



**FULL GOVERNORS' MEETING  
HELD ON THURSDAY 1<sup>ST</sup> FEBRUARY 2018 AT 6.30PM**

**Members Present**

Rev Christina Bennett (CB), Jane Brown (JB), Dave Carter (DC), Louise Clark (LC), Jill Dyson (JD), Maureen Gibbon (MG), Julie Jewell (JJ), Nick Matthews (NM), Laura Roberts (LR), Rebecca Saxby (RS) Emma Smith (ES), Dan Valovin (DV) and Jez Wong (JW)

	<u>Action</u>
<p><b>1. Apologies</b> Rev Paul Doick, Angela Underwood</p>	
<p><b>2. Declarations of Interest</b> None</p>	
<p><b>3. Minutes of meeting of 29<sup>TH</sup> November 2017</b> 3.1 10.1.7 Premises priority list reviewed. Reference to Riddor and West Sussex reporting should be corrected to ensure accuracy of arrangements. 3.2 8.4 GDR should read GLD 3.3 Jez should be referred to as JW. 3.4 Minutes signed as a true and accurate record</p>	
<p><b>4. Matters arising (not covered by agenda items)</b> 4.1 5.1 No vice chair appointed to spirituality committee. This will take place at next committee. 4.2 10.1.8 H&amp;S has not been placed as an item on the agenda. Apologies Julie to talk to PTA about risk assessments for events 4.3 10.1.9 Roof is no longer leaking 4.4 10.1.10 Quotes are being taken for new doors which will be installed over Easter. There will not be a ramp and the pavement will be raised. 4.5 10.1.12 Unaware if sports kit has been purchased. LR to check</p>	<b>LR</b>
<p><b>5. Urgent Matters</b> None</p>	
<p><b>6. Safeguarding Audit</b> 6.1 Audit circulated. An audit did not happen last year and in September it was viewed that safeguarding required improvement. CW &amp; ES have met in autumn and spring and created an action plan. Pupil voice has been examined. 6.2 Policies are up to date. 6.3 Inter agency meetings attended 6.4 CPOMS training taken place and regularly updated 6.5 Staff feel that they will require training if they are to deal with a looked after child. 6.6 Pupil voice – children feel they know who to talk to if they needed. Further assemblies and training to take place in summer term. 6.7 Action has been addressed to deal with rough behaviour in the</p>	

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playground in year 2.  
 6.8 JW and NM to be briefed by CW  
 6.9 ES to undertake an unannounced visit.  
 6.10 Single central record checked by ES  
 6.11 New premises officer to undertake site safety audit.  
 6.12 Parents meeting took place today on e-safety. This was led by Amy and CW. Safer internet day next Tuesday.  
 6.13 The question was asked how records relate to data protection. CPOMS has limited access. Implications of the new data protection act should be considered. Training is urgently required. School action required.  
 6.14 Reference should be made to governor briefing page 11 – action for governors.  
 6.15 CW was thanked for the thorough work she has done. Governors are assured that work is being done to ensure the safety and protection of children at school.

**7. Chair's Report/Overview of Chair's Actions**

7.1 Welcome to JW and NM to governing body. NM will be full time in school from tomorrow. Collaboration with Broadwater will involve JW working 2.5 days and set to run until August 2018.  
 7.2 Thanks to all for their work in the process of interview for head teacher. Particular thanks to LR, JJ and Alice for their support. The governors would like to minute their thanks for LC's outstanding work as chair. Thanks to Maureen Dexter for providing tea and cake in church at very short notice.  
 7.3 Shortlisting 28<sup>th</sup> March with interviews 19<sup>th</sup> and 20<sup>th</sup> April for the Headteacher role.

**8. Head's Report**

8.1 Governors thanked to LR for her comprehensive report.  
 8.2 A query was raised about where our looked after children come from.  
 8.3 One application for a premises officer has sadly withdrawn. New advert tomorrow.  
 8.4 Staff are pulling together in the meantime. Thanks to all staff for stepping up in the absence of the premises officer. Broadwater premises officer has, and will continue to support where needed.  
 8.5 Mrs Hill has settled in to Year 3.  
 8.6 INSET has been planned for Friday 9<sup>th</sup> February  
 8.7 Governors asked about rough play at break time. LR indicated that this did not seem to be a general problem. Pupil voice indicates a concern in Year 2.  
 8.8 A quiet area has been provided in the Year 1 and 2 outdoor classroom.  
 8.9 Action – school council to reviews improvement in behaviour (JJ). Sports Premium funding also allocated to playtime.  
 8.10 A question was raised about how the SIP visits are impacting the school. These are an external moderation and reinforcement of school and add value in terms of the questions asked and perspectives given. Governors reflect that continuity of link advisors is very important. This was brought up at governors briefing.  
 8.11 Speech and language training has been booked for straight after half term.  
 8.12 OT have visited EY children. We are still awaiting speech and language visits where there is a massive backlog. We note that a re-referral will not be

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accepted unless work against objectives can be demonstrated.

8.13 Pupil progress meetings take place 7<sup>th</sup> February. Governor presence is welcome.

Governors commented that it is good to see science 'being brought to life' again.

8.14 LC asked if provision has been made for subject leaders to report to staffing and curriculum. Action – agenda item for committee.

8.15 LC would like to see 'Funky Fingers' and was invited to observe.

8.16 A query was raised about percentages of SEN children on track

8.17 A query was raised about progress of PP children in Year 6

8.18 LR shared development of Year 6 teaching and learning and results of the recent Year 6 assessment which demonstrates a positive picture. Further work is required to secure these positive outcomes. LR and NM will be moderating work and also using a lead moderator from Broadwater. This will be reflected in the next report.

8.19 Governors reflect on the expectations from homework for year 6. Year 2 was also mentioned and the need to ensure parents are well informed.

8.20 Homework Policy will need to be reviewed ready for the summer welcome evenings. Governors are interested in the amount of homework that is being done. LR to report back.

## **9. Main Business**

### **9.1 Draft School Improvement Plan –**

9.1.1 Add statement regarding well-being, add boys writing research to the. Format generally viewed as positive. Ensure costings are included in plan so that final improvement plan is a linked document.

### **9.2 Draft School evaluation form.**

9.2.1 This will require statistics to back up the statements made.

### **9.3 SIP report – 4<sup>th</sup> December 2017 (SDR)**

9.3.1 S&L identified relate to children in year 1

9.3.2 Boost book stock in homes and give EYFS children numicon – suggestions that will need to be considered as a part of welcome evening. School action

9.3.3 Safeguarding unannounced visit noted and will be actioned.

9.3.4 Website compliance governor still to be decided.

9.3.5 Diocese undertook a compliance check of website in Autumn term school action to ensure compliance.

9.3.5 SIP report – 8<sup>th</sup> January 2018

9.3.6 LR recalls that the meeting was quite a tough one. She reflected that the SIP may not have seen the whole picture of writing. The report has been fed back to staff and will be the subject for INSET day.

### **9.4 Leadership**

9.4.1 This was already covered earlier in the agenda.

### **9.5 Information to parents**

9.5.1 Governors considered producing a regular newsletter. Recommend that a governor or two coordinate this or rotate this responsibility. Alice to email this to governors along with another example for consideration. All governors agreed that this is a good idea. MG agreed to create one for the end of Spring Term.

9.5.2 Governors to be available for parent consultation next Tuesday and Thursday. ES to send out an email request.

<p><b>9.6 Governors monitoring</b>  9.6.1 Governors agree that this is an area they need to develop. LR suggested that this should be writing. LC to circulate dates.</p>	
<p><b>10. Reports from Sub Committees</b>  <b>10.1 Finance &amp; Premises – approval of Statement of Internal Control Policy</b>  10.1.1 Scheme of delegation added the ability to pay by BACS. Changes to be circulated by email.   10.1.2 Best value statement – acronyms updated. Changes to be circulated</p> <ul style="list-style-type: none"> <li>• Control of finances – some major updates to be circulated and were introduced to governors.</li> <li>• All these statements require approval either by email or FGB</li> <li>• Current financial position shows an increase of reserve. This needs to be reviewed of the next committee.</li> <li>• The gap in SEN position was also discussed.</li> <li>• The support of the PTA was acknowledged.</li> <li>• JW outlined how AIB funding is allocated and how it can be spent.</li> <li>• DC explained that Teaching School Improvement Fund might be another source of support.</li> </ul> <p><b>10.2 Staffing, Curriculum</b>  <b>10.2.1 see minutes</b></p> <p><b>10.3 Spirituality Committee</b>  10.3.1 The Committee are yet to meet this term</p>	
<p><b>11. Policies to be Reviewed/Approved</b>  <b>11.1 First Aid &amp; Managing Medicines</b>  11.1.1 Page 2 comments about a review biannually.  11.1.2 Page 4 refers to the intimate care policy. LR to check the intimate care policy is up to date.  11.1.3 Page 6 ES to check the auto-injectors are managed by school nursing service. 11.1.4 Next training for teachers is on 27<sup>th</sup> March.  11.1.5 Template B (page 14) needs to be sent to all parents. School action.</p>	
<p><b>12. Information and Routine Matters</b>  <b>12.1 Racial Incidents</b>  None  <b>12.2 Complaints</b>  None  <b>12.3 Safeguarding</b>  Nothing to report. One child still remains on a plan.  <b>12.4 Academy Status</b>  Nothing to report  <b>12.5 Governors briefing</b>  It is suggested that Jodie goes to the next one.</p>	
<p><b>13. Chair's Actions</b>  LC to write a letter explaining recruitment process to date for parents  Thanks to LR for stepping in and stepping up.  Begin the recruitment process again.</p>	
<p><b>Date of Next Meetings:</b>  • <b>Tuesday 20<sup>th</sup> March 2018</b></p>	

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| <ul style="list-style-type: none"><li>• Wednesday 23<sup>rd</sup> May 2018</li><li>• Thursday 28<sup>th</sup> June 2018</li></ul> |  |
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