

**Seaford Primary School  
Minutes of Governors' Meeting  
Tuesday 11 December 2018 at 5.00 p.m.**

**Present:** Malcolm Anderson, Helen Crees (Deputy Head Teacher), Chris Davey (Head Teacher), Charlie Govett, Claire Lloyd, Vicky Mather, Sarah Mitchell (Clerk), Sarah Moloney, Jo Sheldon, Andy Steer (**Chair**), Brenda Taylor, Jo Tucker (Business Manager).

Item	Decision	Action
	Welcome to all from the Chair.	
1.	<b>Apologies for absence</b>	
1.1	Received and approved from Julie Fannon, Rahnuma Hayder, Des Prichard and Julie Smith.	
1.2	Malcolm Anderson sent apologies that he will be arriving late.	
2.	<b>Declaration of Business and Pecuniary Interests</b>	
2.1	Sarah Mitchell declared that her husband works for Fireco, who will be installing door closures in school.	
3.	<b>Items for Inclusion under A.O.B.</b>	
3.1	Items raised by Andy Steer and the Head Teacher.	
4.	<b>Minutes of the meeting held on 9<sup>th</sup> October 2018</b>	
4.1	These had been previously circulated to the FGB and were now approved and signed.	Clerk to add to SharePoint.
5.	<b>Matters arising not covered in this meeting</b>	
5.1	All Action Points completed or covered in this meeting	
6.	<b>Matters of Governance</b>	
6.a	<b>The Delegation to the Head Teacher re dismissals</b>	
6.a.1	The delegation was postponed at the last FGB meeting while further clarity was sort on this.	
6.a.2	Governors were informed of what the delegation statement meant regarding immediate dismissals of staff.	
6.a.3	Governors <b>APPROVED</b> this delegation	

6.b	<b>Co Opted Governors Term of Office</b>	
6.b.1	Terms of office for 5 Co Opted Governors ends in Feb'19	
6.b.2	These Governors were asked prior to the meeting if they would want to continue in office for another term	
6.b.3	Andy Steer, Charlie Govett and Julie Fannon have stated they would like to continue in office.	
6.b.4	The FGB <b>APPROVED</b> a further term for these 3 Governors.	
6.b.5	Julie Smith will not be continuing as a Governor when her term ends.	
6.b.6	Rahnuma Hayder will confirm her position for approval at the next meeting.	
6.e	<b>Governor Training Session – Strategic Planning</b>	
6.e.1	The Head Teacher conformed that Governor Services will be happy to facilitate a session for the Board.	
6.e.2	Governors agreed an early evening session would suit most of the Board.	
6.e.3	The Head Teacher and Clerk will liaise to confirm a date in the New Year, between weeks where there are meetings.  <b>(Malcolm Anderson Arrived 5.11pm)</b>	CD and SM to arrange a date.
6.d	<b>Feedback from Parent Consultations</b>	
6.d.1	The Governors who attended and handed out questionnaires were thanked for their help.	
6.d.2	It was a positive exercise, providing a good opportunity to get parent's views.	
6.d.3	The feedback from the questionnaires was a positive feeling about the school overall.	
6.d.4	Specific suggestions such as more feedback to parents and clubs for younger children.	
6.d.5	The Deputy Head will draw up a summary and will share the results/views with Parents and Governors.	HC to share results with Gobs at next FGB
6.c	<b>Governor Training Update</b>	
6.c.1	Vicky Mather has attended Understanding and supporting SEN training and the East Sussex Quality Mark for Inclusion training	
6.c.2	Sarah Moloney has attended Wellbeing Training	

6.f	<b>November's Governor Area Meeting Feedback</b>	
6.f.1	Meeting attended by Julie Fannon and Des Prichard.	
6.f.2	As neither of the attendees were present at the meeting, the Board requested JF/DP send a brief written report to the Clerk for circulation to the FGB.	JF/DP to email report to Clerk for circulation
6.f.3	This item will be added to the next FGB agenda for questions from the Board.	Clerk to add to FGB Agenda
6.g	<b>Next Area Meeting</b>	
6.g.1	Next area meeting will be 28/3/18 in Eastbourne or 20/3/18 in Lewes.	
6.g.2	Andy Steer has agreed to attend the Eastbourne meeting and will feedback at the FGB meeting following it.	Clerk to book for AS
7.	<b>Minutes of the Strategic Organisation Committee on 18-10-18</b>	
7.1	Minutes were distributed to the GB prior to the meeting – confirmed all had read.	
7.2	Question raised regarding clarification of the Vision Training – Confirmed this was the Strategic Planning discussed in item 6.e	
8.	<b>Minutes of the Teaching &amp; Learning Committee on 16-10-18</b>	
8.1	Minutes were distributed to the GB prior to the meeting – confirmed all had read.	
8.2	Governors asked if and Governors had attended the Maths Staff Meetings? – CL has and CG will attend a session in the New Year.	
8.3	Governors asked if the Maths training visit had taken place? – This is waiting to be booked.	
8.4	Governors suggested that other schools have a governor linked to each year group to make the board more visible and accessible to staff and parents – Agreed to address this at the next T&L meeting	Clerk to add to agenda of T&L meeting in Feb.
8.5	Governors asked if an Assessment visit had taken place? – The Assessment Link Governor (CL) will book this in with the Deputy Head	CL to book with HC
9.	<b>Feedback from the Teachers' Pay Reviews and Head Teacher's Performance Review</b>	
9.1	Staff Pay review committee confirmed they had met and agreed with all recommendations for Teacher's pay.	
9.2	No Issues or questions raised.	

<p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p>(The Head Teacher and Deputy Head stepped out of the meeting)</p> <p>The Head Teacher’s Performance Management Committee confirmed they had held the Head Teacher’s performance review.</p> <p>The committee was satisfied with the outcome of the review and will be writing to the HT.</p> <p>They also informed the Board of their recommendation regarding the Head Teacher’s pay.</p> <p>The Board <b>APPROVED</b> this recommendation.</p> <p>(The Head Teacher and Deputy Head re-joined the meeting)</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p> <p>10.6</p> <p>10.7</p> <p>10.8</p> <p>10.9</p> <p>10.10</p>	<p><b>Finance Information</b></p> <p>Finance Report including virements for Governors was distributed prior to the Meeting. Copy added to SharePoint</p> <p>Governors confirmed this had been received and read.</p> <p>Virements detailed in the report were <b>APPROVED</b> by Governors.</p> <p>Staff absences is being looked at as this is currently at 5%</p> <p>Governors agreed this needed to be looked in to as it is currently at a high level.</p> <p>Governors asked if there is a pattern of certain days being an issue, or time of year? – January tends to be a high month for absences.</p> <p>Governors noted that this is putting pressures on the budget as well as on other staff that cover.</p> <p>The Business Manager was thanked by the Board for all her hard work in completing the reports and providing the information about staff absences.</p> <p>Governors were asked for any questions regarding the finance reports?</p> <p><b>See Confidential Minutes for items 10.10 – 10.22</b></p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p><b>Head Teacher’s Report including Progress Against Targets 2018-19 Writing, Maths, Attendance</b></p> <p>Head Teacher’s Report was distributed prior to the meeting. Copy added to SharePoint</p> <p>Governors Confirmed it had been received and read.</p> <p>Head Teacher highlighted to main points in the meeting and allowed for questions from Governors.</p>	

11.4	Current attendance is above the National Average at 96.68%	
11.5	Attendance remains a high priority and the Deputy Head has been monitoring this closely.	
11.6	Primary schools in Seaford have been given funding to appoint an attendance Support worker for a few hours a week to focus on attendance and work with families to support the reasons behind non-attendance.	
11.7	This role will be advertised in January for an appointment across all the Seaford schools.	
11.8	<b>Governors asked what 'Ever6' meant?</b> – explained that this was any child that has ever received the Pupil Premium Funding.	
11.9	The Roarsome Room has been running since September and is showing a positive impact on the children that have been attending.	
11.10	<b>Governors thanked Charlie Govett and Louise Hales for their work.</b>	
11.12	The Inclusion Mark has been awarded to all schools by East Sussex.	
11.13	The SEN Governor has attended training on the Audit tool that will be used by school to look at the Inclusion practices, covering all areas of SEN provision.	
11.14	The school will need to evaluate where it currently is via a clear audit that provides actions that are needed.	
11.15	The audit will need to be submitted by 18/3/19 and then the Local Authority will select random schools to quality assure the process.	
11.16	Feedback will be provided to the FGB nearer the time.	
11.17	The Inclusion Mark Logo will need to be added to the School Website	SB to send the logo to SM for adding to the website
11.18	The SEN Governor has had a Meeting with the Inclusion Manager to discuss how best to complete the audit.	
11.19	Schools have been provided with an audit tool to assess the Mental Health and Emotional Wellbeing of the whole school (Pupils and Staff)	
11.20	School Partnership Programme – The School welcomed a Peer review looking at provision for Greater Depth writing.	
11.21	<b>Governors asked why they didn't focus on Maths?</b> – The school do not want to lose focus on other areas and as the School Adviser Visit was looking at Maths it felt Writing would benefit from the Peer review.	

11.22	The Peer review provided a good validation of all aspects of the school. They were positive about the learning, atmosphere, teaching and curriculum.	
11.23	The crisis management plan will be looked at by CD and DP and will present it to the SO committee at the next meeting in February.	
11.24	Attainment and Progress – The judgements are done by staff and can be positive or tentative.	
11.25	The targets are set on the children’s EYFS data.	
11.26	Where there are significant gaps, the children are having tutor intervention.	
11.27	The Deputy Head feels that teachers may have been more cautious with their judgments at the early part of the year.	
11.28	<b>Governors asked why there was not SPAG data?</b> – Teachers haven’t completed this yet.	
11.29	<b>Governors asked how any intervention worked to check that children were not taken away from other learning to do this.</b> – Generally, it is completed during assembly times, lunchtimes, breaks.	
11.30	<b>Governors asked if this meant teachers were expected to work through their break times?</b> – This is a widely used model.	
11.31	<b>Governors asked we are look like we will miss the year end targets. What is the reason for this?</b> – The Deputy Head feels this is down to teacher hesitation and them being cautious. As mentioned above interventions are in place for pupils that have significant gaps.	
11.32	<b>Governors asked if the T&amp;L committee could focus on the lesson observation format and Working Wall at their next meeting.</b>	Clerk to add to T&L agenda
12.	<b>School Adviser Report – October 2018</b>	
12.1.	The School Adviser visited the school in October and their report was sent to Governors prior to the meeting.	
12.2	Governors confirmed it had been received and read.	
12.3	The school received the Term 2 visit on 7 <sup>th</sup> Dec and are awaiting the report from this.	
12.4	The Term 2 visit focused on reviewing strategies in place to improve maths outcomes.	
12.5	This report will be sent to Governors once it has been received.  <b>(Sarah Moloney Left the Meeting at 6.30pm)</b>	
13.	<b>Attendance</b>	

13.1	Covered in Item 11	
14.	<b>SEND - SEND Report and Inclusion Mark</b>	
14.1	The SEND Report was sent to Governors prior to the meeting	
14.2	Governors confirmed it had been received and read.	
14.3	Governors thanked the Inclusion Manager for a very comprehensive report.	
14.4	Governors questioned that comment is made that some children with EHC plans may have needs that exceed the school budget. What happens in such circumstances? – The discussion in Item 10 covered this in more detail but it was confirmed that EHC plans are carefully reviewed and the school will apply for higher funding if it is felt necessary.	
14.5	The Head Teacher stated the implications for not providing the support that these children need is felt right across the school.	
14.6	Governors stated that every child is entitled to an education and if the child is invested in during the early years of their education it will have a positive impact in later years, both for the child and financially for the education system.	
15.	<b>Safeguarding – Safeguarding Report</b>	
15.1	The report was distributed to Governors prior to the meeting. Copy added the SharePoint.	
15.2	Governors confirmed it had been received and read.	
15.3	The Single Central Record was signed by the Safeguarding Governor on 7 <sup>th</sup> December 2018	
15.4	Vicky Mather has completed her online Safeguarding Training	
16.	<b>Staffing</b>	
16.1	This was covered in Item 11	
16.2	A Sports Leader has been appointed for Lunchtime supervision of sport.	
16.3	This will support the MDSA team.	
16.4	This position has been financed from the Sports Premium that the school is allocated.	
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.	

17.2	a) <b>Pay Policy – APPROVED</b> via email responses in November	
17.3	b) <b>SEND Policy 2018 – APPROVED</b>	
17.4	c) <b>Safer Recruitment Policy – APPROVED</b>	
17.5	d) <b>Recruitment and Selection Policy – APPROVED</b>	
17.6	e) <b>Promoting Diversity and Equality in Employment Policy – APPROVED</b>	
17.7	f) <b>Online Safety Policy – APPROVED</b>	
17.8	g) <b>Complaints Policy – APPROVED</b>	
17.9	h) <b>Staff Code of Conduct – APPROVED</b>	
17.10	Governors requested clarification of the need for parents who are staff members needing to disclose when they are in contact with other parents and clarification on the statement regarding informing their line manager when they have offered comfort to a distressed child.	
17.11	i) <b>Health &amp; Safety Policy - APPROVED</b>	
18.	<b>Governor Visit Reports</b>	
18.a.	<b>Reports of any visits that Link Governors have done since the last FGB</b>	
18.a.1	Reports for the SEN visit and the Writing visit were distributed prior to the meeting.	
18.a.2	No further questions raised.	
18.a.3	Governors commented that there was always a nice feel to the school when they visit and were always made to feel very welcome	
18.b	<b>Confirm booking of further visits</b>	
18.b.1	BT will book in a literacy visit for Term 4	BT to book with HC
19.	<b>School Events / Dates for your Diary</b>	
19.1	List of key dates is always handed out in the diary minutes each week.	
19.2	Governors stated they were happy receiving the information in this way.	
20.	<b>Any other business raised under Item 3</b>	
20.a.	<b>Raised by AS</b>	
20.a.1	The Yr. 5 Globe trip was attended by AS and DP. They reported back that it was well organised.	
20.a.2	The School Choirs have been singing at various venues in the community, recently, and have represented the school extremely well.	
20.a.3	The Chair thanked the Board for all their support and thanked the staff for all their hard work.	

20.b	<b>Raised by the Head Teacher</b>	
20.b.1	The Yr6 Blackland Residential Trip risk assessments will be sent to County in the New Year.	
20.b.2	Governors were asked to record their formal approval for the trip. It was <b>APPROVED</b> unanimously.	
20.b.3	The Head Teacher thanked the Board for all their support during the year.	
	<b>Dates of future meetings</b>  <b>FGB meeting</b> – Tuesday 26 <sup>th</sup> March 2019, at 5.00 p.m. in school. <b>T &amp; L committee</b> – Thursday 7 <sup>th</sup> February 2019, at 5.00 p.m. in school. <b>SO committee</b> – Tuesday 12 <sup>th</sup> February 2019, at 5.00 p.m. in school.	
	<b>The meeting closed at 7.10 p.m.</b>	