



**FULL GOVERNORS' MEETING  
HELD ON WEDNESDAY 29<sup>TH</sup> NOVEMBER 2017 AT 6.30PM**

**Members Present**

Rev Christina Bennett (CB), Dave Carter (DC), Louise Clark (LC), Rev Paul Doick (PD), Jill Dyson (JD), Maureen Gribbon (MG), Julie Jewell (JJ), Laura Roberts (LR), Rebecca Saxby (RS) Emma Smith (ES), Angela Underwood (AU) and Dan Valovin (DV),

	<u>Action</u>
<p><b>1. Apologies</b> Jane Brown</p>	
<p><b>2. Introduction of new Parent Governor</b> 2.1 LC welcomes David Carter as the new Parent Governor following the recent election. LC thanks David for committing his time to the school.</p>	
<p><b>3. Declarations of Interest</b> None</p>	
<p><b>4. Minutes of meeting of 28<sup>th</sup> September 2017</b> 4.1 The minutes are approved and signed as a correct record.</p>	
<p><b>5. Matters arising (not covered by agenda items)</b> 5.1 Vice Chairs for Sub Committees – Jill Dyson has agreed to be the Vice Chair for Staffing &amp; Curriculum, Dan Valovin has agreed to be Vice Chair for Finance &amp; Premises and the Vice Chair of Spirituality is still to be decided. 5.2 5.7 since the last meeting there have been 2 minor situations regarding the TA restructure. The first was a query from the Compulsory redundant TA who questioned why we have restructured the TA's for Year 3. The situation was explained and she is happy with the reason why. The second was from a TA who was questioning her settlement figure. This has now been resolved and the pay-out is due imminently. 5.3 5.5 Parent Survey – This is now not going to be sent at Christmas as previously stated. It is felt that it is not the best time with the current situation. It will be looked at again during the next term or two. 5.4 5.6 Parents Evening – two Governors attended parents evening and were on hand to greet parents and answer any questions. 5.5 8.1 Budget for Learning Mentor – DV states that he has met with Cheryl to discuss the budget for the role and Clare Watkins (Inclusion Manager) is going to put together the requirements for our SEN children and it will be discussed to see if the funds could be allocated for the role at the next Finance meeting. 5.6 7.6 Assembly Monitoring – This has been delegated to Julie Jewell. Every assembly is now being monitored and JJ will report back the findings to staff. 5.7 8.10 Data Analysis meeting – This was held on the 19<sup>th</sup> October. 5.8 Vision Document – JD asks if we should revisit this now or once the new Headteacher has been recruited and has started at the school. LR states that she is happy to work on something now so as not to have a long period without one. 5.9 9.2 Staff Survey – following the staff survey a suggestion box has been placed in the staff room to open up communications and to let the staff know they can voice their concerns.</p>	

Chairman's Signature Louise Clark

## 6. Urgent Matters

None

### 10) Reports from Sub Committees – Finance & Premises

It is agreed to discuss the Report from the Finance Committee early in the meeting due to the Chair of the Committee having to depart early.

10.1.1 The Finance Committee met in October and PD is pleased to report that we are on target for the end of March with the budget of money received from West Sussex.

10.1.2 The Finance Committee are thankful to Cheryl Marrs for managing the accounts of the school so well.

10.1.3 At the end of September, the Governors reserve funds were £183k. £30k has been allocated to premises; £25k was set aside to pay for one TA for 3 years so we did not have to make an extra TA redundant, the ring fenced sports fund stands at £28k and £35k has been allocated to offset the potential shortfall for the next financial year.

10.1.4 The budget for 2018/19 will be looked at in February. Cheryl has begun working on the budget and is being prudent and basing it on old figures so as not to budget too high.

10.1.5 Three policies were looked at:

- **Delegation of Financial Powers**

There was one small change made to this policy and it now refers to authorising BACS payments. PD asks the Full Governing Body to adopt the policy for the forthcoming year. It is unanimously agreed to approve this policy.

- **Statement of Internal Control**

There is one minor change needed to the appendix. Once that is agreed and amended, PD will bring to the FGB for approval.

- **Best Value Statement**

The only changes with this policy were the dates, which were amended and this policy was approved.

#### **Premises**

10.1.6 The gates and fences have now been replaced and a new footpath to the front reception area has been installed. The water heater in the staff room and the large window in the school hall have also been replaced.

10.1.7 The Premise priority list was reviewed and the matter regarding applying for a LCVAAP was discussed. It was agreed not to apply at this time. The flat roofs are in need of a repair at some point but they are not urgent so will be monitored for the moment. We are also monitoring the fascias and cladding and the replacement of the main entrance doors is being investigated. The School Trust has indicated that they would be happy to make a contribution towards the work needed.

10.1.8 ES asks if Health & Safety comes under the remit of Premises. PD confirms that it does. ES states that there was an incident where a child was able to gain access to the bonfire and asks if this has been reported to the appropriate people. PD responds that there is a certain process to follow and that Cheryl would have placed the information on the RIDOR system and they will decide which incidents get reported to the Local Authority. ES feels that Health & Safety should be a fixed item on the FGB agendas and asks where we stand as a Governing Body in relation to Health & Safety incidents. ES suggests that we write to the PTA to request they put up the appropriate fencing around the bonfire. LR states that this has not been an issue previously as 99% of the children know not to go near the bonfire and this incident was an anomaly. ES responds that we have a duty of care to the public as well so the PTA need to place the appropriate fencing and then there should not be any issues as it would be secure. PD states that the Governing Body need to work with the PTA to complete a risk assessment. MG asks where the Health & Safety responsibility lies once the bonfire is built. DV states that it lies with the school and that when the Governors write to the PTA we need to ask to see

Chairman's Signature

*Louise Clark*

their risk assessments to ensure they link with our own. LC asks where do their Risk Assessments get sent to if they are operating on the school premises. LR confirms that Cheryl would receive a copy but that it would not be presented to Governors. PD feels that the Governors need to make the process clearer for all so that the PTA and the school are all aware of the necessary procedures. PD clarifies that going forward at all Finance and Premises meetings, Cheryl will be asked if there are any risk assessments that have been completed and if so inform her that they need to be presented to the Committee for approval. DV states that as Governors our protected Liability is removed for Health & Safety so we would be held responsible so we need to ensure we have everything in place going forward.

10.1.9 LCVAPP – DC asks why a leaking roof would not be a high priority. PD responds that the roofs are not leaking at the moment and do not appear to have deteriorated any more than the previous year, so it was felt we could not provide enough evidence to show it would be urgent this year. The last big item that was required was the fencing and gates and the quote was cheap enough to enable the school to cover the cost without the need of any LCVAAP money.

10.1.10 Ramp access at main entrance – JD asks if this could be made a priority. PD confirms that it is hoped the work will be done during the Easter holidays.

10.1.11 PD - Henfield Lions have contacted the school to ask if they are able to hire the school hall. Cheryl has put together a hirer's agreement and will be charging them a fee for using it. The Governing Body has to agree that they are happy for them to sell alcohol on the premises and the Lions will be in charge of organising the licence to enable this to be done. Bob Tucknott or Dan will lock up the school once the event has finished. Copies of the insurance and licence for alcohol will be given to Cheryl. It is unanimously agreed that The Henfield Lions are able to use the school hall and sell alcohol.

10.1.12 Henfield Joggers have donated £200 to the school as a thank you for allowing them to use the car park during the summer. The money will be spent on new sports tops. LR will hold a presentation with them to say thank you.

## **7. Chair's Report**

7.1 LC accepted the resignation of Steve McCulley and as a result of that LR has now taken up the position of Acting Headteacher. LC thanks LR for stepping up into this role.

7.2 LC has continued to meet with LR on a weekly basis.

7.3 The pay Review Committee met to confirm the pay rises for staff and following this meeting a query was received from one member of staff. This resulted in another meeting to discuss and the issue has now been resolved.

7.4 The recruitment process for the new Headteacher has begun. The pre advert is now live. Any feedback from Governors is welcome on information that has been sent out. The main advert is going live in the 11<sup>th</sup> December; therefore any comments need to be received by Wednesday 6<sup>th</sup> December. If no comments are received the advert will be sent to Recruitment Services.

7.5 A meeting was held today (Wednesday 29<sup>th</sup> November) LR, LC and Cheryl all met with Victoria Ludlow and Mandy Watson from the Diocese. The Headteacher and Chair of Governors from another school were also in attendance. The meeting was to discuss Laura's maternity leave. At present one idea that is being investigated is sharing the Headteacher from the other school. This is all the information that can be reported at this time. Another meeting is due to take place on the 18<sup>th</sup> December to discuss the matter further. If and when something is put in place, parents will be invited to attend a meeting held by Governors which will inform them of what is being put in place and give them a chance to ask questions should they have any. JD asks if there has been much feedback from parents following recent events. LC states that she has had one parent contact her asking why Steve resigned. LR

confirms that she has also been asked lots of questions regarding this by parents during the recent class reps meeting. LC and LR both confirm that due to confidentiality reasons they were unable to comment further. RS states that many children have said they are worried that he was poorly so LR reassured parents at the meeting that he wasn't and has also told children that he is fine.

7.6 PD states that LC has been working very hard in her role as Chair and has been passing information on when she is able to, and on behalf of the Governing Body he gives LC thanks for all she has been doing.

(7.15pm – PD leaves)

7.7 ES asks if Governors will be required to attend the proposed meeting with parents. LC confirms that yes they would be and once a date has been confirmed, she will email Governors to inform them.

## **8. Head's Report**

8.1 LR clarifies that the grades stated on the report are Ofsted's gradings. 1 is outstanding, 2 is good, 3 is Requires Improvement and 4 is inadequate. The grades in the report have been given from our own view and also the views of the Local Authority. The grades that have been given are not great but everyone is confident that they will improve. DC asks if there are any views from the Local Authority. LR responds that it has been noted that we have good teachers but that they are not being directed enough. LC asks when we would hope to be classed as a 2 in all areas. LR states that it is hoped in around 18 months' time we will have lots more 2 gradings.

8.2 DC notes that the outcome from the last year's year 6 were gradings of 4. DC asks if this was just that particular year group or a trend. LR responds that this particular year group were strong at the end of KS1 but teachers were aware writing was weak. The results were not expected to be as low as they were. The overall grade is not based on that cohort. The Senior Leadership Team have been told they have to ensure that it will not be an on-going trend. It is not known which cohorts need extra help.

8.3 DC asks if staff are aware they have been graded as a 4. LR responds that yes they are but they were not been given the bigger picture behind it. They have been brought up to date now and are onside and have moved them away from blaming the previous year 6 to knowing we are a team and that we all work together.

8.4 The Data Review shows that the current year 2 GLD is 71%, last year 2 started low so had to do lots of catch up work. DV states that it is felt that SM set teacher's targets at floor level so we now have to work to unpick the last 12 months. LR responds that the in-house Data was not being unpicked and we have now looked at this and can identify where the needs are. DC feels that Governors need to support and ask the correct questions. LR responds that this is why the Data Presentation has been reintroduced so Governors are able to be kept up to date. LC clarifies that the other year groups that have not been performing have now received extra support to help. DC feels that we also need to reassure parents that matters are being dealt with LR feels that the primary level is about the quality of teaching and as we as a school are going back to that. LR confirms that Clare Watkins is also working on what SEN children need.

8.5 Development, Behaviour & Wellbeing – MG asks if we are confident with the 2 grade that we have given. LR responds that behaviour this term has been good but does require some improvement. Since half term the behaviour has almost got back to how it used to be. LR states she is making herself more visible to students and reminding them of the core values. JJ clarifies that this is also being done by the Senior Leadership Team and fed back to staff to ensure everyone is working together to restore the core values. LC notes that she has noticed behaviour in corridors has improved.

8.6 Permanent Exclusion - LR confirms that this decision was made due to many

incidents that had occurred and that she is confident in her decision. A Review Panel meeting was held and concluded. The Panel felt that they needed to uphold the decision made by LR for the sake of the child and other children in the school. ES states that sadly this was the only conclusion that could have been met. ES confirms that the school had demonstrated that they had done over and above what they could for the child with no success. LR gives further details to DC regarding the history of the situation that led to the permanent exclusion.

8.7 JJ has been released from class one afternoon per week to assist LR with the extra workload that has come about from taking on both roles. LR confirms that the middle Leaders have stepped up and all staff have been supportive and LR feels more confident in the role this time.

8.8 All appraisals have now been completed and signed off. Clare has fed back to the Leadership Team regarding any TA training that is needed following the appraisals.

8.9 Staff Training – the biggest impact in regards to this is the impact from Peter Campbell's visits. They have been very inspirational and have had a big effect on teachers. There are four more days booked in with Peter to work on planning. There has also been lots of external training completed.

8.10 Safeguarding – JD asks if this is now up to scratch. LR responds that Clare is very experienced in this role but they are aware that there are improvements that need to be made but the main training has been completed. ES and Clare have met to discuss the subject and it will rapidly be graded differently once the evidence has been collated. Clare will report to Governors at the next FGM. ES feels that it is being tackled and is confident we will get there.

8.11 External Visits – Jez Wong has been coming into school to support Steve McCulley. Now this role has evolved in LR and Jez working together on a new School Development Plan. Teachers are going to be visiting his school to work with their year group teachers and the support from Jez has now changed to helping the school and not just the Headteacher.

Overview of SEF Headings

Effectiveness of Leadership/Management

8.12 LR clarifies that Governors have held Leadership to account but it is felt that it was more down to the Headteacher and LR feels that we now need to move on to the Leadership Team. LC feels that this is a huge step forward now that the Leadership Team are reporting back to Governors via the Head's Report which has not happened for a long time.

8.13 LR invites Governors to attend the next Pupil Progress meeting and will email Governors to confirm the date and what the meetings involve.

8.14 TA meetings are being held each week and TA's appreciate the chance to communicate their views.

Teaching, Learning and Assessment

8.15 The quality of teaching is upsetting. The teachers have worked very hard since we were in 'Requires Improvement' and this has recently slipped but we are aware why and improvements have been made already so it is hopeful it will not continue.

8.16 There are not as many concerns with 'RI' teachers as there was previously and it is not felt we need to go down the action plan route at the moment. It is mainly down to planning rather than the teachers themselves. The last INSET Day focussed on planning and proved to be interesting and improvements have already been seen. LC asks what staff's attitudes are now. JJ responds that they are generally fine and they know something needs to change so everyone is working together. LR states that our KS1 leader has lots of potential and is working hard to improve achievements.

8.17 Maths – Matt Stenning and Hannah Wise are the Maths Subjects Leaders for KS1 and KS2. They are both very passionate and know what work is needed and are focussing hard on supporting teachers. JJ states that she can see improvements

already since September. ES asks if there are any plans to work with Year 2 parents regarding statutory times tables. LR confirms that MS will be holding a meeting with parents once more information is in place.

8.18 Yr. 5/6 Literacy – Tamsie Flood Murphy is focussing on boys writing and looking at different ways to impact this area. She has organised different initiatives, such as getting the boys to help create an outdoor reading area in the memorial garden and then write about their experience.

8.19 Outcomes of pupils – LR gives Governors an overview of each year group and what the expectations for them are and how the judgements given were made. LR states that they have been looking at EYFS and feel that their higher percentage could be down to the fact that they have had the same teachers in the year group for many years. LR is now looking into the possibility of doing this for other year groups and not changing teachers too regularly or at the same time.

8.20 RE – the SIAMS toolkit is in the process of being reviewed and updated. The next steps will be for September but they will be piloted at Easter to get them embedded. LC asks if the content comes ready planned. JJ responds that lots of resources are already there but we will need to put it all together.

8.21 Monitoring – LR has delegated this to ensure that monitoring remains a high priority.

## **9. Main Business**

### **Anita's Visit Report - 11<sup>th</sup> October 2017**

9.1 This report was conducted prior to the change in Leadership. A lot has changed but some of the report is still relevant. LR feels that it was a useful meeting and they also completed learning walks and book scrutiny.

9.2 LC feels that we have already moved a long way especially when comparing this report with the latest one from Jez and feels that there is little need to discuss it in detail LR responds that if Governors feel secure that she is on top of the situation then she is happy to continue the meeting and close this matter. It is unanimously agreed.

9.3 LC states that she would like to acknowledge that in the two weeks since the departure of SM, LR has as Acting Headteacher stepped in and improvements in the short amount of time can be seen and LC gives thanks to LR for her hard work.

## **10. Headlines/Full Governor actions from Sub Committees**

### **10.1 Finance & Premises**

10.1 This was discussed earlier in the meeting

### **10.2 Staffing & Curriculum**

10.2.1 The majority of the subjects discussed were mentioned during the Finance Report earlier in the evening.

10.2.2 The situation with Year 3 and additional support needed was discussed and agreed.

10.2.3 The Deputy Headteacher Maternity Leave Cover Vacancy has now been advertised and interviews are taking place on Monday 11<sup>th</sup> December.

10.2.4 It was confirmed that JJ will be able to be released one afternoon per week to assist LR.

10.2.5 Year Group Planning was discussed and the main focus is to get back on track with the Curriculum.

### **10.3 Spirituality Committee**

10.3.1 The first meeting for the newly formed committee took place in November. The Terms of Reference was discussed and agreed.

10.3.2 Collective Worship was discussed and the themes for next term agreed. It was noted by JJ that the themes for the current term had been successful.

10.3.3 The RE Syllabus and SIAMS toolkit were also discussed and it was agreed to look

<p>through one section at each meeting.</p> <p>10.3.4 An extra Eucharist has been added for KS2 but this will be taking place in school.</p> <p>10.3.5 The year of the prayer begins on the 3<sup>rd</sup> December and the main focus week coincides with SATs week. It was decided to have a prayer space on the field for children during this time,</p>	
<p><b>11. Policies to be reviewed/approved</b></p> <p><b>11.1 Delegation of Financial Powers</b></p> <p>This was discussed and approved earlier in the meeting</p>	
<p><b>12. Information and Routine Matters</b></p> <p><b>12.1 Racial Incidents</b></p> <p>None</p> <p><b>12.2 Complaints</b></p> <p>None</p> <p><b>12.3 Safeguarding</b></p> <p>Nothing to report. One child still remains on a plan.</p> <p><b>12.4 Academy Status</b></p> <p>Nothing to report</p>	
<p><b>13. Chairman's Actions</b></p> <p>13.1 To complete the recruitment process</p>	
<p><b>14. Any Other Business</b></p> <p>JD confirms she has completed Finance Training</p> <p>ES confirms she has recently completed Safeguarding Training</p>	
<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>Thursday 1<sup>st</sup> February 2018</li> </ul>	

Chairman's Signature Louise Clark