

**Seaford Primary School  
Minutes of Governors' Meeting  
Tuesday 3rd July 2018 at 5.00 p.m.**

**Present:** Helen Crees (Deputy Head), Chris Davey (Head Teacher), Julie Fannon, Charlie Govett, Claire Lloyd, Sarah Mitchell (Clerk), Sarah Moloney, Des Prichard, Jo Sheldon, Andy Steer (Chair), Brenda Taylor, Joanna Tucker (Business Manager).

Item	Decision	Action
1.	<b>Welcome</b>  Welcome to all from the Chair, who thanked everyone for their time.	
2.	<b>Apologies for absence</b>	
2.1	Received and approved from Malcolm Anderson and from Julie Smith, who will be arriving late.	
2.2	<b>Absent:</b> Rahnuma Hayder	
3.	<b>Declaration of Business and Pecuniary Interests</b>  No changes.	
4.	<b>Items for Inclusion under A.O.B.</b>	
4.1	JF thank Governors for their help at the Summer Fayre.	
5.	<b>Minutes of the meeting held on 27<sup>th</sup> March 2018</b>	
5.1	These had been previously circulated to the FGB and were now approved and signed.	Clerk to add to Minute Book and SharePoint
6.	<b>Matters arising from the 27<sup>th</sup> March minutes not covered below</b>  None	
7.	<b>Minutes of the extra meeting held on 17<sup>th</sup> April 2018</b>	
7.1	These had been previously circulated to the FGB and were now approved and signed.	Clerk to add to Minute Book and SharePoint
8.	<b>Matters arising from the 17<sup>th</sup> April minutes not covered below</b>	
8.1	Feedback from the EIP meeting was that Governors felt uninformed about what was going on with the pay disputes and individual schools actions and it was agreed that these needs to be forums if this situation arises again.	

8.2	<b>Governors asked if it would be helpful if the NEU came in and spoke to governors?</b> <b>Agreed</b> that the NEU rep for the school could be invited to speak to governors in the future if the need arose.	
9.	<b>Matters of Governance</b>	
9.a	<b>New Parent Governor Update</b>	
9.a.1	A letter was sent to all Parents, inviting them for nominations for a new Parent Governor to replace Jo Sheldon.	
9.a.2	There were two nominations submitted by the closing date of 18 <sup>th</sup> June '18, which meant an election was required.	
9.a.3	The election took place the following week and the count took place on 28 <sup>th</sup> June'18.	
9.a.4	The result of the election was 56 votes for Mrs Vicky Mather and 2 votes for Mrs Kerry Wordsworth.	
9.a.5	Mrs Mather was elected the new parent governor and will attend her first meeting in the new school year.	
9.b	<b>Staff Governor Update</b>	
9.b.1	Staff were invited to put themselves forward as Staff Governor when Jodie Bovill's term ended in April.	
9.b.2	No nominations were received but Claire Lloyd agreed to change from a Co-opted Governor to the Staff Governor.	
9.b.3	Governors <b>AGREED</b> this was acceptable.	
9.c	<b>Co-Opted Governor Position</b>	
9.c.1	Jo Sheldon agreed to take up a Co-opted position on the Board if the other members of the Board approved.	
9.c.2	Governors <b>APPROVED</b> this appointment	
9.c.3	Jo Sheldon was thanked for her continued commitment to the school.	
9.c.4	The Clerk confirmed that the board currently had one further vacancy for a Co-opted Governor.	
9.d	<b>Area Meeting Update</b>	
9.d.1	Brenda Taylor provided an update of the meeting she attended in June.	
9.d.2	No further questions raised.	
9.e	<b>Confirmation of attendance of the next Area Meeting</b>	

9.d.1	Dates of the next area meetings are currently not available.	
9.d.2	Details will be distributed prior to the next FGB in Oct and it will be agreed then, who will be attending.	
9.f	<b>Council Traffic Management Update</b>	
9.f.1	The crossing at the top of Wilkinson Way, on Belgrave Road has had some objections and is awaiting a final meeting at County Hall.	
9.f.2	The School has put forward their concerns and reasons for its need.	
9.f.3	Governors have asked if a speed limit of 20mph could be requested if the crossing is not approved?	
9.f.4	CD will update the Board at the next meeting	
10.	<b>Minutes of the Strategic Organisation Committee on 24-04-18</b>	
10.1	Minutes were distributed to the GB prior to the meeting – confirmed all had read	
10.2	Governors asked if it was usual for the Business Manager to deal with long term sickness of staff? – Yes	
10.3	Culture/Values Issue – Governors asked when it is proposed to canvas views of Staff and Parents? – Staff will have their input on 3/9/18 and Parents in early September. Children have need canvassed in their Rainbow Groups.	
10.4	Governors will then be able to arrange how they want to look at it from Early Oct.	
10.5	CD will look in to whether the meeting can be facilitated by someone from Governor Services.	CD to arrange in the new school year.
11.	<b>Minutes of the Teaching &amp; Learning Committee on 10-05-18</b>	
11.1	Minutes were distributed to the GB prior to the meeting – confirmed all had read.	
11.2	Governors questioned how many laptops the school was proposing to buy and if they would print to a printer in the classroom? – 33 will be purchased and will be set to the central printer.	
11.3	Governor asked how the teachers will be upskilled on their IT skills? – Teachers will sit in class as a support role and will be upskilled by learning on the job.	
11.4	Governors asked if teachers will comfortable with the new ICT approach? - Feedback from teachers has been positive.	
11.5	Governors asked what monitoring process would be put in place to ensure the mobile ICT approach is working and how the learning would be audited? – The ICT subject leader is charged with the quality of teaching and learning that goes on in	

<p>11.6</p> <p>11.7</p>	<p>the lessons and there is already an assessment system in place for ICT.</p> <p>CG is the ICT Governors so will do a visit and report back to the FGB later in the next school year.</p> <p>The Governing Board <b>AGREED</b> that the ICT Subject leader and Link Governors would be the ones to report back to the FGB</p>	<p>ICT Link Gov to visit in Term 3</p>
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p> <p>12.7</p>	<p><b>Head Teachers Report</b></p> <p>Head Teachers report was distributed prior to the meeting and Governors confirmed that they had received and read the report.</p> <p>Copy of the report added to SharePoint.</p> <p>The Head Teacher highlighted the main points of the report at the meeting and opened to the board for questions.</p> <p>Governors asked how many job shares the school currently has and whether they were unpopular with parents? – 5 currently and not had any issues with parents regarding them.</p> <p>Governors asked what the school’s position is on which teacher does parents evening with job shares? – If the teacher does 1 day then the parents will meet with the 4-day teacher. Ideally the school would like all the teachers to attend parents evening.</p> <p>(Julie Smith Arrived 6pm)</p> <p>Governors asked if a job share cost the same, financially and a full-time member of staff? – Yes</p> <p>Inset days for 2018-19 were <b>APPROVED</b> by Governors</p> <p>Governors asked if they could look at the Forest School Area? – Julie Smith could show the board as she is the Outdoor learning link Governor.</p>	
<p>13.</p>	<p><b>Preliminary Standards 2017-18</b></p> <p>The school is in the process of gathering the date for this year.</p> <p>The KS2 results come in to school on 10<sup>th</sup> July and Governors will be sent a data pack before the next FGB Meeting.</p> <p>KS1 attainment was above national average for expected and greater depth students for Reading, Writing, Maths and combined.</p> <p>Phonics was above the National Average EYFS showed a good level of development and was above national average. It was pointed out that this was a lower ability cohort so the school has done well to</p>	

	achieve this.	
14.	<b>Attendance 2017-18</b>	
14.1	Attendance figures were handed out prior to the meeting.	
14.2	The school is just under the national average and below target for attendance.	
14.3	This data will be slightly out though as there are children still on roll that are awaiting to be picked up by their new school.	
14.4	Deputy Head will be monitoring over the next school year.	
15.	<b>Finance Information</b>	
15.a	<b>Finance Report</b>	
15.a.1	Report handed out prior to the meeting and a copy added to SharePoint.	
15.a.2	The Business Manager opened to the Board for questions.	
15.a.3	Chair of Governors thanked the Business Manager for all her hard work over the year.	
15.a.4	The virements for staff were <b>APPROVED</b> .	
15.b	<b>Budget Monitoring Report</b>	
15.b.1	Report handed out prior to the meeting and a copy added to SharePoint.	
15.b.2	The Business Manager opened to the Board for questions.	
15.b.3	No questions raised.	
16.	<b>Staffing Structure 2018-19</b>	
16.1	A copy of the structure was handed out – Governors had no further questions	
17.	<b>Policies to Review and for Approval</b>	
17.1	All Policies were distributed prior to the meeting and FGB confirmed they had been read. No Questions.	
17.2	a) Offsite Activities and Educational Visits Policy – <b>APPROVED</b>	
17.3	Governors raised a question regarding the Risk Assessment Form – DP will contact the person in East Sussex who is responsible for the policy and forms to get an answer to it.	DP to contact East Sussex to query Risk Assessment form.

18.	<b>Safeguarding Report</b>	
18.1	Copy of the updated Safeguarding report was handed out and a copy added to SharePoint.	
18.2	No further questions	
18.3	Governors were reminded that the Safeguarding Training does need to be completed/	
19.	<b>Governor Monitoring including visit reports</b>	
19.a	<b>Reports of any Link Governor visits since the last FGB Meeting</b>	
19.a.1	Literacy Visit report was handed out prior to the meeting. – No further questions	
19.a.2	Literacy Link Governor confirmed it was a positive visit.	
19.a.3	Copy of the report added to SharePoint	
20.	<b>Admissions/Numbers on Roll</b>	
20.1	475 pupils currently on roll.	
21.	<b>School Events / Dates for your Diary</b>  List of key dates and events for remainder of the school year was handed out the FGB via the weekly Diary Minutes. No questions raised. Governors invited to attend any events they want to.	
22.	<b>Any other business raised under Item 4</b>	
22.1	Yoga/Pilates sessions will be taking place in school for staff from next year. There is a taster session taking place on 16/7/18 3.50-4.50pm, and Governors are invited to attend if they would like to.	
	<b>Dates of future meetings: All at 5pm in School</b>  <b>FGB meeting</b> – TBC <b>T&amp;L committee</b> – TBC <b>SO committee</b> – TBC	
	<b>The meeting closed at 7.15p.m.</b>	

**Action Points from FGB Meeting 3rd July 2018**

<b>Item</b>	<b>Action Point</b>	<b>Owner</b>	<b>Progress</b>
5.1	Clerk to file signed copy of previous minutes.	SM	Completed
7.1	Clerk to file signed copy of previous minutes.	SM	Completed
10.5	Arrange a facilitated Governor Session in Term 2 to agree/discuss the school's culture and values.	CD	
11.6	ICT Link Governor to do a school visit in Term 3 and report back the FGB.	CG	
17.3	Contact East Sussex regarding the Risk Assessment form on the policy.	DP	