



**FULL GOVERNORS' MEETING
HELD ON TUESDAY 20TH MARCH 2018 AT 6.30PM**

Members Present

Rev Christina Bennett (CB), Jane Brown (JB), Dave Carter (DC), Louise Clark (LC), Rev Paul Doick (PD), Jill Dyson (JD), Julie Jewell (JJ), Nick Matthews (NM), Rebecca Saxby (RS), Emma Smith (ES), Angela Underwood (AU) and Dan Valovin (DV)

Minutes taken by: Jodie Hitchcock, Clerk to Governors (JH)

	<u>Action</u>
<p>1. Apologies Maureen Gribbon, Jez Wong</p>	
<p>2. Declarations of Interest None</p>	
<p>3. Minutes of meeting of 1st February 2018 3.1 6.1 and 6.10 should state ES and not ESB</p> <p>With the above amendment the minutes are approved and signed as a correct record</p>	
<p>4. Matters arising (not covered by agenda items) 4.1 JD asks for the dates of the upcoming SIP visits to be sent out in advance. 4.2 4.5.10 purchase of sports kit – JH to check and confirm 4.3 6 Safeguarding audit – ES confirms that this has taken place and she will write up any recommendations. NM confirms that the safeguarding training is to be included. 4.4. Vision – LC and JW discussed this and JW has confirmed that it will be sent to staff and a pack will be put together and sent to Governors. 4.5 6.13 GDPR progression – LC has spoken to JW regarding this and JW will work on a policy. It is felt that this is in hand and not much work needs to be done. 4.6 Governor newsletter – MG was asked to take on the responsibility of creating this and JD confirms that MG is in the process of doing so. 4.7 LC thanks Governors who were able to attend the recent parent/teacher consultations. 4.8 Governor monitoring – this is due to take place on the 4th May at 9am. The subject that will be looked at is the impact of Peter Campbell's work with Literacy. JD states that after attending a recent training course, she feels that we are behind on monitoring and asks if there is a way of identifying each Governor to a subject and start coming in more. LC responds that she had discussed this previously with LR and it was felt that it needs to be linked more tightly to the SDP. JW suggested Governor training with Broadwater's Governing Body. 4.9 NM feels that we need to be careful staff do not feel too much monitoring is being done because he along with JW are currently doing drop in monitoring on lessons. 4.10 DV states that when monitoring was done previously it worked well. 4.11 LC feels that due to the recent changes to the Governing Body it would be best to start from fresh and AU responds that if Governors received training it would help make it more consistent. 4.12 NM states that the Head's report currently includes reports from Leaders, so this could be expanded to include Subject Leader reports. LC responds that if Subject</p>	<u>JH</u>

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<p>Leaders attend committee meetings then it will need to be minuted.</p> <p>4.13 12.5 Governor Briefings – ES confirms that she attended the last meeting and feels that the Clerk should attend the next one.</p> <p>4.14 13 – Correspondence to parents – LC is asked if she wrote to parents as discussed. LC responds that she did.</p> <p>4.15 9.3.4 Website compliance – JB is asked to take on the role of ensuring this is completed and JB agrees.</p>	
<p>5. Urgent Matters None</p>	
<p>6. Chair's Report/Overview of Chair's Actions</p> <p>6.1 LC continues to meet with NM and JW.</p> <p>6.2 The Headteacher application closing date is the 21st March. There have been no official applications received as yet. Four show rounds have taken place and LC has spoken to a previous applicant who has stated that they wish to apply again. JD asks if they are able to apply again if they were unsuccessful previously. LC confirms that yes they are and that feedback was given to them when they were not successful and if they believe the job is for them then there is no reason why they cannot reapply.</p> <p>6.3 LC recently met with Victoria Ludlow and Clare Lansley. A document was put together regarding under performance of Headteachers for use by Governors across the WSCC area.</p> <p>6.4 Governor Support have recently sent out a training email with dates for key training sessions.</p> <p>6.5 Although the Clerk is usually the person who attends Governor Briefings, it is felt that it is also good for Governors to attend for networking purposes and LC feels that this needs to be made a priority.</p> <p>6.6 ES proposes that Governor feedback and training is made an agenda item for each FGM. LC states that although it is not mandatory for Governors to attend key training sessions it would be good for them to do so.</p> <p>6.7 ES feels that more Governors need to complete the safer recruiting course so that more Governors are available to attend interviews.</p> <p>6.8 JH is to ask Cheryl Marrs to send out the date for the next Safer Recruiting course</p> <p>6.9 It is confirmed that some Governors have still not completed the training courses sent out by the office. JH to email Governors with courses still not completed.</p>	<p><u>JH/CM</u></p> <p><u>JH</u></p>
<p>7. Head's Report</p> <p>7.1 JD asks how the judgement on Effectiveness of Management & Leadership was founded. NM responds that he and JW looked at where the school was before and what changes have been done now. JD feels that it should not be graded a 2 as Governors are included in Management and they are not functioning at this level. DC feels that it is wise to be cautious with gradings given.</p> <p>7.2 NM is currently working through the Pupil Premium and sports Premium with Clare Watkins and Amanda Tickel and will forward these to Governors once completed.</p> <p>7.3 NM confirms that page 6 of the report is a repeat of page 4 but this is due to consistency so that information is carried across and the format will be amended soon.</p> <p>7.4 Page 8 – after school clubs. Governors feel that it is useful to have this information but would also like to know how many Pupil Premium children have signed up to clubs. NM is hoping that the PE leader will be able to give this information in their end of year report.</p> <p>7.5 LAC – JD asks if it could be stated what Authority looks after the LAC.</p> <p>7.6 DC asks if we have received the figures for admissions in September. NM confirms that we have had 76 applications but we are currently unsure if this is their 1st choice or not. It is looking likely that the September Reception intake will be full. PD feels that going forward numbers are looking better.</p> <p>7.7 Page 10 Pupil Progress – ES asks what is being done regarding writing. NM</p>	

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responds that Peter Campbell has been into school to work with year groups. Writing is the hardest subject to monitor and there has been some apprehension with teacher assessments, but this is a nationwide issue and not just us. NM is happy there is significant improvement and that lots of work is being done with staff regarding expectations. Data is showing that Years 2 and 6 will be considerably better than last year.

7.8 NM states that the benchmark tests we use are schemes that do not give national figures but can be tied in with them. The data we use is from Target Tracker which is an internal assessment program. DV asks how we know we are on target to hit the required standard. NM responds that the Year 2 and 6 SATs will be used to see where children are.

7.9 JD asks if there is a target we could get for each term so we know where we are before the end of the year because the target we are aiming for is the national target and not internal expectations. NM responds that one step progress per term is the desired requirement. Year 1 are always a step behind due to when their assessments start.

7.10 DC asks how confident are we with the predictions. NM responds that there are some concerns but they are currently being worked on with JW. DC asks is staff are more knowledgeable with assessments now. JJ confirms that they are.

7.11 JD asks if staff are aware of disadvantaged children. NM confirms that they are and that they have to identify them in their planning and it is highlighted and discussed at Pupil Progress meetings.

7.12 JD states that a LAC annual report needs to be completed and that this has not been done recently.

7.13 LC asks if Governors could be given the dates of Pupil Progress meeting for the year ahead. NM states that he will send them out.

7.14 SEN attainment – ES asks why it says 0% for 3 SEN children and is this stating that they are not on track. NM confirms that yes this is correct but that a case study has been produced to confirm the reasons why.

7.15 Dolphins class data was excluded from the report due to the teacher being off sick for a number of weeks. Since the report was published the data and benchmarking has been completed.

NM

8. Main Business

- Diocesan Code of Conduct

8.1. LC feels that as a Governing Body it would be a good idea to start a Governing Body Code of Conduct.

8.2 LC states that it has come to light that a number of parents are aware of a discussion via email between Governors which is a major concern. JD responds that she feels if a serious conversation needs to take place it should be done so face to face.

8.3 DC feels that this is a good point has been raised to how the information is getting out and that it needs to be made clear that confidentiality is important.

8.4 it is unanimously agreed for Governors to sign a Code of Conduct policy.

8.5 It is agreed that any highly important or sensitive issues that need discussion will be done so by holding an extraordinary meeting.

9. Reports from Sub Committees

9.1 Finance & Premises – approval of Statement of Internal Control Policy

9.1. The Statement of Internal Control Policy had the appendix 1 amendment made as discussed previously and now needs final approval. The policy is approved and signed.

9.1.2 SFVS – this was completed with Cheryl on the 20th March. The highlighted items that needed changing were to agree that any new Finance & Premises committee members needed to attend relevant courses.

9.1.3 It was agreed that the Governing Body need to implement the audit with the

<p>Pay Policy.</p> <p>9.1.4 The Confidential Reporting Policy needs to confirm that all staff are aware of this and it is confirmed that they are.</p> <p>9.1.5 The external audit for voluntary funds is being arranged and will take place soon. DV notes that it needs to state when this is being done and who by.</p> <p>9.1.6 The SFVS is approved and agreed that LC will sign.</p> <p>9.2 Staffing, Curriculum</p> <p>9.2.1 TA's – JD states that it has been realised that we are needing more TA's due to the SEN needs of children. The existing TA's are happy with this. It is agreed that if there are any changes needed within the TA structure a meeting will be held and a Governor will attend the meeting.</p> <p>9.2.2 Clare Watkins will attend the next committee meeting to discuss the SEN policy.</p> <p>9.2.3 JD informs Governors that they are welcome to attend staff meetings on a Tuesday.</p> <p>9.2.4 The Clerk role was discussed at it was confirmed that a new Clerk will be sought as soon as possible.</p> <p>9.3 Spirituality Committee</p> <p>10.3.1 JB was confirmed as the Vice Chair for the committee.</p> <p>10.3.2 JJ will be attending a course shortly for the new RE syllabus.</p> <p>10.3.4 The SIAMS Tool kit is being looked at and will be brought to the FGB for approval.</p> <p>9.4 Admissions</p> <p>9.4.1 This committee met recently to discuss the 2019/2020 Admissions Policy.</p> <p>9.4.2 The policy is approved</p>	
<p>10. Policies to be reviewed/approved</p> <ul style="list-style-type: none"> • Probation Policy <p>10.1.1 It is clarified that the Probation Policy is for Support staff.</p> <p>10.1.2 The policy is approved and signed.</p> • First Aid Policy <p>10.2.1 This was discussed at the last meeting and the questions that were raised have been answered.</p> <p>10.2.2 The policy is approved and signed.</p> 	
<p>11. Information and Routine Matters</p> <p>11.1 Racial Incidents None</p> <p>11.2 Complaints None</p> <p>11.3 Safeguarding 11.3.1 One referral has been made</p> <p>11.4 Academy Status Nothing to report</p> <p>11.5 Health & Safety 11.5.1 JD asks if a Health and Safety walk round will be taking place and could Cheryl also complete a Health & Safety audit. 11.5.2 It is felt that Cheryl needs to be present for the Governor Health & Safety walk round. It is suggested that Cheryl produce a check sheet and Governors will then audit her findings. 11.5.3 The suggested date for the check list to be sent to Governors is by Friday 27th April. DV will arrange this with Cheryl and organise a date for Governors to action.</p>	DV
<p>12. Chair's Actions</p> <p>12.1. Chase up monitoring</p> <p>12.2 Look at training</p> <p>12.3 Ensure Pupil Progress dates are sent out</p>	

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12.4 Arrange for Health & Safety audit to take place 12.5 Interview for the Headteacher vacancy 12.6 Arrange the performance Management Review for NM	
Date of Next Meetings: <ul style="list-style-type: none"> • Wednesday 23rd May 2018 • Thursday 28th June 2018 	

Chairman's Signature *Louise Clark*