

**FULL GOVERNORS' MEETING
HELD ON THURSDAY 3rd July AT 6.30PM**

Members Present

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

	<u>Action</u>
1. Apologies None	
2. Declaration of Interest Alan declared an interest in Tasker Construction.	
3. Minutes of Meeting held on 5th June 2014 6.10 It was noted that it should state Manor Way not Mallard way. It is also noted that it should state that Henfield would stand to lose part of the pathway in Church Street. 9.1.8 Dan clarified that compared to last year's budget for ICT we have lowered it this year as this was at a higher level the previous year so has been reduced not forfeited. With the above amendments they were proposed by Dan and seconded by Mark	
4. Matters arising (not covered by agenda items) 1. 6.18 Nick felt that the Governor's award had proven to be valuable for the school and has asked the Governor's to submit a form for this year's nomination if they have one by 23 rd July 2014. 2. 7.2.2 Teaching Alliance – the new year 6 teachers for next year visited another of the schools and they felt they came away with new and valuable ideas to implement next term. 3. 9.2.6 Sex Education has been amended and slightly changed. The content of this will need to be further changed for next year as the changes in the new Science Curriculum mean that it will take place in year 5 not year 4. This year's year 4 have had the amended version so they will not have it next year. 4. This was altered because the science curriculum has been revised. Some content in year 6 has been moved to be shown in year 5 and any contentious material in year 4 has been moved to year 6. 5. 9.3.11 Nick informed the meeting that he has now met with Chartwells, and now has an understanding in terms of how we will administer FSM in September. 6. Additional tables may be needed to accommodate the extra children having hot meals. There will be two extra staff instead of one, so we will have	

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two serving points and a runner bringing food out.

7. It is felt that by doing this there will be no impact on learning time.

8. Paul asked if Nick could foresee any issues which Nick replied that hopefully no as we had already set out the tables to see they all fit and that the new tables we recently purchased meant it was quicker to set out.

9. The serving trays are going to be made bigger so that more can be served in one go and two new steamers were going to be brought in.

10. It was still unclear how many were going to take up the FSM at the moment.

5. Urgent Matters

1. As stated in the press, a day of industrial action would be taking place on the 10th July. St Peter's had 8 employees taking part in the strike, 6 of which were class teachers and 2 were support staff which meant that 6 classes were closed for this day and 8 still open.

2. A letter was sent out to parents on 4th July to inform them of the closures.

3. Paul asked if there was a chance it would be called off, but Nick said it was unlikely.

4. Matt stated that other unions were taking action on the same day to try and make a bigger impact.

6. Main Business:

6.1 Review of Ofsted Report

1. Paul asked the other members that having read the report did they recognise the school from what they were saying.

2. Mark felt that in his opinion they were over critical. He feels that there is an agenda on their part whether it be Governmental or not and that we need to be seen to be doing the right thing.

3. It was felt that it was disappointing for staff and parents.

4. Rod stated that the further you read into the report it acknowledges that the school have started its journey to be a good school.

5. The performance stats for last year could not be ignored, but it was reassuring that it picks up a lot of good things about the school but there is obviously areas of concern.

6. John has a granddaughter starting at the school in 2015 and still feels happy to send a child to St Peters and is not put off by the report. What should matter most to potential families is that the school is doing well.

(18:45 Nellie Grimes arrives)

7. Paul has three children who attend St Peters and is very happy with the school and is disappointed it got requires improvements. He has spoken to other parents who are also very happy with the school but feel the school could do better in some areas.

8. Hannah felt that the report read better than expected and did well in bringing out the positive things. There are lots of good things to read in the report and the section regarding the Governors was very positive.

9. Paul hoped that parents would read the entire report and not just the first page.

10. Paul has received a couple of emails from parents to suggest where they felt improvements could be made.

11. Nellie said she had spoken to one parent who felt the Governors letter

was good and that the report was better than had been expected.

12. Paul felt that some people looking at the "requires improvement" status would think it meant special measures which of course it doesn't.

13. Dan thought that the report was fair. It raised some areas where we needed to be challenged and there is nothing wrong with being a good school that needs improvement. The meeting being held on the 16th July will be a good chance to get the right view across to parents.

14. Dan felt the report read like a journey and acknowledged what we had done and were doing and given us a kick to keep focussed and we need to do our best to communicate this to the parents.

15. Paul stated that as Governors we recognised measures put in place at the start of the year and an action plan was being developed by Nick.

16. Nick noted that if they had come a year earlier and looked at the data, we would not have done as well, but if they had come after this year's stats we could have come out as a good. He wanted to state that we were not hiding behind this as still recognises that improvements are needed.

17. Whatever was thrown in front of them didn't seem to matter as they appeared to have a view when they entered the school and it is thought that maybe there was some sort of political angle behind it.

18. Lots of things that we value at St Peters were not looked at. It was not fair that all teachers were not seen teaching as they did not get to feel like they were a part of the inspection.

19. The lessons that the Inspectors saw were not full lessons and the teacher visited was not graded, just the lesson, which again was unfair on the teachers involved as they did not get to find out how well they had done.

20. It was felt that there was not a sense of consistency between the teams of Inspectors as things criticised at our school were not criticised at other schools.

21. Dan thought that perhaps a lack of training for some Inspectors played a part in this.

22. Two of our Reception class teachers have been to visit two different 'outstanding' schools regarding 'free flow' and the other schools is more 'free flowing' than our own school.

23. (Nick handed an up-to-date data sheet to the other Governors) This shows the latest results and predicted results for this year. Phonics was marked internally but we are not informed of the threshold until all papers have been marked.

24. Key stage one Level 2+ scores do not differ much over 1%.

Reading - We are at 86% and the national average is 89% so we are slightly down.

Writing - We are at 84% and the national average is 85% so again a little lower.

Maths - We are at 95% and the national average is 91% so very pleased with results.

25. Level 2B+

Reading - We are 73% and the national average is 79%

Writing - We are 68% and the national average is 67% and last year we were 53% so a fantastic step forwards.

Maths – We are 88% and the national average is 78% so again another great result.

26. Reading and writing are two areas we have been working on in year 2 and the results show we are having an impact.

27. Level 2A+

Reading – We are 59% and the national average is 55%

Writing – We are 43% and the national average is 37%

Maths – We are 54% and the national average is 51%

28. Level 3

Reading is better – We are 30% and the national average is 29%

Writing – We are 16% and the national average is 15%

Maths – We are 18% and the national average is 23%.

29. Phonics in year one has gone from 22% in 2012 to 75% in 2014. We are far above the national average of 69%.

30. Year two phonics – 68% passed and those that did not pass in year one were retested in year two.

31. Key stage 2 Level 4+

SPaG was marked externally so is not part of the data so has not been published on the data sheet as the results are not back yet.

Reading – We are confident all children will pass so estimate a 100% on level 4+ which is far above national average.

Writing – Is internally marked – 85% got level 4+ which is slightly higher than the national average of 83% and is 10% higher than last years results

Maths – This is a worse case scenario of 93% the national average is 84% and is also 5% higher than last year's results.

Science – The figure for last year was an error and we are back up to 90% this year so are again above national average.

32. Level 5

Reading – Results are not back.

Writing – We are 49% and the national average is 30% so are very pleased.

Maths – 46% which is an estimate and may be higher and the national average is 41%. We are back up from last year's result of 29%.

Science – We are 51% which is a good result as the national average is 38%.

33. Key stage 2 direction of travel is a positive one. Reading is good and seen as strength.

34. Hannah felt that we got bad results for phonics as we had not grasped children were doing it wrong.

35. Nick stated that we have now started teaching phonics earlier in Reception and have increased it to a minimum of four days a week if not on a daily basis.

36. Parents will receive the results once all results are back in the next week or so.

37. HMI Inspectors will visit the school 5-12 weeks after the Ofsted inspection. They will be interested in progress not attainment and will be shown these results as well.

39. Current year 6 children's results from when they were in year 2 were very high so from year 2 to year 6 will not be as good.

6.2 Overview of Action Plan/6.3 Changes to implement

1. Laura and Nick are in the process of drawing up an action plan. There is an organisation called "The Key" that we buy into where they got examples of action plans. They have also looked at other schools and formulated one for St Peter's.
2. There were 8 areas identified which 3 of those have been given to the Leadership teams and the other 5 have been shared out and each person will look at them and then get together and redraft and they will be completed by the end of term.
3. There will be two inset days at the beginning of September one day to look at the action plan and put in place the marking/presentation policy.
4. Day two will be the presentation to staff and team planning.
5. The action plan is called School Development Plan and will focus on the action plan from the Ofsted report.
6. Nick handed out a copy of the draft action plan and Paul asked that if Ofsted were to turn up by the end of term would there be an issue if it is still in draft format. Nick stated that it would not be issue as they would not expect it to be final.
7. Ofsted will come in for a visit first, then they will come for a day later on in the year and they will then decide if we are strong enough to be re inspected.
8. The Rep from West Sussex will be coming in on the 14th July to go through the action plan and will also attend the parent meeting.
9. In the future, Early years is graded separately so we have two grading's. Levels are to go and more time will be spent looking at the internal assessment and children's work.
10. There will be a dual curriculum for next year. Years 2 and 6 will be taught the old curriculum and the other years will be taught the new one.
11. Paul asked that with regard to the planned impact in the action plan was there any chance to measure it periodically?
12. There will be a list of positive indicators once achieved, and how to measure how well they are achieved would be done with numbers for example 1-4.
13. Planned impact outcome needs to be tight and linked back to the data.
14. On the 1st paragraph of the report teaching has to be good or better and scored through observations and will have to be a 2.
15. John felt that we would have to have something on file if below a 2 to say that we are doing something to improve marking.
16. Matt thought the report looked good and that it gave a revised role for the leadership team, and that the roles are more in sync and can relate to it better. There is an emphasis on high standards and staff would respect the idea of the leadership role more and adhere to new management system.
17. John praised the school for being quick off the mark, and for tightening up around marking, making it more explicit and clear what expectations are.
18. Alan asked if we had a plan to say what we would do if it failed.
19. Nick said that team leader's expectations have to be higher.
20. Michelle felt that the leadership would need to lead by example and asked how the part regarding confidence could be measured. Nick replied through appraisals.
21. John stated that it needed to be measurable and specific, and also state

what percentage is expected.

22. Michelle thought that an important part to make it work would be that Nick and Laura would have to give on-going support to team leaders and develop their roles rather than just give targets.

23. Dan asked if time would be given to the team leaders to go to other schools to observe.

24. Dan felt that the SDP will still be about St Peter's ethos but will include action plan from results of Ofsted report.

25. Nick stated that subject leaders are developing their own action plans, and that expectations of staff were reasonable.

26. Our focus for the year ahead needs to be the action plan and going from a "requires improvement" to a "good".

27. Dan felt that although Ofsted was our priority it was not our only priority and that we still needed to focus on the action plan in the SDP.

28. Hannah stated that we are a good school and that we didn't want to sacrifice certain aspects of the school for the Ofsted report.

29. Nellie felt that there were already a lot of foundations in place.

30. Dan stated that it was about a journey and building up over time.

31. John said that the leadership teams needed to make sure all staff were on board and feels like they are adding to the success of the school.

32. Nick informed the meeting that there has had to be 29 hours cut from the support staff.

33. Bridget said it would be interesting to see if that has an impact.

34. Laura will be out of the class 3 days a week.

35. Paul felt that with 3 new NQT's joining, doing a 2 day inset was good and it was good to set a theme for the year from the start and how we want the year to progress.

36. Dan stated that it was good to come in as a Governor to look at books and seeing how marking and monitoring is being done to see how children are challenged.

37. Matt said there needed to be consistency in marking. On average 1 hour and 30 minutes a night is spent on marking. Not all informative feedback as it depends on what is being assessed. Verbal feedback is often used but then evidence not shown in the books but it doesn't feedback to the child.

38. Paul suggested that perhaps a Governor's open morning would be a good opportunity to look at marking and it was decided this would be discussed once the action plan is formed.

39. Once action plan is finalised the Governors can then decide what is best to do.

40. Bridget suggested that maybe there could be a drive to get parents into school to help listen to children read and as it was a new school year it would be a good opportunity to drive for new helpers.

41. Rod felt that perhaps parents did not fully appreciate what planning goes into lesson planning and giving them an insight into what is involved may help.

42. Alan suggested that maybe giving out information to parents at parent consultations so they know.

43. Dan thought it may be useful to start with data from 2 years ago to show the journey to the parents and to show that we are improving and acting on what is needed to be acted upon.

6.4 Implications of Ofsted Report

1. TS Alliance will be supportive and invaluable. No teachers or TA's would be lost.
2. We are gaining pupils not losing them which is good.
3. Paul felt that it would be good for teachers to stay as they could state they went from a requires improvement to good instead of leaving when going gets tough.
4. Matt stated that a lot of teachers had been knocked by the report and he wished they could hear what the Governors were saying as it is good to know that the Governors are supportive.

6.5 Meeting with parents and carers on 14th July re: Ofsted Report

1. The Governors were being encouraged to attend if possible.
2. School data will be given to parents to show the school structure.
3. Nellie felt that the parents will want to know how it will be better rather than be given lots of figures.
4. Rod stated that showing them the action plan and evidence is key.
5. Hannah suggested that perhaps it could be put in a newsletter to parents and the journey can be shown that way.
6. Rod said that we needed to be careful in case parents were only attending to be negative and target the bad points.
7. Dan stated that the scene would have to be set from the beginning stating that we were happy to discuss general school issues not individual children.
8. Nellie felt that if it is kept simple then there would be less opportunity for parents to nit-pick.
9. Christina said it would be good to point out that Ofsted have recognised where improvement is needed as have the school and that the school has started to work on this.

(20.00 Bridget leaves)

6.6 School admissions and appeals

1. Nick felt it was an interesting experience and thanked Louise for attending.
2. All appeals were won by the school. There were a total of 8 appeals, 3 of those did not show up so on the day only 5 appeals were heard and we were successful in all 5.
3. Nick stated that no one had exceptional reasons for coming here that other schools could not provide. They seemed to accept they were having to go to another school. Although places may still come up at St Peter's.
4. We have a waiting list so will work with that if places do come available.
5. Louise said that Nick was good at stating it was only circumstances that meant we couldn't give spaces and that we would have them if we could.
6. John felt it was harsh that transport was not being provided for those not being able to go to their local school.
7. Paul stated that a County bus was available and there were spaces for them but it would not be free until they were 5 it is a case of if they want to pay to use the facility.
8. We will have a total of 407 pupils in September.

7. AOB from Sub-Committees

Pupil Progress & Attainment Committee:

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1. Meeting on the 22nd July and would be able to consider data. The PPA committee were satisfied and were looking forward to the results coming out.

Nursery project:

1. Dan informed the meeting that although this has been being worked on for 3 years and fantastic progress has been made, but that we hit a hurdle with finance.

2. Dan and Hannah met and a few things changed one being Ofsted arrived so that became the clear focus.

3. The reserves were then used to fund additional teaching so now there is no money from the school to put into the project and no viable way to finance it.

4. Dan asked that as Busy Bees was closing down because it is not viable and should we still plough on, delay or not go ahead with these factors in mind.

5. Nellie felt that it would be good to associate a nursery with the school and it would be an asset for the school and there will still be a requirement for full day nursery in the village not a playgroup.

6. Dan commented that it would be profitable and an asset and if we found the money to fund it, the next phase would be having to get leadership and Cheryl involved and that would take their time away from the school to get it up and running.

7. Hannah stated that they did look into the possibility of using the space Busy Bees had to start with.

8. Dan asked if it would be suitable and that it was a shame we would not be able to get it up and running for September, and although it would be an asset to the community now may not be the time to do it.

9. As we were unable to borrow the money we would have to lease which is not viable. We would have to purchase a loan to cover the upfront costs which we could finance in a six year period then it would be profitable which would then feed back into the school. There would still be quite a few risks and as a school we would carry the can for it if it didn't succeed.

10. If anyone other than St Peter's operated a nursery onsite the Diocese would charge for use we would in effect get the land for free.

11. It was decided to get together as a nursery subcommittee in September to go through once again. Although Nick felt it was sad that after all the initial planning that had been done as it would be an asset to the school and will be viable but agreed it would be wise to postpone for the time being.

Premises Committee:

1. Tender is opening on the 4th July for the LCVAP work then will decide who contractor will be and they will start the work in the summer.

2. Some work is due to start before the end of term.

3. A letter is going out to parents on the 4th July to inform them about work taking place

Finance Committee:

1. Hannah stated that there were some changes in the budget and that we needed to apply more pressure on Cheryl to do a 3 year modelling to help us see how budget will impact the future.

Link Governor:

1. Hannah and Jodie are to do a rota for briefings taking place from September.

2. A new Link Governor will need to be elected in September as Hannah is to step down in this role.

<p>8. Quick review of the year and looking forward to next year</p> <ol style="list-style-type: none"> 1. Bridget is happy to re stand as a parent Governor but will have to go for re-election. 2. Michelle will go to re-election when the time comes. 3. Rev Paul Doick will be joining in September. Peter was thanked for his help this year. 4. Paul asked people what their high point was for the year. 5. Paul stated that for him it was School Assemblies, staff/Governor social was fun and Bonfire night was an enjoyable one for him. Teaching Alliance is positive and hoped that the Ofsted would not dampen a great year. 6. Paul informed the committee that he would be standing down as chair of governors as of today but will be staying on as a Governor. 7. Jane said her highlight was coming in to the reception class and seeing how they had all grown in confidence from start of the year to now and he believes the staff have done that. 8. Rod felt it was good to see how much work goes on outside the classroom. Pupil Premium is a positive and how school helped that. 9. John stated how he was impressed how the Governing Body has a fair and frank head banging over concerns but gets behind the vote and work for the school. 10. Dan stated that Ofsted was his main positive of the year and has come out of it motivated, and that it must be passed on to all teachers how positive the Governors are and that they support the staff fully. 11. Michelle felt down after the Ofsted but had overwhelming feeling of being proud to work at St Peter's and all staff were proud to be part of the school. 	
<p>9. Information and Routine Matters</p> <p>9.1 None to report</p> <p>9.2 None to report</p>	
<p>10. Chairman's Actions</p> <ol style="list-style-type: none"> 1. Paul thanked the Governors for being there the past year. 2. Dan asked who would take on the chair role and asked the other members to think about it over the summer so that we could prepare for the next meeting. 3. The extraordinary minutes from the 7th April 2014 were approved they were proposed by Dan and seconded by John. 	
<p>It is agreed that the next FGM will be held on Thursday 2nd October 2014 at 6.30pm</p>	

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