

**FULL GOVERNORS' MEETING  
HELD ON THURSDAY 29<sup>th</sup> June AT 6.30PM**

**Members Present**

Rev Christina Bennett, Jane Brown, Louise Clark, Rev Paul Doick, Jill Dyson, Maureen Gribbon, Stephen McCulley, Emma Smith, Angela Underwood and Dan Valovin,

In attendance: Laura Roberts and Michelle Foster

	<u><b>Action</b></u>
<b>Apologies</b> Julie Jewell and Rebecca Saxby	
<b>Declarations of Business interests</b> None	
<b>Minutes from meeting held on 18<sup>th</sup> May 2017</b>  3.1 It is asked if CM could be stated as Cheryl Marrs to ensure it is clear who is being spoken about. 3.2 ES asks if the paragraph that stated Governor emails need to be used for Safeguarding purposes can be amended to say Governors need to use their school emails for information, Governance and IT security reasons, therefore all Governors must ensure all correspondence is sent to and from their St Peter's email address and not their personal ones. (6.35pm – DV arrives) With the above mentioned amendments, the minutes are approved and signed as a correct record	
<b>Matters arising (not covered by agenda items)</b> 4.1 7.2 it is asked if JJ investigated if the LAC came under West Sussex County Council. It is agreed that as JJ is absent from the meeting, this action will be carried forward. 4.2 LC asks if the number of new Reception children for September was 53. SM confirms that that figure has now risen to 55 and a promising show round yesterday. 4.3 9.1.3 JD asks if we have looked into leasing the smart boards instead of buying new ones. MG asks if this would be a cheaper option in the short term. SM states that he will discuss the matter with Cheryl. 4.4 7.3 SM was going to set an account up on CPOMS for ES. ES feels this it is not necessary to have full access to pupil information in her role as Safeguarding Governor. It is agreed that ES does not need to have access to CPOMS so therefore this will not be actioned. 4.5 8.3 LC – a monitoring timetable has not yet been established so it may now be best to wait until September and ensure Governors are proactive. LR confirms that the INSET days agendas have now been worked out and will be focussed on writing and that a proforma would be helpful for Governors to follow. LC feels that it needs to be more specific in what Governors need to look at and give the direction. SM and LC will look at how Governor monitoring can be more focussed. JD has been into school to do Inclusion monitoring and ES has also completed the safeguarding monitoring. JD states that perhaps a sheet could be left in school to complete so we	

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<p>know what monitoring has already been done. It is agreed to add this to the next agenda.</p> <p>4.6 4.4 Governor SLA - PD apologises as they are still issues with the signatories for the trust account. The paperwork has been completed but we may have to look for a new treasurer for the account as the current treasurer has stated that they want to step down. ES asked if Governor costs are coming out of school funds. PD confirms that at present they are coming out of the school reserves and will be refunded.</p> <p>4.7 8.2 MG asks what the costs and details are for the Consultant Headteacher that was recommended for SM. DV responds that this was discussed with the Finance Committee following the last FGM when it was advised we took up the recommendation and was agreed. SM states that Jez Wong has now been in four times so far. LC confirms when Anita Bullock visited she stated that as we had funds available in our reserve accounts we are unable to apply for a grant to cover any costs.</p>	
<p><b>Urgent matters</b> None</p>	
<p><b>Chair's Report/Overview of Chair's actions</b></p> <p>6.1 Along with ES and PD have successfully dealt with the complaint and the matter was resolved.</p> <p>6.2 Brought the redundancies to a close.</p> <p>6.3 Accepted the resignation of Bridget Meinecke as Parent Governor. Bridget was due to step down in July when her daughter left the school but she was very unhappy regarding the redundancies and was going to stay on as a Co-opted Governor but has now decided to leave. We are now one Parent Governor down but because we are so close to the end of the school year it has been decided to wait until September before starting the process of finding a replacement. DV suggests that it may be a good idea to inform parents that a vacancy has arisen. LC states that she will put a paragraph together to go in the newsletter to inform parents of the vacancy.</p>	
<p><b>Head's Report &amp; Data Analysis</b></p> <p>7.1 SM has been informed by Unison that we have to send letters to the TA's confirming their last day of contract. Alice has been asked to do this. We were not told this by HR so will be dealing with the matter straight away. LC asks who we need to contact to complain about the lack of HR support that we received. JD suggests that the best person to speak to would be Deborah Myers. JD asks SM and DV how the meeting with the TA's went and how also the morale was within the school. SM responds that the Teaching staff feel disappointed for the TA's but that it was not much of a huge impact as six of the redundancies were voluntary. SM states that everyone is picking themselves up. The TA's that are leaving have been able to attend other interviews when needed and we have not stood in their way and have been supportive. DV states that the morning went as well as could be expected. The compulsory redundancy TA was obviously upset and she was given her scores and she was allowed to work through the emotions. SM states that the voluntary redundancies were just a case of finalising the details. ES asks if the children had been told as SM had mentioned that they were going to be. SM responds that it has been discussed and came apparent that it was inappropriate to name names, so we are not going to send out anything officially naming people. DV states that the voluntary redundancy TA's wanted it to be known that they were voluntary and not chosen but it was felt that this would not be fair to the compulsory redundancy TA. LC feels that this needs to be communicated sometime in the near future.</p> <p>7.2 Classes for September – SM states that class lists for September will not be going home as they did last year. Children will be meeting their new teacher in the last</p>	

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week of term for changing classes' afternoon. We have reverted back to the original style of informing parents by letter with their reports. Classes for September for Yrs. 1, 3 & 5 have now been mixed and decided.

7.3 Emergency Evacuation – This was put to the children as a big fire drill practice. It highlighted three issues – the volume of the alarm, and two issues with the evacuation gates which have led to the possibility of putting in an emergency gate with a coded pad lock along the fence by the field. We have also been sent a Lock Down Policy by the Local Authority which will be looked at. LC feels the children will need to know what is happening so as not to scare them.

7.4 Staff Monitoring – Lesson observations have now been completed by Team Leaders. LC asks if we are happy that the observations were secure. SM responds yes we are but LC challenges how we know this. SM confirms that there is a comprehensive list that the observer goes through and scores. Jez Wong has completed the quality assurance and will also be doing learning walks with SM. MF states that any uncertainties are discussed between the Senior Leaders. LC asks SM when the lesson is re observed is it by the same person. SM responds that yes it is. DV asks SM if there is concern that the Good + figure has dropped significantly. SM responds that what has been showing is that teachers are tired and have not been at the top of their game. DV asks if the 5% is more realistic than the 53% figure do we need to look at how the lesson observations are done. JD asks if a Senior Leader observes alongside with the Team Leader. SM responds that Senior Leaders observed alongside Team Leaders in the Autumn term but not Spring or Summer. LC challenges SM that a drop from 53% Good + to 5% Good + is a significantly large drop and a worry with regards to Ofsted, SM responds that Good + is something that is done internally and not by Ofsted. LR states that this is something new that has been introduced this year by SM. LC states that we need to query what has happened and cannot just put it down to staff tiredness and also asks if there are any other factors other than a change in who is observing as to why it has dropped. LR responds that one factor could be that these observations were writing observations. MF asks SM if this figure is correct as only one observation completed by her was not satisfactory and had to be redone. JD asks if we use the Ofsted criteria for the observations and SM confirms that yes we do. SM states that in the summer term there has been a definitive shift in Good and Good + and we need to look at the reasons why this has happened. Writing was reviewed and it is felt that the issue was if the higher ability writers not differentiated were not in that class we could not have given a Good+ verdict. DV feels that it needs to be made clearer as if monitoring different things then you cannot compare observations. PD states that it seems like we are adding in a level that is actually not needed and could be marginal between Good and Good+ so do we need it if other schools do not use it. SM responds that LR will be line managing the Middle Leaders next year so will be doing observations with them and the Good+ grade will be scrapped. LC feels that this will hopefully mean we will be more confident that the figures are consistent next year.

## **Main Business**

### **8.1) Dates for FGB meetings for academic year 2017/18**

8.1.1 LC, SM and JH are to set the dates for the next academic year and email Governors. It is agreed to rotate the days of the meetings between Tuesdays, Wednesdays and Thursdays. JH will also confirm to the Governors via email the INSET days for the next academic year.

### **8.2) Feedback from Link Advisor's visit 22.6.17**

8.2.1 SM received the final report today and will email out to Governors tomorrow.

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The draft that was received has been reviewed by LR and MF. LC asks SM what his initial reaction of the report is. SM responds that as he has said previously, there are things in the report that he does not agree with but cannot resolve them so accepts them. The indicators from the report are that Middle Managers, SENCo, SBM, Deputy Heads and Governors all came across well. LC asks if this report has been graded like the last one was. SM responds that the report only came through as he was attending the meeting so has not had a chance to look through the report. LC asks what the implications would be if we received another grade 3. SM responds that nothing will be done as it is not an Ofsted Report and the Local Authority have set out points that need to be dealt with before the next SIP visit. LC confirms that Anita Bullock is visiting again on Thursday 20<sup>th</sup> July and she will be expecting to see progress so does the report highlight actions that need to be taken. SM states that there are action points on the first page. DV states that on the last report they stated that the SDP and SEF needed work doing to them. SM confirms that this has been completed for both. SM also states that the part of the report he has seen has noted that they were keen for SM to have a much higher profile in and around the school and also TA appraisals were highlighted as an issue. LC feels it is hard to discuss the report when Governors have not seen it. SM will email the final report as soon as possible. Anita Bullock's next visit will be focussed on data. JD asks who will be present when feedback was given after the last visit. SM confirms it was just himself and Jez Wong that attended and there were only the four points that needed addressing that were given. There is no agenda as yet for the forthcoming visit. LC will email Anita Bullock to enquire if Governors are required and will confirm via email to all Governors. LR suggests that it may be an idea to meet again to discuss the report once Governors have had a chance to read it. LC will set a date once the report is emailed out and confirm with Governors.

### **8.2a Parent Survey Analysis**

8.2a.1 survey was sent out to parents on the 16<sup>th</sup> June via survey monkey. We have received 52 responses. The questions that were generated came from Ofsted website. LC asks how often a survey should be sent out. LR responds that ideally twice a year is good practice but as long as parents get the opportunity to express their views that is the main thing. LR gives Governors an overview of the report. There were five questions that parents strongly disagreed with. The report is broken down in graphs for each question to enable Governors to see the results clearly. From the reports it has been decided that going forward the school is going to think more about parents evenings and reports. The answers will be taken on board by the Leadership Team. DV states that there are a high number of concerns with regards to bullying. LR responds that parents are able to leave individual comments and the ones left are of mixed reviews. MG notes that some comments that have been left are ones the school cannot unfortunately do much about e.g. school dinners and portion sizes and also appreciates that teachers are also at work and as a parent it is her responsibility to ensure she can make appointments in school time as teachers need to get home as well. DV feels that the meetings that have been held in the evenings have been useful but SM comments that those meetings that have been held later in the evenings have actually been poorly attended. MF states that when the transition meetings for parents were moved from September to July for reception this proved very successful so it is felt this would be better for all year groups. DV feels that the comments regarding lack of communication from Governors are fair and although Governor and parent meetings have been held, the last meeting was after the last Ofsted inspection. A Governor newsletter was also sent out just after that meeting focussing on our improvement journey but we haven't been able to do that again this year but we should look to restart this in September. DV suggests that perhaps Governors could send a newsletter out at the end of this term explaining everything to parents, who Governors are and also apologise for not communicating

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more. PD also feels it would be good to send information to parents letting them know who the Governors are and what they can do in respect of their Governor role. JD suggests that maybe Governors could set up a 'Governor Surgery' each half term to enable parents to meet with Governors and discuss any concerns but it has to be handled correctly. Governors have been present at parents evenings in the past to meet and greet but ES suggests that maybe a table could be placed in the hall as a more formal approach. AU feels this is a good idea as parents are already coming into school rather than try to get them in on another occasion.

8.2a.2 ES states that if it is a minimum to send out a survey once a year, would Christmas be a good time to send one out so that we could get the views of new parents. LR responds that most schools do the surveys twice a year. ES asks if it is worthwhile to put a section in the newsletter 'you said & we did' as this will show we have listened to parents views and perhaps this could be done at the end of this academic year in a Governor newsletter.


8.2a.3 DV feels that if 12% disagree that the staff are approachable perhaps this could be changed from tomorrow by reminding staff nicely that they need to be more approachable. JD states that the results this year are quite different to the results we received last year. LR feels that it is not fair to compare results due to the changes that have happened. MG asks if we should reiterate to parents that they can come to us if they need to.

8.2a.4 JD asks SM how the results struck him. SM responds that the 12% and 13% disagree answers are worrying but 52 people have taken the trouble to complete. SM feels that some things that have been said are fair and some may have been taken from a personal point of view. The comment about lack of communication is not fair as we have kept parents up to date with redundancies and funding. DV responds that other than those communications we have not communicated as much as we should have so feels it is a fair point. PD states that we need to decide how we are going to respond to the results. JD states that we also need an analysis of why the Year 6 SATs will be lower than they should so that parents know we are dealing with issues. PD feels that if we are going to let parents know where we are going as a school, some of the disagree answers will be resolved.

8.2a.5 MG states that moving forward we need to identify the areas we need to improve and put them on an agenda to monitor, so we are then ensuring we are fulfilling our role and being effective in what we are doing. PD responds that it is very easy to read and easy to disagree but what we have to decide is how we respond and show we are taking answers on board. Leadership answers are an issue as that also includes Governors so we need to ensure we are doing what we should be.

8.2a.6 ES feels that Governors should arrange a meeting to discuss how to move forward in September. LC responds that she is due to meet with Patrick Cummings from Head of Governor Support Services on Monday to discuss all issues so she will have a better idea after the meeting and once we have all three SIP reports we can set actions to work on.

8.2a.7 PD asks how Year 6 are being moderated. LR replies that we had a very good moderator who was pleased with what he saw from teachers. JD states that she does not understand why Year 6 results were so poor this year. SM responds that reading and maths were good and that it was writing that had been shown to be poor. Lots of children missed out on getting the next mark up and this was due to spelling. LC responds that we need to let parents know that this will be looked into and reassure them. MF states that the curriculum has recently changed so the

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current year 6 cohort have had to play catch up and that July INSET day will be focussed on spellings. LC feels that by the end of this academic year we will be able to communicate to parents that we have identified what the issues are and what we are going to do about them. MF responds that we are going to use the knowledge of what was found this year next year and going forward. SM states that the current Year 5 are going to be focussing on Year 3 & 4 spellings and once they are strong with those they will then move onto Year 5 & 6 spellings. LC asks if that will mean next year's results will be better and SM responds yes this will mean they will.

### **8.3 SEF/SDP**

8.3.1 This is different from the previous one and has been rewritten completely. SM reiterates to Governors what the SEF and SDP both do and how they work. JD states that it is expected that the weakness in the SEF are to be the objectives in the SDP. ES asks if the SEF gets refreshed each year or does it roll forward. SM states that most weaknesses have been achieved but have not been made clear in the document and will now be changed to show clearer achievements. Once the layout is changed it will be sent out to Governors. DV asks how the Governors will feed into the development plan as we need to be agreeing together where the development requirements are. SM responds that it can be put on the agendas to discuss at future FGM's. LR states that as a school we are already discussing now to get matters in place ready for September. DV feels that Governors need to get Leadership objectives in place ready for September as well and perhaps a strategic termly plan needs to be done so we can see clearly what we want to happen each term and if it is achieved. The goal is to hold ourselves to account to see if we achieved what we set out to do. PD states that when we were rated RI by Ofsted, Governors were given key points to deal with which is what we need with the SEF. DV also comments that we need to know what progress has been made each term. LC feels that this needs to be part of the Head's report and MG agrees that the Head's report can show what needs to be done from the SDP and is a very good argument about having a FGM to discuss solely the SEF and SDP. LC asks if staff have been shown the SEF and SM replies that yes all staff have received a copy. JD states that it is good practice to have input from all staff and Governors and it needs to be discussed rather than written by the Headteacher and then given out. JD also feels that we need to have evidence to show good progress and that comes from discussions. LC asks if a SEF and SDP are items on agendas at staff meetings. SM responds that it is discussed if the matter comes up but is not a fixture on the agenda each time. At the last meeting each member of staff took a section away to review and changes were then put in by SM. LC feels that if teaching staff, support staff and Governors are going to be part of the document then they need to be meeting to discuss it regularly and their input taken on board.

## **9. Reports from Sub Committees**

### **9.1) Staffing, Curriculum & Spirituality**

9.1.1 Last met on the 20<sup>th</sup> June. All policies that needed reviewing have been reviewed and approved. SM & JH have a spread sheet for policies that keeps track of when policies are due for renewal. LC asks that if we are on top of policies and are staff aware when their policy is due for renewal. SM confirms that yes they do as it is incorporated into their performance management review.

9.1.2 The recruitment process was also discussed to ensure we were getting the right people for the jobs.

9.1.3 PSHCE policy was reviewed and approved.

### **9.2) Finance**

9.2 Finance & Premises Committee

9.2.1 DV informs the members that an email was received from Cheryl Marrs

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requesting additional funds for extra work to be carried out during the summer. This cannot be approved via email and need to meet to discuss it properly.	
<b>10. Policies to be reviewed/approved</b> 10.1 Capability Policy 10.1.1 This is a model policy and no changes are needed. The policy is approved. 10.2 Confidential Reporting Policy 10.2.1 This is a model policy and no changes are needed. The policy is approved. 10.3 Safeguarding & Child Protection Policy 10.3.1 ES has some changes in terminology are needed and will meet with JH to discuss.	
<b>11. Information and Routine Matters</b> <b>Racial Incidents</b> None <b>Complaints</b> None <b>Safeguarding</b> One on-going case <b>Academy Status</b> Nothing to report	
<b>12. Chairman's Actions</b> 12.1 Will look at monitoring for September 12.2 Will email Deborah Myers regarding HR support concerns 12.3 Will email Anita Bullock requesting an agenda 12.4 Will put together a Governor newsletter 12.5 Will arrange a meeting to discuss the SIP report	
<b>Any Other Business</b> ES would like to make recommendations for some safeguarding training as she feels it is better to go through scenarios rather than just go through the policy.	
<b>Date of next Meeting: To Be Confirmed</b>	

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