



**Meeting of the Full Governing Body
Wednesday 17 May 2017
5.45 pm – 7.45 pm**

MINUTES

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

	Agenda Item	Action
	Welcome LK opened the meeting.	
1.	<p>Declarations of Interests and confidentiality reminder</p> <p>JO is Executive Head at Pells MR is Chair of the Friends. MR, FK, KB and LK are Year 2 parents</p> <p>Apologies for Absence</p> <p>Apologies had been received from Mary Burr, Scott O'Brien, John Stockdale.</p>	
2.	<p>Minutes of the 22.3.17</p> <p>Some amendments were made to the minutes: -</p> <ul style="list-style-type: none"> • Sarah Brydon was present at the FGB • The approval of the budget was delegated to Governing Body Finance 	

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	LK signed the minutes with the amendments noted.	
3a.	<p>Matters Arising</p> <ul style="list-style-type: none"> • Online Safeguarding Training. Governors were asked to email the certificates to LK. IR, MB, SO'B and FK to complete the training. Action: LK to send out online training details to governors. • Upload the result of the Homework Survey. Action: AS/clerk to verify if this has been done. • JO and SW had looked at the Premises plan on low fences. A successful practice fire evacuation had taken place and this premises issue would not be pursued. Steps would be put in the steep bank. Governors asked if adverse weather would affect the evacuation. This was not thought to be the case. Governors challenged whether steps would affect wheelchair access. There was a place of safety on the veranda. • SIAMS toolkit. This had been reviewed. The SIAMS inspection would take place the day following the FGB. • Cause for concern forms had been completed correctly. • FK had viewed the Single Central record. 	LK AS/Clerk
4.	<p>Headteachers Report</p> <p>See Headteacher Report in minute Book.</p> <p>Admissions</p> <p>Governors noted that there had been an increase in the Nursery numbers since the last report. In addition, there would be a large number of children in Year 3 next year. The Staffing structure</p>	

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	<p>would be amended accordingly.</p> <p>Attendance.</p> <p>Governors were told there was an ESCC push regarding improving attendance. Governors noted that 22 Pupils had persistent absence. Governors asked if some children were from the same families. This was the case. The school wanted to raise the profile of attendance. Attendance rewards were now given for children with 98% or more attendance. Punctuality was also a focus.</p> <p>Discussion took place regarding addressing attendance issues with parents as it was not children's fault they were late to school. JO confirmed she was addressing attendance issues with parents.</p> <p>Governors challenged the reasons behind the low attendance data for reception. Children often picked up lots of illnesses when they started school. In addition, parents took children out of school when they were under 5 and under statutory school age. However, all absences were included in the attendance figures.</p> <p>Looked After Children</p> <p>Governors noted that AS is now the Looked After Child Designated Officer. AS would be meeting more regularly with those with parental responsibility for looked-after children.</p> <p>Pupil Premium</p> <p>The impact of PPG spending will be reviewed via the next Inclusion WG report in Term 2 next academic year.</p>	
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	<p>The impact of spending will be evident in Pupil Premium report in September 2017.</p> <p>Governors noted that there had been an increase in spending on intervention support from a qualified teacher pre-SATs for Years 2 and 6.</p> <p>Data</p> <p>Governors noted the data. Concern was raised regarding: -</p> <ul style="list-style-type: none"> • Year 2: below target at 71% for writing. Year 6: below target at 59% for writing, • Year 3- attainment continues to be low • Year 5- writing and maths attainment is low, • Number of pupils working at greater depth continues to be lower than national figures (2016), particularly at KS1 and for writing in Year 6. • Gap between disadvantaged and non-disadvantaged continues particularly in writing at KS2. • Low combined score for reading, writing and maths at end of KS2. <p>Interventions were in place and the impact of interventions is being tracked.</p> <p>AS had met with one of the lead data people from ESCC. AS was looking to see how progress could be shown. Governors challenged if progress indicators would be available for Year 2 and Year 6 at FGB 6. This would be available for FGB 1 (October).</p>	
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	Governors challenged if the school was missing out from income from supply cover if supply was covered internally. This was not the case.	
5.	<p>Review of SDP and SEF and RAG rating for next year.</p> <p>The SDP is progressing according to plan. The lead Governor of each Group would summarise the strengths and weaknesses from their working groups. At the next Strategy Group Committee meeting (Term 6) these summaries would be used to review the SEF. There were no major issues for concern.</p>	
6.	<p>Curriculum Review SDP 2</p> <p>JO and MR had visited to discuss moving from the learning journey based curriculum to a values-based curriculum. Governors asked the timescale and for more of an explanation regarding what a values-based curriculum means and how it would change our current curriculum. A working group was being trialled to explore the proposal. This would be part of the SDP for the next academic year.</p>	
7.	<p>Leadership Group: SDP 1</p> <p>Governors noted the Homework Group report RAG rated Green. This would be moved to FGB 6.</p>	
8.	<p>Inclusion and PPG Report : SDP 5</p> <p>The RAG rated format was noted. Governors noted that the Pupil Voice with challenged students was very positive. Staff voice had also taken place.</p> <p>Action: DH to work with AS on review of the Inclusion Policy by FGB 6.</p>	DH/AS

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<p>9.</p>	<p>Early Years Working Group: SDP 4</p> <p>Governors asked about nursery numbers currently booked for next year. They were slightly low, but this was the trend for this time of year. Intake was predicted to increase by September. This would be monitored closely by the school and FWG."</p> <p>The key issues were the challenges in integrating the School with the Nursery. JO was addressing this. In addition, AS had regular meetings with Nursery and SW went over to Nursery at least once a week. Governors asked if the addition of the Early Years lead would improve the situation. It was hoped this would improve the situation.</p> <p>Governors asked if nursery staff attended CPD training. There had been some joint training. Governors asked if the Nursery staff were invited to TA meetings. This was dependent on the content. In addition, there had been issues with staff sickness.</p> <p>Governors noted that there would be limited impact on the proposals for 30 hours of Nursery funding as most parents did not use more than the 15 hours.</p> <p>Governors approved the uplift in Nursery fees of 10p per hour. (See Review of Nursery Finances Item 11).</p> <p>Governors asked about nursery numbers currently booked for next year. They were slightly low, but this was the trend for this time of year. Intake was predicted to increase by September. This would be monitored closely by the school and FWG."</p> <p>Governors emphasised that it is important to ensure that the school is not seen to be subsidising the nursery. SW would seek advice</p>	<p>SW</p>
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	from ESCC finance. Action: SW.	
10.	<p>Finance Working Group Report</p> <p>1 and 3 year Budget sign off</p> <p>The budget was agreed in the sum of £995,433 Budget allocation £944,564 carry forward 16-17 £50,869. The 1 year and 3 years plans were also agreed. The Nursery 1 year and 3 year plans were agreed. Services to school was agreed in the sum of £55,023.76.</p> <p>Sports funding.</p> <p>Governors noted that the strategy group had recommended that Finance take over the monitoring of Sports Funding. Governors approved the sports funding statement which would be uploaded to the website. Action: AS</p> <p>Monitoring of Expenditure</p> <p>Governors noted the following expenditure: -</p> <p>Services to Schools - £55,023.76</p> <p>Diocese of Chichester Partnership Agreement (April 17 to March 18) - £906.50 (funded by South Malling Church PCC).</p> <p>Health Improvement Grant.</p>	AS

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	<p>Governors noted that following the receipt of £10,000 in the last financial year a further grant of £7,000 has been applied for and approved.</p> <p>Review of Nursery Finances</p> <p>Governors noted the following: - Carry forward from the nursery 2017/18 £12,097</p> <table data-bbox="252 1048 954 1128"> <tr> <td>Surplus funds</td> <td>£12,097</td> </tr> <tr> <td>Total</td> <td>£12,097</td> </tr> </table> <p>The Nursery sessions have increased for the next term however the bookings for September are slowing coming in and it has been necessary to advertise.</p> <p>The Nursery budget requires constant monitoring as funding and fees come into the budget throughout the year, however it has been able to support itself and currently has a contingency of approximately £2,876.</p>	Surplus funds	£12,097	Total	£12,097	
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11.	<p>Wellbeing Working Group</p> <p>Staff wellbeing- questionnaire. Governors noted that Staff feel well supported in their professional development and are very supportive of the lesson study programme. The next steps were to provide specific training opportunities outside the school development plan priorities and including more subjects in the lesson study programme. Governors challenged whether training should be funded if was</p>					

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	<p>outside of the SDP priorities. Training was funded if it was within the staff appraisal targets.</p> <p>Equalities- objectives update.</p> <p>These were deferred to FGB 6. Action: Wellbeing working Group.</p> <p>SIAMS Update</p> <p>The SIAMS inspection would take place the day following the FGB. Since the previous inspection there has been considerable work to strengthen the Christian Distinctiveness. This included a strategic decision to employ an RE teacher.</p> <p>Governors asked what the implications would be of the potential judgements. If the school received a satisfactory judgement it would still be progress as the school was on the border of satisfactory at the last inspection. In addition, the requirements to achieve a satisfactory judgement have increased since the last inspection. Progress had been made.</p> <p>Pupil Survey</p> <p>IR and SB had conducted a survey of children from both church going and non-church going families. Children wanted to be more involved in RE and assemblies and wanted to take more ownership of RE.</p> <p>Health and Safety</p> <p>One accident had been reported. This had been reportable to the HSE because the child had left the premises and attended hospital.</p>	
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	JO and SW were responding to questions which were being asked as to why it happened and were taking steps to address the situation.	
12.	<p>Safeguarding</p> <ul style="list-style-type: none"> All Staff were using the Cause for Concern form. FK would ensure the Safeguarding Compliance checklist is completed for FGB 6. Action: FK. LK held a certificate for Safer Recruitment training. At the next FGB JO would report on the safeguarding cases. This would be a confidential item. Action: JO. Safeguarding would be incorporated within the School Development plan next year. Action: JO. <p>Governors asked if firewalls were in place to prevent access to inappropriate internet sites. Firewalls were in place. Any access to inappropriate sites was addressed.</p>	FK JO JO
13.	<p>Prospectus.</p> <p>This was work in progress. Action SW/LK to review.</p>	SW/LK
14.	<p>Website</p> <p>AS and LK had met to review. This was progressing.</p>	AS/LK
15.	<p>Communication with Parents</p> <p>LK had met with the SLT and drafted a proposed parent survey. LK would consult with JO.</p>	LK/JO

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	Governors noted that there had only been 4 hits on Parentview this year. Governors resolved that there needed to be some way of getting parents to complete Parentview in order to provide a constant story for Ofsted.	
16.	<p>Succession Planning</p> <p>There would be a parent governor vacancy within the next 6 months. Governors noted that IR would step down at the end this academic year and JS would not continue after the end of his term of office (finishing this year). Any Governors who were interested in taking on the roles currently undertaken by IR and JS were requested to contact LK.</p>	
17.	Future direction of the School – Confidential	
18.	<p>Policies</p> <p>The work on policies was progressing.</p> <p>Governors approved the following policies: -</p> <ul style="list-style-type: none"> • Staff discipline • Governor allowances. • Data Protection - Reviewed in October 2014. Will be reviewed in October 2017. • Supporting children with medial conditions • Freedom of Information scheme. – Noted. Action: JO to upload to School Policy file. <p>The Attendance Policy was deferred to FGB 6. Action: JO to forward to FK.</p>	FK/JO

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19.	AOB. There was no other business.	
20.	Date of Next Meeting Wednesday 12 July from 8am to 10am	

Actions Arising from FGB 17.5.17

Action	Responsibility	Completion by
Governors would complete online Safeguarding and email certificates to LK.	Governors	ASAP
LK to send out online training details to governors.	LK	ASAP
Governor to monitor Health Improvement Grant – on Strategy Agenda	Clerk	Term 6
Strategy Group to RAG the SDP	Strategy Group	Term 6
School Council would attend an FGB in Term 6	Clerk	Term 6
Behaviour to be included in the SDP next year	JO	Next year
Upload the result of the homework survey onto the Learning Platform.	AS/clerk	ASAP
Sports Funding statement to be uploaded to the website.	AS	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	Ongoing
Equalities Objectives to be reviewed in term 6	Wellbeing	Term 6

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DH and AS to review the Inclusion Policy	DH,AS	Term 6
FK would ensure the Safeguarding Compliance checklist is completed for FGB 6.	FK	Term 6
JO would report on the safeguarding cases	JO	Term 6
Safeguarding would be incorporated within the School Development plan next year	JO	ASAP
To seek advice from ESCC finance regarding School and Nursery finances.	SW	ASAP
Review of Prospectus	SW/LK	ASAP
Review of Website	AS/LK	ASAP
Produce parent survey	LK/JO	ASAP
JO to send Attendance Policy to FK	JO	ASAP
Review of Attendance Policy	FK	Term 6

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