



MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD ON 5 DECEMBER AT 18.30

Present

Maureen Gribben (Chair) MG
Rev Christina Bennett CB
Jane Brown JB
Louise Clark LC
Rev Paul Doick (Vice-Chair) PD
Jill Dyson JD
Julie Jewell JJ
Simon Neale SN
Emma Smith ES
Michael Lacey ML
Debbie Stoneley DS
Denise Maurice (Headteacher) DM

In Attendance

Joanna Brown (Clerk) JBr

1.0 Welcome and Apologies

- 1.1 PD welcomed all present and said a prayer.
- 1.2 Apologies for absence were received from Dave Carter.

2.0 Election of Chair

- 2.1 The governors unanimously approved the appointment of MG as Chair of the Governing Body. MG then took the chair.

3.0 New Governors

- 3.1 MG welcomed ML, who had been elected as a new parent governor.
- 3.2 MG welcomed DS, who had been nominated as a co-opted governor. The governors unanimously approved the appointment of DS as a co-opted governor.
- 3.3 MG undertook to find "buddies" to support ML and DS as new governors.

Action: MG to find buddies to support ML and DS

4.0 Declaration of Interests

- 4.1 All governors completed Register of Business Interests forms.
- 4.2 There were no declarations of interest pertaining to matters on the agenda.

5.0 Minutes of the Previous Meeting

- 5.1 The minutes of the meeting held on 4 October 2018 were approved as a correct record and signed by the Chair.

6.0 Matters Arising

- 6.1 Headteachers Report: DM would include in future reports a breakdown of authorised and unauthorised pupil absences, and also figures for staff absences. She confirmed that she now felt more supported in her role.
- 6.2 The governors recorded thanks to Jodie Hitchcock for her work on their behalf, and welcomed JBr as the new Clerk.

7.0 Headteacher's Report

- 7.1 The Headteacher's Report had been previously circulated, and DM invited questions and comments on it.
- 7.2 She drew attention to the appointment of a temporary TA, who was known to her and had relevant experience. *Governors asked whether it was appropriate to make this appointment without advertising the post?* DM responded that open recruitment was not necessary for a temporary post, and the appointment had been agreed with PD in light of previous problems. In the interests of transparency she had discussed the matter with the TAs during their briefing.
- 7.3 Another TA had been appointed to work 1-1 with a looked after child, who was progressing well. The child was from Hampshire, and JD was hoping to obtain more funding for him as his full pupil premium funding had been used.
- 7.4 *Governors asked how expectations of parents were reflected in the school's priorities?* DM confirmed that parental engagement was a key priority. There was a need for the school's expectations to be reinforced at home.
- 7.5 Governors expressed concern about the inadequacy of technology provision in school. This had been discussed in detail at the Resources Committee. DM had since met with a representative from "Solutions", which provided schools with ipads on a rental or purchase basis. The company provided ongoing support to improve outcomes in teaching and learning, as well as technical support. It was noted that it would be necessary to obtain two other quotations, and that the final proposed contract would have to be approved by the Governing Body. To avoid delay, it was agreed that DM should circulate her proposal for approval by email. In the interim, the Governors approved a recommendation from the Resources Committee to purchase cameras for use by teachers for a value of up to £1k.

Action: DM to circulate a proposal for technology provision by email for approval.

DM to arrange the purchase of cameras up to the value of £1k.

7.6 Governors asked how lesson observations could be linked to pupil outcomes?

DM said that lesson observations were just one part of the picture. She felt that there was still some confusion amongst teachers between lesson objectives and success criteria. She had tried to book places on training given by Shirley Clark, an expert in this area, but the course was full. She had, however, purchased Shirley Clark's books for staff and these would be discussed in staff meetings. A Specialist Leader in Education was also coming in to support the school one day per fortnight.

7.7 Governors asked how they could support DM's vision to "unlock the potential in everyone"?

DM responded that Governors should ensure that staff were given the resources and opportunities to build their knowledge and skills. The Bible reference "I can do all things through Christ because He gives me strength" (Philippians 4:13) reflected the school ethos and values. A working group had been set up to consider how the vision could be displayed in the foyer.

7.8 MG undertook to organise a collection and card for Jez Wong, whose support for the school through a difficult period of change had been invaluable. He was keen to maintain links between St Peter's and his own school, Broadwater.

8.0 Reports from Committees

8.1 Staffing Committee 7 November 2018

ES presented her report. The various actions had since been carried out. In light of the Governing Body's decision to purchase cameras, the Mobile Phone policy could now be signed without amendments.

Action: ES to sign the Mobile Phone policy

8.2 The Staffing Committee terms of reference were approved.

8.3 Curriculum and Ethos Committee 13 November 2018

JD thanked JJ for writing the minutes of the meeting, which would be posted on the portal shortly. She drew attention to the following aspects:

- The supported data review had been very positive.
- The writing project was underway.
- 1-1 reviews had been carried out for all staff.
- A performance review meeting had taken place with DM, and objectives had been discussed. DM would forward the objectives to JD.

Action: DM to forward her objectives to JD

8.4 JD had produced draft terms of reference. LC would draft some wording relating to "ethos", and the terms of reference would be brought to the next FGB meeting for approval.

Action: JD to propose terms of reference for the Curriculum and Staffing Committee at the next meeting

8.5 MG thanked JD for organising a social event for the staff, which would take place on 13 December.

8.6 Resources and Communications Committee 19 November 2018

PD presented his report. It appeared that there had been no previous terms of reference for the committee. He had requested a copy of the Broadwater terms of reference to provide a template.

8.7 PD drew attention to the following points in his report:

- The school would receive £8k for SIF3 funding, not £85k as stated.
- The policies had been amended and signed, with the exception of the Health and Safety policy pending Cheryl Marrs (CM) making some enquiries.
- A funding bid had been made to the Diocese. He and DM would meet the Director of Education on 14 December and raise the lack of transparency in the bidding process.
- The committee wished a Governor to take responsibility for monitoring the website. DM confirmed that it had been recently checked for compliance.
- The committee felt that a separate Communications Committee should be established.
- PD, DM and CM had prepared and submitted a three -year budget, as required by West Sussex. CM had managed to produce a balanced budget for the first year, but it would then go into deficit, in common with most schools.

9.0 Committee Membership

9.1 Governors approved the recommendation to establish a Communications Committee. The members would be MG, CB, SN and LC. MG would propose meeting dates and the Chair would be elected at the meeting.

Action: MG to propose meeting dates for the Communications Committee

9.2 It was agreed that DS should join the Staffing Committee and ML should join the Resources Committee.

10.0 Policies

10.1 Governors requested that a cover sheet should be provided for FGB meetings highlighting the proposed changes to policies under review. DM would devise a cover sheet with JJ and Jodie Hitchcock.

Action: DM and JJ to devise a cover sheet for policy amendments

10.2 *Governors asked whether the County provided model policies?* It was confirmed that such policies were sent to the Clerk for circulation. All Governors had a responsibility to ensure that these were picked up to ensure that policies were compliant. JBr confirmed that a policy list with review dates was maintained by the office. DM undertook to review the list with JJ and post this on the portal.

Action: DM and JJ to review the policy list and post it on the portal

10.3 As delays in reviewing policies could occur, it was agreed that all policies should state that they remained in force until a new policy was agreed. This wording would be added as and when policies were amended.

10.4 Clare Watkins (Inclusion Manager) was checking the proposed amendments to the Safeguarding and Child Protection policy. Following this, it was agreed that MG should sign the policy.

Action: MG to sign the Safeguarding and Child Protection policy once amended

10.5 It was agreed to delay approval of the Recording and School Confidentiality policies pending various amendments.

11.0 Governor Reports

11.1 There were no reports. It was noted, however, that each West Sussex briefing for governors should be attended at minimum by JBr or a Governor.

Action: JBr to circulate details of West Sussex briefings when received and ensure attendance

12.0 Governor Training

12.1 MG had booked to attend three days of training on taking the Chair.

12.2 MG encouraged all Governors to attend West Sussex training courses, which could be booked direct. The County could also provide an evening training session for the FGB, which she would try to arrange. She asked Governors to email their suggestions for which topics would be most useful by the end of term. DM suggested that effective monitoring would be a valuable topic.

Action: MG to arrange an evening training session. Governors to suggest topics by the end of term

13.0 Effectiveness of the Meeting

13.1 Governors felt that they had demonstrated effectiveness through, inter alia, challenging themselves on policies, ratifying the Staffing Committee terms of reference and creating a Communications Committee. It was important for Governors to read the papers in advance so they could ask pertinent questions.

13.2 It was agreed that more Governors should participate in School Improvement Partner visits. DM would circulate the forthcoming dates.

Action: DM to circulate the dates for School Improvement Partner visits for Governor participation

13.3 DM said she would like more discussion of the school's priorities and vision at FGB meetings. Monitoring should be informed by the School Development Plan (SDP). The SDP was being finalised and the inset day on 15 February would focus on school improvement. Governors were invited to attend the inset day. The SDP would finally be presented to the next FGB meeting for approval.

14.0 Any Other Business

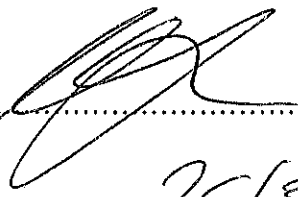
15.1 JB had attended the nativity play, which was excellent.

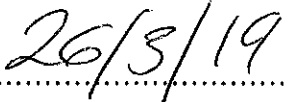
15.2 PD encouraged Governors to view the display of Advent art in the church. Some very moving prayers had been written by the children.

15.3 JD confirmed that she intended to complete her full four-year term of office.

15.4 DM said that the national pay uplift had been confirmed and the funding had just come through. Pay scale advances had been finalised.

There being no other business, the meeting ended at 20.45

Signed..........(Chair)

Date..........