



## Minutes of the Full Governing Body Wednesday 3 October 2018 at 5.45pm

**Present:** Mary Burr (MB) (Chair)  
Jo O'Donoghue (JOD) (Headteacher)  
Liz Kaye (LK)  
Mandi Ramshaw (MR)  
Sarah Brydon (SB)  
Lucy McAskie (LM)  
Sue Warren (SW) (Business Manager)  
Kevin Bull (KB)  
Daniel Horan (DH)  
Sarah Lyons (SL)  
Simon Pople (SP)  
Francis King (FK)  
Ron Hammond (RH)  
Judy Yeomans (JY)  
Annie Schulte (AS)

Sarah Greed (Clerk)

**Absent:** Scott O'Brien (SO)

### 1. Welcome and apologies for absence

MB welcomed RH and JY as new foundation governors  
No apologies for absence had been received.

### 2. Declaration of Interests and Confidentiality Reminder

None declared  
Governors were reminded of the need for confidentiality.

### 3. Minutes of the last meeting & follow up of actions / outstanding matters

The minutes of the previous meeting FGB6 on 11 July 2018 were agreed as a true record of the meeting.

Discussion of how to approach any requests for raising pupil numbers to over 30 in classes for KS2 is to be discussed at FGB2.

All other follow up actions are covered within FGB1 agenda.

### 4. Annual Items

- Approval of Code of Conduct  
Received by governors prior to the meeting.

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

Approved by governors.

- Approval of Standing Orders

Received by governors prior to the meeting.

Document still mentioned "interim" headteacher - to be amended. Nursery also needs to be added.

Following amendments, approved by governors.

- Approval of Terms of Reference (ToR)

Received by governors prior to the meeting.

Approved by governors, subject to amendments to be made following items 5 and 6.

- Individual Declarations of Interest

Forms had been issued to governors and been completed.

## **5. Elections to posts named in Terms of Reference**

- Chair

MB was happy to remain as chair. LK proposed, seconded by MR.

- Vice Chair

LK was happy to remain as vice chair. MB proposed, seconded by MR.

- Leader of Learning

MR will be the leader of learning. Proposed by MB, seconded by LK.

- Leader of Wellbeing

SB is currently the leader of well-being however, her term of office will end in January 2019. JOD would like the role of wellbeing lead to be linked with safeguarding and include attendance. SL and LM agreed to support FK and the well-being team, with a view to taking on the area leadership via a handover in January 2019.

- Leader of Finance

Following a conversation with MB Kevin had agreed to be leader of finance. This was proposed by MB and seconded by LM.

- Pay and Performance Committee Chair

The chair will be responsible for running the pay and performance meeting.

KB agreed to take on the role as it has historically been with the Finance Lead governor

The link governors were elected as follows:

Health & Safety - RH.

Inclusion and SEN - DH, although his term will end in February 2019, so this would be reviewed later in the year

Safeguarding - FK

Training - LK.

## **6. Governor planner**

- Membership of working groups

Finance needs additional support. SP felt he may be able to help depending on the GDPR workload following his upcoming meeting the following day. He would confirm after the meeting. Finance is currently well managed and in the future should consist of three meetings a year with other work done via email.

Governors agreed to be responsible for the following areas.

Teaching - MB and MR

Curriculum and homework - MB

Early Years - MR and SL

Learning Links/Data - LK

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

Inclusion including the pupil premium (PP) grant - LK, DH and SP  
Health Improvement - LM  
Behaviour - LM  
Equalities - SB  
Leadership - MB  
Christian Distinctiveness - JY  
Communication - LK and LM

Governors should arrange visits for term two as soon as possible and ideally arrange all visits for the school year in the near future so that nothing is overlooked.

- Succession planning re governors coming to the end of their term of office  
Discussed under item 5

- Visit and working group reports

LK has created new templates for visits and working groups to help us focus on the SDP and on any follow-up of previously agreed actions. The new forms should be used from now on.

## **7. Governor training**

- East Sussex County Council (ESCC) and Diocese training

Governors were reminded to make the most of the training opportunities provided by ESCC and the diocese. LK had sent details to governors of available training.

- Mandatory training

All governors need to complete GDPR training – details will be shared as soon as they are available. LK had reviewed safeguarding training and all current governors are up to date. New governors will need to complete safeguarding training.

## **8. HT Report**

The headteacher's report had been available prior to the meeting. JOD invited questions or comments regarding the report. Governors agreed that achievement and attendance for disadvantaged children remains an area of concern and a high priority for the coming year.

*Governors questioned what was being done for the 44% of disadvantaged children with safeguarding issues.*

*The school is aware they remain a high priority.*

- Office capacity (from FGB6)

At FGB6 the proposal was to increase office capacity, but actually it had reduced as a result of one member of staff leaving over the summer. The role was now being undertaken by two TAs. As a result there has been an impact on SWs workload as she has had to provide support. After half term her focus will need to be the school budget. This was an issue that we would need to keep under review.

*In response to a governor question it was confirmed that the new roles were temporary until Christmas when it will be reviewed.*

*Governors questioned whether the office space was going to be addressed.*

*In response it was confirmed that expanding the office space would be a major building job requiring an architect. At current it was not a priority as it was not putting safeguarding at risk - and in addition the budget would not cover such expense at the current time. It will be reviewed again in the future.*

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

- Data

The SDP reflects the current needs identified from the data.

**9. SDP Focus item: SDP and SEF 1819**

The SDP overview had been received by governors prior to the meeting. The SEF and the detailed SDP will be added on to the learning platform in due course. JOD noted that some of the targets relate to middle level leaders. The senior leadership team (SLT) are each responsible for a part of the plan.

The main points are to continue to embed mastery, continue with “Maximising the Impact of Teaching Assistants” (MITA) and character strengths now being used in the school. Governor visits should explore these points.

**10. Monitoring reports term 1**

Governors received the reports prior to the meeting.

**Learning:**

- a) Real PE Curriculum

This had been received very positively by staff and pupils.

**Well-Being:**

- b) No reports

**Finance:**

- c) Budget report

Reception currently had twenty one children. Nursery, Before School and After School clubs were all doing well. We had lost a double class in July 2018, which has also affected overall pupil numbers. The loss of the double class combined with the small reception class meant a decrease in the budget of £107,000. The funding format from the local authority (LA) is currently unknown. It will be available the first week of February.

**Operations / Leadership:**

- d) TA deployment

MITA remains on the SDP. It concentrates on how teachers and TAs work together.

**11. Safeguarding**

It was felt that all governors should be modelling the expectations for staff with regards to safeguarding.

Governors had been advised to read part one and annex A of Keeping Children Safe in Education Guidance. Following an update from governor services, governors are now also required to read part two which relates directly to governors. Once read governors should sign to say they have done so or email so a record can be kept. Clerk to send link to updated document.

New lanyards have been ordered and will be available by the next FGB. All staff will have purple lanyards. Governors and other visitors will have red lanyards.

SW requested that, if she does not already seen them, all governors must supply her with their Disclosure and Barring Service (DBS) details.

**12. Policies**

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

- Governor Expenses and Allowances

Received by governors prior to the meeting.

Approved by governors.

- Child Protection and Safeguarding

Received by governors prior to the meeting.

Approved by governors.

- Safer Recruitment Policy

Received by governors prior to the meeting.

Approved by governors.

LK highlighted that training was available for safer recruitment and it would be helpful if more governors were trained in this regard.

### **13. Discussion regarding the Lewes Mat and BOAT**

See confidential minutes

### **14. AOB**

- Governor emails

Not discussed

### **15. Date of next meeting**

Next FGB 28th November at 8am

Meeting closed at 7.55pm

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

**Actions arising from FGB including outstanding actions**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion By</b>
3	Schedule meetings and possible policy updates into Office 365 calendar	Clerk	ASAP
3	Discussion of how to approach any requests for raising pupil numbers to over 30 in a class for KS2.	Governors	FGB2
4	Amendments to be made to standing orders	LK/JOD	ASAP
6	Governors to arrange visits for term 2	Governors	ASAP
7	Governors to undertake training via ESCC and / or the Diocese	Governors	Before the end of March
7	All governors to undertake GDPR training – as soon as details are available	Governors	By FGB2
11	Update keeping children safe in education guidance to be sent to governors/added to portal	Clerk	ASAP
11	New lanyards to be issued	SW	FGB2

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