



# Minutes

## Full Governing Body Meeting (FGB2)

Date: 3<sup>rd</sup> December 2014

Time: 6:00 – 9:00PM

Venue: South Malling CE School

Present: Vickie Appleton (Clerk), Sarah Brydon, Daniel Horan, Liz Kaye (Chair of Governors), Matt Kent, Scott O'Brien, Jo O'Donoghue (Head teacher), Ian Rothery, Annie Schulte, Rosalyn St. Pierre, John Stockdale, Sue Warren.

Part: Jeremy Bamber

Apologies: None

	<b>Part 1 (Staff and governors)</b>	<b>Action</b>
1	<p><b>Welcome</b></p> <p>Jo welcomed everybody and introduced new governors and staff. This is the third year that these Full governing body meetings including staff have taken place. Feedback has been very positive.</p>	
2	<p><b>Assessment without Levels (AWL)</b></p> <p>James Beattie explained that this was introduced this year. The previous system using levels will be discontinued and schools will decide for themselves how to assess children within their school; however there will still be a national test in year 6 similar to, but not the same as, the current 'SATs' system. DfE has not issued guidelines. ESCC is developing a system however the school feels that this does not meet all of their requirements and are therefore developing their own.</p> <p><i>Governors queried how challenge, drive and high aspirations were to be encouraged under the new system. James replied that there were lots of opportunities to embed and reflect back on material in the new curriculum all the while increasing the complexity and challenge as appropriate.</i></p> <p><i>Governors questioned the impact of AWL on staff. James replied that the new system will initially be piloted in 2 classes before rolling it out across the whole</i></p>	

	<p><i>school. Jo added that this topic is on every staff meeting agenda. Annie said that AWL will have a significant impact on assessment and tracking and the IT systems used. The school will be running the new system alongside the current system for a period of time in order to confirm its effectiveness.</i></p>	
3	<p><b>Growth Mindset</b></p> <p>Children can be held back if they apply labels to themselves. Michelle Harley spoke of evidence confirming that praising persistence and effort increases a learner’s willingness to take on challenges with a resultant positive effect on learning outcomes.</p> <p><i>Governors queried whether the research was robust. Michelle and Jo gave anecdotal evidence of where ‘Growth mindset’ had been adopted with success in a class at the school last year and the positive effects were still to be seen even a year on. There are plans to closely monitor the effectiveness of these techniques with 2 other classes over this year and plans to increasingly adopt this ethos in future. Jo also explained that the school was part of a nationally funded project with the NCSL and the research was recognised by them as important and valid.</i></p>	
4	<p><b>Thrive</b></p> <p>This item was postponed to FGB3.</p>	
5	<p><b>Questions / Discussion on three presentations</b></p> <p>Questions had been taken during the individual sessions.</p>	
6&7	<p><b>Updates</b></p> <p>Link governors and middle level managers worked together to update on what’s been happening since the governor’s last visit with specific reference to the School Development Plan (SDP) i.e. Subject leaders showed their link Governor how their action plans linked with the SDP. <b>Action:</b> Governors will write a brief report of their sessions along the same lines as a normal governor’s visit report (and using that proforma) and should have made arrangements with staff for their next school visit.</p>	<b>ALL</b>
8	<p><b>Wrap up</b></p> <p>Liz gave a brief presentation explaining the rationale behind the changes to the Governing Body structure.</p> <p>Liz welcomed Alan Velecky (outgoing chair of governors) to the meeting and thanked him for all that he had done for the school during his time as a governor. Staff and governors showed their appreciation. Alan very kindly donated any money given in his name to the ‘Friends of South Malling’.</p>	

	<b>Part 2 (Governors only)</b>	
9	<b>Apologies for absence</b>  All governors were present.	
10	<b>Declarations of Interests &amp; Confidentiality Reminder</b>  Governors were reminded that they had a duty to declare an interest in any agenda item and to maintain confidentiality. All present signed an attendance sheet (appendix 1)	
11	<b>Approval of Minutes of the last FGB meeting and matters arising</b>  <ul style="list-style-type: none"> <li>Item 4 'John to complete the Safer Recruiting training starting in November.' <b>Action:</b> To be carried forward.</li> <li>Item 9 'Strategy group to review and complete wording 6.4.' had been started but had yet to be completed. <b>Action:</b> To be carried forward.</li> <li>Item 12 'The School Business Manager to seek independent valuation of current lettings rate for the Nursery building' had been started but had yet to be completed. <b>Action:</b> To be carried forward.</li> </ul> <p>Governors agreed that a session dedicated to 'Ofsted readiness' would be desirable. <b>Action:</b> Clerk to investigate ESCC whole governing body training sessions on this. <b>Action:</b> Jo to make request to colleagues at another school to visit and talk to governors about their experiences.</p> <p>The minutes from the FGB1 meeting held on 15<sup>th</sup> October 2014 were <b>agreed</b> by governors and <b>signed</b> by the chair accordingly.</p>	JS  Strategy  SW  VA JO
12	<b>Finance section</b>  Governors reviewed the Budget report and the Pay and Performance committee (PPC) report and updated the Dashboard accordingly.  <i>In response to a governor query whether it was appropriate for some of the Pupil Premium Funding (PP) received by the school to be given to the 'Virtual School', the Head teacher replied that currently all PP monies were retained by the school. The services of the Virtual School were not being accessed currently. Any proposed changes to the use of PP funding would be always be discussed with the parent/carer concerned.</i>  Jeremy reported that the Pay and Performance Committee had met on 17 <sup>th</sup> October 2014 where they reviewed and subsequently agreed to the teaching staff pay recommendations as recommended by the Head teacher.  <i>In response to a governor query regarding concern that the staffing structure may become 'top-heavy', Jeremy reassured governors that the PPC had fully</i>	

	<p><i>discussed the balance of staff at the school.</i></p> <p><b>Action:</b> Strategy group to consider formalising the naming protocol used for documents and files.</p> <p>Governors <b>agreed</b> the Pay policy, Capacity Policy and Appraisal policy.</p> <p>Jeremy left at this point.</p>	<b>Strategy</b>
13	<p><b>Learning section:</b></p> <ul style="list-style-type: none"> <li> <p>• <b>Peer review</b></p> <p>Jo reported that this was undertaken by trained individuals from within the Newick strategic partnership and had focused particularly on writing, with all teachers carrying out a writing based lesson. Lesson observations and work scrutiny took place. Feedback highlighted many positive areas, specifically that writing was improving across the school, however there is still inconsistency in marking and feedback across the school.</p> <p><i>In response to governor queries the Head teacher stated that there were now protocols in place and that she felt that this judgement was mostly a reflection on subject leaders' inexperience with providing challenging feedback to colleagues under the new system. The issues are being addressed however the senior leadership team had felt disappointed that the judgement in this area had not been better since marking / feedback had been the focus of a recent inset day.</i></p> </li> <li> <p>• <b>Data headlines</b></p> <p>Liz presented the latest data headlines. It is most important that these are evaluated within the school context which explains much of the data. Absence, illness and mobility within a cohort can significantly influence the data particularly with a single form entry where each child accounts for 3.3%</p> <p><i>Governors were assured that children needing extra support, but whose needs were not recognised by a 'statement', were identified by the school and supported under 'School action plus'. Regular review meetings take place where progress and the effectiveness of interventions are scrutinised; the school can, and does, bring in support from outside agencies if required. The Head teacher informed governors that, for internal evaluation purposes only, the school was able to exclude particular pupils/ pupil groups from a data set to gauge their influence on the cohort's outcome.</i></p> </li> <li> <p>• <b>Inclusion</b></p> <p>This item was postponed to FGB3.</p> <p>Governors requested that a presentation on the changes to the SEND system, i.e. from Statements to Individual healthcare plans, should take place at FGB5 or FGB6.</p> </li> </ul>	

	The dashboard was updated accordingly.	
14	<p><b>Wellbeing section</b></p> <ul style="list-style-type: none"> <li>• <b>Premises report, including Health &amp; Safety</b></li> </ul> <p>Governors <b>agreed</b> to adopt the school adapted ESCC model Health and Safety Policy. Matt is taking over from Ian as Health and Safety Link governor. Discussion of the Premises development plan was postponed to FGB3.</p> <ul style="list-style-type: none"> <li>• <b>Safeguarding report</b></li> </ul> <p>Governors reviewed the Safeguarding Report and rated ‘Safeguarding’ as excellent.</p> <p>Governors <b>approved</b> the Safeguarding Policy.</p> <p>The dashboard was updated accordingly.</p>	
15	<p><b>Policies</b></p> <p><b>For FGB approval;</b></p> <ul style="list-style-type: none"> <li>• Appraisal Policy – approved see item12</li> <li>• Capability Procedure – approved see item12</li> <li>• Pay Policy – approved see item12</li> <li>• Governors <b>approved</b> the Statement of behaviour principles</li> </ul> <p><b>The following policies, which had been reviewed by working groups and uploaded to the Learning Platform, were ratified;</b></p> <p>The following policies had been reviewed and approved since FGB1</p> <ul style="list-style-type: none"> <li>• Child Protection Policy (new update from ESCC)</li> <li>• Sex and Relationship Education Policy</li> <li>• Safeguarding Policy and Procedures</li> <li>• School Behaviour Policy</li> <li>• Curriculum Policy</li> <li>• Terms of Reference and Governor Board Structure</li> </ul> <p><b>Action:</b> Strategy group to discuss ‘British Values’ at Strategy 3 meeting.  <b>Action:</b> Pay committee terms of reference to be reviewed at Strategy3 meeting.</p>	<b>Strategy Strategy</b>
16	<p><b>Federation update</b></p> <p>Governors <b>agreed</b> that Ian will take the Trustee governor post.</p>	
17	<p><b>Elections at FGB3</b></p> <p>Liz reminded governors that the post of Chair of governors (and possibly Learning Lead governor) were to be decided at FGB3. Ian (as Vice chair, and having declared no interest in standing for either of these roles) was happy to be approached by any governor wishing to discuss the roles or express an</p>	

	<p>interest in standing for election.</p> <p><b><u>Any governor wishing to stand for election should let their wishes be known to the clerk by 16<sup>th</sup> January 2015, please.</u></b></p>	
18	<p><b>Governor Training and Development Policy</b></p> <p>Governors <b>agreed</b> that responsibility for review and approval of the Policy will reside with the Training Link Governor (TLG).</p> <p>Governors may request the TLG to book courses on their behalf or may book on to courses for themselves in which case it is the governor's responsibility to inform the TLG so that the central governors' training record can be updated.</p>	
19	<p><b>Statutory Approvals and AOB</b></p> <p>The consultancy period for the local traffic calming measures is shortly coming to an end. <b>Action:</b> Jo to write to ESCC on behalf of the school supporting the traffic calming measures.</p>	<b>JO</b>
20	<p><b>Close of meeting</b></p> <p>Meeting closed at 21.15pm</p>	

<b>Summary of Action points - FGB2 - 3<sup>rd</sup> December 2014</b>			
<b>Agenda item</b>	<b>Action</b>	<b>When</b>	<b>Who</b>
6&7	Governors to write visit reports	Asap	ALL
11	To complete the Safer Recruiting training	asap	JS
11	To review and complete wording 6.4 SDP	Jan 15	Strategy
11	To seek independent valuation of current lettings rate	Asap	SW
11	To investigate ESCC whole governing body training sessions	asap	VA
11	To make request to colleagues at another school to visit and talk to governors	Asap	JO
12	To consider formalising the naming protocol used for files	Jan 15	Strategy
15	To discuss 'British Values'	Jan 15	Strategy
15	To be review Pay committee terms of reference	Jan 15	Strategy
19	to write to ESCC on behalf of the school	asap	JO