

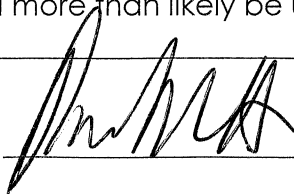
**FULL GOVERNORS' MEETING
HELD ON THURSDAY 6th February AT 6.30PM**

Members Present

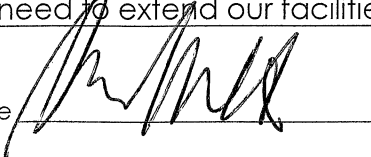
John Bailey, Rev Christina Bennett, Rod Brown, Louise Clark, Alan Corbett, Paul Drew, Nellie Grimes, Michelle Hills, Mark Minchell, Nick Phillips, Hannah Robins, Matt Stenning and Dan Valovin

	<u>Action</u>
1. Apologies Rev Peter O'Connell, and Jane Brown	
2. Declaration of Interest Rod declared an interest in the Planning Department, Horsham District Council. Alan in Tasker Construction	
3. Minutes of Meeting held on 28th November 2013 <ul style="list-style-type: none"> Page 1: matters arising stated that the Ofsted Parent View needs to be put on the website. This has been done. Rod commented that it was not easy to find. Laura informed the committee that there will be a logo placed on the website that redirects to the relevant page and will be easy to find. Page 1 number 4. Paul stated it should say 'Learn pads' not Lean pads Page 2 6.1 Nick asked to change from 'Independent Advisor' to 'Consultant' Page 9 item 10 Hannah asked that it read any Governors not all Governors Page 6 Nick asked that instead of "it can take up to a year" can it be changed to say the process takes a year for a statement to be in place for a reception pupil. Paragraph starting "Our funding" take out "have to". Paragraph stating "we are finding" the word "extra needs to be changed to additional and at the end of the sentence can "monies are available" be added. The paragraph that states "we budget 195000 hours" it should be 19,500 and 16,000 Page 10 Dan stated that where it says CabinCar this should in fact be Cabin Co. Occur should be incur and pitch roof should say of construction. With the above alterations the minutes were proposed by And seconded by..... 	
4. Matters Arising <ul style="list-style-type: none"> Cheryl Marrs (School Business Manager) has stated that she would like to change the system for booking courses for Governors. At the moment the Governors email Jodie to say which courses they would like to attend and she books them via Cheryl. Dan suggested it be best to keep it as it is. It was agreed that Jodie would continue to book the courses for the Governors. It was agreed that the Governors would attend a meeting on a Monday or Tuesday (date to be decided) to go through SEF. It was agreed a Tuesday 8.00am – 10.am for the meeting and it shall be held before the end of March. John apologised because he would more than likely be unable to attend. 	

Chairman's Signature



<ul style="list-style-type: none"> On page 7 of the minutes from the previous meeting regarding being able to identify the Pupil Premium children already qualified for free school meals. Nick felt that when the new Government scheme comes into effect in September, we need to be proactive to make sure the parents still apply for Free School Meals so we attract the relevant funding. An idea could be to offer those parents an incentive, for example a £50 voucher to use towards school uniform. We can then use that funding for pupil premium children. Dan asked that if they didn't apply would they still be classed as Pupil Premium. Nick said no they would not be, and as we will receive £1,300 per child registered for Pupil Premium, £50 is not a lot to pay out as an incentive. Nick informed the Committee that Jane Stephenson is to have a second operation so will be off for a further 6 weeks before the end of the summer term. Dawn Oakes has returned after her operation and is on light duties. Amanda Tickel had her operation on her knee and as not all procedures were carried out, she was able to return to work sooner than expected. 	
<p>5. Urgent Matters</p> <ul style="list-style-type: none"> None 	
<p>6. Chair's Report</p> <ul style="list-style-type: none"> CNOS is a loose partnership between five schools in the Chantonbury area and a meeting is scheduled for later this month. Cheryl Marrs has been appointed as School Business Manager. Laura Mariner has been appointed as Deputy Head. Gavin Jones, who has been an Ofsted Inspector for the last 19 years and was a Headteacher prior to that, has been in the school for a day and half undertaking a "mini Ofsted" and giving advice for our next inspection due this summer. A report is due from him in the next few days but he was very positive about what he saw. Dan, Rod and Paul met with Gavin at the end of his visit and the feedback he gave was very useful. It puts us in a good position to face Ofsted. Gavin asked Dan Rod and Paul to tell him 10 best things about the school and one thing they didn't say was that the teaching was good although they believe this is true. It made them realise we take the teaching for granted. Gavin Jones observed five lessons. One was outstanding, three were good and one required improving. Paul has put a link onto the GVO for the other Governors to put what they think are the 10 best things about the school and encourages them to do this. Paul informed Gavin Jones about the GVO we use and it was agreed we need to make more use of it. Paul encouraged the other members to use it more. It is a very useful tool for meetings and having documents uploaded that are needed for the meetings. Gavin Jones said regarding Governors thoughts and observations about the school, is there is a way of capturing our day to day observations and then put them onto the GVO for discussion? We need to do this so this would be a good tool to store our evidence and we will then have it as evidence. The rolling out of free school meals has been in the press and in principal is a good idea. But in practice leads to extra hall space needed, costs for maintenance, kitchen and staff would go up. We need to prepare for this in all these areas as they will be all be affected. Our school is quite prepared but not sure if there is enough capacity. <p>Paul asked if Premises Committee were going to look into this issue and Dan stated that we needed to wait until it was confirmed and we find out what funding we would receive. Hannah thought that we need to really prepare a budget now. Nellie said that perhaps Cheryl could ask Chartwells (the catering Company we use) if they think we need to extend our facilities as they would</p>	



have a good idea and then we address how we manage the hall. John asked if we knew how we would apply for the funds. Dan said that it is a case of watching this space. Paul wanted to know what we needed to do once the scheme gets the go ahead. John asked if we needed to bridge the money before we get it. Nick replied no, the funding we will receive will be £2.20 per head per meal. The current amount we receive is £2.10 so there is not a lot of head room for Chartwells to increase their costs. Dan said that County will get a pot of money and it would be up to the schools to get their applications in. Nick thought that it would be a good idea for Cheryl to look into this. The kitchen staff are saying we would need more appliances but we just need to do longer lunch times as it is thought that 70% of pupils would take up the free school meals scheme when it is offered as two local authorities have already been trialling it in the last year. Bridget asked if there would be an option or would it just be a hot meal offered. Nick replied not necessarily. It could be a packed lunch. Paul thought it would be a good idea to start thinking now about how we will address lunchtimes at school. Hannah asked if we should look into building a second hall. Dan mentioned to Gavin Jones that he thought we were a small school in terms of space available but Gavin disagreed and said we were actually a good size for the amount of children we had.

Paul asked if we needed to set aside anything in the budget for this and Hannah thought that maybe we should have a provisional budget. Dan suggested that the key issue would be staffing and that this would cost thousands extra.

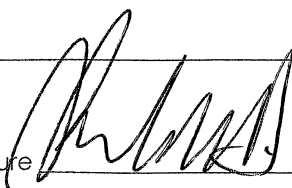
- Pupil Progress Meetings - Paul informed the committee that Nick suggested it may be a good idea for Governors to attend these meetings and that there were seven meetings over the next few weeks and if anyone wanted to attend they should respond accordingly. If any Governors whose children were in the year group then it would be advisable that they are not in their meetings.
- It was agreed that the new website looked good. It was felt that it was more modern and more user friendly. Laura thanked Jodie for all her work on this.

7. Main Business

- Nick Phillips stated that there was a Governors page on the new website and thought that a new approach was needed. He suggested that perhaps every half term two Governors could meet to put some information together to go onto the website that lets the parents know what is happening. Nellie and Paul volunteered to do this half term and Mark and Rod volunteered to do next half term.

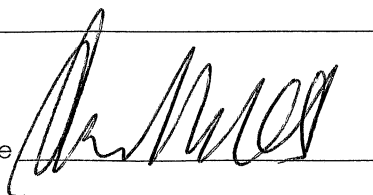
- 7.2 Nick proposes that instead of just coming in on an occasional morning, that maybe the governors could come in over the course of a week and observe children and see how the sports funding money and pupil premium money is being spent. For the week commencing 10/3/14 there are slots available for the Governors to sit and observe Pupil Premium children working with teachers or children playing tennis and doing gymnastics.

Paul asked how much of the Olympic Legacy money was ring fenced and Nick replied £9,000 and said that there is a Tennis Coach coming into teach year 3 children and also doing after school tennis club. The current Gymnastics process is not working out as well hoped as we are having to take the children to the local leisure centre as the Gymnastics teacher does not have the necessary insurance to teach on the school premises but this will hopefully be rectified by March. Paul asked if there was anything to look at next term and Dan said the impact the new Learn Pads have had. It was decided that this would be good to do after Easter.



<ul style="list-style-type: none"> 7.3 Ofsted "health checks" needed - Reception – We have a second health check for reception due and Maggie Brackley is coming in to do it. Gavin Jones visit included: <ul style="list-style-type: none"> -Observation of lessons and scrutiny of work for years 2 and 6. -Data review meeting. -SEF – helpful suggestions -Pupil Support Manager – a meeting has been held. -English and maths subject leader meetings -Interview of random group of children and then led a staff meeting to show what Ofsted would be like. Nick is to inform the Governors of the outcome of the report. If no names are mentioned in the report it will go onto the GVO for the Governors to be able to see it. Dan thought that the visit from Gavin gave us good ideas on what we needed to focus on. He also felt it would be a good idea to have a separate meeting to discuss. Rod felt it would be a good idea to go through the key documents and show what Governors need to know. Dan said that Gavin pressed him to show evidence we don't just go to the meetings and perhaps we should put a discussion onto the GVO and have it as evidence. Rod stated that Gavin asked how we worked as a group, and we have the evidence to show we work well and have different skills between us. We are a good school that works well and makes changes when necessary. We are also quite active Governors. Dan informed the group that Governors would get 30 minutes with Ofsted and it would be good to prepare and research the key information to give them. Rod thought it would be good to start doing this now as we get short notice of when they are going to visit. Nick stated that Ofsted would meet with the Governors on the second day of their visit and it is not unreasonable for the Governors to suggest the meeting time i.e. 8.00am 	
<p>8. Head's Report</p> <ul style="list-style-type: none"> There is additional information for section 2.2 staffing. As it was stated in the report Judith Gallagher is leaving. The interviews for her replacement have now taken place and Jo Chorlton has been appointed and will start at the school on Monday 10th March 2014. Dan asked why Matt Stenning and Abby Thorpe were sharing the Team Leader role. Nick said that from September a fixed 2 year period would take place so if anyone who wanted to apply that hadn't worked for that year group previously they could do so. Matt and Abby were sharing the role until the new school year. Nick stated in his report that we have a few children with issues in Reception which were causing concern, mainly down to lack of preschool experience. Rod asked was this the impact from not having the experience. Nick responded that yes it was as they were not used to boundaries or rules. They are challenging a range of staff with their behaviour. Rod asked if it was usual for them to be like this through their whole time at the school. Nick stated that no, not necessarily. We currently have a year 6 student who was a challenge in Reception but has progressed so much through the years that the child was now being considered for the Governor's award. Outside services are currently involved. It does have an impact on the rest of the class so we use an External Consultant who has been observing the children and is offering advice. The three children involved are currently in the same class but will be split up over the two classes by the end of the school year. 	
<p>9. Reports from Sub Committees</p> <p>9.1 Finance</p>	

Chairman's Signature



- Dan Valovin informed the meeting that the budget is £1.384 million and we are currently £53,000 over budget. There is some income coming in externally for example from the PTA. After period nine we will only be £30,000 over budget. There is £22,000 in the school fund which will balance out the school reserves, the accumulating fund is currently at £53,000 and the school fund at £67,000 which gives us a total of £120,000. At the end of the school finance year there will be £45,000 in the accumulating fund which equals 3.3% of the budget. We are allowed to carry forward 8% but we will not do that percentage as it is too high. Paul asked that if the boiler for example was to break would we have the money to fix it. Dan stated that it would come out of the accumulating fund or from the LCVAP application money.

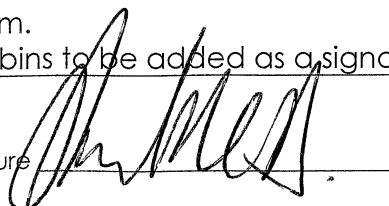
If the Governors are happy with the outline from Dan's report that Cheryl will create a new budget cost centre for governance. Cheryl and Nick will set out the annual budget. Paul will be budget holder for the Governance cost centre. For spend within the budget, the Head Teacher and Chair Person can each sign off the spend. If it is over the budget it would have to be discussed at a finance committee meeting, then Dan will make this into a policy.

If the Governors apply for funding, then they will have to input 10% of the costs. There are several ways that this can be raised. Funds from the Governors Trust Fund. From the school fund. From the Governors fund-raising or through the PTA. We need more control over this so we know what is going where. We need to look forward and predict what we would like to do over the next year. Hannah Robins is to go to the Trust Fund Trustees to ask them how much they would want to give. The school fund will deplete quickly, so we need to raise money through annual events. If it comes from the Trustee or school fund money then Paul and Nick will need to sign it off. If the cost goes above this amount then the Committee will need to approve. If it cannot be decided how to raise the money then it will go to Full Governing Body. Nick stated that we had to find the 10% over the last four years and that has included the LCVAP money. Dan said there will be more discipline on the check and balance of the trust and school funds.

Paul suggested there was an unease within communities regarding Governors doing fund raising, but Dan stated that we will have no option but to fund raise if we did not have enough for the liability. Also it would only be on average one event a year. Paul informed the meeting that the upcoming school quiz the PTA had arranged was originally supposed to be a Governors event so perhaps we should get some of the money raised from that. Dan disagreed with this as he thought we would not want to be seen to be taking over events to get money. Hannah felt that it was not the Governors main purpose to fund raise. Dan said if we got £150,000 we would have to find £15,000 to cover the rest of the costs for the boiler etc. Rod asked if during the summer months perhaps we could use the school as it is not being used so could this be a way of raising potential income. Nick said that the summer holidays is the time when works needing doing are carried out on the school but we could use the outside space. Alan felt we are in a difficult position to offer summer activities as we are across the road from the local leisure centre. Paul suggested maybe a quiet word with the PTA to say we will be holding an event but would keep the money. Dan suggested that we would not necessarily need to do an event every year.

Dan asked the Governors to look at the information he has provided with regards to this matter and if agreed he will adopt a policy to be determined at the next meeting.

- Hannah Robins informed the Governors about what the Governor Trustees do.
- Hannah stated that there needed to be a formal resolution that Dick Hill be removed from the Barclays account and Hannah to be added in his place. Alan Corbett also needs to sign the form.
- It is agreed by all that Hannah Robins to be added as a signatory as per her



request in her governors trust fund document presented to the Committee dated 21.1.14

- It is also unanimously agreed that Nick and Alan will sign the cheque for the 10% payment for the DFCC.
- It is also agreed that an annual process is needed with the Trustees to agree how much they need to commit to paying. It can be agreed by email if all respond. Hannah stated that it is felt that the Trust fund puts the school in a good financial position compared to other schools.
- Hannah Robins is to type up the job description for the Treasurer role so it is known what the job entails.
- Hannah is thanks by all the Governors for all the work she has done for the Governors Trust fund as it was a very big task to do.

9.2 Staffing & Curriculum

- Rod Brown stated Nick had covered lots of the staff issues earlier in his head's report. It is felt that with regards to the Pupil Progress assessment meeting, there are areas of concern in this years data for County and national averages. Ofsted look at three years worth of data so there is no need to get too obsessed with the one years data. The RAISE document presented to the meeting is thorough and gives lots of information. In KS1 phonics featured quite heavily. 50% are now passing compared to last years figures. We are well above average.
We are very confident with steps of intervention that have be drawn up, such as introduction of unicorn Lego, practising numbers up to 20. Appropriate steps have been made and a meeting was held with Nick and Laura in the new year to see the impact it has had.
Rod brown said they have looked pay proposals, new staff and new roles and how appraisals and progression is linked to the pay scale.
- The Committee met on the 17th December and staff absences were covered as per Nick's head report.

9.3 Premises

- Alan Corbett informed the group that the Premises Committee met on the 8th January. There was not much to report as everything is hinged on the success of the LCVAP application. We have a small leak in school which is being dealt with. There is a crack in the office area and this is because there is a problem with the roof structure and seems to have been caused by a contractor who did some work here. Cheryl contacted them to see if they would pay damages but as it was fifteen years ago there is not much hope.
- There are still some issues with the gates and it is planned for this to be dealt with in the February half term.

10. Link Governor's Report

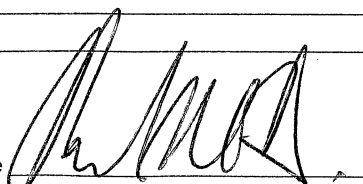
- Hannah Robins encouraged people to look at the Governors course booklet and find courses to do as it is felt it would be beneficial.
- The next meeting is being held on the 12th March but unfortunately Hannah is unable to attend.
- Paul stated that the next Governors Briefing Meeting is in April, and also it may be best to draw up a rota of when the meetings are and Jodie can send it to everyone to see who can do when.
- Jodie to draw up a rota and email to the Governors.

11. Safeguarding Annual Report

- Nothing to report

12. Nursery Update

Chairman's Signature



<ul style="list-style-type: none"> Since the last Governors meeting Dan and Hannah have met to discuss the four quotes received. The best lease was from Cabin Co. The lease was for five years but this is too tight so they went back to the Company for a longer term lease but five years is the longest that they offer. Dan contacted West Sussex County Council to ask their Lease Advisor to see if it was possible to find a compliant lease over a longer period. Once they come back Dan and Hannah will meet again to discuss. Hannah felt it may be best to liaise with other local nurseries to let them know how the plans were coming along. Dan wondered if it may be a good idea to set up a separate company to run the nursery if other routes fail but it was felt that this would mean a whole different group of Governors and could cause issues. 	
<p>13. Policies to be reviewed/approved</p> <ul style="list-style-type: none"> Disability Equality Scheme Michelle Hills asked if the Disability Equality Scheme should include members of the public as well. It was agreed that Michelle will look into this and discuss with Nick and report back at another meeting. Hannah asked if there was someone who would be willing to take up the role of looking after the policies. Rod Brown said he would look at what was needed to be done and report back at the next meeting and then decide if he was willing to take up the role. It was agreed that the other policies needing reviewing would be discussed at the next meeting. Scheme of Delegation of Financial Powers Policy Dan informed the meeting that the policy had some small changes on tenders and values which we could accept. The policy had been approved at the Finance meeting held in January and just needed signing off at the FGM. This was done. Statement of Internal Control Policy This highlights our internal control and identifies weaknesses. It showed that the internal audit is overdue, this has been included in the policy. Hannah Robins agreed to do the audit and it will be completed by the end of March. This Policy was also signed off at the meeting. 	
<p>14. Information and Routine Matters</p> <p>14.1 None</p> <p>14.2 None</p>	
<p>15. Chairman's Actions</p> <ul style="list-style-type: none"> Since last meeting Paul has Interviewed Cheryl Marrs for School Business Manager and Laura Mariner for Deputy Head. Both have been appointed for these roles. 	
<ul style="list-style-type: none"> The next meeting is to be held on Thursday 27th March 2014. It has been agreed that all the Full Governors meetings will be agreed and scheduled at the start of the academic year. Paul Drew to draw up. 	

Chairman's Signature

