

**FULL GOVERNORS' MEETING
HELD ON THURSDAY 6th October 2016 AT 6.30PM**

Members Present

Rev Christina Bennett, Rod Brown, Louise Clark, Rev Paul Doick, Jill Dyson, Julie Jewell, Bridget Meinecke, Emma Smith and Dan Valovin

	<u>Action</u>
<p>1. Apologies Paul Drew, Maureen Gribbon, Jane Brown and Alan Corbett</p>	
<p>2. Introduction of new Governors and thanks to leaving Governors RB welcomes the three new Governors: Emma Smith, Jill Dyson and Julie Jewell.</p>	
<p>3. Revising Committee structure</p> <p>3.1 RB – There are currently four committees: Premises & Finance, Staffing, Curriculum & Spirituality, Pupil Progress and Attainment and Admissions. When the Governing Body reconstituted the number of Governors was reduced, so we need to consider how best we structure our committees. Also the needs of the school has changed since the last change.</p> <p>3.2. RB – The Pupil Progress & Attainment Committee was set up prior to the Ofsted inspection. The idea is to absorb it back into the SC&S Committee. If this is to happen, then the committee will need to ensure pupil progress and attainment is discussed as part of that committee's business.</p> <p>3.3 SM – The Pupil Progress & Attainment is always important but can only really be discussed at certain points throughout the year. If it was made into a permanent agenda item at the SC&S meetings, there would be regular updates which could then be brought to the FGB when appropriate.</p> <p>3.4 Paul Drew has offered to remain on the Governing Body but have reduced responsibilities and only attend the Full Governor Meetings. He is still officially a member with the Diocese so there will be no paperwork to complete.</p> <p>3.5 Alan Corbett needs to step back as the Local Authority Governor, but is prepared to offer advice to governors on property matters until a replacement can be found. Jill Dyson is to become the Local Authority Governor.</p> <p>3.6 RB is to write to Alan to thank him for his services to the Governing Body during critical moment in the school's recent past. As a mark of the governor's gratitude a collection will be arranged.</p>	
<p>4. Elections</p> <p>4.1 Co-opted Governor It is unanimously agreed that Rod Brown will remain as the Co-opted Governor until Christmas, when he will step down.</p> <p>4.2. Chair & Voce Chair(s)</p> <p>4.2.1 Chair – Rod agrees to remain as Chair until Christmas. Christina proposes this</p>	

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<p>and Paul Doick seconds it and supported unanimously.</p> <p>4.2.2 Vice Chair Dan Valovin is happy to continue as the Vice-chair until Christmas. Rod proposes and Jill seconds and supported unanimously. RB is to discuss with Paul Drew and Mo Gribbon to see if they would be happy to fill the role as second Vice-chair.</p> <p>4.3 Chair of Finance & Premises</p> <p>Paul Doick puts himself forward to become the Chair. Dan proposes and Bridget seconds and supported unanimously.</p> <p>4.4 Chair of Staffing, Curriculum & Spirituality</p> <p>Louise Clark is happy to remain the Chair person for this committee. Paul proposes and Christina seconds and supported unanimously.</p> <p>4.5 Chair of Pupil Progress and Attainment</p> <p>It is agreed for this committee to be merged with Staffing, Curriculum & Spirituality, supported unanimously</p> <p>4.7 Chair of Admissions</p> <p>4.7.1 This position is automatically filled by Rev Paul Doick.</p> <p>4.8 Link Governor</p> <p>It is agreed to look at this role in the new year</p> <p>4.9 Safeguarding Governor</p> <p>This is currently Paul Drew. Emma Smith puts herself forward to take over the role. Dan proposes this and Christina seconds and supported unanimously.</p>	
<p>5. Declarations of Interest</p> <p>None (6.55pm – CB leaves)</p>	
<p>6. Minutes of meeting of 23rd June 2016</p> <p>6.1 PD – Page 3, 7.2.5 Paul did approach someone to take over as Foundation Governor. But feels this should state that there was a potential Governor and discussions were being held.</p> <p>The minutes are approved and signed off as a correct record.</p>	
<p>7. Matters arising (not covered by agenda items)</p> <p>7.1 7.3.6 Governor updates to parents – RB suggests working it into future additions of the school newsletter. It was felt that during Ofsted, it was critical to keep parents updated and where we are now it is still felt that it is still important to engage with parents but in a less formal way.</p> <p>7.2 7.3.2 Parent/Teacher Consultations – a couple of Governors attending the last parent/teacher consultations Useful to raise the profile of Governors and to get closer to parents and hear their concerns. Worked well and should be repeated at the next consultations. They are being held on the 8th and 10th November. All governors are welcome to attend the events and offers of help are invited. BM, PD can attend on the 8th and JD and RB can attend the 10th. LC is also happy to attend either date. RB asks Governors to let Jodie know if they are able to attend.</p> <p>7.3 JD attended the recent Governor briefing and updated the Governors on some of the matters discussed:</p> <ul style="list-style-type: none"> • There is a Safeguarding training session being held on the 26th January that is non-mandatory but sounded quite useful • There will be a new RAISE coming in March (RAISE is the data reporting system that is used and it takes 5 years of data and produces an extensive analysis of the school) • A new Director of Education has been appointed. Her name is Deborah Myers 	

- The areas within West Sussex have been changed and a new area added. St Peter's still falls into area B, and there is now a School Improvement Board in all four areas
- There is now a big programme for training for Governors which has already been circulated.
- There will be a new central database for all Governing members and everyone will be included along with email addresses and home addresses for Chair persons, which may be a concern
- There is a website for the National Leaders of Governance: http://apps.nationalcollege.org.uk/s2ssd_new/index.cfm

7.4 8.8 The child that had been excluded a number of times moved to the Alternative Provisions College in Burgess Hill in September. It is a 60 day placement so it is now being explored whether it is appropriate for him to return to St Peter's. He is currently dual registered and we pay a contribution to the APC for his education. The two TA's appointed to look after him have been redeployed to look after two new children who cannot speak English which is working very well. We are currently trying to find him an alternative placement as it is felt that St Peter's is not the right setting for his needs. Progression in the year group has improved recently. LC enquired as to when the 60 day period finishes. SM confirmed that it will be the end of the Autumn term. BM asked who decided where he would go following the 60 days, SM replied that the parent's preference was hugely influential and that we need to get an ECHP in place as this states what school they attend and is classes as a legal document. An ECHP has been applied for but is hard to obtain. Mum can refuse to send the child back to us and then the Local Authority are bound to offer them an alternative place, so she could state that she does not feel that this school is safe for the child and as a school we feel it is the best option for him to be in a different setting that can meet his needs.

7.5 The Year 5 teacher is not back to work yet and is still recovering from their operation. We have had to reshuffle the class teachers and it is working well and the year group has been shown to be one of the most progressive within the school.

7.6 Another Year 5 teacher is due to have an elective operation and can choose when they have it, they have postponed it for the time being as they will be off for 12 weeks afterwards to allow full recovery. Our insurance policy only covers 50% of teachers pay when they are on long term sick leave, so we will have to contribute towards it. RB asked if staff got full pay for 6 months and then half pay thereafter. SM confirmed that this was correct.

8. Urgent Matters

None

9. Chair's Report

9.1 RB has been dealing with the organisation of Governors that are leaving and also the new Governors that have joined.

9.2 The date for the Headteacher Performance Review and School Data review has been arranged for the end of October. JD enquired what happens to Laura Roberts' objectives review. RB confirmed he had spoken to Lorraine Warner at WSCC and she said that because Laura is currently on maternity leave should not be done during Laura's leave period and instead be completed once she has returned. The governing body we are happy to convene a panel when she returns.

9.3 RB invites the Governors to attend the School Data Review meeting on the 20th October at 9am. Rev Paul is attending along with Rod.

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9.4 Following the SDR, there is the Head Teacher Performance Review, for which a governor panel has been set up of Rod, Louise and Maureen.

9.5 RB has been attending CNoS meetings for Chairs of Governing Bodies. They meet on a regular basis to explore more collaborative working between member schools and support each of the governing bodies. The minutes from the last meeting have already been circulated to the Governors so they can see what is discussed. RB will circulate the CNoS action plan for this academic year to everyone. One subject that was discussed was school PTA's. CNoS have asked for contact details for each school's PTA Chairs to be sent so that they can start exploring what works well and what has been tried elsewhere. RB will contact St Peter's PTA Chairperson to ask them to link into CNoS.

9.6 The Skills Matrix discussed at the last FGM was also subject to analysis to identify any particular strengths or weaknesses in the skills set amongst the CNoS group. Law was the main area where there was not a strength. As a member of CNoS, St Peters it is expected that we will have recourse to call upon these missing skills should they be needed and we will be able to offer our expertise if required elsewhere in CNoS. It is felt that it is an important agenda item for the next FGM.

9.7 CNoS also explored the expected forecast placements for each member school for the years ahead. Steyning Primary and Jolesfield numbers are expected to fall. St Peter's and Ashurst have been shown to be staying the same. It is felt that this is not correct as our numbers have not matched their forecasts previously. RB will email a map of the County to fellow Governors, which shows where housing developments are currently in the area and feels it is interesting to see and it shows that not many schools are as well placed as St Peter's is for expansion.

(7.50pm – CB returns)

9.8 At the CNoS meeting ideas were also discussed about minimising costs. One way discussed was to charge private music tutors and the implications this would have. SM stated that any funds coming in go straight to the Governors fund as the school is not allowed to charge and make a profit from hiring the school out, but Governors can.

9.9 Some of the other Chairs at the CNoS went to visit Barnham School to see how well a single Academy Trust school was working. They were impressed with the school's 'can do' attitude and the school stated that they felt free to make their own decisions. It was felt that there this can do attitude was the most over-riding gain and that this could be achieved without having to convert to an Academy.

10. Headteacher's Report

10.1 Our current numbers so that we are 89% full so we are good for teacher and pupil ratio.

10.2 SEN Support – Clare Watkins and Cath Adams have been thoroughly looking at SEN and reshaping it and they are doing a fantastic job.

10.3 Rev Paul informed Governors that the admissions policy for 2018/2019 will be staying the same.

10.4 It is agreed to have a Health & Safety walk around at the next FGM. DV feels that we need to get guidance about what we are looking at so that an agenda can

be put in place. DV to discuss with AC the best way to do this.

10.5 Cheryl is sending weekly Health & Safety updates to SM to relay to staff.

(8.05pm – JJ and BM leave)

10.6 The attendance target is currently above the 96% threshold. There has been one fixed term exclusion and zero permanent exclusions.

10.7 SDP – listed is the four areas that the school was noted as not being outstanding in and summarised is what is being done to improve these.

11. Main Business

11.1 School Evaluation Form (SEF)

11.1.1 The SEF has been broken into five priorities based on the Ofsted statements. As they are worked through, we will be highlighting each section that it is felt we have achieved

11.2 School Development Plan (SDP)

11.2.1 This is similar to the SEF. The learning and development has been broken down into sections. It talks about what the teachers should be expected to do. All teachers have been given a copy.

11.2.2 RB asked if there had been any feedback from staff. SM stated that there had not been but there is nothing new been included, it is just in a different format.

11.3 Learning & Teaching Support Document

11.3.1 RB noted that lesson observations had taken place and asked SM if there had been any causes for concern. SM confirmed that they had all been quite good so there were no causes for concern. One teacher did have a RI from their lesson observation but it was due to them panicking. A second lesson observation was held a week later and it was fine so there were no concerns. RB asked how the teachers received feedback; SM responded that it was through their middle Managers and that the Headteacher and Middle Manager write reports and then merges them. If a lesson is identified as a RI lesson the teacher is informed. If a lesson is classed as good or outstanding they are not told, which is part of the Ofsted requirements.

11.3.2 At the end of term performance management review, teachers are given their grade for that term. They no longer self-evaluate. Over time evidence is fully collected which can be shown to Ofsted rather than one visit by Ofsted being their only observation. **JD challenged** the professional dialogue of this, as it sounded like saving it up until the end of term. She asked if they got given feedback regularly so they know what they need to do to get a good grading. SM confirmed that they still got feedback so they know where they are going well and where improvements are needed.

11.3.3 **JD challenged** that a more professional conversation was needed as it may de-skill teachers and it was useful to reflect on oneself. Unless teachers have judgements they do not have a picture as to what was seen. SM responded that the new lesson observation forms are broken into section to show what is needed to have outstanding lessons and each section gets graded, so they can see in each section how well they have or have not done. RB felt that the point was taken and asked JD to look at the form in more detail and discuss her findings at the next FGM. PD felt it was right to make sure staff were developing, but was also right that SM was wanting to reduce staff workload and it is all about getting the right balance. JD worried that Ofsted would be concerned as to how much dialogue was available.

RB felt it would be best for the forms to be looked at and discussed prior to the next FGM to explore whether JD's concerns were assuaged.

11.4 Data

11.4.1 The figures in the spread sheet are the figures up to July. The assessments for this year are under controversy. The data given is the school's summary. Problems have been noted and steps have already being taken.

11.4.2 It was noted that Year 6 came out better than was expected. The Foundation Years (1, 3, 4, 5) were the ones that came out worryingly. It is a new curriculum so this may have an implication on the results. We cannot repeat this pattern next year and SM will discuss the matter with teachers.

11.4.3 SM - All schools data did not come out. We did better than other schools in our area, but it is the national figures that count and we are only fractionally below national. If Year 5 send children up to Year 6 that only have 50% in maths, and next year's target stays the same at 85%, then it will mean the year 6 teachers have to close a 35% gap which is impossible, so this is being focussed on as a priority.

11.4.4 DV feels that it is shown on how it comes out against the new curriculum and not on how bad teachers are doing. SM confirms that steps are already being taken in years 2 and 6 to rectify issues that were noted. We need to show progress and how it is improving from KS1 to KS2.

12. Headlines/Full Governor actions from Sub Committees

12.1 Finance & Premises

12.1.1 DV - There is nothing to report as the next Finance and premises meeting is to take place on the 12th October.

12.2 Staffing, Curriculum & Spirituality

12.2.1 LC – the last meeting was held earlier in the week. New committee members are needed.

12.2.2 The committee had a detail look at staff, NQT's and new appointments and how everyone has settled in.

12.2.3 There have been many issues with policies over the last year. SM worked on many over the summer and we now have a better idea of where we are.

12.2.4 One item of the SIAMS report will be discussed at each meeting.

13. Policies to be reviewed/approved

None. The Safeguarding & Child Protection policy was sent out in the summer and needs to be approved. SM will circulate via email and if no adjustments are noted after one week RB will sign and then the policy will be officially approved at the next FGM. ES stated that she had looked through the policy and feels that is very comprehensive.

14. Information and Routine Matters

14.1 Racial Incidents

None

14.2 Complaints

14.2.1 There was a complaint made to Ofsted on the last day of their inspection. SM spoke to the parent and the situation was resolved. As a result no formal complaint

has been received.

14.3 Safeguarding

None

15. Chairman's Actions

15.1 RB will circulate the CNoS action plan.

16. Any Other Business

16.1. DV felt that we needed to be set with the best schools and that our Locality schools were not those schools. DV feels that we need to mix with higher calibre schools and would like to see a focus towards those. SM felt that the action points from those higher calibre schools may mean him being away from school more and this would be an issue.

16.2 RB stated that at the moment we were split between two groups. CNoS and the Teaching Alliance and feels that maybe it should be a decision for the next Governing Body about which way to go. SM feels that he can be a part of both groups but wants to be in school. SM likes being part of the Teaching Alliance but being in school comes first. RB feels that both the Teaching Alliance and CNoS has to be clear what the benefit is to our children.

16.3 PD informed the meeting that after attending the Diocesan briefing they now want academies back on the agenda. PD confirmed that we cannot become an academy without the approval of the Diocese. He felt that this needs to be discussed and perhaps someone from the Diocese should meet with Governors to discuss the matter. If we were to agree to go down this route, then it is likely that St Peter's would become a multi academy trust as we have less than 500 pupils. RB stated that lots of coastal schools that have changed to academies are currently struggling. PD confirmed that the Diocese is suggesting having two MATs, one being focused on struggling schools.

16.4 PD told the members about a charity that was based in the village likes to donate to local people. Every year the charity struggles to find people to donate to. PD has suggested perhaps they would like to make a small donation to the school. The school would then allocate the money to families that struggle. The money would only be able to be used towards school uniform. PD confirms that the charity have agreed to donate £200 to the school and that a representative for St Peter's was welcome to attend a service on the 1st November.

Next meeting set Thursday 17th November at 6.30. **Governors are to meet at 6.15 to do a Health & Safety walk round**

Chairman's Signature

