

FULL GOVERNORS' MEETING
HELD ON THURSDAY 1st October 2015 AT 6.30PM

Members Present

John Bailey, Rev Christina Bennett, Jane Brown, Rod Brown, Louise Clark, Alan Corbett, Paul Drew, Rev Paul Doick, Maureen Gribbon, Bridget Meinecke, Mark Minchell, Laura Roberts, Matt Stenning and Dan Valovin

	<u>Action</u>
1. Apologies None	
2. Introduction of new Governors and thanks to leaving Governors 2.1 Rod Brown welcomes Laura to her first Full Governors meeting as Headteacher. Maureen Gribbon is also welcomed as a new Governor. 2.2 Clare Watkins is introduced as the new Assistant Headteacher. Clare stated that she has enjoyed working at St Peter's and feels the staff are a great team and some good changes have been made to make it a great start to the academic year. Clare explained to the Governors that at her old school they were inspected by Ofsted and rated a RI (requires improvement), they were then inspected a year and a half later and were given a good and then 7 years later at the last inspection that was given an outstanding, so she is excited to help St Peter's achieve the same Ofsted rating. (6.40pm Clare Watkins leaves) 2.3 RB – formally thanks Nellie Grimes, Hannah Robbins and Michelle Hills who all stood down at the end of the last academic year. It was discussed what happens when a Governor steps down with regards to a gift. If a Governor serves four years there is no presentation but a card is sent. If they serve 2 terms (8years) they are presented with a gift. 2.4 It was decided that RB will write to Hannah and Michelle to thank them on behalf of the Governors and the school for their hard work. RB will look at what funds are available and choose a suitable amount to buy a gift for Nellie as she has served for two terms.	
3. Revising Committee structure 3.1 RB - we reconstituted earlier in the year and lost a number of Governors, It was felt that we needed to look at the committee structure and get more focussed with school improvement. We currently have Finance, Premises, Staffing & Curriculum, Pupil Progress & Attainment and Admissions sub committees. 3.2 The proposal is for the Finance and Premises committees to merge as one subcommittee. Cheryl Marrs (School Business Manager) has concerns about bringing the two together. The main concern is that the Finance meetings can be quite lengthy and could result in premises matters not being covered. Another worry is the length of time the meeting would take and also if there may be a conflict of interest between Finance and Premises.	

3.3 DV – Thinks it is workable as long as we look to reduce the time Finance takes. Does not see why both could not be accommodated as both committees meet once a term so could be done together.

3.4 AC – The school valuation survey would still be done separately to the meeting, and any special case for Premises or Finance could be done at a different time.

3.5 DV – The current Finance Committee has the same members as the current Premises Committee apart from DV so there is no real conflict of interest. If major works need to be done then it would have to be separated.

3.6 RB – It may be good to see if it works and if so then it carries on and if it does not appear to be working then it can revert back to being two separate committees. We understand Cheryl's concerns, however there are other ways we can address those instead of having two committees.

3.6 It is unanimously voted that both committees be merged into one committee.

3.7 PPA Committee – RB proposes that instead of having a membership, every Governor would be on the PPA committee, and then over the course of the year, everyone attends a PPA meeting. It is important Governors have a very clear picture of the school and it's PPA. It is an open door so anyone can go to it. It is important we all feel we own it. They take place six times a year.

3.8 LR – It may be slightly different this year as to how many meetings are held due to the new assessment without levels initiative, but Governors would be kept up to date with when the PPA meetings take place.

3.9 BM asks if the meetings would be chaired and it was clarified that yes they would.

3.10 RB – It is important that we gear up and make this year a special one and all look to take some work away. Look into school and see how hard everyone is working, and this year will be important to what happens next.

3.11 It is unanimously agreed that every Governor would be a member of the PPA committee.

4. Elections

4.1 Co-opted Governor

4.1.1 Rod Brown put forward as the new Co-opted Governor. Rev Christina proposes and Paul Drew seconds.

4.2. Chair & Voce Chair(s)

4.2.1 Chair – Bridget Meinecke and John Bailey propose Rod as chair and Paul Drew seconds. It is a unanimous vote by the rest of the members that Rod becomes Chair of Governors.

4.2.2 Vice Chair(s) – RB feels that two Vice Chairs worked well last year so would like to carry on with the same number this year.

4.2.3 Bridget Meinecke proposes Paul Drew and Jane Brown seconds.

4.2.4 Rev Paul Doick proposes Dan as the second Vice Chair and Mark Minchell seconds.

4.2.5 Paul and Dan are unanimously voted into the Vice Chair positions.

4.3 Chair of Finance

4.3.1 This committee is now merged with Premises.

4.3.2 Rod Brown proposed Dan as Chair of Finance and Premises Committee, seconded by Alan Corbett and unanimously voted that Dan to be the Chair of Finance and Premises.

4.4 Chair of Premises

4.4.1 This has now merged with Finance

4.5 Chair of Staffing & Curriculum

4.5.1 Paul Drew proposes Louise Clark as Chair of Staffing & Curriculum, Dan Valovin

seconds and it is voted unanimously that Louise will be the chair of Staffing & Curriculum.

4.6 Chair of Pupil Progress and Attainment

4.6.1 It is proposed by Paul Drew that Rod Brown is Chair of PPA, seconded by Rev Paul Doick. The members voted unanimously for Rod to be the Chair of PPA committee.

4.7 Chair of Admissions

4.7.1 This position is automatically filled by Rev Paul Doick.

4.8 Link Governor

4.8.1 No one steps forward for this position so it is suggested that between this meeting and the next meeting people reflect on the position and someone puts themselves forward at the next meeting.

4.9 Safeguarding Governor

4.9.1 It is proposed by Jane Brown that Paul Drew is Safeguarding Governor and Rev Christina seconds.

4.9.2 It is voted unanimously by the members that Paul becomes the Safeguarding Governor.

5. Declarations of Interest

5.1 Alan Corbett declares that he works for a local contractor.

6. Minutes of meeting of 18th June 2015

6.1 It is agreed that the minutes are correct and a true reflection of the meeting.

7. Matters arising (not covered by agenda items)

7.1. PD – Stated that at the last meeting he would look into a replacement for the GVO. This unfortunately has not been investigated yet but will do so shortly.

7.2 DV – Notice had to be given to the company for the GVO so we will have it for this academic year.

7.3 RB – As we have the service for this year we may as well continue to use it.

7.4 CB – It is much easier to receive documents for the meeting by email than going onto the GVO.

7.5 PDrew – It is good to have the necessary documents in one place.

7.6 DV – some refresher training maybe useful, and some disciplines to make it user friendly.

7.7 RB – The GVO is useful and simple for looking at the minutes.

7.8 Governors are to look at the user guides to remind themselves of how to use the GVO and if there are any issues then they are to contact Jodie (Clerk to Governors).

7.9 JH is to put the minutes from the previous meeting on to the GVO and also add Maureen Gribbon, Rev Paul Doick and Laura Roberts.

7.10 Item 9.3 in minutes of 18th June 2015 – Projector Screen has now been repaired. The slow water leak has had some work done but Premises need to meet with Cheryl to discuss outstanding issues. Garages – the PE shed is now up and the PTA is doing the second shed in the October half term.

7.11 AC – it is great to accept donations from the PTA but they should come with volunteers as Bob has done a great job putting the garage up but it has come with a lot of issues which have stopped him dealing with his normal role.

7.12 PD – Has the heating been given a test run? LR – yes, a few times and seems to be working ok.

7.13 MS – The TA'S have raised the concern that Lidl have now started paying their employees the living wage and the TA's feel that it's more than what they are getting paid. MS has informed them that it is the Local Authority that set the pay scale, but they would still like the Governors to be aware that they feel it should be

JH



<p>explored.</p> <p>7.14 RB – It will be put on the agenda for the next S&C meeting as it should be discussed. A submission from them to say what they would like the Governors to consider would be appreciated.</p> <p>7.15 JB – We need to avoid raising their expectations that a change may be imminent.</p> <p>7.16 RB – Whilst it is not entirely in our control, it is something we will look into at the S&C meeting.</p> <p>7.17 DV – we do follow county's guidelines for pay but we do not have to.</p> <p>7.18 RB – S&C will need to liaise with Premises and Finance to discuss it further.</p> <p>7.19 DV – if any changes were to be made, it would be put in to next year's budget at the earliest. County would change their scale and we would follow.</p>	
<p>8. Urgent Matters</p> <p>None</p>	
<p>9. Chair's Report</p> <p>9.1 Have been meeting with Laura every Friday and sat in the assemblies which are the highlight of the week.</p> <p>9.2 Met with Lorraine Warner in July. It was a very impressive meeting and crucial to ensure we are making progress. Lorraine said that the school she saw in July bared no resemblance to the school she saw in September and she can see the improvements that have been made and was very pleased. Lorraine stated that our main risk was complacency and also making sure that our more able pupils in Maths did not get side lined. She also said that it was important that our Leadership team had 'one voice' and not individual ones. We need to eradicate RI in teaching in the school. The Governor Committees should be having an action plan that mirrors the schools action plan. The requirement for committees going forward is to create an action plan.</p> <p>9.3 LR – RI teaching is one thing that would stop us getting a 'Good' at our next Ofsted inspection.</p> <p>9.4 DV – What would be useful would be for LR to take us through what changes are happening. LR – this will become clearer throughout the year.</p> <p>9.5 RB – Lorraine Warner is coming back to visit on the 15th October. She will be challenging us. The whole Leadership team will be attending the meeting.</p> <p>9.6 Have also met with Jill Dyson who is the Headteacher for virtual schools for looked after children in West Sussex. She is working with us as a consultant Headteacher and is providing extra support for Laura. She is very impressive and gives support to Laura and the Leadership team. She is in school every Wednesday and it would be good for her to meet some of the Governors.</p> <p>9.7 RB attended the INSET day in September and found it very impressive. The whole buzz and attitude of everyone taking up the challenge was good to see. There were group discussions of what had been achieved and what needed to be worked on in our journey. It was very useful and enlightening and also showed how valuable the relationship with St Lawrence is.</p>	
<p>10. Headteacher's Report</p> <p>10.1 LR – This first report as headteacher was worked on with Jill Dyson so any feedback is welcomed and it should give Governors a picture of things so far.</p> <p>10.2 The report is set out in the key Ofsted sections.</p> <p>10.3 Pg. 2 – This shows the context of the school and staff training. Also the link to the new Ofsted handbook is here.</p> <p>10.4 Growth Mind-set – is the new initiative that the more abled working party put together. It is about looking at things in a different way. There has been lots of training in school with children and parents. It focuses on the phrase 'yet'.</p> <p>10.5 MG – as a parent I can see the progress of the new initiative at home with my child and it is definitely working.</p>	

10.6 RB – Some of the more able students were being held back but now this has helped change their mind set.

10.7 LR – It has been powerful. There are lots of displays around the school and in class and lots of talk about it with the children.

10.8 BM – At Steyning Grammar School it is also being used but it is called character learning. It is good that as the feeder school both schools are using it as this helps with consistency.

10.9 RB – It is impressive how rapidly it has been installed and being used.

10.10 LR – Safeguarding – Clare Watkins is the school's designated Safeguarding Officer and will be attending a West Sussex training day in October.

10.11 Pg. 3 – SEF Judgments – all areas judged as 2. There are still areas that we are RI. They are Overall effectiveness, Leadership and Management, Teaching & Learning and outcome for pupils.

10.12 RB – It is quite possible in other aspects the school could get a 2 (good) but in some areas if we got a 3 (RI) we would go back to RI which would be a bad outcome.

10.13 All judgments made in the SEF were judged against the latest Ofsted inspection handbook.

10.14 Jill is looking at teaching and learning.

10.15 The SEF has been sent to Lorraine Warner so we are just waiting her response. Each section gives an overview of what is happening so far.

10.16 There is an improvements noticeboard which is kept up to date and is clear, so everyone knows what we are working towards.

10.17 LR – Am really pleased with the new Leadership team and feel they are the right people for the roles.

10.18 Appendix 2 – Leadership action plans - This gives an overview of what the Leadership team is working on. There is lots going on, especially in maths.

10.19 MS- It is about improving teaching and using the new abacus scheme effectively across key areas. It is an exciting start to the year.

10.20 PDrew – has Abacus been working well and delivering what was expected?

10.21 MS – Yes, it delivers continuity and gives teachers extra support. It also includes EYFS which is good. The next INSET training will explore home learning. It still needs more time, push and effort which is being given by staff, which impact on to the children. We looked at quite a few different schemes. This one had a wraparound effect and helps to promote learning. Everyone seems to be engaging in it. Jill Dyson is very much thinking that we do not want to become an Abacus school, which is agreed.

10.22 LR – We know there is more to the new maths scheme than just Abacus. There will be further drop in sessions that staff can attend so staff training will be on going and targeted. Subject leaders are very aware where the needs are.

10.23 The school website is having an overhaul and we are having a big push to make sure it meets statutory requirements.

10.24 We have been following a 'phonics play' scheme and have upgraded to the TES (Times Educational Supplement) as this gives us more of what we need.

10.25 Julie Jewell has put in a plea as she is holding a R.E. staff meeting and requests that governors come along. JH to email the date of the meeting to Governors.

10.26 Annabelle Payne is having a big push on dyslexia and speech and language. It is felt that if we get it right for those children, then we get it right for all children.

10.27 There is a big change for teaching, learning and assessments. Levels have now gone and words now being used in their place. These are 'beginning' 'working within' and 'secure'. So if a child is at 'beginning' now, then at the end of the year the aim is for that child to be 'secure'. This means we can spend more time making sure children are working towards 'secure'.

10.28 SAT's at the end of Years 2 and 6 are staying but we will not be using levels. Children will be given a scaled score for maths, reading, writing, SPaG and science.

JH

Chairman's Signature



Ofsted will be looking to see that we can show children are making good progress. We can use any system we want. We are going to have to make sure as a school that it is clear what children are learning and what progress they are making. There are lots of changes but staff are fully committed and working extremely hard to get it right. Team work has been great.

10.29 PDrew – Teachers have not been as creative as they could be. Is this still happening? LR – This was automatic last year as confidence had been knocked after the Ofsted inspection. There is more freedom to be creative now Michelle Foster is working on how teachers can be creative in class and with topics. It will be exciting and will help make learning fun.

10.30 – PDrew – is there anything needed from Governors to give extra oomph? LR – Yes more money for training as at present I am having to say no to courses for professional development.

PDrew – This should be looked at.

(8.00pm – Bridget Meinecke leaves)

10.31 – 'Days in the lives of' this is a different way of doing pupil progress meetings. It's more about looking at the whole picture. Looking at books, observations and talking to children and teachers, the whole picture.

10.32 DV – This is a different way to look at it and not have it seem like a negative. You feel part of it and it shifts in the way it is looked at.

10.32 LR – We are struggling to get these days put into place as we cannot afford to get cover to release teachers from class.

10.33 RB – If a proposal is worked out to see what funding is required then it can be looked at.

10.34 LR to put together a proposal for Governors.

10.35 RB – the extra work that has been done by staff over the last four weeks is truly appreciated and it is acknowledged how much effort people are putting in.

LR

11. Main Business – School Evaluation Form (SEF)

11.1 This is the first document that Ofsted will see and they will use it to form a judgement so it needs to be positive. Each section has bullet points that say what we do that makes us good. Some bullet points are aspirational. Each section has a result from parent view and at the end of each section it gives a list of key priorities.

11.2 Page 6 has feedback from staff and also comments from the parent questionnaires that were sent out at the start of the school year.

11.3 RB – wherever you look it is obvious there is activity and a sense that everyone is working hard and being clear as to what they are working towards and why.

11.4 PDrew – it has been a stunning start to the year.

11.5 RB – It is the right strategy and approach throughout the school.

11.6 LR – Staff are very committed. We are asking a lot of them but are confident they understand why.

11.7 JohnB – As the SEF evolves some of the clarifications are objective and show that they can be backed up. Some are more subjective and are us saying we are good, but it needs to be tightened up on evidential basis of those subjective comments.

11.8 LC – Children that I have been reading with were all very keen to know they had worked it out well and were upbeat with the new way it is being done.

11.9 DV – We need to consider how we keep parents informed with our changes. After RAISE data comes out we need to share successes with parents so they feel involved.

11.10 RB – We need to plan it for in this calendar year. We need to be proactive and take the lead in telling everyone what we are doing.

11.11 PDrew – There is some hesitancy in the last few years in parent view, but when

<p>we have done it we have got quite a reasonable response.</p> <p>11.12 LR – The last questionnaire (September) that we sent out only received around 35 back, but all were quite positive.</p> <p>11.13 RB and LR to put together an update to send out to parents and maybe arrange an evening where parents can attend and discuss achievements.</p> <p>11.14 RB – Can all Governors be familiar with the SEF and up to speed of where we are as a school.</p>	
<p>12. Headlines/Full Governor actions from Sub Committees</p> <p>12.1 Finance</p> <p>12.1.1 The planned Finance meeting in September has been rearranged to the 14th October. 12.1.2 We currently have Laura, Dan, Rev Paul, Bridget, Alan and Cheryl on the committee so one more person is ideally needed to join. If anyone would like to join Finance please contact Dan, although would be good to have someone from Staffing & Curriculum join.</p> <p>12.2 Staffing & Curriculum</p> <p>12.2.1 PDrew – most of the meeting has already been covered this evening.</p> <p>12.2.2 We met on Tuesday 29th September. Pupil Premium and Gifted & Talented discussed.</p> <p>12.2.3 There is £31k left to spend on Pupil Premium.</p> <p>12.2.4 LR – Clare Watkins has some great ideas on what to spend the money on.</p> <p>12.2.5 DV – Maybe we could release some of it for other things? LR – some is being used for INSET day in November which is to do with Pupil Premium and Inclusion.</p> <p>12.2.6 RE was also discussed as there is an inspection coming up. We talked about our Christian values and how we demonstrate that. Julie Jewell is the lead for SIAMS.</p> <p>12.2.7 RevP – As a voluntary aided school we have to be a Christian school. Basic things that were discussed were how we could make our school look like we are a Christian school. The possibilities are by the type of assemblies we hold, colours we use and having a Christian table in the school. Changes are being made slowly but we are heading in the right direction.</p> <p>12.2.8 We have two new members joining S&C – Mark Minchell and Maureen Gribbon.</p> <p>12.2.9 We need more Governors to go on the safer recruitment course, which is an online course. Maureen, Alan and Louise have put themselves forward to do the course. JH to look into courses and advise people accordingly.</p> <p>12.3 Premises</p> <p>12.3.1 This has been discussed earlier in the meeting, only other item to mention was that the playground markings were repainted in the summer holidays and there was new vinyl put down in the hallways around the school.</p>	<p style="text-align: right;"><u>JH</u></p>
<p>13. Policies to be reviewed/approved</p> <ul style="list-style-type: none"> • Safeguarding Clare Watkins is working on a new policy for safeguarding and child protection so this has been deferred. • School Development Plan This is in progress and will be ready for the next meeting. It will be up and running soon. Ofsted are looking for a smaller version and Jill and Laura are working on this. 	
<p>14. Information and Routine Matters</p> <p>14.1 Racial Incidents None</p> <p>14.2 Complaints None</p>	

14.3 Safeguarding

14.3.1 Fencing not suitable so is being looked at. A child was able to get through the fence as there is a gap. The fence is quite low. Some Harris fencing has been put up temporarily to make it safe but it does need to be replaced.

14.3.2 AC - There are no ramifications as a school for the child escaping. Although it is important we do something.

14.3.3 LR – this is one individual that has escaped before when in Year 2. We have changed resources by putting procedures in place in the playground. There is a designated member of staff who carries a mobile phone and the key to the gates in case the child escapes again. There have been no incidents since and a risk assessment has been put in place for the child. There are also things in place in the classroom to stop any situation escalating. Clare Watkins has had lots of meetings with the parents to discuss the situation.

15. Chairman's Actions

Will write to Bob to thank him for all his hard work over the summer, and with the extra sheds that have had to be built.

Will organise cards and presents for the Governors that have left.

Staff & Governor social to be arranged for the 20th November. LR and MS to ask staff what preferences they have for venue.

Next meeting set Thursday 20th November 2015 at 6.30pm

Chairman's Signature

