

**Seaford Primary School
Minutes of Governors' Meeting
Tuesday 9th July 2019 at 4.45p.m.**

Present: Helen Crees (Deputy Head), Chris Davey (Head Teacher), Charlie Govett, Vicky Mather, Sarah Mitchell (Clerk), Sarah Moloney, Des Prichard, Jo Sheldon, Carol Somers, Andy Steer (Chair), Joanna Tucker (Business Manager).

Item	Decision	Action
1.	Welcome to all from Andy Steer who thanked everyone for their time and Welcomes Carol Somers to her first meeting.	
2.	Apologies for absence	
2.1	Julie Smith, Malcolm Anderson, Brenda Taylor, Claire Lloyd and Julie Fannon.	
2.2	All Accepted.	
3.	Declaration of Business and Pecuniary Interests	
3.1	No Changes	
4.	Rainbow Group Update, including Plastic -Free	
4.1	The School Captains were introduced to the Board	
4.2	They provided an overview of Rainbow Groups, so all Governors understood the principle.	
4.3	The Rainbow Group meeting in April focused on the environment and ecology. The groups discussed how to make SPS a flagship school for the environment and how to look after it.	
4.4	The School Captains fed back details and Governors were shown details of what the school achieved during Eco-Arts week.	
4.5	There was a clear energy from the pupils that the school wants to be environmentally friendly.	
4.6	The school will be looking to gain the eco-mark and empower the children with what they want to happen.	
4.7	Governors thanked the School Captains for their attendance.	
5.	Items for Inclusion under A.O.B.	
5.1	2 items from AS	

6.	Minutes of the meeting held on 26.03.19	
6.1	These had been previously circulated to the FGB and were now approved and signed.	Clerk to add SharePoint
7.	Matters arising	
7.1	None (Des Prichard Arrived, 5pm)	
8.	Matters of Governance	
8.a	Linking in with Subject Leaders – Agree Process	
8.a.1	Governors decided that this should be agreed during the Governor Training session, taking place in September	
8.a.2	It was agreed that one Staff Meeting per term could be set aside for subject leadership and the lead governor for that subject could be invited along to the session.	
8.b	Link Governors for Year Groups – Agree Process	
8.b.1	Governors decided that this should be agreed during the Governor Training session, taking place in September	
8.c	Co-Opted Governor Positions	
8.c.1	The Clerk confirmed that Rahnuma Hayder tendered their resignation from the board.	
8.c.2	The Clerk will register the vacancy on Inspiring Governance to look to fill it in the new school year.	
8.d	Local Area Forum Update	
8.d.1	Report was sent to Governors prior to the meeting.	
8.d.2	No questions raised.	
8.d.3	Copy of the report added to SharePoint.	
8.e	Governor Training Sessions – Agree Date and Time for September	
8.e.1	Agreed to look to book the session for Week beginning Mon 9 th September	
8.e.2	Clerk to contact Governor Services.	Clerk to book session

<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>Minutes of the Strategic Organisation Committee on 25-04-19</p> <p>Minutes were distributed to the GB prior to the meeting – confirmed all had read and no issues raised from items in these minutes.</p> <p>Governors asked for an update of the car park. – The Head Teacher and Site Manager had a meeting with ESCC, who came to the school to observe the car park in use.</p> <p>ESCC will look at the Risk Assessment and make recommendations to the school.</p> <p>East Sussex Road Safety will meet with the school in September to look at what can be adapted on the surrounding roads.</p> <p>Feedback will be provided at the next FGB meeting</p> <p>Governors asked if it was worth speaking to other local schools, who have now closed their car parks to parents?</p> <p>Governors asked about staff duties to mad the car park on a rota basis?</p> <p>Governors stated that the car park situation was also the responsibility of the Education Authority and that Governors should write to them</p>	<p>DP to arrange letter</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Minutes of the Teaching & Learning Committee on 09-05-19</p> <p>Minutes were distributed to the GB prior to the meeting – confirmed all had read.</p> <p>Governors asked what time the Online Safety Course for parents was run? – 6pm</p> <p>Governors suggested that this may be why attendance was poor as this is teatime/bedtime for families with younger children.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p>	<p>Head Teacher Report and ESCC Adviser Visits</p> <p>The report was sent to Governors prior to the Meeting – confirmed all had received and read.</p> <p>Copy added to SharePoint</p> <p>The new Ofsted Framework will be an agenda item at the Dec FGB</p> <p>The Standards were covered in the report – EYFS/KS1 results compared to the national average.</p> <p>KS2 results had come in on the day of this meeting.</p> <p>The SLT had been through the results during the day and the progress measures will reflect that the KS1 results fir this cohort were very high.</p>	<p>Clerk to add to Dec agenda</p>

11.7	The school improvement plan for next year will reflect these outcomes.																
11.8	Governors asked what happened in Yrs 2/3/4 for this cohort, as the progression seems to decline before improving in Yrs 5/6? – Difficult to answer as sometime ago and there was a change in leadership in that time. Governors pressed for an explanation and were given details of how assessment has changed.																
11.9	Governors asked how the school compares with other Seaford Schools? – Similar results.																
11.10	Governors asked if the intervention that had been paid for had been good value for money, or does this model need to be looked at again if it's not working?																
11.11	Governors asked if the investment in Accelerated Reader was providing good value for money?																
11.12	Governors asked if they could be given details of what interventions are used and details of how successful they are. – This will be explained in more depth at the FGB in Oct.																
12.	SEN																
12.1	Report sent to Governors prior to the meeting – confirmed all had received and read																
12.2	Copy added to SharePoint																
12.3	No questions raised																
13.	Preliminary Standards 2018-19																
13.1	Detailed in the Head Teachers report in item 11																
13.2	<table border="1"> <thead> <tr> <th></th> <th>SPS</th> <th>National</th> </tr> </thead> <tbody> <tr> <td>Combined</td> <td>62%</td> <td>65%</td> </tr> <tr> <td>Reading</td> <td>73%</td> <td>73%</td> </tr> <tr> <td>GPAS</td> <td>75%</td> <td>78%</td> </tr> <tr> <td>Maths</td> <td>72%</td> <td>79%</td> </tr> </tbody> </table>		SPS	National	Combined	62%	65%	Reading	73%	73%	GPAS	75%	78%	Maths	72%	79%	
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14.	Attendance																
14.1	Report sent to Governors prior to the meeting – confirmed all had received and read																
14.2	Copy added to SharePoint																
15.	Finance Information																
15.a	Finance Report																
15.a.1	Report sent to Governors prior to the meeting – confirmed all had received and read																

15.a.2	Copy added to SharePoint	
15.a.3	Virements for approval were detailed in the report – ALL APPROVED by Governors	
15.a.4	Governors asked for clarification of what happened with Glendale?	
15.a.5	Governors thanked the Business Manager for all her work with Glendale.	
15.a.6	Governors asked about the PE grant and encouraging girls to take part in sport?	
15.b	Budget Monitoring Report	
15.b.1	Report sent to Governors prior to the meeting – confirmed all had received and read	
15.b.2	Copy added to SharePoint	
15.b.3	No questions raised	
15.c	Approval for IT Upgrades	
15.c.1	The Business manager asked for approval from Governors for the upgrading of the rest of the classrooms to Promethean boards - APPROVED	
16.	Staffing Structure	
16.a	Staffing Deployment 2019-20	
16.a.1	Report sent to Governors prior to the meeting – confirmed all had received and read	
16.a.2	Copy added to SharePoint	
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.a	Complaints Procedure - APPROVED	
18.	Safeguarding Report	
18.1	Report sent to Governors prior to the meeting – confirmed all had received and read	
18.2	Copy added to SharePoint	
18.3	Operation Encompass was highlighted to Governors from the report.	
18.4	Governors raised questions about the model policy for Sexual Relationships in Education? – Headteacher will look into this	

18.5	Governors thanked the SLT for the lock down carried out in school, last week, as a result of an incident near the school grounds.	
19.	Governor Monitoring including Visit Reports	
19.a	Literacy Visit Report	
19.a.1	Report sent to Governors prior to the meeting – confirmed all had received and read	
19.a.2	Copy added to SharePoint	
19.a.3	No questions raised	
19.b	PE and IT Visits	
19.b.1	Reports sent to Governors prior to the meeting – confirmed all had received and read	
19.b.2	Copies added to SharePoint	
19.b.3	No questions raised	
19.c	Update of any other Visits	
19.c.1	SEN visit completed – report to follow	
19.c.2	MHEWB visit completed – Report to follow	
20.	Admissions/ Numbers on Roll	
20.1	Currently 478 on roll, with 60 children starting in Reception from September.	
21.	School Events / Dates for your Diary	
21.1	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.	
21.2	The Yr. 6 School Prom and School play take place next Wednesday – Governors are welcome to attend both.	
22.	Any other business raised under Item 5	
22.1	AS reported back to the board that the Summer Concerts had gone amazingly well.	
22.2	Governors thanked Kate Steer for all her hard work.	
22.3	AS informed the board that he will resign from the position of Chair of Governors from 1 st April 2020.	
22.4	The Chair thank the board for all their hard work over the year.	

	<p>Dates of future meetings:</p> <p>FGB meeting – Tuesday 8th December 2019, at 5.00 p.m. in school. T&L committee – Thursday 17th October 2019, at 5.00 p.m. in school. SO committee – Tuesday 15th October 2019, at 5.00 p.m. in school.</p>	
	<p>The meeting closed at 7.05p.m.</p>	

Item	Action Point	Owner	Progress
6.1	Clerk to add Minutes to SharePoint	Clerk	Completed
8.e.2	Clerk to book training session	Clerk	Completed – training taking place on 21 st Oct
9.8	Arrange letter to Education Authority regarding Car Park	DP	
11.3	Ofsted Framework to be discussed at Dec FGB – add to agenda	Clerk	Completed