

**FULL GOVERNORS' MEETING  
HELD ON THURSDAY 7<sup>th</sup> MAY 2015 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, Hannah Robins, Dan Valovin and Bridget Meinecke

**In attendance:** Laura Roberts

	<u><b>Action</b></u>
<b>1. Apologies</b> None	
<b>2. Declaration of Interest</b> Alan declared an interest in Tasker Construction.	
<b>3. Minutes from the last meeting held 26<sup>th</sup> February 2015</b> 1. Pg. 1 4.5 Should say invaluable contact not incredible 2. Pg. 3 6.2.5 Should state girls lagging not lacking.  With the above mentioned amendments, the minutes are agreed and approved.	
<b>4. Matters arising (not covered by agenda items)</b> 1. Pg. 3 6.3. NP – there were eventually two formal complaints made by the same complainant. Neither were upheld. There has been no further action from the complainant as far as we are aware. If they wish to, they can now complain to the Secretary of State but it only against the procedure. 2. 7. Head's Report – Abby Palma has now been in school the equivalent of 3 days per week and will be joining year 6 on their Isle of Wight trip. She will be going full time after half term and teaching 4 ½ days. She has been inducted back to work at a sensible pace and has been organising the trip.	
<b>5. Urgent Matters</b> None to report	
<b>6. Chair's Report</b> 1. Recruitment process and outcome - The recruitment panel went through the three applications received and two candidates went through to interview. It was a fairly extensive process for the two days. The recruitment panel could not decide on either applicant so did not appoint. With advice taken from County, from September 2015 Laura Roberts has agreed to step up as Acting Headteacher. County will also be there to advise us going forward. This will leave a Deputy Headteacher position to fill. A meeting was held with County, which Rod and Nellie attended, to discuss the vacant position and a package was put together. Various options are being looked at. It is very difficult to go for one option or the other until it is known what resources are available. The cost may have to be split to work out what works best. It was discussed whether to have a short interim period and go out and advertise after the May half term and repeat the process or have a longer interim period and then go	

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and advertise next Spring.

2. PD – this was discussed in the Staffing & Curriculum meeting and the consensus was with regards to Laura Roberts, that it would be good if Laura was in the role for the year and not just the term, as it gives continuity for staff and children. No vote was taken. It was just the general consensus of the group.

3. MS – in respect of staff it is a palpable relief that a decision has been made and MS believes staff would second the Staffing & Curriculum's opinion.

4. JB felt it would have to work for Laura's career management.

5. Rev Paul – the feeling is that we do not have the appetite to go out to recruit again. There will be no fresh candidates this soon so perhaps better to go back in a years' time.

6. CB – with Ofsted coming back again soon it is better that a team is already in place and working as a new head may confuse things.

7. RB – Laura does a great job as deputy with Nick as head, so a new deputy will have to work with Laura, Laura will need confidence in them. Everyone is behind Laura, staff and the school.

8. DV – As a school we need to be clear in our discussions with County as to what our needs are. We want to build on what we have done over the last few years.

9. RB – the mood of this meeting is we do not have the appetite to go back to recruitment so soon.

10. RevPaul – as a school, we need space as the process was gruelling for the staff and the school.

11. DV – if it was only a short interim period of a term we would be in limbo again.

12. RB - Have also been working with Hannah on the Reconstitution process which will be discussed later in the meeting, and finally I came to watch the Reception assembly which was really good. Was a pleasing turnout and reminds us all that the school goes on.

## **7. Main Business**

### **7.1 Reconstitution of the Governing Body**

1. RB—HR drafted a report setting out the need to reconstitute the Governing Body and set out the options. We need to concentrate on what works well for the school. There are four options. HR explained the report to the Governors and the reasoning as to why Option C was the favoured option. The options are looked at by the Governors.

2. HR – Associate Governors are appointed by individual committees and are allowed to attend FGM but cannot have a vote. Co-Opted Governors have full voting rights. We can amend the instrument of Government so we have different terms for different Governors. Co-Opted gives us the most flexibility for finding someone with the right skills, although the Diocese policy for choosing Foundation Governors are also supportive of this. We currently have three parent Governors and it has been difficult to elect in previous years.

3. DV – Option C feels a little bit light.

4. HR – there is nothing to stop a Co-Opted or Foundation Governor from being a parent.

5. MH – As a non-teaching Governor it has been nice to sit in TA meetings and feedback what is going on with Governors.

6. The staff Governor does not have to be a teacher. There is nothing stopping a member of staff being a foundation or co-opted Governor.

7. RB – we need a diverse skill set on the Governing Body.

8. DV – The Diocese only state recommendations, so we can say we want to keep the numbers as they are.

9. HR – Diocese gives a definite guide that they want a maximum number of 14 Governors.

10. RevPaul – This is taken from the Government so the Diocese are only following

their requirements.

11. RB – we can always use Associate Governors to expand if we want more volume.
12. HR – Associate Governors can vote in sub committees but not at FGM. Co-opted Governors are co-opted by other governors and this would take place next term,
13. PDrew – Parents do not want to go through the election process.
14. RB – The reception parent body has refreshed so there are new people in the school who may want to stand for Governor.
15. RB – We must approve the draft instrument of Government tonight. The recommendation is Option C, giving a total of 14 Governors.

All Governors unanimously support the choice of option C.

The new instrument will take effect from the 1<sup>st</sup> September 2015. The number of Governors will be 14. this will consist of 8 Foundation, 1 Head, 1 Staff, 2 elected parents, 1 Local Authority and 1 Co-Opted Governor

### **7.2) Future Governing arrangements**

1. RB – there are a number of Governors that have their term of office coming to an end soon. Lorraine Warner stated that due to the recruitment decision, one of the recommendations from County was continuity going forward.
2. RB is prepared to stay on as a Governor in a different category in the new school year to support consistency. We will need to start identifying potential replacements. Succession planning is another big issue as everyone has busy lives. AC cannot be a Local Authority Governor due to being married to a member of staff but under new rules could be a Foundation Governor.
3. PD – intention was to stand down but agrees with continuity but cannot commit to being a chair of a subcommittee so will stand down from that role.
3. RB – MS is leaving us at the end of the term to go and do her PGCE course, so with HR leaving as well, that will take us down to 14.
4. HR – New core Governing Body except Co-opted and Associate Governor has to be decided by the end of the summer term.
5. RB – we will need new Governors into the new year, and is happy to approach if anyone can think of any candidates.

### **7.3) Lorraine Warner visit report**

1. NP – Lorraine visited for the audit of provision. She has now submitted a draft report. The focus of the report was the impact on pupil progress. There were some known issues in year 4. Writing was looked at together with a scrutiny of books. She also inspected Reception which was an area that was highlighted by Ofsted. One of the stronger year 6 writer's work was also scrutinised with Hannah Page the Year 6 teacher.
2. The year 4 monitoring was a supportive visit which is what Laura wanted it to be. Lorraine fed back ideas which were passed onto the year 4 class teachers. Reception visit went well. Lorraine felt that significant progress had been made since the Ofsted visit in June. She was very complimentary about teachers and stated a number of positive observations.
3. Outdoor learning, new curriculum, targets, tracking and areas of teaching were also covered in the report. While the quality of teaching remains graded as a 3, this was due to progress. However by the end of the year, we are confident that will be changed to a 2 (good).
4. We are on course to achieve the Year 6 targets. As a school we have systems in place and greater consistency but Lorraine now wants to see the 'wow factor' in teaching.
5. Lorraine did observe that greater enthusiasm and energy in teaching needs to be brought back by the teachers now that the consistency and structures are in place.

6. At a meeting six months ago regarding year 6, we were told that any child who got level 3 in their year 2 SAT's should be put through to level 6 in year 6. Those children identified have been taking part in a year 6 challenge club.
7. We are 1<sup>st</sup> or 2<sup>nd</sup> in the County with the highest number of pupils being entered for level 6 writing. This has been reviewed and we now have 11 for maths, 9 for SpaG and 3 for writing. Numbers nationally and locally are very low so entering 3 writers is good.
8. The predictions for passing level 6 maths is 4 pupils as they are currently working at level 6 in maths.
9. PDrew asked what can we do as Governors to give teachers support to get enthusiasm back. Laura replied that in September when we are all working in the new curriculum that will change and staff will feel more secure.

## 8. Headteacher's Report

1. One area that needs to be highlighted is there will be a low intake for Reception in September. Each child represents £3.4k of funding. (Numbers may increase between now and July)
2. There are a number of factors related to this. Less siblings coming to the school; one of the local nurseries has closed due to low numbers; the impact of over subscription last year and our RI report

Laura discussed the Spring 2 progress report.

3. The data has been analysed and lists of actions for teachers noted have been identified. Governors commented that this was a very clear and transparent process and that the focus on individual pupil progress in addition to the progress of groups of pupils was demonstrating how teachers were being held to account.
4. Reception: improvements in writing, (in Spring 1 attainment was a concern at 45% but this is now 77%).
5. Year 1: progress is really good. Small number of children are working below expectations but teachers are initiating processes in place which should address these concerns.
6. Year 2: progress in maths is a concern. Teachers are clear which children are not making progress. Extra support is being given to teachers through working alongside colleagues within the Teaching Alliance to help develop effective strategies and approaches to learning.
7. Year 3: progress is looking healthy. Teachers clear which children need improving and actions identified.
8. Year 4: 67% of children are below where they should be in writing, this is a focus area. Extra support is also being given to teachers through the Alliance in addition to closely monitoring progress within this year group.
9. Year 5: progress is good from where children were in Year 4, but progress from Year 2 to now still has some areas that need further concentrated efforts. (From half term an additional member of staff would be supporting in maths allowing for 3 sets).
10. Year 6: progress from Year 5 is healthy. Pupil Premium children are getting help in writing.
11. PD stated that this is a good report as it shows that the school are on top of the situation.
12. RB – it shows that interventions have been put in place.
13. RB asked if staff were using Target Tracker effectively. Laura replied that yes they were and staff are increasingly confident with its opportunities for analysis.

(8:00pm Bridget Meinecke left the meeting)

Chairman's Signature



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

### **9.1) Finance – DV**

1. DV hands out a report summary from the budget meeting held and the provisional works for the next 3 or 4 years.
2. Income has gone up by £111 per child so makes a material difference.
3. We have come out of this year with a carry forward.
4. The total funding for 15/16 is £1,474,746. The table shows where we want to spend that funding.
5. There has been movement between spend this year and the budget next year has gone up significantly.
6. Cleaning costs rose again but this was partly due to change of contract mid year. Also services that we have had this year we are still waiting to be billed for.
7. Curriculum expenditure last year shows the Isle of Wight cost but does not show what income we have received from parents.
8. This budget shows us as having an underspend of £17,566. It is likely we will underspend by more.
9. On the basis that we stick to this budget we would come out at the end of the year £100k underspent.
10. The 3 year forecast shows lots of "what ifs" which we have had to look at. If we do the "what ifs" we would have a significant deficit in our budget. We feel confident to sign off the budget with the high underspend as we will more than likely need to dip into the pot.
11. RB asked if we are statutory required to keep a reserve. DV – No. The school money is our money as a school. The accumulating fund is dictated by County and cannot have more than 8% of our budget in there. Additional funds are not shown yet as they are ring fenced for certain things.
12. There are new plans in place to use the Pupil Premium funds, so money will be spent on children and it is just a question of timing.
13. There is quite a substantial LCVAP application in progress. We are waiting to hear back to see what we will be granted.
14. As a Finance Committee we are comfortable to recommend this budget to the Full Governing Body.

It is unanimously agreed that the Full Governing Body accept the budget.

### **9.2) Staffing & Curriculum – PDrew**

1. S&C have met twice since the last FGM. The situation regarding the Headteacher and Deputy Headteacher were discussed as were possible staff members leaving.
2. Tamsie Flood-Murphy has been offered a permanent contract.
3. Interviews for the KS1 teacher are taking place on 8<sup>th</sup> May so we are hoping to appoint for that position.
4. Lorraine Warner's visit was discussed.
5. Matt Stenning gave a presentation to the committee about the action plan for maths.
6. MS—From September a new maths scheme will be starting which is just waiting to be signed off but it is felt that it is the right time to introduce a new scheme. It ticks all the boxes as a school that we need. It gives us a focus to improve in maths.
7. Annabelle Spicer also gave a presentation to the committee regarding Able Pupils and how to stimulate them. A plan has been started for how to make that change.

### **9.3) Premises – AC**

1. Spend has been put on a back burner.
2. The LCVAP application was discussed.
3. Work is to be done over the summer by Bob which is mainly painting.
4. A water leak was found so the decision has been made to dig up the car park to find the leak.

<p>5. There were some issues on what had been done in the boiler room is further work has been done to remove the asbestos. Hopefully it will now get the all clear by the end of the term, there is no concern to people's health.</p> <p>6. The fire alarm issues have now been resolved.</p>	
<p><b>10. Link Governor Report</b></p> <p>None</p>	
<p><b>11. Policies to be reviewed/approved</b></p> <p><b>Charging for school activities</b></p> <p>1. HR stated that she had done some research for this and changes need to be made to this policy.</p> <p>2. The proposal is to look at what the Local Authority is recommending and it is agreed to carry this policy over to the next meeting</p> <p><b>Governor Visits</b></p> <p>1. The policy is approved by all.</p>	
<p><b>12. Information and Routine Matters</b></p> <p><b>12.1) Racial Incidents</b></p> <p>None to report</p> <p><b>12.2) Complaints</b></p> <p>None to report</p>	
<p><b>13. Chairman's actions</b></p> <p>1. Has been in contact with governors about their intentions for next year.</p> <p>2. Met with Nellie, Lorraine and Ruth and the proposal is to gather Governors to another meeting to discuss the outcome of that meeting.</p>	
<p>Next meeting set Thursday 18<sup>th</sup> June at 6.30pm</p>	

Chairman's Signature TRB