

**FULL GOVERNORS' MEETING  
HELD ON THURSDAY 28<sup>th</sup> SEPTEMBER 2017 AT 6.30PM**

**Members Present**

Rev Christina Bennett (CB), Jane Brown (JB), Louise Clark (LC), Rev Paul Doick (PD), Jill Dyson (JD), Maureen Gribbon (MG), Julie Jewell (JJ), Stephen McCulley (SM), Rebecca Saxby (RS), Emma Smith (ES), Angela Underwood (AU) and Dan Valovin (DV),

In attendance: Laura Roberts and Michelle Foster

	<u><b>Action</b></u>
<b>1. Apologies</b> None	
<b>2. Elections</b> <b>2.1. Chair &amp; Vice Chair(s)</b> PD nominates LC as chair of Governors and JD seconds. It is unanimously agreed. PD nominates DV as Vice Chair and JD nominates PD as Vice Chair. It is unanimously agreed that they will both be Vice Chair.  <b>2.2 Chair of Finance &amp; Premises</b> DV nominates PD as Chair of Finance & Premises. It is unanimously agreed. <b>2.3 Chair of Staffing, Curriculum</b> ES nominates MG as Chair of Staffing & Curriculum. It is unanimously agreed. <b>2.4 Chair of Spirituality</b> It is agreed to split Spirituality away from Staffing & Curriculum as it was felt this was too large to have as one committee. MG nominates CB. It is unanimously agreed. <b>2.5 Chair of Admissions</b> PD is happy to continue as the Chair of Admissions. It is unanimously agreed. <b>2.6 Link Governor</b> JD steps forward as Link Governor and it is unanimously agreed. <b>2.7 Safeguarding Governor</b> ES states she is happy to continue as Safeguarding Governor. It is unanimously agreed.  It is agreed that a Vice Chair will be appointed for each committee so that should the Chair be unable to attend a meeting, the Vice Chair will chair the meeting instead of postponing.  The members discuss Governors joining different committees to ensure that there are enough members for each subcommittee. RS states that she is happy to join the Finance & Premises committee. JJ and AU agree to join the Spirituality Committee.	
<b>3. Declarations of Interest</b> None	
<b>4. Minutes of meeting of 29<sup>th</sup> June 2017</b> 4.1 6.1 This should state PD and not DV 4.2 page 3 - JD asks if there is any feedback from Jez Wong regarding his visits to the	

Chairman's Signature

*Louise Clark*

school. LC confirms that Jez sends reports to LC, Anita Bullock, our Link Advisor and Victoria Ludlow from the Local Authority each time he visits. LC states that she will ask Jez Wong if it is acceptable to distribute the reports to the rest of the FGB.

4.2 With the one adjustment, the minutes are approved and signed as a correct record.

**5. Matters arising (not covered by agenda items)**

5.1 4.1 JD asks if JJ has enquired about the LAC. JJ confirms that the child is under West Sussex County Council. JD asks if SM can provide an annual report for LAC as this should be completed each Summer term due to protocol and is expected to be provided. SM responds that he will ask Clare Watkins, Inclusion Manager for a report before the next FGM and then annually starting in the Summer term.

W 5.2 Smart boards – DV confirms that it was agreed to replace the broken one instead of leasing as we had already committed to do so before the leasing suggestion was raised.

5.3 6.3 LC states that due to Bridget Meinecke resigning as Parent Governor we will need to begin the process to appoint a replacement. LC will meet with Jodie to start this now that the new Reception parents have settled in. LC states that she will also need to write to parents to introduce the Governors.

5.4 7.3 SM states that the Emergency evacuation gate is in now in place and that we have received a letter from the Council asking us to confirm that the gate will only be used for emergency purposes which we have done.

5.5. 8.2a Parent Survey – LC asks if there are any plans to send out another parent survey in the near future. SM states that we will be sending one out around Christmas time or during the spring term. LC asks if this will be done at Christmas or twice a year moving forward. SM responds that it is up to Governors but more than likely it will be sent twice a year. ES feels that it would be good to do this twice a year to get a good reflection to how parents are feeling. It is agreed to send a survey out at Christmas and at the end of the school year.

5.6 Parents Evening – ES states that this is fast approaching so we need to commit to who is able to attend to represent Governors and what time slots everyone is available. LC asks if a Governor is happy to take on the task of arranging a timetable. ES agrees to do this.

(7pm – CB leaves)

5.7 Restructure of TA's – DV has circulated an update to Governors prior to the meeting and gives Governors a breakdown of the information regarding what happened during the process that was sent for those that are unsure if they received it. DV confirms that by the end of the process the TA's were happy with the help Governors gave.

5.8 JD informs the members that she and SM received an email from Clare Watkins raising concerns regarding behaviour in school. JD asks if we were in a situation where we had to hire new TA's to help with some children would we have to have a 6 month gap from the redundancies before we were able to take someone on. DV responds that if the role was like for like to the ones that were made redundant then yes we would unless it was due to a specific need that we were unaware of at the time of the redundancies. SM confirms that a TA temp had been taken on due to

having a child that was in need of 1:1 care that we were not aware of until they started in September. SM also confirms that a temporary TA has had to be taken on for another child to give the TA's in that specific year group some respite as this particular child needs help settling into the new school year. SM states that this is an expensive cost but the Local Authority were clear regarding not being able to employ people. DV feels that although we could offer a fixed term contract we have to bear in mind that we went through the restructuring process for a valid reason. SM feels that another reason there are issues is due to the fact that the TA's in class are meant to be taking care of SEN children first and then general duties but this is taking some time for teachers to adjust to.

## 6. Urgent Matters

None

## 7. Chair's Report

7.1 Feedback from Exit Interviews and Assembly monitoring – LC confirms that MG and PD spent 2 afternoons holding exit interviews. MG states that these had to be done very carefully to make sure any feedback was confidential and any notes were destroyed. MG confirms that any information in the report given to Governors was based on a general overview and was commented by more than one person. LC asks of all staff that were leaving requested an exit interview. MG responds that two interviews were done by email due to the staff members leaving earlier and not wanting to return to the school. LC asks if the meetings were worthwhile and MG states that yes very much so as it was important to get their views.

7.2 DV feels that the timing was not ideal as it was during the redundancy process. PD disagrees with this statement as he feels the TA's would not have come back into school after they had left and it was also felt that Governors were not being blamed and they knew we were trying to do what was best. TA's also felt that they were being listened to. DV responds that although he does not disagree with this he does feel that maybe we were getting slightly more anger than what would have been normal. MG states that she felt there was no malice or anger during the meetings.

7.3 JD states that she feels the redundancy process was poorly managed and not just due to the poor advice that was received from County. PD responds that they did not mention the redundancy process during the interviews and the issues they had were regarding other matters. ES asks if there is anything we can learn from this and improve. PD responds that his suggestion would be that as a Governing Body we only seek HR advice and the Union and no one else until the process is agreed, and ensure everyone knows what is happening. Everyone is involved from beginning to end. The main issue seemed to be communication and empathy. MG states that some of the TA's during the process were worried they would not be listened to regarding safeguarding matters, PD also comments that any reports that they were worried that it would be used against them in regards to the scoring procedure, so it is felt that all staff including TA's need to be reassured that they will be taken seriously. LC confirms that ES was introduced to staff at the INSET Day training on the 4<sup>th</sup> September so they are now aware of who she is and that they can talk to her no matter how small the concern. LC asks if the staff handbook mentions confidential reporting as we need to ensure staff know how to report issues and also that they have a responsibility to do so. It is agreed to create and place an information poster in the staff room with ES and LC details so staff can share worries with them if they feel they cannot talk to the Lead Safeguarding Officer in the school.

7.4 LC states that the email communications during the redundancy process were not practical as lots of emails were being sent back and forth and it was not always helpful when others answered the questions before the person that the question had been asked of had not being given the opportunity to answer.

7.5 LR asks if the Governors felt that the exit interviews were the feelings of the staff that were leaving or was it the general feeling of all staff. MG responds that the general feeling was that there was a decline in discipline in the school and some felt that it is no longer feels like a family but could not say 100% that this was how all staff felt.

#### Assembly Monitoring

7.6 SM had expressed concerns regarding assemblies so Governors agreed to monitor them. LC feels that how children behave in assemblies is a snap shot of the school in general. The report that LC has produced lists the results from the observations and also some learning points. The observations show that behaviour in Collective Worship is very dependent on who is leading it. LC asks who is in charge of monitoring collective worship amongst the Senior Leadership Team (SLT) SM responds that it is himself. He said this is not something that he has been doing as he felt it was not needed but also could not always be there. JD states that delegation would have perhaps been a good idea. ES asks if we should continue to monitor. JJ feels that it should be within the school to monitor and not down to Governors. LC responds that now it is up to the SLT to take the report on board and monitor more closely. LC asks which committee the monitoring will be fed back to. MG suggests the Spirituality Committee who can then feed back to the Governors at the Full Governors Meetings, this is agreed. JJ confirms that she will be able to monitor the assemblies in January once the Reception children start to join them. SM agrees to monitor them until then. PD states that he is happy to help teachers in planning of assemblies and what prayers to use. JJ asks if Governors are happy for some of the learning points in the report to be fed back to staff. LC replies that this would be a good idea. LC confirms that Governors are still welcome to visit worship assembly and to inform Alice in the Office if they wish to do so.

### 8. Headteacher's Report

8.1 SM gives an overview of the Head's report to Governors. JD queries the Learning Mentor vacancy. LR responds that due to the redundancies and financial situation of the school it was agreed to keep this position vacant. LR feels it would be helpful to fill this position as we have a part time Inclusion Manager. JJ also feels that it would be beneficial for a number of children within the school. PD confirms that he will look at the financial side of this with Cheryl Marrs. JD asks if it would be worthwhile asking for volunteers. LR responds that this has already taken place and that we have received some interest which Clare is looking into. DV states that we need to check to see if it has been included in the budget because if not, then it should not be stated as a vacancy. LC replies that if it is in the budget then this needs to be looked into as a priority. PD responds that at the time of doing the budget it was unknown what hours Clare Watkins would be doing, so there may be some available for the role. DV feels that we must consider it carefully due to the recent redundancies and the sensitivity of the issue.

8.2 SM confirms that he is to complete his child protection training on the 10<sup>th</sup> January and that LR and CW are also due to complete theirs. LR responds that this has been arranged for October/November time.

8.3 The report states that we currently have one Looked After Child (LAC) this is incorrect and should be stated as zero.

8.4 SM informs the members that following advice from Jez Wong, an advert has been arranged for the part time vacancy starting in January. This will be a temporary contract for three days per week for two terms. LR responds that staff had been led to believe that the vacancy has been offered already. SM confirms that this was not the case and any misunderstanding regarding this had been resolved. SM also confirms that there may be another vacancy after Christmas but will not know for definite for a couple of weeks. PD states that as a Governing Body they want all

vacancies to be advertised in the correct way. LC asks if it has been made clear to the member of staff that the job has not been offered to them verbally or otherwise. SM replies that yes it had but he would meet with them again tomorrow to reconfirm. DV states that we are not allowed to just appoint a replacement and that we have to advertise and follow correct procedures. LC asks that as the teacher in question is currently working within the school through an agency, if they were successful, would there be a cost owing to the agency. MG states that this would be dependent on how long they had been employed with them. LC responds that we would need to check this to be sure and that every vacancy had to be advertised and the correct interview process needs to take place. LC asks SM to inform staff that an advert will be going out as they have been led to believe that the role has already been filled. It is agreed that the interview date will be set for Monday 30<sup>th</sup> October and Governors are to confirm if they are able to attend.

(7.50pm – CB returns)

8.5 LC asks SM if the teacher who is currently signed off is due back shortly. SM responds that she is signed off for another week and that Linda Jones has been doing a fantastic job in her absence and working alongside the other Year Group teacher really well. He also confirms that she will be staying in the role until the teacher returns. LC asks if both the Year 3 classes are working on the Year 3 curriculum. SM confirms that they are. LC states that this is a cohort about which concerns have been expressed, so we have to be careful and support them as much as possible. MG asks if it would be a good idea to put an experienced Year 3 TA back in to the year group. LR responds that there are no concerns in regards to the TA in that year group as they are doing a fantastic job and that there is more concern in regards to teachers. LR also confirms that Clare will ensure any TA training needed will be offered.

Data Review –

8.6 Year 1 Phonics and Reception's Good Level of Development (GLD) have come back good.

8.7 The results for Yr. 2&6 Reading, Writing & Maths were disappointing and quite shockingly so as we expected them to be low but they came back worse than what was expected.

8.8 Yrs. 1, 3&5 have moved upwards in many areas. JD queries the results as last year there were discrepancies between the Teacher Assessment and SATs results. JD asks if there is moderation in place to check the results for this year. SM states that there is. LR confirms that this matter is in her remit and she has a plan in place for the year which Jez has reviewed and approved.

8.9 JD reads out the national SATS results to Governors and asks SM to add this to the Data Review Report so it is clearer for everyone. DV states that these figures now show that every year group is below the national percentage so we need to see a plan to show how we are going to improve. SM states that this has been included in the School Development Plan.

(8.00pm – JJ leaves)

8.10 LC informs SM that the Governor's need to know the forecast for every year group and not just the Key Year groups. LC also states that the other year groups need to prepare better so that they do not fail as well. ES states that she feels perhaps a separate meeting needs to be held to discuss this matter further and more in depth. JD states that she feels that the SDP needs further work before a meeting can be held to discuss the data. LR agrees to hold a meeting for Governors on Thursday 19<sup>th</sup> October in which she will give them a further analysis of the results and answer questions.

8.11 ES acknowledges that the safeguarding training she attended in school on the INSET Day was very good and had scenarios to look at rather than information just fed to them. SM confirms that the staff member that was absent that day has now had 1:1 training with Clare so everyone is up to date on Safeguarding training.

Chairman's Signature Louise Clark

## 9. Main Business

### 9.1 Dates for FGB meetings

9.1.1 LC - The proposal is to revert to the dates that Jodie had previously suggested. It is agreed to rotate the dates through the week and Jodie will circulate all the dates for the rest of the academic year to Governors.

JH

### 9.2 Staff Survey

9.2.1 SM – This is handed out to staff annually and there was a great diversity of opinions with this current survey. Question four regarding the behaviour of pupils is the question that stood out the most. An anonymous slip has been given to staff to gather more information regarding this. SM confirms that he will email the answers to Governors once he receives them.

9.2.2 There were 27 responses in total and from those 3 TA, 4 Teacher and 1 Support Staff were identified. Due to the number that chose to stay anonymous we cannot be sure who responded.

9.2.3 MG asks if it is felt that there is an issue to how the behaviour of children is being managed. SM responds that this had been briefly discussed by the SLT but as they were slightly nonplussed it was decided to investigate the matter further. From lessons observations and learning walks it has been noted that behaviour in class is good. It is felt that there are inconsistencies to how the children are managed especially in assemblies and during lunchtimes. ES states that due to the answers given for the bully question it is good to see that this is not the issue. LR responds that the issues appear to be the inconsistency of managing behaviour. SM feels that hopefully following further investigations we will be able to get to the root of the problem and show children the way forward. JD asks SM what he feels it could be. SM responds that worship assembly and lunchtimes could be the issue. LR states that it could also be how staff feel supported. ES notes that staff development also appears to be an issue and is this due to the budget cuts. LR responds that she would need to see who had answered this question to determine an answer as TA's did not have their appraisals last year which meant no training was available, now that Clare has returned this will year will be different. JD asks if we still have links to St Lawrence. SM confirms that we do and that the money has been spent on West Sussex Training so this has already been allocated out for the rest of this year. SM also confirms that there was only a limited amount of money available for training this year as we had to make cuts. PD responds that he believes it was not cut by much and will check with the Finance Committee and confirm.

9.2.4 SM feels that the comments to question eight seems to be related to the 1:1 situation of our SEN children. ES responds that the theme of the last few questions appear to be around the lack of communication and asks what can be done to resolve this. SM replies that he can go over the school vision again with staff to clarify. ES feels that it would be interesting to know where staff feel the school is going. LR responds that the INSET Day in July staff were asked what they felt had been good or could have been done better and the results were helpful to see how staff were feeling. ES feels that something needs to be done to get the school working together again. LC asks SM that once the slips have been returned it will need to be added to the next SLT meeting and then reviewed with the survey and INSET Day slips. JD states that SM needs to bring his vision document to the next FGM to update Governors. LC asks if the staff briefings have agendas and are they also minuted. SM confirms yes to both questions.

### 9.3 Reports from Link Advisor visits 22<sup>nd</sup> June and 20<sup>th</sup> July 2017

9.3.1 LC states that we have had an unfortunate year in regards to the regular changes to our Link Advisor. LC confirms that Anita Bullock will be staying as our Advisor for the foreseeable future.

9.3.2 The first visit was held on the 22<sup>nd</sup> June. The report previous to this had been graded as a '3' which is the equivalent to a "Requires Improvement" grading by Ofsted. This latest report was also graded a 'RI'. ES asks if there is an action plan to

improve this. SM responds that the SEF and SDP are being rewritten alongside the Consultant Headteacher. ES asks if the Advisors will be coming back to visit soon. LC confirms that a progress meeting was held on the 20th July and that during this meeting the actions from the 22<sup>nd</sup> June meeting were reviewed and the summary judgement was a major concern. PD states that this may be why it is felt that there is no vision.

9.3.3 LC confirms that staff have been told the outcome of the visits but have not been given any in depth explanations at this time. ES asks if there is a plan to update staff and get everyone back on track. SM responds that the new SEF and SDP will help do this alongside staff having lesson observations as normal which are being completed by SM and LR. JD states that the majority of the learning in the SEF has been graded as good but the Local Authority have graded the majority as needing improvement. SM confirms that this was based on last year so will need to be changed. JD states that the Local Authority grading overrides the Headteacher's grading so this will need to be changed immediately.

9.3.4 MG queries that on page 2 of the report most of the actions have been timetabled and should have been completed but in fact Governors have not been informed. MG feels that we need documentation and evidence to prove that the actions have happened rather than stating it has.

9.3.5 LC asks if the training includes internal as well as external. SM responds that it does and that plans are in place to show the evidence for courses that have been booked. SM also confirms that staff meetings are minuted and interventions have been put into place. ES asks if evaluation forms are requested on INSET days. SM responds that they are not but this should be done. ES feels this would be good evidence to show. It is asked if having two INSET days at the end of the year are productive. SM states that he feels they are as they take place after the weekend but LC feels that perhaps staff should be asked if they agree. MG asks if we are on course to meet the rest of the targets that are due to be completed by the end of the month. ES responds that as a meeting is being held then this should be OK. ES asks is there a risk Ofsted could arrive imminently due to the poor reports. JD responds that yes they could.

9.3.6 LC reiterates that there has been additional support received from the Link Advisor and that we have also had Jez Wong supporting SM one day per week. Peter Campbell has attended staff meetings to help train staff on CPD and spelling. MG asks what can be done by Governors to help. LR responds that staff morale needs to be monitored and considered carefully. LC asks if the link reports are public documents. SM confirms that they are not. AU asks if the vision statement will help staff morale move forward. LR responds that if they had clear leadership they would get on board. MG suggests perhaps a meeting with staff would help so they had the bigger picture. LR didn't feel this would work. LR feels they just need a clear idea of what we are trying to achieve and also a consistent message. LC states that we need to have clear vision as we cannot possibly improve and get a 'good' grading without it. She also feels we need to know that in twelve months' time we are not going to be 'R!' or worse.

9.3.7 LC asks SM if the support from Jez Wong had been worthwhile. SM responds very much so. SM states that Jez has been very supportive and has also been challenging and asking questions. LC asks if SM is able to put right the areas of concerns highlighted by Jez in the time frame given. SM responds yes. LC asks if progress can be seen. SM responds yes. LC asks if Jez was to be asked if he saw progression would his response be the same. SM responds yes. LC asks if Jez helped with the vision that was presented on INSET Day. SM confirms that yes he did. LC asks if at the end of the session staff were aware of SM's vision and did he know for sure that they were. SM responds that he does not know. LC states that this needs to be rectified immediately before we lose staff.

(9.00pm – JJ leaves)

<b>10. Headlines/Full Governor actions from Sub Committees</b>  10.1 Staffing, Curriculum & Spirituality This meeting was adjourned and will now take place on Tuesday 10 <sup>th</sup> October	
<b>11. Policies to be reviewed/approved</b> <b>11.1 Lockdown Policy</b> This is a model policy and it is agreed that JH will email a copy to all members and any discussions or comments will need to be emailed before 3.00pm on Tuesday 3 <sup>rd</sup> October. If no emails received the policy will be approved.	
<b>12. Information and Routine Matters</b>  <b>12.1 Racial Incidents</b> None <b>12.2 Complaints</b> None <b>12.3 Safeguarding</b> Nothing to report. One child still remains on a plan. <b>12.4 Academy Status</b> Nothing to report	
<b>13. Chairman's Actions</b>	
<b>14. Any Other Business</b> ES thanks the FGB on behalf of Henfield Joggers for allowing them to use the school car park during a recent event.	
<b>Date of next meeting</b> Wednesday 29 <sup>th</sup> November 2017 at 6.30pm	

Chairman's Signature Louise Clark