

**DRAFT**

**MINUTES OF THE MEETING OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL  
ON THURSDAY, 8<sup>TH</sup> DECEMBER 2016 AT 6.15 P.M.**

**Governors:** Zoe Thorn (Chair), Carole Mills (Vice Chair), Kevin Blencowe, Jill Tuffnell, Neil Perry, Mark Tinkler, Melissa Hatcher, Sarah Ransome, Tricia Lloyd, Christina Bates, Rosa Mottershead, Tony Davies (Headteacher),

**In attendance:** Liz Steel, Kate Spencer-Allen (Assistant Headteachers), Sarah Sewell attended for Agenda item 3

**Clerk:** Lis Silver

<b>Item</b>		<b>ACTION</b>
<b>1.</b>	<b>Apologies for absence</b>	
	There were apologies for absence from Lucy Walker and Angel Gurria. Gavin Ayliffe was also unable to attend the meeting. It was noted that Annabelle Lewis is on long-term sickness absence from the school.	
<b>2.</b>	<b>Declaration of direct or indirect pecuniary interests</b>	
	Governors had no additional direct or indirect pecuniary interests to declare relating to items on today's agenda.	
<b>3.</b>	<b>Raising Standards - Food Policy</b>	
	<p>Sarah Sewell gave a presentation to the Board regarding Education on Food and Healthy eating and the Food policy and its implementation within the school. She advised that there are various initiatives in the school including the statutory requirement to teach cooking and the Food for Life programme. The school is currently working towards the bronze award and the requirements of this award have been used as the basis for the Food Policy adopted within the school. A copy of the Policy was circulated to all governors and the main points and actions presented:</p> <p>Leadership – promoting an environment where healthy eating is encouraged and healthy choices are supported</p> <p>Lunchtime - - ensuring school dinners are good for us and the planet</p> <p>Learning – ensuring we cook (with established scheme of work) and grow more food and visit farms</p> <p>Sharing &amp; Caring – making sure we enjoy food and meet new people through creation of an enjoyable and sociable dining experience</p> <p>Sarah highlighted the following key areas:</p> <ul style="list-style-type: none"><li>• Established scheme of work and support so teachers are confident to deliver cookery lessons making savoury dishes for class of 30 and encouragement for children to take recipe home to cook</li><li>• Links with healthy eating woven into curriculum and tied to topics</li><li>• Focus on lunchtime - brighter environment by adding artwork, ensuring 75% of food is freshly prepared, drinking water freely available</li><li>• Setting up of school garden to plant/grow foods and try new vegetables</li><li>• Visits from local food producers/businesses</li><li>• Improving quality of packed lunches (only 1 treat) – pack lunch workshop</li><li>• Healthy eating week – importance of a balanced diet</li></ul>	

	<ul style="list-style-type: none"> <li>• Guidelines set for healthy snacks (KS1 get fruit and veg and older children encouraged to bring this type of food)</li> <li>• Cakes to be kept for celebrations – not excluded since looking at a balance of food stuffs</li> </ul> <p>Governors thanked Sarah for an extremely helpful presentation and for all her hard work in this area. One of the Parent governors asked about the restriction of snacks to just fruit and veg (and not dried fruit) and whether other healthy snacks could be included. She was advised that this is too difficult to monitor and so decision made for simplicity to say just fruit and vegetables. Unsuitable snacks would not be taken away - the policy needs to be coherent but flexible enough to meet the needs of all children. Wording of the policy is to “encourage” good choices. Parents will be spoken to if choices are not healthy. With regards to packed lunches it was noted that it would be difficult to monitor every box but where unhealthy lunches are identified regularly then this will be discussed with parents. It is difficult if 1 child brings in crisps and also there is a litter problem. It was noted that school lunches do have legal constraints on what can be served by caterers but there are no similar requirements for pack lunches. In Reception parents can come in and have a school lunch with their child and samples of school meals are presented at Parents consultations.</p> <p>Action: One of the governors to be invited in for a school lunch in the Spring term</p> <p>One of the governors noted that hydration had been discussed at a recent Meet the Head. Children are encouraged to bring in water bottles but it is also important that teachers provide reminders and time to encourage them to have a drink and refill their bottles. Access for older children to drinks e.g. through water fountains is also being considered and will be costed.</p> <p>The Head thanked Sarah for the amazing job she has done in this new area</p> <p><b>The Board unanimously approved the Food Policy with one requested change that staff are required to actively promote hydration (in addition to providing easy access to water)</b></p>	
<b>5.</b>	<b>Minutes of the meeting held on 29<sup>th</sup> September</b>	
	<p>The minutes were reviewed for accuracy. The following corrections were noted</p> <ul style="list-style-type: none"> <li>• Action on page 7 to be corrected to indicate that information for parents is to be sent after every Board meeting (not Committees)</li> <li>• Information on page 9 to be clarified to indicate “an email was sent to all parents of children in the former Year 6 who could be contacted (since no longer on Parent Mail)”.</li> </ul> <p>With these corrections the minutes were agreed as a correct record. `</p>	
<b>4.</b>	<b>Matters arising or agreed actions update</b>	
	<p>The following matters arising were noted:</p> <ul style="list-style-type: none"> <li>• Safeguarding form for Governors – the Head and Safeguarding Link governor have looked into this and the County are currently reviewing this document and it may not</li> </ul>	

	<p>be needed in future</p> <ul style="list-style-type: none"> <li>List of training done still required from some governors – to be finished for next meeting.</li> </ul> <p><b>Action: Governors to supply Clerk with list of training done in last 4 terms</b></p> <ul style="list-style-type: none"> <li>Biogs still needed for new governors plus photos still required for some governors for display in school entrance hall</li> <li>Governors reminded that documents need to be brought in ASAP for the school to obtain DBSs for all governors (now mandatory requirement). DBSs from other organisations cannot be accepted unless they have been made portable</li> <li>Governor information is required for EduBASE – document will be circulated to all governors identifying requested information</li> </ul> <p><b>Action: Clerk to request EduBASE information</b></p> <ul style="list-style-type: none"> <li>Val Palmer has confirmed that she is willing to come in to run training on RAISE Online data analysis but has questioned the value since there is currently a tender ongoing for data analysis – this system may not be used again. Suggestion is to wait until next year and have training prior to discussion of the results on whatever system is in place following the tender. The Head advised that whilst external local authority courses are free since the school subscribes to the service there would be a charge for a course held in the school. The Chair of TLOC confirmed that it did not seem worth investing either the time or the money until we know the new system but keen that there should be training on this for the full Board early in the Autumn term</li> </ul> <p><b>Section 8 Governor Communication and Code of Conduct</b> – further discussion had taken place at the Resources Committee</p> <p><b>Greater Cambridge City Deal</b> – The Head advised that the proposed Congestion Control points in the city are under review and unlikely to be implemented but that charging work places for parking is still under consideration. He noted that for schools in Cambridge the parking charge would be a major concern especially since it is a significant unbudgeted cost. The issue of exemption for key workers has been raised since many people in critical jobs cannot afford to live in Cambridge.</p> <p><b>Working group on Parent Elections</b> – meeting still to take place. One of the governors mentioned that having recently been involved in the Head Teacher’s Appraisal she needed to step back from the Working group. Meeting will need to take place in February – working party now composed of 1 co-opted governor (Jill), 1 local authority governor (Carole), 1 Parent governor (Sarah), Clerk and Head plus possibly one staff governor.</p> <p>To prevent similar delays in actions one of the governors requested that actions from meetings should be circulated earlier to ensure that all</p>	<p><b>Governors</b></p> <p><b>Clerk /Governors</b></p>
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	governors were reminded of required actions. <b>Action agreed: Working group meeting to be set up</b> <b>List of actions to be circulated to governors at earlier date</b>	<b>Jill Tuffnell</b> <b>Clerk/Head</b>
	<b>Headteacher's Appraisal</b> has taken place. It was noted that following the last Board meeting one of the selected governors had asked to be replaced as he has become a friend of Tony's and felt it not appropriate to be on the panel. It had been carried out by the 2 Chairs of the Committees and a Parent Governor. Two of the three governors attended Performance Management training immediately prior to carrying out the Appraisal.	
<b>5.</b>	<b>Raising Standards- a) Draft Minutes of the Teaching Learning and Outcomes Committee</b>	
	Due to the timing of the meeting the minutes had been circulated separately to the other papers. The Chair advised that the Head had given the Committee an excellent presentation that had looked in detail at the school's data and the analysis provided. There had been an excellent opportunity to interrogate the data. The Committee were pleased to see that we had exceeded or were in line with Nat Averages in almost all areas of attainment. The school has set itself a clear objective for the following year to improve progress in Maths and writing. The presentation had also focused on looking at the progress made by Pupil Premium (PP) and SEND children. There had been discussion about the value of comparisons with other schools and looking for opportunities to identify good practice elsewhere that we can learn from. It was noted that Cambridgeshire schools do not do well overall and that in recent year performance has been falling against National Average so it may be difficult to identify local schools and the diversity in achievement at entry also needs to be taken into consideration. The Committee had expressed some concern that some of the OFSTED Dashboard statements of strengths and weaknesses did not align well with the key messages that the school could identify in the data.	
	<b>Raising Standards – b) Headteacher's Report</b>	
	The Board congratulated the former staff governor Emily Evans on the recent birth of her son.  The Board noted that a decision has been taken to lower the monkey bars to reduce inherent risks for children using the apparatus and see if this makes a difference in the number of recorded injuries in the area. It was agreed that they need to be maintained at a level that is high enough to set a challenge for the taller Year 5 and 6s but that currently they were slightly higher than necessary to achieve this.  The Board congratulated the school on their recent success at the Cross-country championships.	
	<b>Raising Standards – c) SEND Information Report</b>	
	The school is required to prepare an annual SEND Information Report and Policy annually and this was circulated with the papers for the meeting. This report needs to be formally ratified by the Board before publication on the website It was noted that the school is now working with Hey Cambridge and this needs to be recognised in the report plus the change	

	<p>in Link Governor from the 1<sup>st</sup> September 2016.</p> <p><b>With the agreed changes the Board unanimously approved the SEND report for publication on the School website</b></p> <p>The Head advised the Board that the new SEND Link Governor Angel Gurria had made a visit this week and that a report would be circulated to a later meeting.</p> <p>One of the governors asked if children that were receiving no educational support at home be included as SEND and the Board were advised that they would not be on this basis alone, but a lack of parental engagement can lead to SEND such as speech and language difficulties. The school monitors all children for normal development and would follow up and look for reasons where this was not seen. The governors were advised that a home visit is offered for all children joining Nursery and Reception but this is optional and therefore issues may not be picked up at this stage. It was noted that children who do little in the holidays can also drop behind and the importance of the availability of holiday clubs was noted. The Head advised that the After School Club does run in the holiday but that currently subsidised places are not offered. Both motivation and geography in addition to cost are barriers to parents getting their child to attend. This is not an area that is currently budgeted and Pupil Premium money is targeted on the areas that will have the greatest impact such as Breakfast clubs and After school activities.</p>	
6.	<b>Resources for Learning – Draft minutes of Resources Committee</b>	
	<p>The Chair advised the meeting that 6 Personnel Policies had been reviewed at the meeting. In addition, the Committee had looked at the Budget Control report and were pleased at the very positive picture. They had noted the pressures on staff particularly with regard to Child Protection matters and would be keeping a focus on this area. In the future it is hoped that there might be finance available to recruit a professional Social worker to add resource to this area but this is not possible until uncertainties about future funding are resolved. The Committee had reviewed how the Pupil Premium budget is allocated. They had also looked at Health &amp; Safety issues including the annual review of number of accidents. As a result of these discussions the school has reviewed the height of the monkey bars and netting will be put up in the atrium to prevent accidents from things dropping on to the heads of people below.</p> <p>One of the governors asked about the discussion about the impact of funding cuts on local nursery schools – they are unlikely to be able to stay open under the proposed funding because of the requirements for them to have more expensive qualified staff. The Head advised that there had been an update that week indicating that an additional £50m was being made available to help fund Nursery schools for the next 3 years. There are likely to be closures amongst all types of nursery school s if the policy of providing 30 “free” hours is imposed since the level of funding is currently not adequate to maintain the required provision and the possibility of cross-subsidies will become very limited.</p> <p>The Committee had noted that the Fairer Funding formula has been</p>	

	<p>delayed for another year but it is not clear yet how the changes to the IDACI bandings will be handled this year. If the requirements are imposed then the school stands to lose about £70k of funding but last year additional funding was provided to reduce this loss to £20k.</p>	
<b>7.</b>	<b>Safeguarding – Child Protection and Safeguarding Link Governor Report</b>	
	<p>The Safeguarding Link governor was not present to present her report. The Head advised that they had met and were working through a new checklist, which has been recently issued. To date much of what is required is already in place but a report of additional work will be finalised.</p> <p><i>Mark Tinkler left the meeting at 7.30pm</i></p>	
<b>8.</b>	<b>Governance</b>	
	<p>The Head advised that the Chairs had met to discuss how the Co-opted Governor vacancy should be filled. It had been suggested that a further review of unsuccessful candidates from the Parent Election should be undertaken to look for the required skills. Two candidates had been identified with links to the local University and with skills in accountancy and IT respectively. In addition, two people have written to the school to apply to be a governor. All 4 candidates have children currently at the school. The Chair of the Board has contacted all 4 people and confirmed that they are aware of the requirements and still interested in joining. She has asked them to apply formally and interviews will be arranged. It was noted that in addition to the current vacancy there would also be another two vacancies in the summer when one of the current governors has advised that they will retire and the co-opted Parent Governor will come to the end of their term of office. If more than one of the applicants meets the required criteria then they could join the Board as an observer until a vacancy comes up later in the year. It was noted that co-opted governors serve a 2-year term of office currently and extension of this to 3 years should be considered to allow people sufficient time to identify how they can add value to the Board and be effective in their role. It was agreed that the process for co-opting governors should be formalised along with a process for performance review for governors who reach the end of their term of office and wish to be reappointed. Good practice indicates that governors should normally only serve 2 terms of office and that this would be in the region of 6-8 years with extensions usually for governors who hold a role such as Chair of a Committee. The Board noted that long-standing governors provide stability and experience to the Board and that it is important to strike a balance so that turnover is neither too high nor low.</p> <p>The Board noted that the governor retiring in the summer has served on the Board since 1980 and was congratulated on the support that she had provided to the school over that time.</p> <p>Following discussion, it was agreed that the 4 candidates should be interviewed in January. A set of standard question has been compiled based on questions used at other schools. Based on their responses and the identified skills requirements the best candidate will be identified and a proposal for their appointment brought to the next FGB. The panel will consist of the Head, the Chair of the Board and the 2 Committee Chairs.</p>	

	<b>Action: Interviews for new Co-opted governor to be arranged for January</b>	<b>Chair/Head</b>
<b>9.</b>	<b>Meet the Head</b>	
	The meeting was advised that Meet the Head would be taking place early in the Spring term with January 20 <sup>th</sup> being the most likely date.	
<b>10.</b>	<b>AOB</b>	
	<p>One of the new governors advised the meeting that she had attended Induction training, Finance training and Performance Management.</p> <p>It was noted that there would be policies requiring review in the Spring e.g. Anti-Bullying. There was a request that policies for review should be, where possible sent out earlier than a week before the meeting to allow adequate time for review. It was also noted that the Behaviour Management and Anti-bullying policy reviews were being postponed so that they could be conducted as part of the focus on Character Education next academic year. Tony advised that this can be done but in some cases we are waiting for EPM to publish them and it may not always be possible to send them out early.</p> <p>The meeting was advised that 3 governors were planning to attend the Spring term governor briefing. Governors can obtain the NGA log in from the school secretary Anne Maskell.</p> <p>The annual Governors Conference is on Saturday 4<sup>th</sup> March – there is an open invitation for all governors.</p> <p>One of the governors asked whether it is essential that the school portal is used for sending out documents since a number of governors have struggled to log in recently. The Head confirmed that there had been recent access issues which are now resolved. He advised that the Safeguarding checklist requires that information is sent on secure email systems to maintain confidentiality. It was noted that if the emails are opened in Chrome then it is not possible to open the attachments currently, so best to use Internet Explorer or other browsers.</p> <p><b>Action: Head to investigate whether better access is possible for governor secure email accounts and possible use of Microsoft Outlook Web App</b></p>	<b>Head</b>
<b>12</b>	<b>Dates of future meetings and Agenda items</b>	
	<p>Resources Committee – Thursday 2 February at 6.15 p.m.</p> <p>Teaching Learning &amp; Outcomes Committee – Wednesday 8<sup>th</sup> February – 6.00pm</p> <p>Full Governing Body - Thursday 9<sup>th</sup> March at 6.15pm</p> <p>Agenda item – Review of outcome of Co-opted governor interviews</p> <p>In addition, governors were asked to reserve the following dates for Resources and FGB meeting – the exact dates will be confirmed when the budget schedule is known</p>	

13	<p><b>School improvement actions and outcomes from meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Approval of the Food Policy with one requested change that staff are required to actively promote hydration (in addition to providing easy access to water)</b></li> <li>• <b>With agreed minor changes the Board unanimously approved the Safeguarding report for publication on the School website</b></li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Governors to supply Clerk with list of training done in last 4 terms</b></li> <li>• <b>Clerk to request EduBASE information from Governors</b></li> <li>• <b>Date to be set for Working group - to be chaired by Jill Tuffnell to review process for Parent Governor elections/terms of office for Parent Governors after their child has left the school</b></li> <li>• <b>List of actions from FGB to be circulated to governors at earlier date</b></li> <li>• <b>Interviews for new Co-opted governor to be arranged for January</b></li> </ul> <p><b>Head to investigate whether better access is possible for Governor secure email accounts and possible use of Microsoft Outlook Web App</b></p>	
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