

**FULL GOVERNORS' MEETING
HELD ON THURSDAY 26th February 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, Matt Stenning, Rod Brown, Rev Paul Doick and Hannah Robins

	<u>Action</u>
1. Apologies Dan Valovin and Bridget Meinecke	
2. Declaration of Interest Alan declared an interest in Tasker Construction.	
3. Minutes from the last meeting held 20th November 2014 1. Pg. 2 6.10 Tim's surname is Mold. 2. Pg. 5 9.1.1 £800 should actually be £8000. With the above mentioned amendments the minutes were proposed by Paul Drew and seconded by Rev Paul Doick.	
4. Matters arising (not covered by agenda items) 1. Pg 1 4.1 Response was received from Chartwells. School meal process now working well. There are two serving points and new staff appointed. 2. Pg 2 6.10 Tim Mold has not been well and will be away until at least November. 3. 7.1 Confidential minutes – The teacher in question has been signed off until the end of March, which is when her maternity leave is due to begin so she will not be returning to school. 4. The arrangements concerning the cover for this teacher are working out well. 5. Pg. 6 10.5. Paul Drew stated that in the last term or so we have had incredible contact with County, so a Link Governor role will be necessary. 6. Rod noted that we were at such a critical point and have a close relationship with County, it is agreed to return to the discussion at the next FGM in April. 7. Nellie asked if perhaps we should ask Lorraine Warner how she would like it to work when it came to the Link Governor role. 8. Nick stated that the Link Governor was more about alerting Governors to training available and attending Link Governor meetings, rather than direct liaison with the LA. 9. Hannah said that the Link Governor role was quite a broad one. 10. Hannah asked if the SFVS could be discussed, and it was decided that due to the time available for this meeting, it would be incorporated at the end of the meeting if time allowed. 11. Hannah stated that it needed to be approved by Governors to meet with guidelines. It was agreed that the SFVS would be loaded up onto the GVO and Governors would read it and have a time limit of two weeks to comment. If no comments are made, it will then be approved and signed off.	

5. Chair's Report/Overview of Chair's actions: Report from HMI visit 10th February 2015

1. There were two ways the inspection could have gone. Rod was pleased to say it acknowledged the enormous hard work and progress the staff are making. It also directs us to the areas that need further attention.
2. Nick, the leadership team and the staff had worked hard and Rod stated that he would write a letter of thanks.
3. It is felt that we should not be complacent.
4. The Action Plan has had the stamp of approval from HMI.
5. Paul Drew felt that the letter from HMI was a reasonably dry one. However it does reflect what was said in the follow up meeting. Paul feels that it came across that Louise Adams was very pleased with the progress the school had made.
6. Louise stated that the moment she walked into the school she felt it was a different school to her last visit.
7. It was a good positive meeting. Rod feels like it has given the school a definite uplift, and he will do what he had committed to do for parents and keep them updated, so will send a letter out to give them details of the HMI visit.
8. Rod acknowledged the great improvement that has happened but also stated that there is still work to do.
9. Paul Drew felt it would be nice to write to St Lawrence School to thank them for all their help and continuing support.
10. Rod informed the other Governors that over the last few weeks he had attended the Friday morning assemblies and found them very valuable. All governors are welcome to attend the assemblies. Rod thought it was quite impressive to see how unified all the year groups were.
11. Paul Drew stated that he had attended an assembly recently and was also very impressed.

6. Main Business

6.1) Action Plan – update on progress

1. No further updates from Louise Adam's visit as yet. The Action Plan was well received and approved by Lorraine Warner (LA). Lorraine is attending a meeting next month for review progress, and once completed a copy will be sent to Governors.
2. A monitoring programme for the 2nd half of the spring term was handed out to Governors to see what the school is planning.
3. The monitoring programme layout is kept simple; it is reviewed at the end of the half term. It is set out week by week so it shows what the leadership team are focussing on how they are monitoring learning across the school.
4. This term there are also further formal observations of the three NQT's, alongside their mentors.
5. Also this term there will be a further scrutiny of planning.
6. The week commencing 9th March, is planned for pupil interviews and how marking supports learning.
7. Lorraine's visit has been deferred until the 16th March.
8. Paul Drew felt that it was a good format.
9. Alan asked how the no notice 20 minute observations worked. Nick replied that they just turn up to the classroom and that they also do 1 hour no notice observations, and because the leadership team can see the teachers planning on the system, it gives them an idea of what they will be teaching.
10. Alan felt that constant scrutiny would keep the teachers on their toes.
11. Nick said that the team leaders were keeping on top of the staff observations.
12. Rod felt that exposure to that type of experience may make it less traumatic for them.

Chairman's Signature



13. All staff have been given copies of the monitoring plan and it has been well received.

14. With the monitoring plan, the observer is more likely to see mistakes so can give advice on what could be done differently. It is a scrutiny but also supportive and able to help with development.

6.2) LA Visit Reports

1. Nick felt these reports were useful to include so the Governors could see the external view of the school.

2. Hannah stated that she was concerned with the boys vs. girls success as historically girls always did better than boys at primary age.

3. It was asked how we balanced this as we need the boys to achieve just as well without the girls feeling less important.

4. The Head's report shows that this is not always the case and we have to be aware of this.

5. John felt this was a valid point as girls could be running rings around the boys in the sit down written work. But in their ability to express themselves in discussions, the girls are often lacking behind the boys.

6.3) Formal complaint

1. A formal complaint was received on Friday 13th February 2015. Rod is aware of the complaint.

2. The Governors have 15 days to convene a panel and decide what action to take.

3. 3-5 Governors are needed for the panel that have no connection to the parent in question.

4. Rod will make contact with the Governors and did not want to discuss too much at the meeting to protect those involved.

5. Staff Governors cannot be on the panel, and also Paul Drew, as he has a connection with the parties involved.

6. Nellie asked if we were allowed to know what the complaint was about. Nick stated that it was to do with a special needs matter.

7. Alan asked if the complaint had gone to Nick first, which Nick replied that no it was sent straight to the Governors.

8. Rod felt that there was some criticism and that it was quite appropriate that we dealt with it under the complaints policy.

9. Mark asked what the procedure was. Rod stated that the Governors had 15 school days to get a panel together and had two options, to set a hearing or just look at the written submissions from both parties.

10. The clerk has acknowledged the letter and responded accordingly.

11. Paul Drew asked if all avenues of mediation had been exhausted. Rod replied that it was the parent's right to make a complaint and everyone had the right to have their complaint heard and dealt with.

7. Head teacher's Report

1. Nick went to see Abby Palma and she has also been in to visit the staff and children at school. The hospital are pleased with her progress and she is looking to come in over the last 2 weeks of this term and spend two mornings in school, and then full time after the summer half term. Abby also stated that she would like to go on the year 6 Isle of Wight trip in May.

2. The achievement of pupils in year 1 shows that 80 of children are on track and that they were above the West Sussex expectation for good progress.

3. Year 2 showed that they were higher than the West Sussex expectations.

4. Years 3 and 4 progress in some areas were lower than expected.

5. Year 5 maths highlighted blue. Girl's progress was not as we would like it to be.

6. By February the difference for the year 6 pupils moved from 1.4 to 2.1 so progress was also looking good for that year group.
7. Nick informed the Governors that there were Pupil Progress meetings being held the following week and any Governors wanting to attend would be very welcome, but if they had a child in that year group, then it would be best if they did not attend for that meeting.
8. Rod asked that although it showed a breakdown for the year groups what about Pupil Premium? Nick replied that that information would be shared at the Pupil Progress meetings.
9. Nick stated that the focus for these midyear reviews was the progress of target children and pupil groups.
10. Mark asked why year 4 results were very different to the other year groups. Nick replied that the new system used (Target Tracker) was more robust. There are certain issues in year 4 this year which will be discussed at the Pupil Progress meeting.
11. There are set dates that we need data by. There are still some updates to be included for February.
12. Alan informed the meeting that he actually went on the Child Protection course not the Health & Safety for Governors course as stated in the report.
13. After receiving Nicks email informing them of his resignation, Rod thanked Nick on behalf of all the Governors for all he had done for the school and wanted him to know that he was held in high regard.
14. Nick thanked Rod for his kind words and would like to say more at the next FGM as time was not available today.

Next meeting set Thursday 7th May 2015 at 6.30pm

Chairman's Signature

