

DRAFT

MINUTES OF THE MEETING OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL ON WEDNESDAY, 4TH OCTOBER 2017 AT 5.00 P.M.

Governors: Zoe Thorn (Chair), Carole Mills (Vice Chair), Neil Perry, Melissa Hatcher, Debora Lucarelli, Lucy Walker, Mark Tinkler, Angel Gurria, Rosa Mottershead, Trish Lloyd, Christina Bates, Tony Davies (Head Teacher),

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

Minute taker: Lis Silver

Item		ACTION
1.	Apologies for absence	
	There was an apology for absence from Kate Spencer-Allen who was unwell and Gavin Ayliffe was not in attendance. Kevin Blencowe advised that he would be late arriving due to another commitment.	
2.	Declaration of direct or indirect pecuniary interests	
	As is usual at the first Board meeting of the academic year Governors were asked to complete an updated Pecuniary Interest form and advised that this information needs to be published. Governors were advised that links with other educational establishments should be included on the form. There were no other declarations of pecuniary interest that were in addition to those noted on the forms.	
3.	Welcome & Introductions	
	The Chair welcomed the governors back at the start of another year. It was noted that there were no new governors at this meeting	
4.	Election of Chair and vice Chair	
	<p>The Chair asked the Vice Chair to chair this part of the meeting. The Vice Chair asked for governors to put themselves forward to become the new Chair for this academic year. Only Zoe Thorn indicated that she wished to stand for this post. The governors indicated that they were very happy to reappoint Zoe to maintain continuity</p> <p>The appointment of Zoe Thorn as Chair for the academic year was approved unanimously</p> <p>Zoe Thorn took back chairing the meeting and asked for governors to put themselves forward for the position of Vice Chair. Only Carole Mills indicated that she wished to stand for this post. Carole reminded the meeting that she intends to stand down at the end of her current term of office and to help with succession planning she was very happy to work with one of the other governors who might be willing to take on the role in future and would be willing to stand down mid-year if someone else wanted to be trained for this role and work more closely with the Chair.</p> <p>The appointment of Carole Mills as Vice Chair for the academic year was approved unanimously</p>	

5.	Review of Instrument of Governance	
	<p>The Chair reminded the Board that there is a proposal that, following the reappointment of our currently co-opted governors at the last meeting, the term of office for co-opted governors should be increased to 4 years to bring it in line with other terms of office. This would require revision to point 6 of the Instrument.</p> <p>The Board unanimously approved a change to the Instrument of Governance so that it states that the Term of Office for all categories of governor is 4 years</p> <p>Action: Updated Instrument of Governance needs to be sent to local authority</p> <p>One of the governors asked if we were also placing a restriction of the number of governors who were also parents in the school as has been discussed at earlier meetings. The head advised that whilst this would be considered at an appointment it was difficult to make a specific ruling because of the complexity of having different categories e.g. would we turn down a Staff appointment because they were also a parent. It was noted that this restriction could just be limited to co-opted governors but overall it was felt that parents with the right skill have a strong commitment to doing a good job as a governor and that here should be no imposed limit.</p> <p>One of the governors asked about how external governors are recruited and was advised that this could be through personal recommendation, or use of an invitation letter sent to local businesses and that the organisation SGOSS (who hold a database of people interested in becoming school governors) might be contacted. It was noted that the Board is currently carrying a vacancy for 1 co-opted governor. A question was asked as to whether the change to 4 years might make recruitment more difficult. It was felt that the longer term would help with continuity and governors unable to commit for that long can stand down before the end of their term of office.</p>	Head
6.	Governor Code of conduct	
	This item is brought to the meeting annually to remind all governors as to the requirements placed upon them in the role. There were no questions.	
7.	Minutes of the FGB meeting held on the 13th July 2017	
	<p>The minutes were reviewed for accuracy and the following correction identified: Page 1 – Correction to Christina’s name to add surname in the correct place. Also, to record that apologies had been received from Rosa Mottershead</p> <p>With these changes, the minutes were agreed as a comprehensive and accurate record and signed by the Chair.</p> <p>a) Matters Arising & Agreed Actions Update The following matter arising were noted:</p> <ul style="list-style-type: none"> - Funding - Tony advised that he had visited the Houses of Parliament over the summer to take part in the consultation on school funding. There had recently been an update that the budget will be increased by £1.3 billion (with money taken from a different part of the educational budget), however this is still approximately £1.5 Billion less than the figure that has been calculated to keep up with cost of living increases. There has been no recent update of what St Matthews would receive but it is anticipated that there will be an increase in the basic entitlement. 	

	<ul style="list-style-type: none"> - Sports & PE – in response to a question The Head advised that the role will be split Lisa Wolfe from Cambridgeshire Sports partnership will be taking on the club admin and sports premium work. She is already carrying out this role in other schools and means that the workload will be more manageable in school. - Flood – the Head advised that there had been another flood caused by the same issue over the summer even though the school had requested that the system be turned off. As a result of this the system has been completely removed since it is not fit for purpose. There is ongoing discussion at local authority level about who is responsible but the costs to the school will be recovered through an insurance claim. - STEPS programme – Hey Cambridge is being replaced by a different provider this academic year. Some work was done last term with Liz Parker and she will now be coming in 1 day a week since the work she was doing was found to be more effective. 	
8.	Raising Standards	
	a) Head Teacher’s Report	
	<p>Tony presented his report which highlighted the following matters:</p> <p>Rainbow Flag Award Liz updated the governors on this work – the Kite Trust (formerly Sexyouality) will be visiting on November 21st (3.35-5.35pm) to carry out training on LGBT+ Awareness and associated bullying. Governors were invited to attend this training. A Meet the Head meeting will also be held in March where there will be a talk from the Kite trust about LGBT+ awareness and good practice in the school.</p> <p>Positive Behaviour Management training will be taking place on 10th October. It was suggested that one of the governors should attend this training and it would be particularly suitable for the Anti Bullying or Character Education governors. There will be further training on an INSET day in April.</p> <p>Ofsted Visit – on the 27th September the school was visited by Ofsted as part of a survey looking at Obesity and Physical Activity in Primary Schools. Although this was not an inspection it was an excellent opportunity to present the school at its best in preparation for the real Ofsted visit when it happens. The school was given a few days’ notice but it was pleasing to see that much of the work was done and it was just a case of bringing the data together. It was a very positive experience and the inspectors looked at the targeted breakfast club, and sports club provision as well as reviewing documented evidence and data to measure the impact of what is being done. The day before the inspection the Head had met with the school council children and it was very satisfying to note that they had clear ideas about the sort of things they should talk about to the inspectors including Sports clubs, PE lessons and provision of water fountains.</p> <p>Governors congratulated the Head and all the staff on the success of the inspection and all the ongoing work that was taking place that showed the inspector how embedded this area is in the life of the school. They also congratulated the school on their excellent results in the Statutory assessments at all levels.</p> <p>Sub-regional School Improvement Board – remit is to put forward bids from the region for the School Improvement fund. Tony advised that he had been unable to attend the meeting since it was the same day as the Ofsted visit. It was positive that CPH had representation on the Cambridgeshire and</p>	

	Peterborough SRIB as there is no representation from Head teachers representative bodies in other areas.	
	<p><i>Kevin Blencowe joined the meeting</i></p> <p>c) Safeguarding The meeting reviewed the following documents: Safeguarding and Child Protection Policy – based on a Model Policy and reviewed annually. Annabelle advised the meeting that there were no significant changes to note, simply updated in line with references to other documents. It was noted that Safer recruitment training was done last year and the Single Central Register was reviewed and found to be in good shape. Governors were advised that if there are any DBSs outstanding then it will be very obvious if the list is checked and that appropriate action should be taken urgently. It is important that all governors are familiar with this document and the actions taken within the school to ensure that there is adequate Safeguarding.</p> <p>The Chair advised that she will be attending a Safer recruitment refresher course so that she is familiar with the requirements when she sits in on interviews. She requested that it would be helpful if another governor could attend this training to give the school greater flexibility when recruiting. It was noted in the report that Tony is listed as the trained member of staff and again it was suggested that another member of staff should undergo the training in case the head is not available for a set of interviews.</p> <p>One of the governors asked how the school ensures that staff are made aware of updated policies. Governors were informed that for key policies such as this a declaration form is in place for staff to sign to indicate that they had read the updated policies. This is also part of staff induction procedures.</p> <p>The Board unanimously approved the Safeguarding and Child Protection Policy</p> <p>Child Protection Whistleblowing Policy – no changes to the policy. This document comes to the meeting to raise awareness amongst the FGB. One of the governors asked senior staff if they thought staff felt comfortable coming to talk to them and they confirmed that concerns are regularly raised. The staff governors confirmed that they too believed this was the case and that they felt very comfortable speaking to senior staff. This is also confirmed by a question in the staff survey which gave 100% rating on this issue. It feels like the ethos within the staff is very positive and encourages people to raise matter, even when they are not sure, knowing that the matter will be taken seriously. It was noted that there are signs up in the toilets to remind people of how concerns should be raised.</p> <p>eSafety Policy –policy also comes to the Board to raise awareness. A brief overview of the policy was given to governors to ensure that they have good understanding of how the schools maintains e-security. Governors noted that the policy stresses the importance of using secure email</p> <p>Annual Child Protection report – this report is submitted to the County. Governors reviewed the report and confirmed that they were happy with the information reported. It was noted that Question 21 refers to e- safety training for governors and reinforces the importance of all governors being familiar with the Policy seen as the last document. Governors confirmed that they are aware of the school policy and understand the importance of using secure email for confidential school information. There was a discussion to ensure governors are aware of the issues around images of children. Governors</p>	

	<p>confirmed that they understood this in the context of Link visits and felt that there was good opportunity within Board meetings to raise questions and discuss topics around e-security. It was agreed that this is a subject that needs to appear annually on the Board agenda.</p> <p>One of the governors noted that there had been a large amount of resource required for Child protection issues towards the end of last term and wanted to know if this had continued. The Head was able to confirm that this area was less intensive this term following the resolution of some cases. He noted that the primary issue had been around behaviour rather than Child Protection issues and it was only a small number of children (3 or 4) involved but that they had been very high input cases. These situations use up a lot of senior staff time and can become overwhelming.</p>	
	<p>d) SDP Update</p> <p>The Head advised the Board that we are entering the final year of a 3-year plan. Statutory Assessment outcomes in the previous year demonstrated that the priorities identified in the SDP were correct. Progress in Reading has been good with Writing and Maths at National Average levels. He noted that there had been changes in the assessment of writing which the Board had discussed in detail. The DfE has moved to a best fit model so it is likely that scores will improve since previous testing required a child to be able to meet all objectives.</p> <p>Maths is one area that the school wants to make progress in this year. Maths mastery has been introduced as a means of improving progress in maths. The school is looking to develop a curriculum using White Rose and abacus programs. A big change in performance has already been noted by teachers of year six classes.</p> <p>The Head advised that the behaviour management policy will be going to the Board in September 2018 and that the Character Education curriculum will be launched at this time. The meeting reviewed the governing body activities within the document and noted that there are Link Governor visits to be scheduled for the year. The following were identified as high priority: Literacy – Gavin and Rosa to jointly review this key curriculum area in Autumn term since report not received from previous visit SEND – Angel Maths – Carole Science - Deborah</p>	
9.	Resources for Learning	
	a) Draft pay Policy 2017	
	<p>The Head advised that the Pay Policy is unchanged and is based on an EPM model policy. There is one area within the Pay Policy where schools have discretion; in the cost of living allowance awarded to for teachers on the main pay scale and this can be either 1% or 2%. He advised that his recommendation would be to go for the option of 2% to send out a general message that the school supports teachers wherever possible. Although the budget was calculated for a 1% increase the cost to the school for a 2% increase is not a large sum; £1600. Governors asked if anything can be done for teachers not on the main pay scale and for Teaching Assistants but Tony advised that the school is bound by the teacher's pay and conditions document and for teaching assistants the school must work within local government agreed pay scales – there is currently a 1% public sector pay cap. He noted that it is possible that the pay cap will be lifted in the future but</p>	

	<p>unless schools receive additional funding then schools will not necessarily be able to implement a larger pay increase for staff.</p> <p>The Board unanimously approved the 2% Cost of Living increase for all staff on the main pay scale</p> <p>The Board noted that they were disappointed that they were unable to give 2% across the Board to all staff.</p> <p>Tony advised that staff appraisals need to be completed by Oct and they have already made a good start. He noted that staff move up the main pay spine from 1 to 6 and at the top can move to the upper pay spine. This used to require a large portfolio of evidence but this has been replaced by the robust appraisal process. Whether staff progress needs to be agreed by the Salaries committee which meets later in the Autumn term, usually after a Resources meeting.</p>	
	<p>b) Clerk Recruitment</p>	
	<p>The Head advised the meeting that he has advertised in the Cambridge Evening News and on the EPM portal but there have been no applicants to date. There are no internal applicants. He noted that other schools are facing a similar problem. The key issues are that the work is all evenings coupled with a low salary rate. One of the governors noted that he may have some suitable contacts and asked for a copy of the advert to be forwarded. In addition, the University of the Third Age should be contacted. An advert will also be placed on the school website.</p> <p>Action: Head to follow up suggested leads</p>	
10	<p>Children's Centre Consultation</p> <p>The Head asked one of the governors, who is CEO of the local Children's centre to provide an update for the Board about the ongoing Children's centre consultation.</p> <p>Neil advised that in the local area there is a network of 14 Children's centres which provide a range of services for families; most are staffed by the local authority with two provided by charities. The public consultation taking place is with regards to a further £1 million cut, following extensive cuts that took place two years. The goal of the changes, according to the County Council is to prioritise front line services over buildings. The consultation took place from mid-July to mid-September and there have been 2000 responses which is very high for a consultation of this nature. In addition, the Liberal Democrats and Labour Party have set up a separate petition, with the goal of obtaining 3000 signatures to trigger a debate at Council level. This has been achieved and the Council have released a statement to confirm that the that the consultation discussions will no longer take place at a Subcommittee meeting on 10 October but will move to the full Council meeting on 17 October. Although this is a public meeting the rules allow only four members of the public to speak.</p> <p>Neil advised that Romsey Mill where he is CEO agree with some of the principles about getting the best value, but their concerns are around ensuring adequate funding for Shire centres. They feel it is important that money is invested in the current preventative and early intervention services and that funding cuts since 2009/10 are already having a significant impact. A key concern is that the consultation process and associated documents have</p>	

	<p>not been legally adequate and therefore this has been an unfair consultation with little information made available about the impact of the cuts. This consultation is of interest to Saint Matthew's governors because Romsey Mill and other local child children centres support vulnerable children before they come to the school. The range of support for families in crisis is already very much reduced and cases are closed that previously would have been investigated. The 2006 Childcare Act made Children centres a statutory service but there was no definition of the level of service that should be provided.</p> <p><i>6:55pm Rosa Mottershead left the meeting</i></p> <p>One of the governors asked what action could be taken at this stage and Neil advised that anyone interested could write to counsellors raising their concerns. Simon Bywater is chair of the Children and Young People's Committee noting their concern that these reductions in funding will affect the children who will attend Saint Matthew's in the future</p> <p>Tony noted that it was strongly believed that the recent Schools Funding campaign had been attributed a significant role in the recent election results. Many people spoken to on their doorsteps by canvassers had been concerned about cuts to the budget for schools. This action has resulted in an additional £1.3 billion being made available. The Chair advised the governors that she would write on behalf of the full governing body to express their concern and encouraged others to take action.</p>	
11.	Committee membership	
	<p>All Governors were asked if they wanted to change which Committee they attended. All governors were happy with their current membership and the Chairs confirmed that the Committees were working satisfactorily. No changes to membership of the Teaching, Learning and Outcomes Committee and the Resources Committee were agreed.</p> <p>The membership of the Committee that carries out the headteacher's Performance management review was considered. It is good practice that one member changes each year and it was agreed that Carole would be replaced by Deborah and she would sit alongside Kevin and Rosa (Chair). In line with good practice Deborah will attend Performance Management training prior to the Committee sitting. Carole confirmed that she is willing to work with Rosa as to the requirements of the Chair's role.</p>	
12	Governor Vacancies	
	<p>A Parent Governor election will take place after half term. Letters will be sent out to local businesses advising them of the Co-opted governor vacancy. The appointment will be after an interview of suitable candidates.</p>	
13.	AOB	
	<p>There was no other business.</p>	
14	Dates of future meetings and Agenda items	
	<p>Resources committee/Salary Committee – 8 November – 6.00pm Teaching Learning and Outcomes Committee – 29 November at 5.00pm</p>	

	<p>Full Governing Body - Wednesday 13th December at 5.00pm – 1 governor advised that this timing is difficult and it was agreed that it will be reconsidered after the next meeting</p>	
13	<p>School improvement actions and outcomes from meeting</p> <p>Outcomes Appointment of Zoe Thorn as Chair for the academic year Appointment of Carole Mills as Vice Chair for the academic year Approval of the Safeguarding and Child Protection Policy Approval of a 2% Cost of Living increase for staff on main pay scale</p> <p>Actions:</p> <ul style="list-style-type: none"> • Head to follow up suggested leads for new Clerk 	

Signed.....

Date.....