

**Seaford Primary School
Minutes of Governors' Meeting
Tuesday 9th October 2018 at 5.00 p.m.**

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

Item	Decision	Action
	Meeting Chaired by Andy Steer, Chair of Governors The Chair thank everyone for coming and welcomed Vicky Mather as as the new Parent Governor.	
1.	Apologies for absence	
1.1	Malcolm Anderson and Jo Tucker apologised that they will arrive late to the meeting.	
1.2	Absent: Julie Smith	
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 (Proposed by Julie Fannon and Seconded by Des Prichard).	
3.2	Jo Sheldon was voted unanimously as Vice Chair (Proposed by Andy Steer and Seconded by Rahnuma Hayder).	
4.	Items for Inclusion under A.O.B.	
4.1	One item raised by the Head Teacher – Pay Policy (Covered in Item 17.b)	
4.2	One item raised by Chair – Nurture Room (Covered in Item 17.a)	
4.3	One item raised by Des Prichard – Complaints Procedure (Covered in Item 7.a)	
5.	Minutes of the meeting held on 04.07.17	
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	Governors asked for an update of the school crossing – The Headteacher confirmed that the crossing would be put in place on Belgrave Road and work would commence during or just after the half term break in October.	

7.	Matters of Governance	
7.a.1	Review delegation to Head Teacher re dismissals – it was questioned by Governors what this delegation was for and that in addition to looking at the dismissals procedure, the complaints policy also needed reviewing.	
7.a.2	Des Prichard has agreed to review the complaints policy on behalf of the Governing Board	DP to review policy
7.a.3	The delegation to the Head Teacher re dismissals will be deferred to the December FGB meeting.	Clerk to add to the December meeting agenda
7.a.4	The Board accepts that during this time if a dismissal incident arises, they will need to hold an emergency meeting at very short notice to approve a dismissal request.	
7.a.5	Review delegation to Head Teacher re the recruitment of staff - It was agreed that the GB will delegate, for a further year, 'in principle' the power to recruit members of staff to the Head Teacher.	
7.b	Review membership of committees	
7.b.1	The list was updated. Jo Sheldon requested to move to the SO Committee, which the GB agreed. Vicky Mather was added to the T&L Committee as her skill are suited to this.	
7.b.2	Updated committee list added to SharePoint.	
7.c	Review Membership of standing committees	
7.c.1	These were reviewed and updated as per the copy on SharePoint.	
7.d	Declaration of Interests Register	
7.d.1	Forms for 2018/19 were distributed for completion and returned to the Clerk.	
7.e	Monitoring – agree procedures for year	
7.e.1	Governors AGREED to continue with the current procedure in place for school visits.	
7.f	Appoint and Agree Link Governors	
7.f.1	The list of link governors was agreed in the meeting and a copy added to SharePoint.	
7.g	Next Area Meeting	

7.g.1	<p>Next area meeting will be 29th November in Eastbourne. Julie Fannon agreed to attend this and report back at the next FGB Meeting in December.</p> <p>(MA Arrived 6.00pm)</p>	Clerk to book place and add to FGB agenda for December
9.	<p>Head Teacher's Report & School Information</p> <p>9.a Head Teacher's Report & Standards - The report was distributed prior to the meeting and copy has been added to SharePoint.</p> <p>The Head Teacher gave an overview of the main points in the report.</p> <p>Governors questioned about how many were booking holidays in term time when referring to the attendance figure? – Confirmed there had been a few this term.</p> <p>Governors raised a concern around the number of SLTs that do not work on a Friday – Confirmed that this was being addressed</p> <p>Governors questioned the GD percentage difference in maths and writing targets – confirmed that these would be based on what they had achieved in KS1</p> <p>(JT Arrived – 6.10pm)</p>	
9.b	<p>School Adviser Visit & Categorisation –</p> <p>9.b.1 The School Improvement Adviser took place in October.</p> <p>9.b.2 The report from the visit and the categorisation outcome will be forwarded to Governors once received.</p> <p>9.b.3 The Head teacher provided an overview of the visit and confirmed that the visit was to evaluate the data from last year.</p>	
9.c	<p>School Improvement Plan – Initial Targets –</p> <p>9.c.1 SIP was handed out prior to the meeting and a copy has been added to the SharePoint site.</p>	
9.d	<p>Monitoring Timetable –</p> <p>9.d.1 Document distributed to Governors prior to the meeting. Copy added to SharePoint. No questions raised</p>	
10.	<p>Staffing</p>	

10.a	Staffing Update – New Appointments	
10.a.1	Covered in Item 9.a	
10.b	NQT's	
10.b.1	Covered in Item 9.a	
8.	Finance Information	
8.a.1	Financial Scheme of Delegation – This is a standard document that was sent out prior to the meeting. A copy has been added to SharePoint.	
8.a.2	Agreed to Adopt	
8.b	Local Financial Procedures –	
8.b.1	Document handed out prior to the meeting. No further questions from Governors.	
8.c	Budget Planner –	
8.c.1	Document handed out prior to the meeting.	
8.c.2	The Business Manager confirmed the budget was on track with the budget plan.	
8.c.3	Governors raised concerns that the staffing costs were continuing to increase in relation to recommended percentages and this needs to be monitored and evaluated.	
8.c.4	Governors highlighted that they needed to be made aware of the impact that a reduction in staffing costs would have to the school.	
8.d	Budget Monitoring Report –	
8.d.1	Document handed out prior to the meeting. No further questions from Governors.	
8.d.2	The Business Manager confirmed that the Period 6 Reports would be produced for the SO Meeting on 18 th October	
11.	Safeguarding	
11.a	Child Protection & Safeguarding Policy and Keeping Children Safe in Education – 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 Online Governor Safeguarding Training must be completed every 3 years.	
12.	Governor Monitoring	
12.a	Update of Visits	
12.a.1	No Updates for this meeting	
12.b	Agree Visits for Terms 1&2	
12.b.1	BT will conduct a Writing and Reading Visit	
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	Children Missing in Education - Previously distributed and now APPROVED by FGB	
13.e	Before and After School Activities - Previously distributed and now APPROVED by FGB	
13.f	Data Protection Policy - Previously distributed and now APPROVED by FGB	
14.	Admissions and Numbers on Roll	
14.1	Numbers on role as of 9 th October – 480	
15.	School Events/Dates for the Diary	
15.1	These have been previously emailed out to Governors	
16.	ParentPay	
16.1	This is now working fully in school with school dinners, trips and EBNOs available to book on it.	
16.2	Sarah Mitchell was thanked for all her hard work making the introduction of ParentPay a success.	
17.	Any Other Business Raised under Item 4	

17.a	Charlie Govett was congratulated on the new Nurture Room.	
17.b.1	CD read to the FGB a letter from the East Sussex Consultative Group regarding the East Sussex Pay Policy and proposed pay increases.	
17.b.2	The Government has agreed to provide a grant to schools to partially cover these increases	
17.b.3	The East Sussex Pay Policy will be published around the end of October and CD will inform Governors as soon as confirmation is received.	
17.b.4	Governors asked if the grant would be ongoing or just for the first year? – unknown	
17.b.5	Governors asked if the budget already accommodated for teacher pay rises? – confirmed that a 2% rise had been factored in.	
	Dates of future meetings FGB meeting – Tuesday 11 th December 5.00 p.m. in school. T & L committee – Tuesday 16 th October at 5.00 p.m. in school. S O committee – Thursday 18 th October at 5.00 p.m. in school.	
	The meeting closed at 7.20p.m.	

Action Points from FGB Meeting 9th October 2018

Item	Action Point	Owner	Progress
5.1	Clerk to file signed copy of previous minutes.	SM	Completed
7.a.2	Review the Complaints Policy on behalf of the Governing Board	DP	
7.a.3	The delegation to the Head Teacher re dismissals will be deferred to the December FGB meeting – Clerk to add to the FGB agenda in December	SM	
7.g.1	Next Area meeting to be attended by Julie Fannon who will report back the FGB in December. Clerk to book place and add to next FGB agenda.	SM	Area Meeting Booked