



Minutes

Full Governing Body Meeting (FGB4)

Date: 18th March 2015

Time: 7:00pm

Venue: South Malling CE School

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

Part: Rosalyn St. Pierre.

Apologies: Scott O'Brien.

Item		Action
1	Apologies for absence Governors accepted apologies from Scott. Rosalyn had sent a message to say that she would be late.	
2	Declarations of Interests & Confidentiality Reminder 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)	
3	Minutes of the last meeting & follow up of actions <ul style="list-style-type: none"> 4 The clerk had chased up and received some visit reports; some are still outstanding. Action: Outstanding visit reports to be sent to the Clerk asap. 4 Details of how to access the Online Safer Recruiting course had been circulated to all governors. All governors should inform Matt (as Training Link Governor) when any training is completed so that he can add this to the Training record. 5 The New Instrument of Government had been approved by both the Diocese and ESCC and will come into effect on 13th May 2015. 13 Action: Daniel to send a new version of his Inclusion PowerPoint to the clerk to upload to the Learning Platform as the previous format was inaccessible. 	JB +? DH/ VA

	<ul style="list-style-type: none"> • 13 Pending - <u>Action</u>: Annie to undertake Pupil Voice on pupils' attitudes to interventions. • 13 Pending - <u>Action</u>: Annie to forward SEN flow chart to the Clerk for appending to the SEN Policy. <p>The minutes from the FGB meeting held on 11th February were <u>approved</u> and <u>signed</u> by the chair.</p>	<p>AS</p> <p>AS/ VA</p>
<p>4</p>	<p>Governor training and development</p> <p>All governors, with the possible exception of Staff governors, should attend induction training. Governors are asked to keep Matt (as Training link governor) up to date regarding any training needs and training undertaken. It is expected that all governors will attend the training relevant to their 'Working group' and that at least 2 governors will have been on each course offered by Governor services so that we are ensured of a solid knowledge base within the governing body.</p> <p>Governors discussed whether there should be a specific budget for governor training. It was <u>agreed</u> that the school would buy into the Service Level Agreement offered by Governor services but that no other specific funding would be ring-fenced for governor training within the budget for the upcoming year.</p> <p>It was also agreed that we should endeavour to make the most of the SLA in the forthcoming year by accessing all needed training sessions.</p> <p><u>Action</u>: All governors to review available courses and liaise with Matt over attendance.</p>	<p>all</p>
<p>5</p>	<p>Ofsted readiness</p> <p>Governors discussed the recommendation made by a speaker at the ESCC Annual Governors' Conference that all governors could be invited to participate during an Ofsted inspection rather than a smaller 'Dream team'. After consideration, governors felt that it was more important that whoever attended had the confidence to 'tell it well' when under pressure. It was felt that it would be helpful to conduct a role play.</p> <p><u>Action</u>: Liz and Jo to arrange for a session to take place.</p> <p>Jo will ensure that the latest version of the SEF is always available via the School website.</p> <p><u>Action</u>: Jo to ensure that latest SEF is available.</p>	<p>LK/ JO</p> <p>JO</p>
<p>6</p>	<p>Head teacher's report on teaching and learning</p> <p>Governors reviewed the Head teacher's report and were satisfied that the proportion of teaching and learning at outstanding is increasing.</p> <p><i>In response to a governor's query regarding assessment in foundation subjects, e.g. PE, the Head teacher informed governors that formal judgements tend to concentrate on subjects such as maths and english as it is easier to gather robust evidence in these areas however other areas are monitored on a regular basis by the relevant subject leader.</i></p>	

	<p><i>In response to further governor queries, the Head teacher outlined the interventions in place to support teachers that were not yet consistently performing at a high level. Annie conducts a similar process of review and target setting with the Teaching Assistants. The culture amongst staff is changing and it is increasingly seen and accepted as normal for classes to be visited and observed, both formally and informally. Some teachers have used the IRIS system to record lessons although the decision whether to share the material created is down to the individual concerned. The goal is to have 40% of teaching at 'Outstanding' by July.</i></p> <p>The School Improvement Partner is happy with the latest version of the School Development Plan (SDP).</p> <p>Action: Jo to forward SDP to the Clerk for uploading to the Learning Platform. The Dashboard was updated accordingly.</p> <p>Rosalyn arrived at this point.</p>	<p>JO/ VA</p>
<p>7</p>	<p>Target setting / progress against targets</p> <p>Governors reviewed the 'Progress towards targets' report. The data is now quite old (from November; new data is due next week).</p> <p><i>In response to a governor query regarding the historically large gap between targets and progress in writing, Annie replied that the school has been specifically targeting this area and improvements are evidenced by data. Governors expressed concern that pupils already achieving a level 6 in maths were being challenged appropriately. The school had approached other schools in this regard and it is hoped that some sort of 'extension program' could be put into place for these more able pupils; ESCC has withdrawn their Gifted and Talented provision. Annie stated that it is about broadening and securing the knowledge of these pupils rather than taking them up to a level 7 or 8.</i></p> <p>Action: Annie to forward latest version of the data to the Clerk to upload to the Learning Platform.</p>	<p>AS/ VA</p>
<p>8</p>	<p>Thrive presentation</p> <p>Thrive (-facing the challenge 'ftc') is a program that was devised to improve children's behaviour and has been found useful by schools, General Practitioners and social workers. Stages of emotional development are mapped out with 'gaps' being identified by use of a questionnaire and appropriate interventions are then put in place. Parents are fully aware and work closely with the school at all stages. 4 children have currently been selected and are going through the program.</p> <p><i>Governors queried whether any support was offered to parents as they are likely to have 'gaps' themselves. Annie replied that they were not, however materials/activities are often sent home and parental involvement is encouraged. Jo added that, anecdotally, she had received fewer visits requesting 'general' support from these parents since their children had been on the scheme. Annie's Thrive program is monitored and evaluated through sharing of experiences and data (anonymised) with her Thrive mentoring</i></p>	

	<p><i>group.</i></p> <p><i>Governors queried what the financial impact of delivering the Thrive package is and how we can be sure that it delivers best value. Annie replied that this program currently takes 4 hours of her time each week (an hour per child) but it is hoped that other members of staff would be able to take on some of that burden with appropriate training. There are already networks forming in the area and it is hoped that some funding for the project may be available through the teaching school partnership.</i></p>	
9	<p>Finance Working Group report</p> <p>The school is very nearly on budget; the variance is predicted to be a small underspend.</p> <ul style="list-style-type: none"> • The governing body agreed to form ‘Governing Body Finance’ (GBF). • The governing body agreed that the membership of GBF will be Jeremy Bamber, Scott O’Brien and Liz Kaye. • The governing body approved the proposed changes to the Scheme of Delegation. • The governing body agreed the SFVS and it was signed by the chair. • The governing body agreed the Best Value Statement. • The governing body agreed the Statement of Internal Control. • The governing body agreed that, following consultation with the Finance Working Group, GBF will be authorised to sign off the Services to Schools agreement for this year up to the value of £55 000. <p>Governors were in agreement that there was a need to recruit an additional, suitably skilled, governor to the Finance Working Group.</p> <p>Action: Governors to actively seek a suitable prospective governor to be co-opted and to report back directly to the Strategy Group.</p> <p>The Dashboard was updated accordingly.</p>	all
10	<p>Windmill Nursery Amalgamation</p> <p><i>Governors sought and were given confirmation that the financial viability of the new arrangement going forward for a number of years had been considered and were told that there are adequate numbers of 0-2year olds in the area currently. The financial model had been based on a cohort of 20 children rather than the full cohort of 24. A concern is that as the nursery will not take children until the term in which they turn 3 there may be some parents who chose to use provision elsewhere (i.e. that which takes children from an earlier age). The school Nursery Working Group are confident that there is a robust consultation process in place.</i></p> <p>The governing body agreed to go to consultation on the proposal to lower the age range of the school from 4-11 years to 3-11 years and to incorporate the onsite Malling Windmill Nursery provision within the school and to change its name to South Malling CE Primary and Nursery School.</p> <p>Action: Nursery Working Group to make arrangements for the consultation and to bring the results to FGB5 on 13th May.</p>	MK/ JO/ LK

11	<p>Premises Development Plan Governors discussed the results from the pupil consultation. It was acknowledged that the huts were unpopular but these are viewed as temporary to cover the short term need created by the number of children in the school. It is anticipated that the school will become a single form entry once these children have left and therefore there will be no need to use the huts as classrooms in the future. Action: Matt to conduct the Health and Safety audit before FGB5 on 13th May.</p>	MK
12	<p>Behaviour Governors discussed Sarah's visit report and updated the Dashboard accordingly. The Head teacher informed governors that there had been one 5-day fixed term exclusion; this child is now under dual registration with Cuckmere House School.</p>	
13	<p>Attendance This item was postponed Action: Item to be added to agenda for FGB5 on 13th May.</p>	LK/ VA
14	<p>Staff well-being The Head Teacher will conduct a Staff Well-being review using the Ofsted questionnaire and feedback at FGB6. Action: To circulate the master questionnaire to Wellbeing working group governors for information/comment. Action: Staff well-being to be added to agenda for FGB6.</p>	IR LK/ VA
15	<p>SMSC Governors discussed Ian's report. Although the governors felt that the school was solid in this area it was agreed that it was not yet at outstanding because the structure around SMSC is not yet explicit and robust. Action: Liz to update the Dashboard accordingly.</p>	LK
16	<p>Policy approvals None.</p>	
17	<p>Items for information The SDP and SEF have been updated. Action: The Clerk to create a link from the Learning Platform to the SEF on the school website. The SDP is in the relevant folder on the Learning Platform.</p>	VA
18	<p>AOB</p> <ul style="list-style-type: none"> • Daniel shared some excellent positive feedback that he had received about the school from some prospective parents. • Sarah had spoken with some parents who had expressed concern regarding parking near to the school and the provision of a Lollipop lady. Jo was able to report that a new Lollipop lady had been recruited and also that 4 members of staff were being trained in order 	

Summary of Action points - FGB4 - 18th March 2015			
Agenda item	Action	When	Who
3	Pending visit reports to be sent to Clerk.	Asap	JS +?
3	To send new version of Inclusion PowerPoint to the clerk to upload to the Learning Platform	Asap	DH/ VA
3	To undertake Pupil voice on pupils' attitudes to interventions.	Asap	AS
3	To forward SEN flow chart to Clerk for appending to the SEN Policy.	Asap	AS/VA
4	To review available courses and liaise with Matt over attendance.	ongoing	all
5	To arrange a role play session	Asap	LK/ JO
5	To ensure that latest SEF is available	Asap	JO
6	To forward SDP to the Clerk for uploading to the Learning Platform	Asap	JO/ VA
7	To forward latest version of the data to the Clerk to upload to the Learning Platform	Asap	AS
9	To actively seek a suitable prospective governor to be co-opted and to report back directly to the Strategy Group	Asap	all
10	To make arrangements for the consultation and to bring the results to FGB5 on 13th May	ongoing	Nursery Working Group
11	To conduct the Health and Safety audit	Before 13th May	MK
13	Attendance to be added to agenda for FGB5 on 13th May	Asap	LK/ VA
14	To circulate questionnaire	Asap	IR
14	Staff well-being to be added to agenda for FGB6	Asap	LK/ VA
15	To update the SMCS area of the dashboard	Asap	LK
17	To create a link from the Learning Platform to the SEF on the school website.	Asap	VA
18	To keep governing body updated	ongoing	RS+P
18	To add an item regarding the allocation of governors to categories under the new Instrument of Government to the agenda for FGB5	Asap	LK/ VA