

Seaford Primary School
Minutes of Governors' Meeting
Tuesday 8th October 2019 at 5.00 p.m.

Present: Malcolm Anderson, Helen Crees (Deputy Head Teacher), Chris Davey (Head Teacher), Julie Fannon, Claire Lloyd, Sarah Mitchell (Clerk), Vicky Mather, Sarah Moloney, Carol Somers, Brenda Taylor (**acting Chair**), Jo Tucker (Business Manager).

Item	Decision	Action
	Meeting Chaired by Brenda Taylor, Chair of T&L Committee	
1.	Apologies for absence	
1.1	Des Prichard, Julie Smith and Andy Steer sent their apologies prior to the meeting.	
1.2	Vicky Mather sent apologies that she would be arriving late.	
1.3	All apologies accepted	
1.4	Jo Sheldon and Charlie Govett have resigned from the Board since the last meeting	
2.	Declaration of Business and Pecuniary Interests	
2.1	Forms were circulated for completion.	
3.	Election of Chair and Vice Chair	
3.1	Andy Steer was voted unanimously as Chair but only until 1 st April, when he intends to stand down, as stated in the FGB meeting in July.	
3.2	There were no proposals for the Vice Chair role.	
3.3	It was agreed that this position would be filled as part of the Governor Training session on 21 st October, along with succession planning for a new Chair.	Clerk to cover in the Governor Training on 21/10
4.	Items for Inclusion under A.O.B.	
4.1	2 Items raised by the Head Teacher	
5.	Minutes of the meeting held on 09.07.19	
5.1	These had been previously circulated to the GB. These were approved and signed. Copy added to SharePoint	Clerk to add minutes to SharePoint

6.	Matters arising	
6.1	<p>Item 11.12 – Governors questioned whether an update of Interventions would be provided in the meeting – Agreed this would be brought to the T&L meeting on 17th October</p> <p>Item 18.4 – Governors asked when the feedback on the Sexual relationship policy would be given? – This will be covered in the Head Teacher’s report, item 9.</p>	Clerk to add to the T&L agenda
7.	Matters of Governance	
7.a	Update of Board Members and Current Vacancies	
7.a.1	The clerk updated the board on governor resignations since the last FGB in July.	
7.a.2	Jo Sheldon and Charlie Govett have resigned, and Julie Fannon will be resigning on 9 th October.	
7.a.3	Rev Arwen Folkes applied to be a Co-Opted Governor through the Inspiring Governance website.	
7.a.4	Arwen has visited the school, spoken with the Head Teacher and Chair of Governors, and after considering the commitment involved has asked for her application to be considered by the Board.	
7.a.5	Governors asked if it was appropriate to have a member of the Church on the Board of a non-faith specific school? – The clerk advised that this was permitted and not an issue, provided there was a balance of views on the board.	Clerk to contact and register the new Governor
7.a.6	Governors APPROVED the appointment.	
7.a.7	The Board will have 3 vacancies as of 9 th October.	
7.b	Review membership of committees	
7.b.1	Current details were circulated to Governors	
7.b.2	The final details will be confirmed at the Governor training on 21 st October.	
7.c	Review Membership of standing committees	
7.c.1	Current details were circulated to Governors	
7.c.2	The final details will be confirmed at the Governor training on 21 st October.	
7.d	Appoint and Agree Link Governors	
7.d.1	Current details were circulated to Governors	
7.d.2	The final details will be confirmed at the Governor training on 21 st October.	

7.e	Next Local Area Forum – Agree attendance	
7.e.1	Carol Somers volunteered to attend the next round of area forums	Clerk to book
7.f	Governor Self Audit	
7.f.1	Governors agreed to complete a self-audit prior to the training session	
7.f.2	Copy of the form was sent to Governors prior to the meeting	
7.g	Governors also AGREED to Review Head Teacher Performance, Review the School Charging Policy and set objectives for the academic year.	
8.	Finance Information	
8.a	Financial Scheme of Delegation	
8.a.1	Document sent to Governor prior to the meeting	
8.a.2	Confirmed it had been received and read	
8.a.3	Governors APPROVED the document	
8.b	Local Financial Procedures	
8.b.1	Document sent to Governor prior to the meeting	
8.b.2	Confirmed it had been received and read	
8.b.3	Governors APPROVED the document	
8.c	Budget Planner	
8.c.1	Business Manager Report sent to Governors prior to the meeting.	
8.c.2	Confirmed it had been received and read	
8.c.3	Governors APPROVED the Virements	
8.d	Budget Monitoring Report	
8.d.1	Document sent to Governor prior to the meeting	
8.d.2	Confirmed it had been received and read	
8.d.3	The Business Manager confirmed that the out turn for the year was a 6% carry forward figure.	
8.e	SFVS New Format	
8.e.1	Link for the new SFVS format was given to Governors in the Business Manager report.	

8.e.2	The new form is an online document that will allow governors to make comparison with other schools	
8.e.3	It will be up to Governors to own this and it will require a governor to focus on this and work with the Business Manager.	
8.e.4	Agreed the Finance Governor should be responsible. This position will be filled at the training session on 21 st October.	
8.f	IT Spend Approval	
8.f.1	Business Manager is waiting for quotes for 30 new laptops for use in the classrooms	
8.f.2	The IT department at ESCC will provide the quotes.	
8.f.3	The spend will be in the region of £15k and will be taken from the remaining funds in Capital and from the Short-Term Contingency – Governors APPROVED this spend.	
8.f.4	Governors thanked the Business Manager for all her work.	
9.	Head Teacher's Report & School Improvement	
9.a	Head Teacher's Report	
9.a.1	The report was distributed prior to the meeting and copy has been added to SharePoint. (Vicky Mather arrived, 5.50pm)	
9.a.2	The Head Teacher gave an overview of the main points in the report, giving the opportunity for questions.	
9.a.3	Governors raised a query about the East Sussex Pay Policy being in line with the National Policy – Agreed this would need to be check before approving.	
9.a.4	The Keeping Children Safe in Education document had been updated for 2019 and Governors signed to confirm they had read this.	
9.a.5	Regarding the Ofsted Framework, the Curriculum Link Governor asked to be more involved, especially with changes to the framework.	
9.a.6	The New Ofsted Framework will be shared at the T&L meeting on 17 th October and will then be forwarded to all governors.	Clerk to ensure item is on T&L agenda
9.a.7	Governors asked if there was a specific group of pupils struggling with Maths and what was in place to help these groups? – The Deputy Head stated there was not a specific trend through the school with a variance between year groups. The Mastery Approach as it runs through the school will be what makes	

	the difference over time.	
9.a.8	Governors asked if the school was convinced by the Mastery Approach and happy to use it? – The school is happy with the approach.	
9.a.9	Governors asked what the problem was with Maths in the school as it has been an issue for a few years? Is it the same for other schools? – East Sussex, as a whole, is lower than the National figures	
9.a.10	The Relationships and Sexuality Education Policy will be brought to the Dec FGB meeting for approval. (Claire Lloyd left the Meeting but sated she approved all the Policies in Item 13)	Clerk to add to Dec FGB agenda
9.b	School Adviser Visit & Categorisation -	
9.b.1	The School Improvement Adviser took place on 7 th October.	
9.b.2	The report from the visit and the categorisation outcome will be forwarded to Governors once received.	
9.b.3	Verbal feedback was given to the Governors by the Head Teacher	
9.c	School Improvement Plan 2019/20 -	
9.c.1	SIP was handed out prior to the meeting and a copy has been added to the SharePoint site.	
9.c.2	Details were covered in Item 9.a	
9.d	Governors Data Pack -	
9.d.1	Document distributed to Governors prior to the meeting. Copy added to SharePoint.	
9.d.2	No questions raised	
9.d.3	Governors Thanked the SLT for analysing the data and providing feedback.	
10.	Staffing	
10.a	Staffing Update -	
10.a.1	Covered in Item 9.a	
11.	Safeguarding	
11.a	Child Protection & Safeguarding Policy - Approved	

11.b	Safeguarding Report	
11.b.1	A full report was provided to the Board. Copy added to SharePoint	
11.b.2	Governors were reminded that a Safeguarding Link Governor needed to be appointed immediately as the previous link governor had resigned.	
11.b.3	Sarah Moloney volunteered but was replaced by Carol Somers at the end of the meeting with Sarah's agreement.	
11.b.4	Carol Somers became the Safeguarding Link Governor as of 9 th October 2019.	
12.	Governor Monitoring	
12.a	Update of Visits	
12.a.1	No current visits to report back on	
12.b	Agree Visits for Terms 1&2	
12.b.1	The SIP includes the monitoring timetable pls visits for the link Governors to speak with the subject leader.	
12.b.2	Governors should book in their visits in the corresponding weeks.	
13.	Policies to Review and for Approval	
13.a	Behaviour Policy - Previously distributed and now APPROVED by FGB	
13.b	Anti-Bullying Policy - Previously distributed and now APPROVED by FGB.	
13.c	Attendance Policy - Previously distributed and now APPROVED by FGB	
13.d	Safer Recruitment Policy - Previously distributed and now APPROVED by FGB	
13.e	Appraisal Policy - Previously distributed and now APPROVED by FGB	
13.f	Capability Procedures - Previously distributed and now APPROVED by FGB	
14.	Admissions and Numbers on Roll	
14.1	Numbers on role as of 8 th October – 478	
15.	School Events/Dates for the Diary	
15.1	These have been previously emailed out to Governors	

15.2	Governors are welcome at all events	
16.	Any Other Business Raised under Item 4	
16.1	Children Missing in Education Policy – APPROVED by Governors.	
16.2	Teacher Training Placement Application – A letter from Kelly Moore was circulated to Governors prior to the meeting, copy added to SharePoint.	
16.3	The letter was requesting approval from the Board that Kelly is permitted to join the teacher training placement at the school from September 2020, as a paid placement under the SCITT scheme.	
16.4	The Head Teacher proposed that she was supported to do this at an additional cost to the school of £3866.	
16.5	Governors asked if the school would also need to recruit a replacement TA3? – This is not likely to be needed as there will be a loss on 30 children from the first bulge year classes moving out of the school in Sept 2020.	
16.6	Governors APPROVED the proposal.	
	Dates of future meetings FGB meeting – Tuesday 10 th December 5.00 p.m. in school. T & L committee – Thursday 17 th October at 5.00 p.m. in school. S O committee – Tuesday 15 th October at 5.00 p.m. in school.	
	The meeting closed at 7.04p.m.	

Action Points from FGB Meeting 8th October 2019

Item	Action Point	Owner	Progress
3.3	Election of Vice Chair at the Training session on 21/10/19	Clerk	
5.1	File signed copy of previous minutes.	Clerk	Completed
6.1	Add Interventions update to T&L agenda for 17 th October meeting	Clerk	Completed
7.a.5	Contact the newly approved Governor and register them with Governor Services	Clerk	Completed
7.e.1	Book Carol Somers on next round of Governors Area Forums	Clerk	Completed
9.a.6	Ofsted Framework item on T&L Agenda for 17 th October	Clerk	Completed
9.a.10	Relationships and Sexuality Education Policy to be added to Dec FGB Agenda, for approval	Clerk	Completed