

**MINUTES OF THE MEETING OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL ON WEDNESDAY, 2<sup>nd</sup> MAY 2018 AT 6.15 P.M.**

**Governors:** Zoe Thorn (Chair), Carole Mills, Neil Perry, Melissa Hatcher, Debora Lucarelli, Lucy Walker, Angel Gurria, Kevin Blencowe, Rosa Mottershead, Christina Bates, Ricardo Herbane, Tony Davies (Head Teacher),

**In attendance:** Liz Steel, Annabelle Lewis (Assistant Head teachers),

**Minute taker:** Lis Silver

Item		ACTION
1.	<b>Apologies for absence</b>	
	There were apologies for absence from Trish Lloyd and Mark Tinkler. Gavin Ayliffe was not present at the meeting. Kate Spencer-Allen was absent on maternity leave.	
2.	<b>Welcome to Brian Jones, New Clerk to the Governors</b>	
	The meeting was advised that Tony and Zoe had met with Brian Jones last week and offered him the position of Clerk to the Governors. They had been very impressed at his experience; he runs a business providing services to schools and acts as Clerk to a few other school boards and as Chair of a school FGB. He also has experience as a School Business Manager. It had been anticipated that he would be attending this meeting to meet the governors and minute the meeting. Unfortunately, he had been unable to attend because of a family emergency and the previous Clerk was in attendance to record the minutes. It is planned that he will attend the next meeting in July instead.	
3.	<b>Declaration of direct or indirect pecuniary interests</b>	
	There were no declarations of pecuniary interest in relation to the agenda items that were not already noted on the pecuniary interest forms.	
4.	<b>Minutes of the FGB meeting held on the 22<sup>nd</sup> March 2018</b>	
	The minutes were reviewed for accuracy and agreed as a comprehensive and accurate record.	
5.	<b>Matters Arising &amp; Agreed Actions Update</b>	
	<p>The following matter arising was noted:</p> <p><b>Parliamentary Review Invitation</b> – the Head advised that the local MP, Daniel Zeichner had sent a letter out on behalf of the school (copy provided to governors) to the Parliamentary Review Chief Executive indicating concern about the invitation the school had received, asking as to whether MPs and relevant supporters of the publication are aware of the cost for schools to participate. DZ has advised that depending on the responses received he is willing to ask a question in Parliament.</p>	
6.	<b>Headteacher's Report</b>	
	<p><b>Local Authority visit</b> – the Head advised that the school's assigned inspector Val Palmer and Phil Garnham, local authority Senior Advisor had visited the school and met with the full Senior Leadership team. The purpose of the visit is to gain external verification for the school self-assessment. The visitors reviewed current data and undertook learning walks in the school which confirmed that the evidence in children's book supported the data, which indicates that the average progress of children in all year groups is better than expected. TD noted that whilst Val is familiar with the school this</p>	

is not the case for Phil (who has only visited once before) and therefore the impression he got on the walk would be similar to an Ofsted inspector coming in. The visitors also looked at how successfully Maths Mastery had been implemented in the initial two terms. Again, the data is very positive suggesting that this initiative has improved progress in maths across the school. The visitors concluded that from what they had seen they would anticipate that Ofsted would give the school a rating of at least Good with evidence of better results being achieved in areas of concern such as results for pupil premium children. A number of key development points were identified which will be used to inform the targets in the new School development plan. TD advised that Val will be visiting again in July for the initial meeting to look at outcomes data for the year.

In answer to a question about why they had visited the Head advised that the school had invited them. The Vice Chair asked a question as to whether governors could and should be included in such events – this is one of the few opportunities where governors can gain an external perspective on how the school is performing. It was noted that in the past the Chair of the Curriculum Committee had been invited to the formal data visit.

The Head noted that the following areas of development had been identified:

- i) Marking – more evidence seen in English than in Maths of “moving on” comments and response in additional work from children. Staff need to discuss and possibly revise policy for marking and feedback to reflect what is actually being done and found to be most effective such as quick intervention via immediate verbal feedback for Maths.
- ii) Presentation of work
- iii) Differentiation in foundation subjects to ensure work is accessible to all children
- iv) Self-evaluation – 1-page summary document to be prepared of key improvements and actions that have led to improvements

The Head stressed that the additional work needs to be done against a background of ensuring that the workload expected allows teachers to have a good work life balance.

*Neil Perry arrived at 6.30pm*

### **School to School Peer Review**

In the autumn work is starting with a group of local schools to conduct Peer Review exercises. A range of different models have been considered and training will be provided on one called Aspire developed by the National Association of Head teachers.

### **Teacher Recruitment**

Recruitment is currently ongoing and a request was made for a governor to be available for interviews the following week. Recruitment is for class teachers to cover maternity leave or the return of teachers after maternity leave to part time teaching. Interviewing of 12 candidates is over 2 days and it was noted that it may not be possible for the same governor to attend on both days. It was noted that the Head and Assistant head will attend all interviews and provide the continuity needed if different governors attend on different days. Governors attending interviews can pick up the relevant papers from the school office.

**Action: A small number of governors agreed to confirm to the Head if they would be available at the required times.**

**Governors**

<b>7.</b>	<b>Resources for Learning</b>	
	<p><b>a) Draft Minutes of the Resources Committee – 25<sup>th</sup> April 2018</b></p> <p>The minutes for the Resources Committee were tabled at the meeting. One of the staff governors noted a correction to information supplied at the meeting under 4e) Kidsrex is not used by all teachers throughout the school because it has not proved very easy to use. It was agreed that the Head should review the situation and report back to a later meeting about IT security and whether this is managed by Kidsrex or County Council filters in different classes. In answer to a question, governors were advised that there had not been any IT security issues at the school and the firewalls appear to be robust. The Head advised that the County Council provide IT support to the school and communicate policy via this IT technician who visits regularly. The IT technician would need to be involved in any change of policy at the school</p> <p><b>Action: Head to discuss IT Security for children with IT technician/teachers and to provide a report to the Board</b></p> <p>The Board commended the school on how well they had budgeted over the current year with a variation of only £7k in the surplus on a £2.5 million budget.</p>	<b>Head</b>
<b>8.</b>	<b>Resources for Learning – to agree the budget for 2018/19</b>	
	<p>It was noted that the Resources Committee had reviewed and approved the proposed budget for 2018-19.</p> <p>The proposed budget broadly maintains the current structure in the school whilst noting that this structure is unsustainable in future years unless the funding position changes. The proposed budget maintains a modest carry over into the following year but represents an in-year deficit of £13.5k. It was noted that the local authority financial advisor had approved the budget in principle. There are two areas where cuts are being made; the teaching of French in KS2 and the amount of time that the emotional and behaviour support worker is engaged for 1:1 support work. It was noted that as a larger school St Matthews has been able to cope with the current funding but that for smaller schools this is proving very difficult.</p> <p>The Head advised that budget planning had been done using a new software system so the format is different and it is not possible to make direct year to year comparisons. In the longer term it is expected that this software will prove to be more efficient than the previous budget setting toolkit.</p> <p>Page 1 – summary of income &amp; expenditure in each area of revenue budget Page 2 – Revenue balances and Capital budget</p> <p>Governors need to note that in this system + indicates a positive figure and – a negative figure which is the opposite to the previous BCR.</p> <p>It was noted that whilst the system does provide a 5-year budget forecast this looks increasingly unbalanced since it includes inflation in staff costs but no inflationary increase in funding.</p> <p>It was noted that a pay increase has been agreed nationally for Teaching Assistants but that this has not been reflected in increased funding leading to potential cuts in other resources. It was also noted that the payment that the school has received for TD chairing the CPH would diminish since his term of office finishes at the end of the Autumn term.</p>	

	<p>In answer to a question about benchmarking school spending the Head advised that there is a website to do this but caution is needed since costs are categorised in different ways in different schools e.g. for covering staff absences.</p> <p>The implications of the budget on curriculum will be reviewed at the next TLOC particularly with regard to foreign languages teaching (French). There is a requirement to teach a foreign language at KS2 but there is no specification on how many years it needs to be taught. The proposed savings are obtained by reducing the teaching of French from 4 to 2 years. In the past French teaching was delivered by employing Parkside teachers but this academic year it was brought in-house, but the member of staff delivering French has left. The school will be advertising for a French teacher/HLTA for 2 afternoons per week and it is anticipated that outcomes will be improved by concentrating French studies into 2 years rather than 4. Governors asked whether staff with a second language could be used but TD advised that there is no one available who could teach to the level of outcomes in reading and writing that are expected by the National Curriculum. It was noted that applications have been received from teachers with ability to teach French and there is flexibility e.g. a full-time post with 4 days class room teaching and 1 day of French. Governors noted that the recent Mandarin Club had been very popular and a teacher that can inspire the children is needed but that it would not be possible to reach the required standard in such a complex language.</p> <p><b>The Full Governing Body unanimously approved the Draft Budget for 2018-19</b></p>	
9.	<b>Raising Standards – Developing our next School Development Plan</b>	
	<p>a) <b>Governor Brainstorm</b></p> <p>The Head advised that information is collected from a variety of sources as part of the preparation for the new School Development plan including a staff survey, parent survey and pupil survey. In addition, he asked the Governors to spend a few minutes as part of the meeting to identify the areas that they thought should be priorities. Governors split into small groups and then fed back their ideas to the meeting. Areas identified included</p> <p>Sustainability – environmental awareness/green agenda/building/travel- road safety  Playground equipment  Character education programme – Resilience/Counselling support  Diversity &amp; Inclusion – Rainbow flag/books for school  Embedding Maths Mastery  Arts curriculum  Foundation subjects e.g. progress in writing  School Funding  Managing with less support from local authority e.g. loss of CREDS  Journey to academy/survival as a standalone school  Partnerships – services  Pupil Premium – how best to use funding  ICT/Science – Raspberry Pi/Practical workshops</p> <p>b) <b>Initial thoughts from SLT and Staff Curriculum survey</b></p> <p>A paper outlining the suggestions from the SLT was tabled and the overlap in topics was noted. It was encouraging to note that the same overarching themes were raised by both groups. It was noted that this work is still to be done with the staff. The new areas raised by the governors were</p>	

	Environmental issues and Diversity and Inclusion. Feedback from the Parents survey and the pupil survey will also be brought to the next meeting	
<b>10.</b>	<b>Update – GDPR</b>	
	A briefing paper was circulated to the governors. It was noted that an ICT survey by the local authority (who act as Data Protection officer) is taking place later that week. There is still some clarification needed in areas where conflicting advice is being obtained e.g. whether photos of children need to be destroyed when the child leaves the school. It was agreed that the school had put in place all the appropriate measures and some of the anomalies will become clearer after the implementation date – a review will take place in 6 months' time to ensure all the work has been completed.	
<b>11.</b>	<b>Raising Standards – Governor Training</b>	
	It was noted that the termly Governor training will be taking place on 15 May. Ricardo and Zoe advised that they could attend and would take notes that were circulated to the rest of the FGB.  It was noted that the additional governors should undertake the Safer recruitment training but that this is no longer run in Cambridge. Any fees for training should be charged back to the school.	
<b>12.</b>	<b>Long term succession planning for Chair of Governors</b>	
	The Chair reminded the FGB that as previously notified she was only intending to be in post for a further year. She asked for other governors to consider if they would be willing to stand and advised the Board that 2 governors have notified her that they would like to share the role. Governor Services have confirmed that in principle there is no issue with Co-chairs so long as their roles/duties are clearly defined and there is a clear process for settling any disagreement. At each meeting there needs to be a designated Chair and this person should be agreed in advance and have the casting vote. Governors were asked whether they were happy with this proposed option if there was no one else wanting to undertake the role. The meeting agreed that this seemed like a good way forward so that the heavy workload of the Chair could be shared. It was noted that this had been done successfully in other schools and a suggestion made to see if we could contact them to find out any useful details. It was agreed that if there were co-Chairs that the Vice Chair role was not needed. It was noted that even if there is only one joint candidate that a formal election process will need to take place next year.  <b>Action: NGA Role description for Chair to be reviewed with a view to splitting job between Co chairs</b>	
<b>13.</b>	<b>Forward Planning – Dates of meetings for the remainder of the Summer term &amp; Agenda items</b>	
	Teaching Learning and Outcomes Committee – 17 May 5.00pm  Full Governing Body – Thursday 12 July – 6.15pm (subject to new Clerk's availability). Vice Chair of Governors sent apologies for this meeting.  A Governor social event will also be held this term.	
<b>14</b>	<b>AOB</b>	
	It was noted that Gavin Ayliffe's term of office finishes in June. It was agreed that the election should be postponed to September so that new parents have an opportunity to stand.	

15	<p><b>School improvement actions and outcomes from meeting</b></p> <p><b>Approvals</b></p> <ul style="list-style-type: none"> <li>• <b>Draft Budget for 2018-19</b></li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Small number of governors to confirm to the Head if they would be available at the required times to sit on interview panels.</b></li> <li>• <b>Head to discuss IT Security/safeguarding of children with IT expert/teachers and to provide a report to the Board</b></li> <li>• <b>NGA Role description for Chair of Governors to be reviewed with a view to splitting job between Co-chairs</b></li> </ul>	

Signed.....

Date.....