preparing children for the world – e-safety • Link with other schools. Economies of Scale • Specialisms • Sharing of Good practice • Closer links with other schools. • Expansion 2 form entry • Development of inter-faith inclusion • To finance ourselves further 	
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	<ul style="list-style-type: none"> • Outstanding Ofsted <p><u>Threats</u></p> <ul style="list-style-type: none"> • Leadership sustainability • Government changes • Academisation • Pay and conditions • Lack of identity • Budget cuts. • School Inclusion- oversubscribed SEN 	
3.	<p>Apologies for Absence</p> <p>Apologies had been received from and Scott O'Brien and Sarah Brydon.</p>	
4.	<p>Declarations of Interests and confidentiality reminder</p> <p>LK, KB, MR and FK declared an interest as they had children in year 2.</p>	
5.	<p>Minutes of the 30.11.16 and 12.1.17 & follow up of actions.</p> <p>Some amendments were made to the minutes: -</p> <p><u>30.11.16</u> Pay and Performance. Governors had met for the final time in the 15/16 cycle and reviewed anonymised objectives for the current year.</p> <p><u>12.1.17.</u> Meetings had taken place with a group of primary heads</p>	

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	<p>Governors approved the minutes with the amendments noted.</p> <p><u>Actions.</u></p> <ul style="list-style-type: none"> • JO had worked with LK regarding Governor representation on inset days. • MB had written a card to new staff • The safeguarding audit was on the learning platform. • Governors would complete GEL online Safeguarding training and send the certificates to LK. • The old train would be dismantled. • MR had formatted policies. <p>Governors questioned if school numbers included Nursery. SW would investigate.</p>	<p>Governors</p>
<p>6.</p>	<p>Headteachers Report</p> <p>The Headteacher's report to Governors had been distributed to Governors prior to the meeting.</p> <p>Governors raised the following questions: -</p> <p><u>Admissions.</u> Governors noted that 15 year 2 places for pupils from Pells were required to be found in Lewes schools and that the admissions department had wanted a bulge class. Governors resolved that if South Malling was approached JO would refer the request to Governors. LK, KB, MR and FK declared an interest as they had children in year 2 at South Malling.</p> <p><u>Attendance/Unauthorised absence.</u> Governors asked if this related to 1 child. More than 1 child was involved.</p>	

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	<p>Achievement and standards</p> <p>Governors noted that the letter of congratulations from the Local Authority following the outcome of the Ofsted Inspection had been received. Action: AS to upload onto the website.</p> <p>Behaviour</p> <p>Governors challenged why there were 7 pupils in Year 6 with behaviour support in place. In future, the school would look at similar patterns in other year groups to address the behaviour earlier in the school.</p> <p>Health Improvement Grant (£10,000). The school been required to produce a detailed action plan on the expenditure and had been informed that the action plan had been approved. The school was now required to monitor the impact of the expenditure and report back on expenditure in July. The wellbeing group would monitor the Health Improvement grant expenditure. Action: IR.</p> <p>School Development Plan</p> <p>Governors noted that the updated School Development Plan had been uploaded onto the Learning Platform.</p>	<p>AS</p> <p>IR</p>
<p>7.</p>	<p>Standards and Achievement update</p> <p>Raiseonline report / Learning Links update</p> <p>Governors noted the data headlines and Ofsted Inspection Dashboard weaknesses which had been highlighted in the report. Governors challenged the reasons behind the data for last year's Year 6. The School had expected the results and the</p>	

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	<p>narrative (i.e. back story) regarding our expectation of the cohorts in Y2 and Y6 last year would have been presented to Ofsted had they arrived after the SATS results had been published. Governors also noted that the curriculum and assessment system was different in 2016 and the expectation had been raised</p> <p>PPG Update/SEND funding and impact Governors noted that the school received a total of £105k towards our SEN provision and the cost to the school of our current SEN provision is £111k. Therefore, the school was carrying an in-school deficit in relation to SEN of £6k, which is being balanced in other ways within the overall budget.</p>	
8.	<p>Early Years Working Group</p> <p>Governors noted the update on Item 4 on the School Development plan – <i>“To develop a shared vision, consistency and understanding of excellence across the Nursery and Reception teams.”</i> Governors considered that the link to the School development plan was a good format for the report. Governors questioned if the attendance of Nursery was included in the school attendance data. This was not the case but it was important to prepare children for school.</p>	
9.	<p>Leadership Working Group</p> <p>Governors noted that JO had led in early years for this academic year. However, the situation was not sustainable on a long-term basis. Governors needed to be mindful that an Early Years Leadership position was required. The post holder would be a member of the Senior Leadership Team. Governors noted that the appointment would have to be advertised if it was on the leadership</p>	

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	scale. Governors asked if the position would be available for existing staff. This was the case.	
10.	<p>Wellbeing Working Group</p> <p>Staff Wellbeing IR and JO had met about the staff questionnaire.</p> <p>Health and Safety IR had met with SW. A new Health and Safety Policy had been reviewed. IR recommended ratification of the ESCC Health and Safety Policy and the Offsite Visits Policy. Governors approved the above Policies.</p>	
11.	<p>Christian Distinctiveness This would be presented to the next Governors meeting. Action: Clerk.</p>	Clerk
12.	<p>Finance Working Group Report (Benchmarking)</p> <p>Governors noted that the school would not be able to present the budget to the next FGB. The working group would undertake to provide governors with the best overview. Governors were requested to delegate the responsibility to the finance working to approve the budget as per the scheme of delegation. Governors approved that the finance working group could approve the final budget.</p> <p>JO had put an article in the newsletter assuring parents that the school was not in a financial difficulty.</p> <p>Benchmarking</p> <p>The strategy group would address the recommended actions from</p>	

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	benchmarking. Governors were mindful that the school would look at applying for more grants in future.	
13.	<p>Safeguarding</p> <p>JO and FK had met to look at attendance. The school was aware of the issues surrounding persistent attendance.</p> <p>FK had looked at the Safer Recruitment policy. Governors approved the policy.</p> <p>MB and LK would undertake safer recruitment training.</p>	MB/LK
14.	<p>Policies</p> <ul style="list-style-type: none"> • Staff Attendance Policy • Send Policy. <p>Governors approved the above policies.</p> <p>The following policies had been approved during other items in the agenda.</p> <ul style="list-style-type: none"> • Health and Safety • Offsite visits • Safer Recruitment 	
15.	<p>AOB</p> <p>A Governors competency matrix would be presented to the next FGB.</p> <p>JO advised that as a zebra crossing was being installed ESCC would no longer fund the crossing patrol. Discussion took place</p>	Clerk

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	regarding retaining the position for the Crossing Patrol. This had budget implications of circa £3k. Governors approved the expenditure.	
16.	Date of Next Meeting Wednesday 22 March – 8am to 10am.	

Actions Arising from FGB 1.2.17

Action	Responsibility	Completion by
Governors would complete GEL online Safeguarding and email certificates to LK.	Governors	ASAP
To upload letter of congratulations onto the website	AS	ASAP
To undertake Safer Recruitment Training	MB/LK	ASAP
To present Governance Competency Matrix to next FGB	Clerk	ASAP

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