

**FULL GOVERNORS' MEETING  
HELD ON THURSDAY 2<sup>nd</sup> October AT 6.30PM**

**Members Present**

John Bailey, Rev Christina Bennett, Louise Clark, Alan Corbett, Paul Drew, Nellie Grimes, Jane Brown, Michelle Hills, Bridget Meinecke, Mark Minchell, Nick Phillips, Matt Stenning, Rod Brown, Rev Paul Doick and Dan Valovin

	<u><b>Action</b></u>
<b>1. Apologies</b> Hannah Robins, Nellie Grimes stated she will be late	
<b>2. Declaration of Interest</b> Alan declared an interest in Tasker Construction.	
<b>3. Elections</b> <b>3.1 Chair and Vice Chair(s)</b> 1. Paul stepped down as Chair of Governors. Rod put his name forward. Bridget asked if Nellie would be interested in being chair, Paul responded that she had not indicated this to him. 2. Rod left the room. Unanimous decision to elect Rod as the new Chair of Governors. 3. Paul Drew and Dan Valovin put their names forward for the position of Vice Chair. Rod proposed Paul and Louise proposed Dan. Seconded by John. <b>3.2 Chair of Finance</b> Chair of Finance agreed as Dan. Proposed by Paul Drew and seconded by Rev. Paul Doick. <b>3.3 Chair of Premises</b> Chair of Premises agreed as Alan. Proposed by Bridget and seconded by Mark. <b>3.4 Chair of Staffing &amp; Curriculum</b> Chair of Staffing & Curriculum agreed as Paul Drew. Proposed by Dan and seconded by Christina. (6.45pm Nellie Grimes arrives) <b>3.5 Chair of Pupil Progress &amp; Attainment</b> Chair of Pupil Progress & Attainment agreed as Nellie. Proposed by Paul Drew and seconded by Rod. <b>3.6 Chair of Admissions</b> Chair of Admissions agreed as Rev. Paul Doick, Proposed by Christina and seconded by Paul Drew. <b>3.7 Link Governor</b> Position of Link Governor: no names were put forward at this time. <b>3.8 Special Needs Governor</b> Special Needs Governor deferred. Vote in principal that if Michelle is re-elected she will take on the role of Special Needs Governor. If she is not, then Louise will take on the role.	

#### 4. Declarations of Interests

Alan Corbett declared an interest in Tasker Construction.

(Rod took over the Chair)

#### 5. Minutes from the last meeting held 3<sup>rd</sup> July 2014

1. Rod thanked Paul for being the Chair of Governors for the past 3 years. He stated that he felt Paul had brought skills and colour to the role and was pleased he was staying on as Vice Chair.

2. Pg7 6.6 Title should state the 16<sup>th</sup>

3. Pg8 item 2 Dan wanted to make clear that the Nursery project was put aside because of the arrival of Ofsted and that became the main focus at this time.

4. Pg8 item 4 and 7 should state 'Busy Bees' not Bess.

With the amendments made the minutes from the last meeting held on 3<sup>rd</sup> July 2014 are proposed by Paul Drew and seconded by Alan Corbett.

#### 6. Matters arising (not covered by agenda items)

1. Pg1 Governor Award – this was awarded to Gabriella Holloway because she suffers severely with eczema and has had to go into hospital many times because of it. She is coming through it now and has shown herself to be a very brave young girl during what must be a difficult and painful time.

2. Pg. 1 5.9.3.11 We were led to believe Chartwells were going to appoint two new members of staff to serve at lunchtimes due to the Universal Free School Meals, but they only appointed one new person. When the Reception children started having hot meals it was chaotic. Children were getting back into class late due to time over running. We have complained to Chartwells and they have agreed to provide a second server. At the moment we are using a Mid-Day Meals Supervisor of our own to serve the lunches which is helping but could be improved. It is proving to be quite a stressful time at lunchtimes.

3. Rod asked if it was because of the increase in numbers, to which Nick replied yes as 85% of Years R, 1 & 2 are having hot meals.

4. Chartwells are currently ordering enough food to cover 100% of children having hot meals but this will be adjusted accordingly in time.

5. Due to the Universal FSM siblings in KS2 are also having hot meals and numbers here have increased.

6. The young eaters are coping very well and are good eaters so it has been successful.

7. The good will of the staff is the reason it is going as well as it is. Staff volunteering is making it run better. It will settle down but will never be easy as the amount of time allowed and hall space will always be an issue.

8. In December when the Nativity is on it will be an added issue because of the stage being erected but this is being discussed.

9. Increasing the number of mid-day meals supervisors in the future will help the situation.

10. Rod is to write to Chartwells on behalf of the school and Governors to state that the situation is unacceptable and address the issues raised tonight.

11. The layout of the tables has been changed so is better and staff are helping the younger ones to cut their food.

12. The dinner hall at time is having to be put on silence as it is proving to be too noisy to hear what children want to choose at the serving points and the younger ones are getting upset from the loud noise.

13. John asked if perhaps Chartwells could serve up the food pre-cut to assist the younger children so that they are eating enough.

14. Nick replied that the plates are checked before the children leave the tables to make sure they are eating enough.

<p>15. Rod asked when the contract with Chartwells was up to which Nick replies 2 years.</p> <p>16. Nick suggested it may be helpful for discussion purposes if some of the Governors were to come in and see for themselves what happens in the hall at lunchtime.</p> <p>17. It is agreed that this issue will be followed up at the next FGM</p>	
<p><b>7. Urgent Matters</b> None to report</p>	
<p><b>8. Chair's Report</b></p> <p><b>8.1 Feedback from meeting with HMI</b></p> <p>1. We returned to school on the 3<sup>rd</sup> September which along with the 4<sup>th</sup> September was INSET days so the school was back fully on the Friday 5<sup>th</sup> September.</p> <p>2. At 11am on the Monday 7<sup>th</sup> September we received a call from Louise Adams, HMI to say she would be coming in at the end of the week.</p> <p>3. Mrs Adams asked for the Action Plan which we emailed to her.</p> <p>4. Mrs Adams met with staff and Governors first thing on the Friday morning and spent some time in class.</p> <p>5. She was not satisfied with the progress that had been made since the section 5 inspection and would be returning after Christmas.</p> <p>6. Nick had thought it would be a supportive visit but it was a full section 8 inspection which was more gruelling than the section 5 inspection we had in June.</p> <p>7. Mrs Adams had asked us to send her a revised sample of the action plan on the 30<sup>th</sup> September. This was approved by the Local Authority so we are hoping that HMI are happy with it as well.</p> <p>8. By half term the completed Action Plan will be forwarded to them.</p> <p>9. Nick has arranged to work on the Action Plan with the leadership team on Monday afternoons.</p> <p>10. Nick and Laura worked on the Action Plan during the summer but it has since been revised.</p> <p>11. Since the summer the Leadership team have come back refreshed with new ideas. More people are now involved, and working on it.</p> <p>12. It was not concise enough but it will be.</p> <p>13. Anita Bullock sent through four different action plans for us to look at and we have used those to help us complete our own.</p> <p>14. The type of action plan we had a year ago would have been fine but the goal posts have since been changed and it feels like it is a constant moving target.</p> <p>15. Rod Paul and Dan all attending the meeting with Mrs Adams</p> <p>16. Dan stated that it felt like we were being backed into a corner and they were trying to make us trip up somewhere.</p> <p>17. Mrs Adams didn't look at the 2014 SAT's results and expected an enormous amount of change after the first week back. We felt like she hit us hard and came away feeling battered and bruised.</p> <p>18. We are clearly not making the required progress. Leadership spent INSET days getting staff buoyed up and it was going to take the wind out of their sails.</p> <p>19. Dan feels like they want to see a more analytical approach.</p> <p>20. She saw the first draft of the Action Plan and our expectation of her visit was that it would be a supportive one with advice being offered but this was not the case.</p> <p>21. Dan thought she would review the Action Plan and sign it off but there was a different agenda and we would have gone in differently if we had known.</p> <p>22. Rod felt that if she had come in six weeks later it would have been different, we found out the flaws early on and it has now set us on the right path.</p> <p>23. After Mrs Adams visit, it was difficult to be optimistic and we knew it wasn't perfect. No model was given to us it was a bit like the old SEF, where we do it our way but then they say it should be different. It is wondered why there is not a</p>	

proforma to help.

24. The staff have been left feeling deflated after two positive INSET days. It was felt that HMII visited too early in the term.

25. Dan feels that we should partition that day, take the positives from it and move forward. We now know what to expect when Mrs Adams next visits.

26. Rod thinks it will help us focus on how we improve and as Governors we need to make time in the meetings to discuss it.

27. Nellie felt that as Governors we should feel proud, we are a good successful school and have happy children. It is not just about marking a book correctly.

28. Dan stated that Mrs Adams had tried to get them to say that they had no confidence in Nick and the leadership team, and re-iterated that they did.

29. Rod thinks we need to focus on what they are looking for in outcomes, and we do not want to lose the ethos of what the school is about.

## **8.2 Feedback from meeting with Local Authority re Ofsted**

1. A meeting was held with a representative from the Local Authority, and original Action Plan was approved.

2. Another meeting was held with Catherine Davis to go over the areas of concern and how the LA could support us. It was a positive meeting and we were happy with the outcome.

3. Lorraine Warner has been appointed and will visit on a termly basis. Her first meeting will be on the 2<sup>nd</sup> December which will cover the school data review. The spring term meeting will be to discuss the standards of teaching and the summer term will be about discussing the Leadership.

4. Paul Drew stated that it was quite encouraging to be working as part of the Teaching Alliance.

5. Lorraine has already been in to the school and spent the morning walking around. She visited Reception and felt there was very little she could do to support them as she had every confidence in what was being achieved. It was better spent in Year 1.

6. Dan felt that maybe they are looking for more direction from us. Maybe if we were to ask them how we were doing, it would look more proactive.

7. Alan asked if we needed to feed back the latest developments to parents to which Paul replied that a letter had been sent out two weeks previously.

9. We made a commitment to parents to meet by the end of term and we need to keep to this.

10. Rod feels that we are not a weak school but in fact a very strong school.

## **8.3 Feedback from meeting with Wolstonbury Teaching Alliance**

1. Nick and Alan went to Wolstonbury Teaching Alliance and it is in its early days.

2. The whole Alliance look at what values and action plan they want to set up and how it is being progressed and developed at the moment, with milestones being set.

3. An Action Plan will be formed in around a months' time. Some of the things in there will be about supporting each other and using each other's resources.

4. To other schools and draw on their skills and leadership team it would be a great benefit for us and them.

5. It was felt that they were there for us and know the position we are in with regards to Ofsted and will help us.

6. They talked about what values it brings and as it is developed it will be rolled out to help other schools outside the Teaching Alliance.

7. It is funded by a £60k payment this year from the Local Authority, this payment will be reduced to £40k next year and then by the end of year 3 we should be self-generating our own funds.

8. The Governors from Hurstpierpoint School are to arrange a meeting to see how each governing body works, and if our governors are in agreement regarding this then the process will be started to arrange a meeting.

9. Paul Drew felt that Catherine Davis was very complimentary about St Lawrence's governing body and said we could learn from them.
10. Alan stated that Nick was in a good position to be able to talk to other schools but it was harder for the Governors, so perhaps we needed to go out and talk to other governors to get advice on how they work.
11. Alan and Matt attended a course with Governors from Jolesfield and Maidenbower. It became apparent that they had different committees and there are no set rules when it comes to governors and subcommittees.
12. John feels that if we know other schools that have been inspected and know how they challenged them, it may help us to deal with the inspectors and see if inconsistency is creeping in.
13. The next steps are to meet with Southwater Infants and St Lawrence's. Nick is meeting with Southwater on the 14<sup>th</sup> October and St Lawrence's on 7<sup>th</sup> October, and we will have a wish list of how they can support us.
14. Alan feels that we need a resolution of how they can support us and that we need clarity.
15. It was asked if perhaps it would be a good idea to explore clarative working within the Teaching Alliance, with the possibility of attending each other's meetings. To start, the Chairs and Vice Chairs would meet and go to each other's meetings and maybe send different governors each time.
16. It was decided it would be a good idea to clarify the core governors who would be our representatives and that 3 or 4 were needed.
17. Nellie, Rod, Alan and Dan all expressed an interest in this and Matt also did depending on what was going to be discussed.
18. Rod felt that it needed to be wide spread.
19. Paul Doick was also happy to be involved.
20. It was decided that 2 or 3 would go to set the parameters and then we would set up other meetings with the Governors.

#### 8.4 CNos Update

1. Rod explained to the new Governor Paul Doick what the CNoS was about.
2. Paul Drew informed the other members that the Multi Academy Trust were in discussions with the 5 schools in the CnoS as to whether we became a multi academy school. We wrote to them to say that we were not in a position to discuss it this year.
3. They understood our reasons and were very supportive.
4. Rod felt that this was not our primary focus for the upcoming school year.

#### 9. Head teacher's Report

1. Pg. 2 – Miriam Patrick who works 1:1 with children is retiring at the end of this term. She is happy to stay on one day a term if we want her to help with Literacy.
2. There is a TA leaving at the end of this half term due to her hours being cut. We are advertising for a replacement.
3. Laura Mariner has been involved with safeguarding. Nick and Laura are both now trained in child protection so there is someone trained on the premises every day.
4. Pg3–Attainment – End of year figures for Early Years and Year 1 phonics are encouraging.
5. Year 6 figures are also encouraging.
6. Progress of year groups was identified as an issue. Children are making expected progress but not yet good.
7. Year 2–Year 6 100% for reading, 87% for writing and 84% for maths which have not been included. National expectations are 91% reading, 92% maths and 95% writing.
8. The judgement made on teacher's assessments is not as robust as they should have been two years ago. There are very few making good progress as the bar has been raised yet again. Good progress was 3.6 but has now been set at 4 for KS2. We

were close to that last year but now it looks lower.

9. We need to concentrate on progress and have to improve teaching.

10. The focus is now very much on what is happening in the classroom and full monitoring is now unannounced.

11. Paul Drew asked how we go about raising quality. Nick stated that expectations are now clearer. A blue print has been given to teachers as to the expectations for feedback to students.

12. Matt stated that it has generally been taken on board and has been seen as positive. Staff want to be told whether they are doing it right or not.

13. Rod feels that it is a fundamental shift.

14. Matt feels it is a more honest reflection of what is going on now as there is no notice which is a more effective tool. It is not easy for everyone and can cause friction but staff are coming together and talking about what needs to happen. Team leaders are now supporting and not just monitoring. There is a definite change in structure.

15. Michelle stated that the teachers did not respond well in Ofsted as they were not used to being monitored but now they will be.

16. John hoped that the feedback from teachers will be good so we can all work together

(8:00pm Bridget leaves)

17. Nick informed the governors of upcoming events that they are all invited to attend: Harvest festival on the 3<sup>rd</sup> October where there will be tea and cake served to local residents. PTA Quiz on 18<sup>th</sup> October, Poppy laying ceremony on the 7<sup>th</sup> November, and also the nativity and carol service in December.

18. Mark enquired as to how the new teachers are getting on. Nick replied good and that they have settled in well although it is more of a reality check for them. They have been placed well. They are working hard and have made some good relationships with their teams.

19. Matt wondered if perhaps a staff and Governors social would be a good idea.

20. Paul thought that maybe in the New Year as the lead up to Christmas is always a hectic one.

21. Rod felt it would be a good idea and asked if the staff would appreciate it. Matt stated that he thought they would especially the new staff.

22. John suggested that it would be a good idea to go somewhere local so staff would not have to drive too far. Brighton would be the obvious choice as most teachers lived nearer there than locally.

23. Rod stated that he would circulate an email to get ideas and look to do it on a Friday night in early January.

## **10. Main Business**

### **10.1 School Improvement Action Plan – update on progress**

1. Two priorities that were identified by Ofsted are on page one.

2. Page 2 is the summary which includes the current position under those two priorities.

3. Bottom right of this page will be updated regularly.

4. Page 3 is the overall success criteria. It is clear what we are trying to achieve and when milestones need to be achieved by.

5. A timeline will be provided so as to see when they are being achieved.

6. NQT's are not included in this until the end of their first year teaching.

7. Page 4 is priority 2 which is split into sections. We have to make sure we include valuations of impact and the next steps, and Governors have to pay attention to this

section especially.

8. The latest Action Plan has been approved by a senior member of the Local Authority.

9. Rod stated that he gets the sense that the bar has gone up and this shows we can meet that.

10. Paul asked Matt what his view on this was.

11. Matt stated that as a teacher it is very comprehensive and has looked at parts of it. It shows how much support has been put in place. It is also about how Nick and Laura can support their roles and how the action plan is being fulfilled. It has been a lesson for everyone and staff are having to adjust how we perceive data and progress, and how that has to be documented.

12. Team Leaders and Subject Leaders are comfortable with it.

13. Nellie feels like it seems like a lot of work and that staff already have so much to achieve but understands it has to be done.

14. Rod stated that the skill comes from being able to deliver on this.

15. Matt stated that they are now able to prioritise and meet certain criteria and the staff are up to it and up for the fight but that it is not to say it will not be a bumpy ride.

16. Rod hopes that the staff do not think that the Governors are sitting on the side lines. We are there with them and are sharing the pain and the gain will be shared.

17. John stated that it is daunting at first but is a learning curve and gets easier quickly.

18. Nick informed the group that once it gets the approved by Louise Adams then all staff will get a copy of the final Action Plan.

19. John asked if the INSET day will be used to discuss it. Nick stated that it will be discussed at a staff meeting.

20. Matt responded that only certain parts applied to all staff. Staff meetings have been allocated to talk to staff about these parts.

21. Paul asked if pupil progress sets out pay progression for staff. Nick replied that staff have to achieve scores and SDP parts to get a pay rise.

22. Nick also informed the meeting that Laura is now non-teaching 3 days a week which is spent supporting and training subject and team leaders. Nick is scaling down meeting so that he can do more observations.

23. Dan asked if it would help if sub committee meetings were scaled down as well to free up some more of Nick's time, which Nick felt could possibly help.

24. Rod stated that it was a fundamental issue if we merge the subcommittees.

25. John felt that if they were merged it would lower the amount of time to discuss issues.

26. Nick felt that it would be good to have guidance from someone who could look at his diary to see if he could cut back or delegate more to free up time for him to monitor and observe teachers.

27. Nick suggested he may ask the head of St Lawrence to look at the diary and see if changes could be made

28. Rod stated that he would be happy to go through Nick's diary with him and help.

### **11. Headlines/Full Governor Actions from Sub Committees**

1. If time is needed to discuss the Action Plan which is going to be the main focus then it was suggested that with regards to subcommittees they should be directed to the GVO and look at maybe doing a paragraph giving a summary on there, rather than at the FGM, unless it needs to be approved by Full Governors.

2. Key points to be discussed should be kept in Subcommittees and then use this section for the key points to keep on track of time.

#### **11.1 Finance**

Nothing to report

<p><b>11.2 Staffing &amp; Curriculum</b> 1. Pay policy was reviewed in the last meeting. It now links performance to pay, which has been the only change as the criteria we expected to meet by Ofsted has now been included in the policy.</p> <p><b>11.3 Premises</b> 1. Over the summer work was completed. The heating system was changed and new boilers installed. The electrics were also upgraded. 2. The fire alarm is now an issue. It is not to current standards, and although we are no worse off, it will need to be looked at in the future. The budget for work carried out was £140k, but we are at the limit so it needs to be discussed. We should have more smoke detectors than we currently have but we are not breaking any laws and are insured. 3. We had a fire inspection with no issues raised. We have to manage our own risk assessment with the fire system we have. 4. It is a job for next year but at the moment it is fit for purpose.</p>	
<p><b>12. Link Governor's Report</b> Deferred to the next meeting.</p>	
<p><b>13. Safeguarding</b> 1. None to report. 2. Laura now trained and approved.</p>	
<p><b>14. Information and Routine Matters</b> <b>14.1 Racial Incidents</b> None <b>14.2 Complaints</b> None</p>	
<p><b>15. Chairman's Actions</b> 1. Paul wrote to Jane Stephenson and sent a bottle of bubbly and a card on her retirement in July. 2. On behalf of the Governors, Paul wrote to parents and CnoS.</p>	
<p>Next meeting set Thursday 20<sup>th</sup> November at 6.30pm</p>	
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. All governors to get sent copies of all letters sent out by the office so they can be kept up to date with things happening at the school.</li> <li>2. A meeting schedule for the year ahead to be sent out by Rod</li> <li>3. A governors shadowing morning to be set up so Governors can shadow Nick or Laura to see how things are being done.</li> <li>4. Governors open morning to also be set up to look at marking.</li> </ol>	