

**Seaford Primary School
Minutes of Governors' Meeting
Tuesday 26th March 2019 at 5.00 p.m.**

Present: Malcolm Anderson, Helen Crees (Deputy Head), Chris Davey (Head Teacher), Julie Fannon, Charlie Govett, Rahnuma Hayder, Claire Lloyd, Vicky Mather, Sarah Mitchell (Clerk), Sarah Moloney, 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	Julie Smith. Accepted.	
1.2	Absent: Des Prichard	
2.	Declaration of Business and Pecuniary Interests	
2.1	Jo Sheldon has resigned from the Governing Board at Seaford Head School.	
3.	Items for Inclusion under A.O.B.	
3.1	CD asked for DATE Policy and Inset Days to be added	
3.2	JF asked for Math Link Governor to be added	
3.3	AS asked for a confidential item to be added	
4.	Minutes of the meeting held on 11.12.18	
4.1	These had been previously circulated to the FGB and were now approved and signed.	Clerk to add SharePoint
5.	Matters arising	
5.1	None	
6.	Minutes of the Strategic Organisation Committee on 12-02-19	
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 07-02-19	
7.1	Minutes were distributed to the GB prior to the meeting – confirmed all had read.	
7.2	Governors pointed out that clarification was needed for item 10a. That the level of teaching was 95% Good. Clerk will amend before approval at the T&L Meeting in May.	Clerk to correct.

8.	Matters of Governance (MA arrived 5.10pm)	
8.a	Governor Vacancies and Renewal of Terms	
8.a.1	The Clerk provided details of a volunteer that has expressed in interest in becoming a Co Opted Governor – Carol Somers	
8.a.2	Copy of Carol’s statement added to SharePoint.	
8.a.3	Carol has met with the Clerk, Head Teacher and Deputy Head.	
8.a.4	The Board APPROVED the appointment	
8.a.5	Clerk will action the next steps to ensure Carol can attend the FGB Meeting in July	Clerk to arrange paperwork
8.a.6	The Board APPROVED the renewal of Julie Smith’s Term of Office	
8.a.7	The Board questioned the renewal of Rahnuma Hayder’s Term of Office, due to her other commitments.	
8.a.8	RH will consider her availability and inform the Board in the coming weeks whether she will continue in the role.	
8.b	Confirmation of changes to some link Governors and agree Humanities Link Governor	
8.b.1	Governors were informed of the need for a Humanities Link Governor	
8.b.2	Jo Sheldon is happy to take on this role from September	
8.b.3	Action Point for next FGB is to look at how governors will link in with subject leaders	Clerk to add to July agenda
8.b.4	AOB raised in Item 3 – JF updated the Board that she will no longer be able to continue as the Maths link Governor. Due to work commitments she feels she cannot give it the attention it requires.	
8.b.5	Governors agreed to look at all link roles ready for reallocation in September	
8.c	Governor Local Area Forum Update	
8.c.1	Overview of the Area forum provided by JF	
8.c.2	No Further questions from Governors	
8.d	Next Governor Local Area Forum	
8.d.1	BT agreed to attend the Eastbourne forum	Clerk to book

<p>8.e</p> <p>8.e.1</p> <p>8.e.2</p> <p>8.e.3</p>	<p>Governor Links with School Staff – Feedback from SLT of preferred options</p> <p>Agreed that the Board will communicate with Staff details of who is on the Board and the roles they have.</p> <p>Recommended that Governors help with Arts Week. Clerk will send out timetable of events for the week for Governor to sign up to.</p> <p>Agenda item for July FGB to discuss link Governors for year groups</p>	<p>Clerk to circulate Arts week timetable</p> <p>Clerk to add to July agenda</p>
<p>8.f</p> <p>8.f.1</p> <p>8.f.2</p>	<p>Governor Training Session, Strategic Planning</p> <p>Agreed that Governor training in Term 6 would be useful if it focused on Governor Visits and how the FGB can be involved with the school.</p> <p>Clerk and Head Teacher to arrange with Governor Services</p>	<p>Arrange Training session</p>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p>	<p>Head Teacher Report and Progress Against Targets 2018-19</p> <p>Report was sent to Governors prior to the meeting and copy added to SharePoint.</p> <p>Head Teacher opened to the table for questions.</p> <p>Governors asked if the departure of the Simone Beresford teacher was a concern? – yes but she will be doing a good hand over to teachers.</p> <p>Is the ICT Subject Leader able to offer training or drop ins for staff once Simone leaves? – This is a possibility</p> <p>The Business Manager will speak with East Sussex ICT Services to find out how other schools cover this part of the curriculum</p> <p>Governors asked about the visit to Coldean School to observe the Shanghai Method for Maths teaching – The Deputy Head provided a brief summary</p> <p>Governors asked about the intervention bought in from outside and whether the school was satisfied that the cost of the intervention was paying off in the results of the children? – Confirmed that it paid off last year.</p> <p>Governors asked about the actual costs of Accelerated Reader and its impact in school? – The Deputy head provided some data to demonstrate its positive impact.</p>	<p>Business Manager to speak with ICT Services</p>

9.9	Governors raised a concern that not all teachers were committed to the use of Accelerated reader – The Deputy Head confirmed they would reiterate its impact on results.	
9.10	Governors asked if the Writing Champions were an equal split between boys and girls? - Generally, yes.	
9.11	Governors thanked staff for the detailed report provided.	
9.12	Progress Against Targets report was sent to governors prior to the meeting and a copy added to SharePoint.	
9.13	No questions raised.	
10.	School Adviser Reports Term 2&3	
10.1	Reports were sent to Governors prior to the meeting and copies added to SharePoint.	
10.2	The next adviser visit is due next week, 4 th April.	
10.3	Governors questioned some of the notes in the report regarding Math non-negotiables not being met, although the lesson observation forms demonstrate that they are? – This will be raised with the Adviser.	
11.	Safeguarding Report and SRE Update	
11.1	Report was sent to Governors prior to the meeting and a copy added to SharePoint.	
11.2	No questions raised	
11.3	The Safeguarding Governor reminded the Board that the updated Online Safeguarding training needed to be completed before the July FGB.	
11.4	Clerk will resend the link for the training to Governors.	Clerk to send email to FGB.
12.	Attendance	
12.1	Reports was sent to Governors prior to the meeting and a copy added to SharePoint	
12.2	The Head Teacher clarified that the school's attendance figure was 95.88%, the Aspiration target is 96.4% but the national attendance for last year was 95.8%	
12.3	Governors asked how many children were persistently absent? – Currently 39 children with attendance below 90%	
13	Inclusion Mark Audit Update	
13.1	The update on SEND will be forwarded to the FGB and looked at during the next	Add to

13.2	T&L meeting. Governors Thanked the Inclusion Manager and SEN Governor for all their work conducting the audit.	T&L Agenda
14.	Finance Information	
14.a	Period 11 Budget Monitoring Report/Closedown 2018/19	
14.a.1	The Budget Planner was sent to Governors prior to the meeting and a copy added to SharePoint.	
14.a.2	The Business Manager asked if there were further question from the governors	
14.a.3	Governors had no further questions.	
14.a.4	The Chair passed on his thank to the Business Manager for all their work on this.	
14.b	Services to Schools 2019/20	
14.b.1	A summary of the services was sent to governors prior to the meeting and a copy was added to SharePoint.	
14.b.2	Governors had no further questions and the Services to Schools for 2019/20 was APPROVED .	
14.c	Budget Planner 2019/20	
14.c.1	A draft budget planner for 2019/20 was sent to Governors prior to the meeting and a copy added to SharePoint.	
14.c.2	The Business Manager asked if there were further question from the governors	
14.c.3	Governors asked about the £9.5k for bike and scooter provision? – The Business Manager explained the bidding process for the Capital Fund pot and that part of this was to improve the bike and scooter storage area in school.	
14.c.4	Governors were happy to APPROVE the Capital Bidding form	
14.c.5	Governors had no further questions.	
14.c.6	The Budget was APPROVED IN PRINCIPLE ready for final approval at the SO meeting.	
14.d.	Budget Final Approval Meeting	
14.d.1	This will be held on 25 th April with the SO Committee.	
14.e	SFVS	
14.e.1	This was covered in the SO meeting in February.	

14.e.2	No further questions were raised	
14.e.3	The SFVS was APPROVED	
15.	Staffing Structure	
15.1	Staffing structure document was handed out prior to the meeting. Copy added to SharePoint	
15.2	The Business Manager explained that the document was to show who is on the staff role at present and their cost. Their position in the school was not up to date.	
15.3	The Business Manager will update the document to reflect the correct positions, once the staffing has been agreed for September.	
16.	Results of Parents Evening Questionnaire from Nov Parents Evening	
16.1	111 responses were received in total	
16.2	Strengths identified by parents were: Golden Rules, Anti bullying, Internet safety, helpful Front Office staff, caring staff in the school and Individual needs catered for well.	
16.3	Ways forward were: Lunchtimes and times given to eat lunch, homework expectations, opportunities to meet new teachers for the coming year, longer time slots for Parents Evening, more extra-curricular clubs made available.	
17.	New Ofsted Framework consultation – Collective FGB Response	
17.1	Governors have been asked to formulate a response to the new framework proposals.	
17.2	CL has agreed to collate a collective response from the FGB.	
17.3	The closing date is 5 th April, so responses need to be sent to CL before this date.	
18.	Policies to Review and for Approval	
18.1	All policies were circulated to Governors prior to the Meeting. Governors confirmed they had read them.	
18.a	Crisis Management Policy - APPROVED	
18.b	Directed Time Policy - APPROVED	
18.c	Whistleblowing - APPROVED	
18.d	Prevent Policy – APPROVED	
18.e	Use of Physical Intervention – APPROVED	

18.f	Drug, Alcohol and Tobacco Education Policy - APPROVED	
19.	Governor Visit Reports	
19.a	Reports of any Visits that Link Governors have done since the last FGB Meeting	
19.a.1	Literacy visit – Overview of visit provided at the meeting. No further questions.	
19.a.2	SEN visit – Focused on Inclusion Mark	
19.a.3	Wellbeing planning meeting visit – Planning for next year	
19.b	Confirm Booking of Further Visits	
19.b.1	A Literacy Visit will take place in Term 6	BT to book a date.
20.	School Events / Dates for your Diary	
20.1	List of key dates and events are sent to Governors each week in the Diary Minutes. The Calendar on the School Website is also up to date.	
21.	Any other business raised under Item 3	
21.a	DATE Policy	
21.a.1	Covered in Item 18.f	
21.b	2019/20 Inset Days	
21.b.1	The Head Teacher confirmed the proposed Inset Days for 2019/20	
21.b.2	The dates are 4/9, 4/11, 6/1, 24/2, 1/6	
21.b.3	Governors APPROVED these dates	
21.c	Maths Link Governor	
21.c.1	Covered in Item 8.b.4	
21.d	Confidential Item	
21.d.1	See Confidential Minutes	
	Dates of future meetings: FGB meeting – Tuesday 9 th July 2019, at 5.00 p.m. in school. T&L committee – Thursday 9 th May 2019, at 5.00 p.m. in school. SO committee – Tuesday 25 th April 2019, at 5.00 p.m. in school.	
	The meeting closed at 7.15p.m.	

Item	Action Point	Owner	Progress
4.1	Clerk to file signed copy of previous minutes.	SM	Completed
7.2	Clerk to correct T&L Minutes	SM	Completed
8.a.5	Clerk to arrange the induction of the new Co-Opted Governor	SM	Completed
8.b.3	FGB is to look at how governors will link in with subject leaders – Clerk to add to July FGB Agenda	SM	Completed
8.d.1	Governor Area Meeting - Clerk to book	SM	Completed
8.e.2	Clerk to circulate Arts week timetable	SM	Completed
8.e.3	Agenda item for July FGB will be to discuss link Governors for year groups.	SM	Completed
8.f.2	Governor Visits training session for FGB	CD/SM	Dates need to be agreed
9.5	The Business Manager will speak with East Sussex ICT Services to find out how other schools cover ICT part of the curriculum	JT	
11.3	Complete the updated Safeguarding Training before July FGB	ALL	
11.4	Send the Online Safeguarding link to FGB	SM	Completed
13.1	Add SEND report on Inclusion Mark Audit to T&L Agenda	SM	Completed
19.b.1	Literacy Visit in T6 - BT to book a date.	BT	Completed