

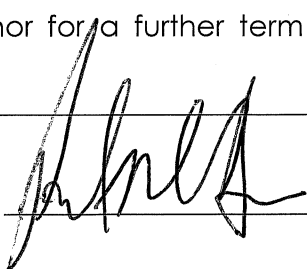
**FULL GOVERNORS' MEETING
HELD ON THURSDAY 26TH SEPTEMBER 2013 AT 6.30PM**

Members Present

John Bailey, Rev Christina Bennett, Rod Brown, Louise Clark, Alan Corbett, Paul Drew, Nellie Grimes, Michelle Hills, Mark Minchell, Rev Peter O'Connell, Nick Phillips, Hannah Robins, Matt Stenning and Dan Valovin

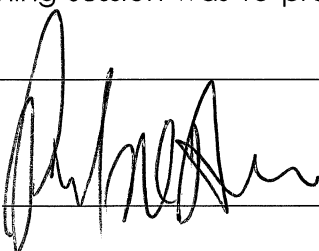
	<u>Action</u>
<p>1. Apologies for Absence Jane Brown</p>	
<p>2. Introduction of new Governors John Bailey (Foundation), Mark Minchell (Parent) and Rev Peter O'Connell (Ex Officio) were welcomed as new members of the Governing Body.</p>	
<p>3. Elections</p> <p>3.1 Chair and Vice Chair Eligible members were invited to nominate themselves for election as Chair to the Governing Body. No new nominations were received, and Paul said he was willing to stand as Chair for a further term of one year. Governors were asked to vote, this was proposed by Rev Christina and seconded by Dan.</p> <p>Eligible members were invited to nominate themselves for election as Vice Chair to the Governing Body. Rod said he was willing to stand as Vice Chair. Governors were asked to vote, this was proposed by Alan and seconded by Nellie.</p> <p>3.2 Chair of Finance Dan agreed to stand as Chair of Finance for a further term of one year.</p> <p>3.3 Chair of Premises Alan agreed to stand as Chair of Premises for a further term of one year. This was proposed by Bridget and seconded by Rev Peter.</p> <p>3.4 Chair of Staffing & Curriculum Eligible members were invited to nominate themselves for election as Chair of Staffing & Curriculum. Rod said he was willing to stand and this was proposed by Louise and seconded by Dan.</p> <p>3.5 Chair of Admissions Governors agreed that Rev Peter would stand as Chair of Admissions as an ex officio Governor.</p> <p>3.6 Link Governor Hannah agreed to stand as Link Governor for a further term of one year. This was proposed by Alan and seconded by Dan.</p>	

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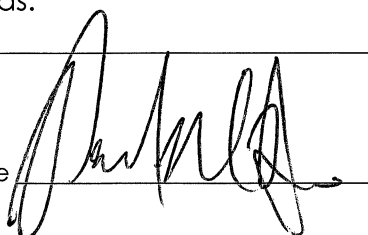
<p>4. Declaration of Interests</p> <p>Paul explained to new Governors that declaration must be made to the Governing Body if a member has a commercial interest or ulterior motive in the school.</p> <ul style="list-style-type: none"> Rod declared a business interest in the Planning Department, Horsham District Council and Alan in Tasker Construction. 	
<p>5. Minutes of meeting of 4th July 2013</p> <ul style="list-style-type: none"> Minutes of meeting were agreed as a correct record and were proposed by Louise and seconded by Matt. 	
<p>6. Matters Arising</p> <ul style="list-style-type: none"> Dan and Hannah have met with Dick (ex Treasurer) regarding handing over the role to Hannah. Plans are in place to investigate the trust fund and how it works. It is known that interest from the trust is used to pay for the 10% capital funding. Dan and Hannah to report back to Governors. <p>Item 4 – 9.1 Finance</p> <ul style="list-style-type: none"> 42 tablets have been purchased and the PTA are committed to purchasing a further 12. It is planned to have 6 per year group with 12 in Years 5 & 6. Paul asked what would be the optimum amount of learn pads? Nick said we would like to have 12 per year group. Dan asked if governors could have the opportunity to look at the learn pads on the open morning. <p>Item 5 Quality of Leadership and Management</p> <ul style="list-style-type: none"> See confidential minutes <p>Item 7 – 1 Headteacher's Report</p> <ul style="list-style-type: none"> Final results for L4 – 88% and L5 – 29% <p>Item 9.3 Premises</p> <ul style="list-style-type: none"> The outstanding defects from the 2010 build have now been completed over the summer holidays. 	<p>Dan Hannah</p>
<p>7. Urgent Matters</p> <ul style="list-style-type: none"> None 	
<p>8. Chair's Report</p> <p>Paul and Nick had attended the CNoS meeting where discussion took place on the difficult challenges Jolesfield is facing.</p> <p>We are expecting Ofsted this academic year and Governance will be a key area of focus. We need to have a strategy moving forward challenging the leadership team and it is key we ensure that every child meets the required level of progress.</p> <p>Dan said a key point from the Ofsted training session was to provide evidence of how we challenge.</p>	

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<p>It was agreed the GVO will demonstrate this.</p> <p>Paul said the word that keeps appearing is 'challenge'. He also asked with regard to Jolesfield whether Ofsted have now raised the goal posts? Nick said that the previous Ofsted inspection at Jolesfield had been a very different experience. Paul suggested that governors look at their report.</p> <p>Peter asked whether there are any particular areas that Ofsted will focus on? Nick said that standards (progress and attainment) would be key. He suggested that a group of governors meet to look at data.</p> <p>It was proposed that a standards and quality sub committee is set up to look deeper into data. Feed back to full governors as an agenda item and also through the GVO for discussion.</p> <p>Governors were asked to nominate themselves to be members of the sub committee and Rod, Peter, Alan, Nellie, Matt and Paul were elected. Rod agreed to draft the terms of reference which would be shared on the GVO for governors' attention.</p> <p>As soon as data is available Nick and Laura Mariner will meet with the sub committee.</p> <p>It was also agreed that all sub committee minutes should be included in the meeting pack on the GVO prior to full governors meetings.</p> <p>The CNOS meeting also highlighted Parent View on the Ofsted website and the emphasis Ofsted pay in this area. Dan asked whether we should inform parents of it? Nick said that the questionnaire circulated to parents in July had been taken from the website. Paul asked whether we should be looking closely at Parent View. Nick said at present we have had 2 responses but we would need to get 12 before we receive notification of responses.</p> <p>With regard to question 6 and homework, John questioned whether we should be looking at why parents disagree with the level of homework. Nick said that Ofsted are used to this question and the level of responses. It was agreed that Parent View would be launched with parents and a link would be put on the school website as well as results in a newsletter.</p> <ul style="list-style-type: none"> Nominations were received for the Governors Award and awards were given out at the end of the Summer Term. 	<p>Rod</p> <p>Nick</p>
<p>9. Main Business</p> <p>9.1 School Structure</p> <p>Nick presented to Governors the current staffing structure.</p> <ul style="list-style-type: none"> Governors attention was bought to the increase in the NOR to 387 compared to 366 four years ago which indicates that we are moving in the right direction. Alan asked who manages Chartwells staff? Nick said they have their own supervisor who liaises with Cheryl. Paul asked whether we receive many complaints from parents regarding the standard of food? Nick said common complaints are the amount of food served and the choices available. Paul asked whether this was fed back to Chartwells. Nick said that it was. 	

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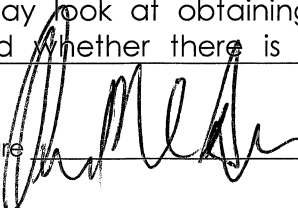


- From January a new structure will be in place. It is planned to have four team leaders with senior staff having more responsibilities.
- Dan asked whether the positions would be advertised internally? Nick said that as it will be mid year they will be advertised temporarily for two terms. In the Summer Term they will be advertised as permanent positions. All staff will be given the opportunity to apply without discriminating against teachers in other year groups. However, they would be expected to teach in the year group they apply for. Paul said that the outcome from exit interviews had showed staff had felt that there were limited opportunities to progress in school. This new structure will allow progression for staff.
- From November the office will be restructured with a School Business Manager and Office Manager.
- General organisation - A designated teacher is available for 1-1 teaching and group teaching for 2 ½ days per week for pupil premium children. We have 2 counsellors who work in school on a Thursday who are paid through the locality. 4 peripatetic music teachers also work in school across the week and they are employed by WSCC.
- Pupil premium additional funding is allocated according to the criteria set by the government. Focus areas are – looked after children, parents in the forces, fostered children and those receiving free school meals. £900 pupil premium money is allocated per pupil.
- The issue we are facing is that not all children within these groups have learning difficulties or are gifted and talented, but they still are entitled to receive additional support. Evidence of tracking and progress amongst these pupils is required.
- Nick said there is a budget of £20,000. However if pupils moving on to secondary school do not achieve a level in SATS there could be a deficit in the budget.
- Areas we are proud of :
 - Number of after school clubs
 - Team ethic – staff work well together
 - Sporting events
 - Always strive to be better
- Areas we could do better :
 - Communicating successes and developments (website will help to achieve that)
 - Paul asked what curriculum areas need support?

Nick said that with maths areas for more able and average plus we have had disappointing levels. The leadership team have acknowledged this as an area of focus.

Phonics testing – results better this year than last.

Science – for the first year we are 68% at L4 as the Science Leader used a different assessment. Paul asked whether we should get an external moderator. Nick said he may look at obtaining a moderator for lesson observations. Hannah asked whether there is a governor allocated to



Science.
Presentation will be uploaded on to the GVO.

10.2 Overview of SDP

The 2012/13 progress report has been updated termly to see how we fair in terms of the four areas and where we are heading.

New national curriculum to be monitored. Paul asked whether it is statutory that we have one? Nick said that it is not, but it is essential.

Full School Development Plan to be circulated by half term.

10.3 Review of Ofsted training and implications

It was agreed that the training had been useful to help start the process of preparing for next summer's impending inspection.

10. Headteacher's Report

General Information/Updates

(i) Pupils

Numbers are looking healthy. With 41 leaving Year 6 next summer and the intake for Reception 2014 expected numbers around 55, this will make a significant improvement to our budget.

Year 5 cohort is full with 60 children. We have been approached by a parent who has applied for their child to join the year group. Nick said that this is a challenging cohort and by taking a further pupil we would breaking our PAN. The family do not currently live in the catchment area. Governors discussed the matter and were in agreement that a decision could not be taken until it has been confirmed that the family are residing in the village. Governors would then review the situation.

(ii) Staffing

See confidential minutes.

3. The Achievement of Pupils

Comparative data not available yet. This will be shared at the second meeting of the term. Average point score for KS1 16.5. Average points score for KS2 28.3.

8.30pm – Michelle left the meeting.

11. Reports from Sub Committees

11.1 Finance

- We have budgeted for a shortfall of £5500 which will be taken out of the accumulating fund. Finances generally in good order.
- Hannah has been appointed Treasurer.
- Improved control on governor and school spending.

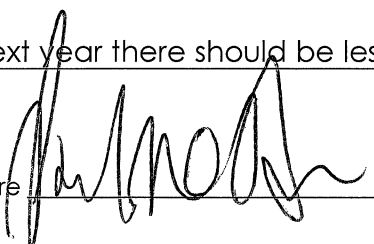
11.2 Staffing & Curriculum

Not met yet this term.

11.3 Premises

- Summer improvements went well. Next year there should be less work carried out as

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<p>we are now getting on top of maintenance/improvements.</p> <ul style="list-style-type: none"> LCVAP application has been made. This is a grant applied for through the Diocese for building projects. 	
<p>12. Link Governors' Report</p> <ul style="list-style-type: none"> Hannah and Bridget still to meet. Training report to be uploaded on to GVO. 	
<p>13. Safeguarding</p> <p>Nick to attend child protection update course. All new members of staff to be trained.</p>	
<p>14. Nursery Update</p> <p>As a school we can't take out a loan but we can apply for a finance lease. We now have quotes for the modular build, these will be fed back to the business plan which will then be presented to Full Governors. Dan circulated a layout of the build. Target of September 2014 if Governors approve.</p>	
<p>15. Policies to be reviewed/approved</p> <ul style="list-style-type: none"> Policies to be approved at Staffing & Curriculum. 	
<p>16. Information and Routine Matters</p> <p>13.1 Racial Incidents None</p> <p>13.2 Complaints None</p>	
<p>17. Chairman's actions</p> <p>None</p>	
<p>18. Date of next meeting</p> <p>Thursday 28th November Thursday 6th February</p>	

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