

**Seaford Primary School
Minutes of Governors' Meeting
Tuesday 27th March 2018 at 5.00 p.m.**

Present: Malcolm Anderson, 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
	Welcome to all from Andy Steer who thanked everyone for their time.	
1.	Apologies for absence	
1.1	Claire Lloyd sent her apologies that she may be late. Accepted.	
1.2	Absent: Jodie Bovill, Rahnuma Hayder and Julie Smith	
2.	Declaration of Business and Pecuniary Interests	
2.1	None.	
3.	Items for Inclusion under A.O.B.	
3.1	CD asked for NEU Industrial Action to be added	
4.	Minutes of the meeting held on 05.12.17	
4.1	These had been previously circulated to the FGB and were now approved and signed.	Clerk to add to Minute Book and SharePoint
5.	Matters arising	
5.1	None	
6.	Minutes of the Strategic Organisation Committee on 06-02-18	
6.1	Minutes were distributed to the GB prior to the meeting – confirmed all had read and no issues raised from items in these minutes.	
7.	Minutes of the Teaching & Learning Committee on 08-02-18	
7.1	Minutes were distributed to the GB prior to the meeting – confirmed all had read.	
7.2	Governors pointed out that a name was mis-spelt in item 7.4. Also, an amendment needed in item 8.6.	Clerk to correct.
7.3	Governors questioned the Shanghai Maths teaching as it had been promoted at the Governors Local area meetings.	

7.4	Governors asked if there was sufficient support for teachers to embed the teaching of maths – It was confirmed that there were mentors from Balfour school in Brighton.	
7.5	Governors asked if teachers were able to say if it was making an impact yet? – Confirmed it was probably to early to see it in the statistics, however observations of the teaching and learning demonstrates that children do get the intention of the lessons by the end of each session.	
7.6	It was confirmed that in Term 6, teachers will review the strategies of the Shanghai method ready to roll out to the whole school.	
7.7	Every Year group now has the text books.	
7.8	Governors asked if there were enough resources in school for the teaching methods? – confirmed that there was.	
7.9	Governors were told they can look up videos on YouTube of examples of the teaching methods in full use.	
7.10	Maths Subject Link Governor asked if Governors with a math background could attend a meeting at the school during Maths week to promote the use of maths in their current roles. The meeting will take place in the week beginning 2 nd July. The date will be confirmed nearer the time.	JF to confirm date of meeting to Governors once known.
5.15pm - Claire Lloyd arrived		
8.	Matters of Governance	
8.a	Overview of Governors Network and Training Event	
8.a.1	DP and SMO provided an overview of the event.	
8.a.2	It covered Staff Well Being and Mental Health of Staff.	
8.a.3	It highlighted that importance of Governors being aware of how the staff are feeling.	
8.a.4	Staff appraisal for ALL staff needs to happen as currently this is not the case.	
8.a.5	It was agreed that how this can be done will be explained and updated at the next FGB Meeting	Clerk to add to FGB agenda in July.
8.b	Governor Training Update	
8.b.1	None	

8.c	Governor Local Area Forum Meeting Update	
8.c.1	Overview of the Area forum provided by DP	
8.c.2	Covered Shanghai Maths, Safeguarding and the use of CPOMS	
8.c.3	No Further questions from Governors	
8.d	Next Governor Area Meeting	
8.d.1	AS agreed to go to the Uckfield meeting, BT and JSh can attend the Eastbourne meeting	Clerk to book
8.e	Governor Vacancies and Staff Governor Election	
8.e.1	Clerk explained the Board currently had a co-opted vacancy	
8.e.2	Clerk explained that Staff Governor vacancy will become available when JB's term of office come to an end on 21 st April'18	
8.e.3	Clerk will send letter to all staff giving them the opportunity to put themselves forward.	
8.e.4	CL had agreed, with the support of the rest of the board, to step in to the Staff Governor Role if there are no other volunteers.	
8.e.5	The staff governor appointment will be approved at the next FGB Meeting	Clerk to add to July FGB agenda
8.f	Governor Code of Conduct	
8.f.1	Code of Conduct was sent out prior to the meeting	
8.f.2	Governors voted unanimously to ADOPT the code.	
9.	School Car Park Facilities for Parents/Visitors	
9.1	The revised car park rules have been in force for just over a term, restricting movement at the end of the day and reducing the number of cars in the car park	
9.2	It was pointed out that Little Poppets Nursery needs reminding that they should not be using the car park, apart from the nursery Manager.	
9.3	Governors asked is the kitchen staff should be using the car park? – It was confirmed that they currently do but could be prevented from doing so if Governors felt it was necessary. Agreed that the kitchen manager should be allowed to use it but not the other members of the kitchen.	Business Manager to inform the kitchen staff

9.4	It was confirmed that there were still some individual issues that needed to be dealt with.	
9.5	The Head Teacher would be happy to write a letter to parents and staff with an update but also express to remaining concerns and that the car park will close if these issues continue.	Head teacher to write to parents and staff.
9.6	Governors highlighted that children's health should be mentioned in the letter as a reason for not driving right in to school.	
9.7	Council Traffic Management will come in to school and monitor where the school is with all relevant traffic issues.	
9.8	Governors will be updated at the next FGB in July	Clerk to add to FGB agenda
10.	Finance Information	
10.a	Period 11 Budget Monitoring Report/Closedown 2017/18	
10.a.1	The Budget Planner was sent to Governors prior to the meeting and a copy added to SharePoint.	
10.a.2	The Business Manager confirmed that the Carry Forward Figure was £128,930, which is just under the target set by County of £129,249.	
10.a.3	The Period 12 reports were due to come in which will confirm the final figure, but it looks like the figure will come in within the target.	
10.a.4	The Business Manager asked if there were further questions from the governors	
10.a.5	Governors had no further questions.	
10.a.6	The Chair passed on his thanks to the Business Manager for all their work on this.	
10.b	Budget Planner 2018/19	
10.b.1	A draft budget planner for 2018/19 was sent to Governors prior to the meeting and a copy added to SharePoint.	
10.b.2	The Business Manager confirmed that the budget figures had now been confirmed and that the school had received more than it was expecting.	
10.b.3	The draft budget shows that there could be a carry forward figure of £20k at the end of the year and that staffing costs were 91% (down 2% from the previous year).	
10.b.4	Business Manager asked if Governors had any further questions?	

10.b.5	Chair of the SO committee asked if the Business Manager would like her to look at the final budget planner prior to the SO meeting? – Agreed this would be helpful	Chair of SO to arrange meeting.	
10.b.6	Governors questioned the reduction of money for building costs? – Major work was carried out in 2016/17 so the total was high as the school had the funds available. The figure entered to the 2018/19 year is based on no building improvements to take place in the year.		
10.b.7	The Business Manager said the £20k potential carry forward figure could put into the building costs if Governors preferred this. Governors AGREED this should be done.		
10.b.8	Governors asked how the school was proposing to reduce the staffing costs? – The Business Manager confirmed that the INA/SEN requirements coming in to the school were driving up the costs.		
10.b.9	The central pool and extra funding to set up a SEN Hub in Seaford looks unlikely, so internal options need to be looked at, as well as options locally for Seaford schools.		
10.b.10	The long-term contingency allows the school to make changes to staffing over the long term. The school has 3 years to look at the staffing structure and make savings with a limited impact on the children.		
10.b.11	Governors asked if extra funding comes with a child with high needs? – This is no longer the case. There is a section of the budget for SEN needs rather than for specific children. The first £6 of costs for a child comes from the school budget before any top-up funding is provided.		
10.b.12	Governors thanked the Business Manager for all her work on the budget.		
10.c.	Budget Final Approval Meeting		
10.c.1	This will be held on 24 th April with the SO Committee.		
10.d	Services to Schools		
10.d.1	A summary of the services was sent to governors prior to the meeting and a copy was added to SharePoint.		
10.d.2	Governors had no further questions and the Services to Schools for 2018/19 was APPROVED .		
11.	Staffing		
11.a	Staffing Structure		
11.a.1	Staffing structure document was handed out prior to the meeting. Copy added to SharePoint		
11.a.2	No Further questions from Governors		

11.b	3 Year Budget Plan – Planning for LTC Reduction	
11.b.1	Covered in Item 10.b	
12.	GDPR Compliance	
12.1	The school has bought in to the GDPR Service this year	
12.2	It will audit how the DPA is currently set up in the school and how good it is against the new criteria	
12.3	They are coming in to school on 5 th June'18	
12.4	There is a requirement that a governor works with the school and is a point of contact – JF volunteered to do this.	
12.5	The Finance Audit will be postponed, to allow the school to focus on this.	
13.	Safeguarding	
13.a	Governor Safeguarding Report	
13.a.1	The Report was issued to Governors prior to the meeting and a copy added to SharePoint.	
13.a.2	It was highlighted that there were still Governors that needed to complete the online Safeguarding training.	
13.a.3	Governors had no further questions.	
14.	Head Teacher Report/ SEN Report	
14.1	SEN report circulated prior to the meeting. Copy added to SharePoint	
14.2	No further questions from Governors.	
14.3	Head Teacher's Report circulated prior to the meeting. Copy added to SharePoint.	
14.4	No Further questions from Governors.	
15.	Progress Against Targets 2017-18	
15.1	Expected Attainment and Line Graphs were sent out to Governors prior to the meeting and copies added to SharePoint.	
15.2	The Deputy Head explained the date and opened to Governors for questions.	
15.3	Governors questioned the figures for Yr6? – The Deputy Head will check these are correct.	
15.4	Governors the writing results, especially for Yr6? – Confirmed this was due to cautious moderation.	

15.5	Governors questioned why the Yr5/6 have the most red, and least green results? – Deputy Head this was due to the change in moderation from with to without levels.	
16.	Attendance 2017-18	
16.1	Attendance figures were issued to Governors prior to the meeting and a copy added to SharePoint.	
16.2	The figures included the total before and after the snow as this affected some children being able to get to school.	
16.3	Governors asked if the attendance figures were in line with the other Seaford Schools? – It was confirmed that they were.	
17.	Policies to Review and for Approval	
17.1	All policies were circulated to Governors prior to the Meeting. Governors confirmed they had read them.	
17.2	Governors stated it had been helpful to have the changes listed	
17.3	Governors questioned the Missing Child Policy and about unattended children – Head Teacher will check the wording is clear.	CD to check the wording
17.4	Governors asked why the policy did not cover missing children while on a school trip? – confirmed that these details are specific to eh trip and would be on the risk assessments for the trip.	
17.a	Positive Handling Policy - APPROVED	
17.b	Grievance, Whistleblowing and Disciplinary Policy - APPROVED	
17.c	Attendance Management (Staff) - APPROVED	
17.d	Accessibility Plan and Policy – APPROVED	
17.e	Missing Child Policy and Procedure – APPROVED	
18.	Governor Visit Reports	
18.a	Reports of any Visits that Link Governors have done since the last FGB Meeting	
18.a.1	Literacy visit – Report distributed prior to the meeting. No further questions.	
18.a.2	Maths Visit has recently taken place. Report to follow	JF to send to Clerk.
18.b	Confirm Booking of Further Visits	
18.b.1	A Literacy Visit will take place in Term 5	BT to book a date.

19.	School Events / Dates for your Diary List of key dates and events for March/April was handed out the FGB prior to the meeting. No questions raised. Governors invited to attend any events they want to.	
20.	Any other business raised under Item 3	
20.a	NEU Ballot for Industrial Action	
20.a.1	The Head Teacher has received confirmation from the National Education Union that they are currently balloting teachers for industrial action.	
20.a.2	If voted for, the action will take place in Term 5.	
20.a.3	It is not a countrywide or countywide action. 5 school have been selected for this round.	
20.a.4	Governors asked how many teachers in the school were part of this union? – It was confirmed that it was nearly all of them.	
	Dates of future meetings: FGB meeting – Tuesday 3 rd July 2018, at 5.00 p.m. in school. T&L committee – Thursday 10 th May 2018, at 5.00 p.m. in school. SO committee – Tuesday 24 th April 2018, at 5.00 p.m. in school.	
	The meeting closed at 7.35 p.m.	

Item	Action Point	Owner	Progress
4.1	Clerk to file signed copy of previous minutes.	SM	Completed
7.2	Mis-spelt name in minutes. Clerk to correct.	SM	Completed
7.10	Maths week – Governors to promote the use of maths in their current roles. JF to confirm date of meeting to Governors once known.	JF	
8.a.5	Staff Appraisals - Clerk to add to FGB agenda in July.	SM	
8.d.1	Governor Area Meeting - Clerk to book	SM	
8.e.5	Staff Governor Appointment - Clerk to add to July FGB agenda	SM	
9.3	Staff Car Park - Business Manager to inform the kitchen staff	JT	
9.6	Staff Car Park - Head teacher to write to parents and staff.	CD	
9.8	Council Traffic Management - Clerk to add to FGB agenda	SM	

10.b.5	Meeting to look at final budget proposal - Chair of SO to arrange meeting.	JF	
17.3	Missing Child Policy - CD to check the wording	CD	
18.a.2	Math Visit Report - JF to send to Clerk.	JF	
18.b.1	Literacy Visit - BT to book a date.	BT	