



Minutes

Full Governing Body Meeting (FGB6)

Date: 1st July 2015

Time: 7:00pm

Venue: South Malling CE School

Present: Vickie Appleton (Clerk), 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: Scott O'Brien

Apologies: Jeremy Bamber, Rosalyn St. Pierre.

Item		Action
1	Apologies for absence Governors <u>accepted</u> apologies from Jeremy and Rosalyn.	
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 3 Ofsted readiness: Unfortunately it had proved impossible to schedule the 'Ofsted readiness' session with Karen Bye (ESCC Education Improvement Partnerships). An alternative session will be held in the autumn to advise governors on the new Ofsted framework. The minutes from the FGB meeting held on 13 th May 2015 were <u>approved</u> and <u>signed</u> by the chair.	
4	Procedure for election of new associate and co-opted governors Governors <u>approved</u> the 'Procedure for election of new associate and co-opted governors'.	

<p>5</p>	<p>Legal requirement to publish governors Declarations of Interest The clerk informed governors that it is a legal requirement that the school publishes the governors' declaration of interests on the website from 1st September 2015. Governors expressed concern regarding the level of personal details that would be published if the school simply chose to scan and publish the current forms. Action: The Clerk and school Business Manager to investigate requirements.</p>	<p>VA/ SW</p>
<p>6</p>	<p>Finance Working Group report Sue reported that it is a quiet time of the year financially; the Sports funding has been received but the Pupil Premium grant was not yet in. Some movement will occur in the budget as a result of expected staff movement in the Autumn. Refurbishment of the girls' toilets will take place in the next 12 months but is unlikely to be completed before September 2015. Quotes continue to come in (in the region of £10 000) for the replacement of the reception outdoor play equipment. Benchmarking update The benchmarking exercise had been undertaken. The scores are broadly similar to other comparable schools. Income per pupil is lower than more rural schools and East Sussex generally, but is similar to the national average. Staffing is the major spend. Income per teacher is lower and the school is reliant on the Pupil Premium funding which is worrying considering the uncertainty surrounding this source of income. Monies raised by fundraising are notably below average, perhaps as a result of the way in which it is organised and spent. <i>◆Governors questioned the high number of teaching staff and were made aware of the need to restructure staffing in the near future if pupil numbers within the school fall as currently predicted.</i> Financial risk assessment / risk management assessment There will be a global document review at FGB1 with area reviews at FGB3, 4 and 5. <i>◆Governors queried the extent of the financial risk involved in incorporating the nursery into the school. Scott assured them that there was some 'headroom' in the calculations. Sue and Jo stressed that the budget for the nursery would be separate from the rest of the school therefore monitoring the venture would be easier.</i> Scott left at this point. Governors discussed the Lewes Area Review (of educational provision) which is due to make its recommendations shortly. There is a lot of uncertainty and instability in the Lewes area schools and currently no clear view of what might be advised to improve the situation. PINK PAPER ITEM</p>	

7	<p>Pay and Performance Committee terms of reference update and approval Governors <u>agreed</u> the revised Pay Policy.</p>	
8	<p>Staff well-being Governors were given a brief update regarding the questionnaires received. There had been about a 50% return rate. The working group is due to meet on 6th July to formally collate the results but initial report is extremely positive with few action points; some of these will be raised at the scheduled Staff wellbeing day. ◆ <i>Governors queried whether any of the results correlated with staff absence and were assured that this will be investigated by the working group as well as any differences in the results from teaching and non-teaching staff.</i> Action: Working group to prepare full report a FGB1. Governors <u>agreed</u> to revise this area on the dashboard to green.</p>	JO
9	<p>Safeguarding Report re LSCB recent cases (postponed) Report re E-safety working group The newly redrafted E-Safety policy will replace the previous policy and incorporate the 'Acceptable Use' and 'Social Media' policies.</p>	
10	<p>Attendance update As a result of previously highlighted concern (at FGB5), the Head teacher had invited the Esbas (Education Support, Behaviour and Attendance Service) to visit the school to offer support and advice. The School policy has been reviewed and revised and some incidents of poor attendance are being recorded differently.</p>	
11	<p>Inclusion There is good progress being made although not as much as hoped in some areas; systems are in place such as Individual learning plans, walkabouts and support however some goals are not as 'SMART' as they need to be in order for effective management/monitoring. Pupil passports are monitored well but might benefit from more regular reviews. Annie stated that she wishes to develop deeper parental engagement in some groups next year. Levels of funding will always put constraints on what can be done; time needs to be split appropriately between contact and report writing/ paperwork. There is an inclination for Senco duties to become firefighting rather than proactive/ preventative. The Gifted, talented and more able policy (Star Learners) has been revised and reviewed.</p>	

<p>12</p>	<p>Head teacher’s report on teaching and learning Figures presented are based on teacher assessments rather than SAT results. The report shows at least maintenance or an improving picture. Action: To add ‘Report on progress against SDP’ to the agenda for FGB1.</p>	<p>VA/ LK</p>
<p>13</p>	<p>Progress and attainment ♦Governors asked which the ‘worrying’ cohorts were at this point in the year and looking forwards. Year 1 presents concern. This cohort arrived in year 1 with the disappointing figure of 57% at a good level of achievement at the end of Year R (2013-14) cohort compared to 77% achieved by this year’s Year R cohort. The current year 1 cohort is boy and summer-born heavy with many additional needs. They had come to the school at a lower level of achievement than usual at the beginning of Year R. They have, and will continue to, receive extra support but in order to catch up they will need to make more than expected progress to get to expected levels of achievement for their age group. Year 5 presents concern as the coming year will be the first with Assessment Without Levels and the curriculum is more demanding and the barrier has been raised. ♦Governors queried the uptake in use of the ‘IRIS’ equipment this year and whether there were plans to embed it in performance management. Most teachers have used it at least once although, as yet, no practise had been shared this way. There are no plans to use it for performance management until more experience in its use has been gained. SATS update There is an upwards trend in the number of pupils attaining level 4. ♦Governors asked if the school was ‘Closing the Gap’. All Key stage1 results, and Key stage 2 reading and writing, showed good evidence for this however the results in maths was variable. There is no data for SPAG at Key stage 2 yet.</p>	
<p>14</p>	<p>Nursery The nursery staff has now had their one to one meetings with Human Resources. All are aware of their new Terms and conditions. There has been one resignation. It is planned to increase After school provision from October if this is required by enough parents to make it cost effective. Action: To send a letter to parents/carers to ask for expressions of interest in after school care. Action: To register the new school format (i.e 3-11 years) with the Department for Education. ♦Governors asked if, and it was confirmed that, the school would need to change the school name on signs etc. The Nursery Trust will also need to be formally wound up from September.</p>	<p>JO JO</p>

<p>15</p>	<p>Parent survey headlines There had been more than 70 respondents which were estimated to represent half of the school's families and was a significantly higher response rate than last year. Liz noted that there had been a slight dip in satisfaction levels but governors agreed that this was probably due to the revised timing of the survey this year. In previous years the survey had been sent out later in the year after SATs results and school reports had been issued and during the end of year wind down period. It was agreed to move the survey back to its usual time slot next year with the report to the FGB being presented at FGB1 in the autumn. Action: To revise planner accordingly.</p>	<p>LK</p>
<p>16</p>	<p>Website The Website has been reviewed and is now fully Ofsted compliant. The School has also received a seal of approval from ESCC.</p>	
<p>17</p>	<p>Sex and Relationship Education The working group had held a productive meeting with parents.</p>	
<p>18</p>	<p>Link governor visit reports There were 15 published Governor visit reports last year compared with 29 to date this year. An additional 6 reports are confirmed as pending. ♦Governors queried if they were 'doing too much'; the clerk stressed the need to ensure that all visits had a clearly defined purpose that could be linked back to the School Development Plan. ♦Governors queried what process was in place to ensure that any action points were followed through. It was agreed that there should always be a review of previous action points held during subsequent visits. Governors recognised the positive impact of dedicated French/Music teacher however it was pointed out that this, at least in part, accounted for the higher level of spending on staffing in South Malling compared to other schools as discussed under Benchmarking at item 6. It is apparent, from Pupil Voice discussions, that the pupils now recognise that PHSE is taught. Action: Scott to write a Maths and Computing visit report.</p>	<p>SOB</p>
<p>19</p>	<p>Items for information The Learning Partnership launch party is being held at the Town Hall tomorrow, 6.45-8pm. Staff and governors are invited. Governors had received positive feedback from recent school events such as the Choir and Sports day. Action: Governors agreed that it would be a good gesture to supply tea/cakes to staff on the first day back at school in September. Liz to facilitate. Liz tabled the Draft meeting dates for next year. Full Governing Body meetings will take place from 6-8.30pm on Wednesdays. Liz reported that all governors had been approached and had confirmed</p>	<p>LK</p>

	that their email accounts were secure. Governors wishing for school email accounts should direct their request to Annie. Sue asked that any email for her should be sent to 'finance@southmallings.e-sussex.sch.uk' rather than to the 'Office@...' address.	
20	AOB Collection boxes for contributions to gifts for staff can be found in the office. All governors expressed recognition and thanks to staff for their hard work during the year.	
21	Close of meeting Meeting closed at 9.40pm	

Summary of Action points - FGB6 - 1 July 2015			
Agenda item	Action	When	Who
5	To investigate requirements to publish governors Declarations of Interest	By Sept 2015	VA/ SW
8	Working group to prepare full report a FGB1	For FGB1	JO
12	To add 'Report on progress against SDP' to the agenda for FGB1	For FGB1	VA/ LK
14	To send a letter to parents/carers to ask for expressions of interest in after school care	By end of term	JO
14	To register the new school format (i.e. 3-11 years) with the Department for Education	asap	JO
15	To revise planner to move the parents' survey back to its usual time slot next year with the report to the FGB being presented at FGB1 the following year	asap	LK
18	To write a Maths and Computing visit report	asap	SOB
19	To supply tea/cakes to staff on the first day back at school in September	Sept 2015	All (LK)