



Minutes of the Full Governing Body Wednesday 11th July at 8am

Present: **Mary Burr (MB) (Chair)**
 Liz Kaye (LK) (Vice Chair)
 Jeremy Bamber (JB)
 Scott O'Brien (SO)
 Mandi Ramshaw (MR)
 Lucy McAskie (LA)
 Jo O'Donoghue (JD) (HT)
 Annie Schulte (AS)
 Sue Warren (SW) (Business Manager)
 Kevin Bull (KB)
 Daniel Horan (DH) – left at 9am
 Franics King (FK) – left at 10am
 Sarah Lyons (SL)
 Simon Popple (SP)

Absent **Jules Middleton**
 Sarah Brydon
 Philip Daniel

1 - Apologies

Apologies received and accepted from Rev Jules Middleton (JM), Sarah Brydon and Philip Daniel

2 - Declaration of Interests and Confidentiality Reminder

None declared

Governors were reminded of the need for confidentiality.

3 - Minutes

The minutes of the previous meeting FGB5 on 16 May 2018 were agreed as a true record of the meeting.

The majority of the actions had been completed with a couple ongoing. See action table.

Following the indication that both JB and JM needed to relinquish their posts as foundation governors at the end of this term, two new foundation governors (Ron Hammond and Judy Yeomans) had been proposed by TRINITY church. Paperwork was now with the Diocese and we expected the appointments to be confirmed during the Summer. The Strategy Group had met with Ron and Judy and future roles had been discussed with them. Ron had agreed to take on the vacant

Signed as a true representation of the meeting.....

Health & Safety lead governor role. In order for him to access training immediately, he has temporarily been appointed as an Associate Governor.

SW highlighted to governors that following advice from governor services all governors should complete a volunteer application form and have their DBS approved before they attend any meetings. Personal references should have also been obtained. SW will prepare a pack detailing the requirements for all governors to complete if not already done so.

4 - Headteacher report, including update to staffing structure

The headteacher report had been circulated before the meeting.

Admissions for reception are under capacity which is an area of concern as it will have an impact on funding. This is repeated across other schools in the town with only 144 spaces taken up of an available 200. Nursery is at capacity next year. Currently classes in KS2 are able to take over 30 pupils if requested to do so. The HT would like governors to consider how this should be approached. Extra children will provide more income approx £2000-£3000 a child. However, it is not always ideal for teaching and learning. Governors felt that the HT should explain the schools view before governors discuss the issue. HT explained that a blanket rule would not be ideal as it depended on the needs and context of each individual year cohort. The governors acknowledged this and agreed we should discuss the matter further at FGB1.

In response to a governor question persistent absentees are addressed by having meetings with the parents to discuss the issue.

It was highlighted by a governor that the initials LAC (looked after children) is no longer used by some schools as the children hear it as 'lack', CIC (children in care) is often being used in its place.

The senior leadership team remains unchanged however there will no longer be a SENCO and the Inclusion Manager will be including SENCO duties in her role. From September teaching assistants (TA) will be performing the role of Midday Supervisory Assistant (MSA).

Office capacity needs to be addressed and will be discussed further at FGB1.

In response to a governor question the HT confirmed that there were mixed views from TAs in relation to taking on the MSA role. It is only for 30 minutes and it does help with pupil behaviour having their class TA as a MSA.

In response to a governor question the HT confirmed that the changes to the curriculum have been a success. Mastery, RE, outdoor learning and PE have had the most changes.

A TA policy is currently being written so both teachers and TAs know what is expected from the role of TA in the future. Work continues with Maximising the Impact of Teaching Assistants project (MITA). Changes can already be seen within the classroom and will continue to be monitored during learning walks. The HT invited governors to visit for themselves.

A peer review has taken place with Iford and Kingston with very positive feedback from Iford and Kingston.

The lack of view of the front door remains a concern.

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In answer to governors questions rather than just installing a camera a complete refurbishment would be preferred. It does present a safeguarding issue and as such funding may be able to be secured in order to carry out the necessary improvements.

The rating for teaching remains unchanged although progress within the bracket good has been achieved.

In answer to governors' questions in order to achieve outstanding all areas of teaching need to be reviewed not just the lesson. Help offered to other schools has not had an effect on teaching as time would be allocated for such events. Also the direction of teaching would not change should there be any changes to the school set up going forward.

In answer to a governor question the HT confirmed that each teacher would be aware of the areas they need to improve on. This would have been highlighted during learning walks, data reviews and performance reviews. In answer to whether having a long serving staff team was a negative, it was explained that staff have opportunities to visit other schools and are always looking for new ideas. Teachers are given time to implement any changes that may occur.

Various courses have been attended by staff for their continuing professional development (CPD).

Personal development, behaviour and safety continue to move in a positive direction.

The ethos of the school is concentrating on character strengths in particular how to be an effective learner.

5 - Monitoring reports from term 6 (part 1)

Reports and been circulated before the meeting.

Learning: Data and Learning Links

There are fewer pupils working at greater depth but good progress has been made for pupils achieving working at the expected level.

6 - Partnership and MAT exploration updates

This will be discussed in more detail at the extraordinary FGB meeting. Discussion materials will be available on the learning platform and should be read before the meeting so the contents can be fully discussed. After the summer holidays a further extraordinary FGB meeting may be arranged to gather governors thoughts. The meeting this term will take place on Tuesday 17th July at 5.30pm.

7 - SDP focus item

Governors were asked to review in appropriate small groups / rate the progress towards the School Development Plan, with the following results:

Leadership & Management

Middle leaders visiting other schools has been very successful, as has the TA project. Mastery is not yet consistent across the school and does not affect every subject.

Quality of Teaching

There is evidence of mastery working across the school. The target for teaching has not yet been reached but is moving in the right direction.

Governors challenged how the target can be achieved. HT explained that monitoring and feedback from the senior leadership team (SLT) will help teaching levels to improve.

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Behaviour, Safety and Welfare

Persistent absence remains as issue. HT explained that parent contracts may be used. Confrontation with parents is not ideal as it causes breakdowns in relationships between them and the school. All attendance is logged and external help is sought if appropriate.

In answer to a governor question HT confirmed that attendance overall in East Sussex is an area of concern.

Governors queried whether parents can help each other but when discussed further it was identified that this a difficult challenge to overcome though the school will explore ideas of how to get parents together and welcome them into the school.

Early Years and Foundation Stage

Reception continues to thrive but the nursery still has some work to do but a plan is in place and staffing issues have been addressed.

Pupil Outcomes

Monitoring through accurate data is helping teachers to close some gaps. Writing overall has improved.

Christian Distinctiveness

It was felt the school should be prouder of the fact they are a Church of England school and welcomes children from all religious backgrounds. There is currently very little information on the school website. There was work to do in this area and one of our new foundation governors would be focusing on this.

8 - Meet with school council re mastery

4 pupils from year 4 and year 5 representing the school council came to discuss mastery in the classroom. They explained that mastery involved paired learning and shared ideas as opposed to group working. Pupils are numbered, either by themselves (higher up the school) or by their teachers (lower down the school), from 1 to 5 (based on the “fist of five”), reflecting how confident they feel in a particular subject. A more confident pupil will then pair with a less confident pupil. It helps the less confident pupil as they can learn from their peers. The more confident learner learns how to explain the problem. Before the school adopted mastery groups in the classroom were all of a similar ability. The pupils felt the lessons were more interesting and lots of games had been introduced. When asked if they were challenged enough the pupils felt that it depended on their partner.

Governors were invited to ask questions and the answers are as follows;

- Children felt that that their numbers varied from subject to subject and they enjoyed working with someone else.
- Children felt that when they thought the work was too easy they tended to rush and that was when mistakes were made.
- If working with a less confident pupil it was best to check if they knew how to solve the problem and if they are not sure then they were able to teach them.
- When asked what the adults in the classroom are doing the pupils said they were on hand to help those who needed additional help.

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- Partners change on average once a term so the pupil has time to build a relationship with their partner. Each task takes approx. 30 minutes but a sheet of questions can be answered in any order.
- Pupils felt that working in pairs helped to build good social skills.
- The only other negative point was that the pupils would like more of an opportunity to feedback to teachers if they felt that their partnership was not working well.
- Pupils did not want to go back to working in groups.
- The subjects where pairing is used differs from class to class.

Governors expressed a concern that pupils may choose to be a lower number when they should be a more confident worker. HT agreed this may be an issue and needs to be monitored. Governors were also invited to become involved in the monitoring of pairings.

Governors were also concerned that the school council may not represent all pupils views and this was accepted and in future any presentations by pupils may look to include pupils not on the school council, including those with SEN and other disadvantaged groups.

9 - Monitoring reports term 6 (part 2)

Reports and been circulated before the meeting.

Well-being: Health and Safety & Health Improvement

A health and safety governor has now been put in place. A lighting update is due to take place and will be funded by East Sussex County Council. A new PE curriculum (Real PE) would be introduced from September.

Finance: Budget Report

There is still work to do in regards of data protection. SW wanted to bring to governors attention that going forward the school budget will decrease by £130,000 which is an area of concern and will need to be addressed. We will no longer have a governor leading in the finance area from September – Strategy Group to discuss at Strategy 1.

10 - Safeguarding

Reports and been circulated before the meeting. This included the Headteacher's annual safeguarding report to the board

In answer to a governor question HT confirmed that the single central record had last been checked by a senior member of staff during the last week of June (ie. two weeks previously).

11 - Policies for approval

The following polices were approved by governors:

Equalities

Crisis management

Health & Safety

Supporting pupils with medical conditions and administration of medicines

SMSC (the appendix will be added to the platform)

The Data Protection policy is currently under review.

The Collective Worship policy will be discussed in more detail at the next FGB.

Signed as a true representation of the meeting.....

12 - Meeting dates for 18/19

The dates for all booked meetings can be found on the learning platform.

Meeting closed at 10.15am

Actions arising from FGB including outstanding actions

Action	Responsibility	Completion By
Collective worship to be reviewed at FGB	FGB	FGB 3
Office capacity to be discussed at the next FGB	FGB	FGB 1
Establish safeguarding working group for 2018-19	Strategy	September 2018
Replace Jeremy as Lead Governor for Finance	Strategy	September 2018
Schedule meetings and possible policy updates into Office 365 calendar	New clerk	September 2018
Repeat parent survey at March parent consultations in 2018-2019. Also make electronic version available.	LK	March 2019

Signed as a true representation of the meeting.....