



Minutes

Full Governing Body Meeting

Date: 15th October 2014

Time: 7:00 – 9:30PM

Venue: South Malling CE School

Present: Vickie Appleton (Clerk), Jeremy Bamber, Sarah Brydon, Daniel Horan, Liz Kaye, Matt Kent, Scott O'Brien, Jo O'Donoghue (Head teacher), Annie Schulte, John Stockdale, Sue Warren

Part: Ian Rothery

Apologies: Rosalyn St. Pierre

	Item	Action
1	<p>Apologies for absence</p> <p>Governors accepted the apologies from Rosalyn.</p>	
2	<p>Declarations of Interests & Confidentiality Reminder</p> <p>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)</p>	
2a	<p>Additional item</p> <p>Governors welcomed the new clerk and briefly discussed how to conduct this meeting in the absence of Alan Velecky who had stood down both as Chair of governors and as a governor. It was agreed that Liz should chair this meeting up until a new chair of governors was elected.</p> <p>All governors expressed to wish to recognise the enormous positive impact that Alan had made during his time as Chair of Governors. Alan had been highly committed and he will be sorely missed. Action: Alan to be invited to attend during the break at FBG2 so that governors and staff can meet with him.</p>	LK/ JO

3	<p>Clerk welcome and governor elections / reconstitution update</p> <p>FGB to elect:</p> <ul style="list-style-type: none"> • FGB Chair • FGB Vice Chair <p>Governors were <u>elected</u> to the following roles:</p> <ul style="list-style-type: none"> • Liz - Chair of Governors until the FGB3 meeting on 11th February 2015 • Ian - Vice chair of Governors until the FGB3 meeting on 11th February 2015 • Jeremy - Finance Lead Governor • Ian - Wellbeing Lead Governor • Liz - Learning Lead Governor • Scott – PE Governor • Liz – Gifted and Talented Governor <p>It was <u>agreed</u> that the Strategy Group and the Pay and Performance committee would comprise the Chair of Governors, Vice chair of Governors plus the 3 Lead Governors.</p> <p>Sue Warren was <u>elected</u> as an Associate Governor.</p>	
4	<p>Minutes of the last meeting & follow up of actions</p> <p>3. (1) There has been no movement on the parking bay issue and it was decided to remove this as an ongoing action point.</p> <p>7. Governors decided not to adopt the calendar function on the learning platform.</p> <p>The Head teacher reported that uptake of Free School meals for all key stage 1 children was currently at 79%. Chartwells is paying an additional 18 minutes for a single member of the kitchen staff as a result of this initiative, thus it is felt that Chartwells is not sufficiently supporting the kitchen staff in this initiative.</p> <p><u>Action:</u> John to complete the Safer Recruiting training starting in November.</p> <p>Minutes from the meeting of 10th July were <u>agreed</u> and signed by the Chair with the following amendments; Page 2, 4i removed and subsequent items renumbered, Page 2, ‘Humanities’ moved from Sarah to John, Page 5, (14)iii Statement changed to ‘Ringmer and Kingston schools have also increased to 60</p>	JS

	and 30, respectively’.	
5	<p>Terms of Reference Update</p> <p>The Head teacher informed governors that Terms of Reference are already in place for the Pay and Performance committee. The Clerk informed governors that no further Terms of reference are required as this is the only committee under the new structure. With the exception of those delegated to the Pay and Performance committee, there are no delegated powers; all decisions are brought to the Full governing body. Financial delegations are clearly defined in the Scheme of Delegation document.</p> <p>Action: Matt to redraft governing body structure document to reflect recent changes by 14th November 2014.</p>	MK
6	<p>Data Headlines Working Group Report Update dashboard</p> <p>Governors reviewed the working group report and updated the Dashboard accordingly. It was agreed by all that this provides excellent evidence of Governor Challenge and reports of this type/style were the way to go forwards.</p> <p><i>Governors queried whether gender was a significant factor in achievement. The Head Teacher replied that this had little effect in isolation; however when gender was combined with other factors such as age or membership of vulnerable groups then boys did indeed perform less well than girls. This is being addressed by providing additional, targeted support.</i></p> <p><i>In response to governor challenge, the Head Teacher said that the current year 5 cohort have historically under achieved. Current class teachers for year 1 and year 5 were specifically chosen for their record of delivering accelerated pupil progress.</i></p> <p><i>In response to governor challenge, the Head Teacher assured governors that all pupils were tracked and monitored individually as well as members of a cohort. Formal meetings to discuss individual’s progress were held termly.</i></p>	
7	<p>Pupil Premium Working Group Report Update dashboard</p> <p>Governors reviewed the working group report and updated the Dashboard accordingly. Again, it was agreed by all that this provides excellent evidence of Governor Challenge.</p> <p><i>In response to governor challenge, the Head Teacher informed governors that decisions regarding how to spend Pupil Premium funding were informed by research, notably that of The Sutton Trust, on which interventions produced results and at what relative financial cost. Cost versus benefit had to be considered/balanced.</i></p>	

8	<p>Inclusion Report (SEN and G&T) Update dashboard</p> <p>Governors reviewed the working group report and updated the Dashboard accordingly.</p> <p><i>In response to governor queries regarding awareness of the new SEND system (i.e. moving from 'statements' to Individual Healthcare Plans), Annie informed governors that there are meetings planned to take place with parents/carers with priority given to pupils in years 5 and 6. Teachers are, perhaps, not as clear about the changes as they could be. As previously, relevant pupils have Individual Educational Plans (IEP) which detail specific goals and performance criteria; these are reviewed termly.</i></p>	
9	<p>School Development Plan update</p> <p>The School Development Plan is structured using the Ofsted headings. Governance is found at section 6.4. Action: Strategy group to review and complete wording 6.4. before of next FGB meeting.</p> <p><i>In response to governors challenge as to why there was specific focus on outcomes from the Malling Windmill Nursery (at 4.1), the Head teacher replied that historically approximately 2/3 of the intake has attended there.</i></p>	Strategy
10	<p>Curriculum Policy Review Activity</p> <p>The policy is under review to reflect changes to the curriculum. Action: Annie to send new policy to Clerk to upload to Learning Platform. Action: Jo to arrange a presentation to governors on assessing pupil's levels for FGB2.</p>	AS/ VA JO
11	<p>Head Teacher update (Premises and Wellbeing) FGB to approve:</p> <ul style="list-style-type: none"> • 2014-15 off-site visits <p>The Head Teacher tabled a school characteristics document. Action: Jo to send to Clerk to upload to Learning Platform.</p> <p>Major premises work is due to take place from Mid-November. This is anticipated to take 10 weeks and will have implications, notably for health and safety.</p> <p>Governors approved the following Off-site trips (2015):</p> <ul style="list-style-type: none"> • Year 5 Overnight to Southease Youth Hostel • Year 6 Two night stay at Bowles Centre 	JO/ VA
12	<p>Finance Working Group report Update dashboard</p> <p>Governors reviewed the working group report and updated the Dashboard accordingly.</p>	

	<p>Jo had resigned as the Chair of the Nursery Trust as she felt that it was a potential conflict of interest. Action: The School Business Manager to seek independent valuation of current lettings rate for the Nursery building.</p> <p>John was elected to the Finance working group.</p>	SW
13	<p>Finance Policy Review Activity FGB to approve:</p> <ul style="list-style-type: none"> • Local Financial Procedures • Scheme of Delegation • Local Authority Financial Regulations <p>The 1 year and 3 year budget updates were approved by the FGB in the sum of £938,472. £907,933 with a c/f from 2013/14 of £30,539. FGB approved the follow finance policies and procedures;</p> <ul style="list-style-type: none"> • Scheme of Delegation - subject to minor alterations • Local Financial procedures • Local Authority Financial Regulations • Budget reporting to governors 	
14	<p>Safeguarding report Update dashboard FGB to approve:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy • Allegations of Abuse against Staff <p>Governors agreed to endorse the above policies. Action: Jo to review the Safeguarding policy to ensure that it is in line with the new ESCC one which was released this week.</p>	JO
15	<p>Christian Distinctiveness update Update dashboard</p> <p>Ian had carried out a review of the school in line with information from the Diocese outlining likely questions from Ofsted and using the test questions/statements from SIAMS (Statutory Inspection of Anglican and Methodist Schools). He concluded that pupils enjoyed assemblies and were very good at identifying visible, physical signs of the school's Christian character however struggled with non-visible signs such as behaviour.</p> <p>The dashboard was updated at Amber accordingly. Action: Ian to send Clerk a copy of the toolkit to upload to the learning platform.</p>	IR
16	<p>Ofsted readiness</p> <p>Action: ALL governors to review the Ofsted readiness sheets and ensure that they are aware of where to go for evidence. Action: Strategy group to investigate possibility of creating a reference location/source map to help with the above.</p>	All Strategy
17	AOB None	
18	Close of meeting 21.55pm	

Summary of Action points - FGB - 15th October 2014

Agenda item	Action	When	Who
2a	Alan to be invited to attend during the break at FBG2	By Dec 14	LK/ JO
4	To complete the Safer Recruiting training	Nov 2014-	JS
5	To redraft governing body structure document	By 14 Nov	MK
9	To review and complete wording 6.4. SDP	By FGB2	Strategy Group
10	To upload new policy to Learning Platform	When reviewed	AS/ VA
10	To arrange a presentation to governors on assessing pupil's levels	FGB2	JO
11	To upload school characteristics document to Learning Platform.	asap	JO/ VA
12	To seek independent valuation of current lettings rate for the Nursery building	asap	SW
14	To review the Safeguarding policy to ensure that it is in line with the new ESCC policy	asap	JO
15	To upload a copy of the toolkit to the learning platform.	asap	IR
16	To review the Ofsted readiness sheets and ensure that they are aware of where to go for evidence	asap	ALL
16	To investigate possibility of creating a reference location/source map	Nov 2014	Strategy