

DRAFT

MINUTES OF THE MEETING OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL ON WEDNESDAY, 13TH JULY 2016 AT 6.15 P.M.

Governors: Zoe Thorn (Chair), Carole Mills (Vice Chair), Kevin Blencowe, Jill Tuffnell, Lucy Walker, Emily Evans, Melissa Hatcher, Sarah Ransome, Angel Gurria, Rosa Mottershead, Tony Davies (Headteacher),

In attendance: Liz Steel, Kate Spencer-Allen (Assistant Headteachers)

Clerk: Lis Silver (Clerk to Governors)

Item		ACTION
1.	Apologies for absence	
	There were apologies for absence Neil Perry and Gavin Ayliffe. It was noted that Annabelle Lewis is on long-term sickness absence from the school.	
2.	Declaration of pecuniary interests	
	Governors had no additional direct or indirect pecuniary interests to declare relating to items on today's agenda. It was noted that the new governors still need to complete Declaration of Interest forms.	
3.	Welcome to new Parent Governors	
	The Chair welcomed the two new Parent Governors Rosa and Angel to the meeting and all present introduced themselves	
4.	Feedback from Parent Governor Election	
	<p>Tony as the Returning Officer updated the meeting about the recent Parent Governor Election. There had been two vacancies and it had been an enormous task with more candidates and votes than previous elections. In addition the Chair and the Clerk had been involved in updating the process in the light of feedback from previous elections. He was aware that the changes to the process had raised both questions and a number of compliments from individual parents, including a Professor of Politics and from Council staff. Overall he was pleased with the sense of community and the high level of participation.</p> <p>He gave a brief summary of questions that had been raised by parents about the process. Tony advised that a number of additional controls had been put in place to help to verify that all votes cast were legitimate following concerns raised in previous elections about multiple votes being cast. All the modifications had been designed to ensure that each person was only able to cast one vote and the double envelope system is to ensure anonymity. The first labelled envelope allows checks to be made that each parent has only voted once. Blank second envelopes are then collected together and opened to maintain anonymity.</p> <p>Tony advised that he and the Clerk had been present at the count and that all candidates were invited and one of the candidates had attended.</p> <p>Overall he believed it had been an effective and fair process but that lessons had been learned to improve the process further. He had received very positive comments from many of the candidates about how useful it had been to meet with the Chair to ensure that they fully understood the role</p>	

	<p>they were taking on and he had been very pleased with the number of parents willing to stand for election and the high number of votes that had been cast. In response to a question Tony advised that in excess of 400 votes had been cast.</p> <p>In answer to a question as to whether the school had followed the Governor Services guidelines Tony confirmed that he had run the methodology past Governor Services and they were very happy with what was done</p> <p>Jill advised that she would be happy to lead a small Working group to review and update the process for future elections of Parent Governors, since she is not a parent governor and has considerable experience of elections.</p> <p><i>Carole Mills joined the meeting during the discussion about the Election process</i></p> <p>Action: Jill to lead a working group to update the Procedure for Parent Governor elections</p>	<p>Clerk Jill Tuffnell</p>
5.	Minutes of the meeting held on 4th May 2016	
	<p>The minutes were reviewed for accuracy. A correction was noted on page 10 section 10 that both the vacant posts were co-opted posts.</p> <p>With this correction the minutes were confirmed as a true and correct record.</p>	
6.	Matters arising or agreed actions update	
	<p>The following matters arising were noted:</p> <ul style="list-style-type: none"> • Lucy noted that whilst the minutes were still long the layout was easier to read. It was noted that there needs to be a balance between length and ensuring that details and clarity about action points is included. • Confirmed that the Chair had contacted the NGA and that evidence had been passed on to the Education Select Committee regarding staff well-being matters. It is a national issue that many schools are having trouble recruiting and retaining staff. Zoe advised that she had been unable to attend the most recent local Chairs forum meeting. Zoe advised that Governor training had also been contacted regarding arranging in house training on Staff Wellbeing for the Autumn term • Governor training record needs to be updated. Lucy needs information on Safeguarding training for updating form <p>Action: All governors to advise Clerk of training done</p>	<p>Clerk/All</p>
7.	Raising Standards – Headteacher’s Report	
8.	Raising Standards – Initial results of Statutory Assessments 2016	
	<p>Governors confirmed that it was clear from the report the astonishing level of pressure that teachers have been under this year resulting from the extraordinary upheaval in the national education system and the impact that this has had on morale and work life balance. The staff were thanked for how they have responded to this pressure and the work that has been done to achieve the good SATs results in all areas. Tony ran through the key results from his report for each stage of the school. He drew governors’ attention to the fact that the good KS2 results at National Average level had</p>	

been achieved with a challenging year group and that exceptional progress had been seen in the year to achieve these results. Statutory assessment results in all areas are in line or above national averages. At KS1 the school is above National averages in all areas except working at greater depth in Maths and results are above National averages for Good level of development at Foundation stage and for the percentage of children achieving the expected standard in Year 1 Phonics screening check. The school had been moderated for both KS1 and Foundation stage results which are based on teacher assessment and the excellent feedback from the moderators provided a high level of reassurance and allowed some assessments to be raised since it indicated that judgements had been cautious. These results provided good feedback on whether resources had been targeted correctly. It was noted however that because of the changes in assessment that these results were not comparable to previous years.

Zoe as Chair of the FGB congratulated Tony on the results obtained. Tony advised that in October the RAISE online results will become available and a more detailed analysis of results will be made and an open Teaching, Learning and Outcomes Committee will be held which all governors can attend to discuss the full data analysis. Sarah asked about whether comparison would be made with data from other local schools e.g. one that had exceeded National Averages in every area and whether we could learn from local success stories and Tony confirmed that this was being done. He had had a meeting earlier that day with another school to look at Pupil Premium projects; they had been impressed with the St Matthews reading results whilst St Matthews was looking at successfully Maths projects that they could learn from.

Carole as Vice Chair added her congratulations at the results achieved in a challenging year – good results are so critical for the future success of the school. Liz confirmed that information is collected informally when a child leaves the school at an interim point and that all leavers last year (2014/15) have been linked to a house or location move. The possibility of anonymous feedback from parents via the website was also raised and concern was raised that gathering information in this way did not necessarily reflect the views of the whole parent body. Lucy advised that the holistic experience of each child is very important and that achievement of 100% success should not be at the expense of other things that are not measured in the data.

It was noted that the school had closed for the strike day the previous week and Angel told the meeting that he personally in his role as a parent would be interested to hear Tony's view on statutory testing and to gain a better understanding of the stress that teachers are working under. Rosa agreed and said that this would need to focus on the factual information and drawback from the political aspects and a number of other governors confirmed agreement. Tony responded by noting that it is difficult to determine what is factual and what is political so to date has not expressed his personal views publicly. He was aware that it was a current issue and noted that there was a group of parents who were handing out leaflets at the school gates for a meeting to debate the issues. He had concerns about this if it was felt that the school were seen to be publicising the meeting since he had no control over the views stated. The meeting were informed that an NUT leaflet had been sent home in book bags.

In the context of the information in the Headmaster's report about the

	<p>unprecedented number of child protection issues Zoe asked if there was anything that the Board should be considering with regards to providing resource to support the vulnerable children. Tony responded that additional staff had already been employed to work in this area but that it was just not possible to provide the 1 to 1 support that some of these children required because of the costs involved. Although the school is working with the local authority in all cases the problems are magnified by the lack of external support services. The additional workload has been demanding and time consuming particularly for the class teachers and the senior staff involved and is not sustainable in the long term. It is hoped the situation may change in September but if not then alternative strategies will be required. Tony complimented Liz and Kate for their resilience and commitment in dealing with these children.</p> <p>Tony advised the FGB that Annabelle was not currently in school because of long-term sickness. The governors wished her well and agreed to send something</p> <p>Action: Zoe to organise something to be sent to Annabelle from the governors</p>	Zoe
9.	<p>Update on Agreed Actions following discussions on academisation in last FGB</p>	
	<p>Tony advised that the day after the last FGB Nicky Morgan had announced a U turn and that it would no longer be compulsory for all schools to become academies. Carole advised that a panel of head teachers she was working with had concluded that becoming part of a Multi Academy Trust (MAT) was a backwards but inevitable step as Local authority services were being decimated and therefore the alternatives to be coming an academy were no longer viable. The importance of finding other primary schools with a similar ethos was the most critical issue.</p> <p>Zoe noted that she had spoken informally to another Chair at a primary school who was in a similar position and was keen to be in a group with other primary schools. Tony has also spoken informally to the local cluster of heads at the South of the Rover meeting. The general view was that at the moment they were nervous of making active plans because once the process is started then other options become very limited. Tony and Zoe also advised the meeting that Fulbourn Academy had sent them a copy of their brochure.</p> <p>Agreed Actions: Request to Parkside Academy trust to carry out a presentation to the Heads in the local cluster. Determine if Netherhall Trust should also make a presentation – different experience since required following Ofsted inspection.</p> <p>Critical questions for the Heads are</p> <ul style="list-style-type: none"> - what has becoming an academy meant for you - how do you delegate responsibility - what are the key questions - if we are going to become an academy then could that be as a geographical group possibly with a secondary school involved – explore the various options 	Tony

Lucy suggested that if Parkside, as the local academy, were to be invited to make a presentation to the St Matthews FGB – governors should be aware that they will be keen to persuade us to join their trust since extra schools will help the financial viability of the trust. Rosa asked if we should also be talking to other primary schools that have already set up trusts. Tony said this was possible but there are none that St Matthews already have a close relationship with. Local primary schools with academy status include Chesterton (formerly Shirley school reopened as academy), Histon & Impington. The Spinney is at start of process. The new University school is a free school so it has similar governance structure but different funding arrangements. He noted that currently the vast majority of MATs still only have one school in them but that in future the DfE are not agreeing to single school trusts but will expect trusts that are set up to acquire other schools to join the trust. Rosa asked whether the local authority might set up their own MAT but was advised that with the restrictions on funding they are not keen to do this. However becoming part of a larger MAT might feel more like local authority provision – some MATs have 50 schools and provide a wide variety of services.

It was agreed that Nicky Morgan’s announcement had not really made a significant difference since there are still a number of ways that schools can be forced to become academies:

- if their local authority performance is deemed not good enough
- if the local authority reaches a tipping point where insufficient maintained schools are left to provide a service
- Poor Ofsted outcome for the school
- School accused of coasting

Tony thanked the governors for the good and open discussion that had taken place in recent meetings. In the light of all the uncertainty – he felt it had been very valuable to take these soundings so that if the school were put in a place where action was required there was already a good understanding. One of the uncertainties is about how the new Education secretary will move things forward. Lucy noted that shortage of resources at city level is already being evidenced.

Tony advised that since it is unclear when we will need to have a view it might be good to draw up a single page of key decisions that will need to be thought about e.g. is it good to share staff between schools, how would lettings income be used – locally or centrally. Rosa suggested that the impact of the different possible structures should be included e.g. joining a MAT, setting up a MAT, types of other schools in the MAT

Action: List of key questions for Academisation to be drawn up for review by FGB

Carole suggested that, in the same way as was done for the premises project, governors might be asked to find out more about one of the options and feed back to the FGB. Tony noted that this was not possible in September but might be scheduled for December after the Parkside presentation and the writing of the questions list. Rosa advised that select Committee reports are held in the House of Commons library and these might be useful for review. Zoe noted that the school has just signed up for Key Governor resources which may be helpful for this and that passwords will be sent to Governors in September.

Tony/Zoe

10.	Raising Standards – School Development Plan Update	
	<p>Tony advised that much had been learnt during this academic year. However the launch of the new project on Character Development scheduled for the Autumn term would need to be postponed until September 2017 when a training day (with governors in attendance) would be held. This is to allow work on assessment to continue to ensure it is fully embedded and that outcomes of statutory assessments have been adequately responded to. In addition Tony is looking to source restraint training for all staff, training on de-escalation strategies, to help them in dealing with the children with severe emotional and behavioural difficulties. In answer to a question Tony advised that this does not mean that there would not be a continuation of the on-going aspects of Character Education which are embedded in the curriculum including work on school values just a delay in the launch of the new project.</p>	
11.	Raising Standards – Draft Minutes of the Teaching, Learning and Outcomes Committee of 22nd June 2016	
	<p>Carole presented the work done by the Committee at their last meeting in June. This had included looking at the recent Statutory assessments, future work on Character Education and the new policy for children with advanced high potential (formerly known as gifted children). The Committee had received reports from Link Governor visits to Maths, Science and SEND. It was noted that the Committee were still awaiting a visit report on Literacy. It was agreed that Sarah Barratt should be invited to a TLOC Committee in the Autumn. The Committee were also looking to fill Link Governor vacancies now that the new Parent Governors had been appointed.</p>	
12.	Co-opted Governors	
	<p>Nominations for staff co-opted Governors</p> <p>Tony advised that since Emily will be going on maternity leave in the Autumn she had suggested that her Term of office should finish at the end of this term. As a result there were two vacancies for Co-opted staff governors and he had received three nominations. In addition there is one Co-opted vacancy for a non-staff member - this can't be for an employee because of the requirement that less than a third of the governors are employees of the school. He noted that Melissa is the elected staff governor who will remain in post and that at re-constitution it was agreed that there should be two co-opted staff governors to maintain the same level of 3 staff governors). The governors spent some time discussing what would be useful skills for the staff governors to have and then reviewed the nominations before voting on which 2 governors to elect. It was agreed that there should be 2 teachers and 1 member of support staff included so that there could be a teacher to sit on each of the Committees.</p> <p>The Board voted unanimously for Christina Bates and Tricia Lloyd to be come the new co-opted staff governors</p> <p>The Board asked Tony to feedback to the unsuccessful candidate that they would have been very happy to appoint her but it was only because of the strength of the field that she had not been successful. They also suggested that they should look for ways to get feedback from the office staff who are not represented on the Board e.g. as an Associate governor with no voting rights</p>	Tony

	<p>Action: Position of Associate governor to be investigated</p> <p>Skills gaps for other co-opted governor positions Governors agreed that once they had got skills audit information from the two new governors and removed information about governors who had reached the end of their term that they should look to see if there are any gaps in the skills of the Board before looking for a new governor to so-opt. It was noted that legal skills has previously been identified as a valuable area of skill.</p> <p>Action: Carole, Kevin and Zoe to review skills and Co-opting of new governor to be agenda item for discussion at next FGB.</p> <p>Action: All governors to review if they know someone who might be interested in becoming a co-opted governor e.g. local business person</p>	<p>Carole/Kevin/Zoe</p>
<p>13</p>	<p>Governor Training</p>	
	<p>As minuted under Matters Arising all governors to advise Clark on training done during the current academic year.</p> <p>Lucy noted that she had written up notes about the training she had attended re achievement of vulnerable groups including minority groups. The school should consider having a designated teacher and governor who reviews the diversity of the school and the attainment of minority groups. It was agreed that rather than a specialist governor this formed part of the work of the SEND link governor and that review of all groups in the school is part of the TLOC's remit, however the small numbers in some minority groups can make analysis of data problematic. It is part of the remit of this Committee to be looking for groups in the school who do not achieve e.g. Pupil premium or SEN children within the analysis of RAISE Online data that will be done in the Autumn term. Tony noted that for EAL (English as an additional language) children analysis of their performance has indicated that it is generally above the national average.</p> <p>Recent governor training highlighted the requirement for the school Complaints procedure to be amended and this work is on-going by the Local Authority.</p> <p>Tony advised that he has been asked to be part of Cambridge School Improvement Board- a group chaired by a former Headteacher with a remit of strategic overview and identification of actions to improve schools in Cambridge. This group are working on gathering good quality data on Training and Development in local schools. Tony does not feel he would have time to do this whilst chairing Cambridgeshire Primary Heads.</p> <p>It was noted that the autumn termly briefing for governors is on Thursday 27th September – Lucy, Jill and Zoe all offered to attend and it was agreed that Zoe should co-ordinate this.</p>	
<p>14.</p>	<p>AOB Meet the Head - In answer to a question Tony advised that Meet the Head is now covered within the Head teacher's report rather than as a separate item on the Agenda. He apologised that it had not been possible this term because of illness and lack of a suitable date to reschedule it but that he would run one in the Autumn term.</p>	

	<p>DBS checks – need to be done by early September at the latest. Sarah advised that the school office had been unable to check her portable DBS and it was agreed that this should be sent to the Clerk to check.</p> <p>Action: Clerk to check Portable DBS for Sarah</p>	Clerk
15	<p>Dates of future meetings and Agenda items</p> <p>Resources Committee – Thursday 13 or 20 October at 6.15 p.m. Teaching Learning and Outcomes Committee – Wednesday 23rd November - 5.30pm Full Governing Body - Thursday, 29th September at 6.15 p.m. Thursday 8th December</p> <p>It was noted that Angel will join the TLOC and Rosa will join the resources Committee.</p>	
16	<p>School improvement actions and outcomes from meeting</p> <ul style="list-style-type: none"> • Working group to be set up chaired by Jill Tuffnell to update the Procedure for Parent Governor elections based on recent experience • All governors to advise Clerk of training and record to be compiled • Request to Parkside Academy trust (and Netherhall) to make a presentation about becoming an Academy • List of key questions for Academisation to be drawn up for review by FGB • Appointment of Christina Bates and Tricia Lloyd as new co-opted staff governors • Review of governor skills profile with a view to agreement on Co-opting new governor at next FGB. 	

Signed..... Date.....