

**FULL GOVERNORS' MEETING  
HELD ON THURSDAY 20<sup>th</sup> November 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 and Dan Valovin, Hannah Robins

	<u>Action</u>
<b>1. Apologies</b> Bridget Meinecke	
<b>2. Declaration of Interest</b> Alan declared an interest in Tasker Construction.	
The Chair of Governors for St Lawrence's School, Hurstpierpoint Tim was introduced to the meeting.	
<b>3. Minutes from the last meeting held 2<sup>nd</sup> October 2014</b> 1. Pg 3.8 Paul Drew asked if a Special Needs Governor had been appointed. Michelle Hills confirmed that she had taken on the position. 2. 8.16 Minute how people felt about Ofsted. Dan felt that this comment was a reflection on how we were feeling. 3. 8.29 The Governors want it reaffirmed that they do have confidence in the Leadership Team. Dan had informed Mrs Adams that Governors had full confidence in Nick and the Team. 4. 8.1.18 This should state Mrs Adams felt we were not making the required progress, not us stating it.  (18.40 Louise Clark arrived)  With the above mentioned amendments the minutes are approved.	
<b>4. Matters arising (not covered by agenda items)</b> 1. Paul Drew asked if Chartwells had responded to the letter we had sent them regarding Free School Meals. Rod replied that Chartwells had but had got the 'wrong end of the stick' so he has written back to them again and is still waiting for a response. 2. Nick stated that an additional person has been appointed by Chartwells so there will now be 2 serving points, and he is going to make sure this is going to be for both sittings, not just for KS1. 3. On the majority of days, lunchtimes are going well and children are back to class on time. 4. 8.1 Nick stated that the Action Plan was sent to HMI on the 23 <sup>rd</sup> October and to Lorraine Warner. Two further emails have been sent to Louise Adams but we have not had a reply. 5. Paul Drew asked what response had been received about the example plan. Nick stated that she had said it needed further milestones. 6. Rod felt that perhaps no news was good news. 7. 8.2 It had been agreed that Nick would send out a report to parents each term.	

<p>This has been done. There had not been any response from parents, although some have mentioned the Ofsted letter on the website.</p> <p>8. 10.18 All staff now have a copy of the Action Plan.</p> <p>9. 10.28 Rod did spend some time looking at Nick's diary. He looked at whether there were things that could be delegated, how full his days were and how much he already delegates. Rod felt that there was no scope for further delegation.</p> <p>10. Rod felt that one of the strengths of the school is that Nick is seen around the school in the playground etc.</p> <p>11. Rod asked if the PTA welcomed Nick attending and after speaking to some members of the PTA it was although they did say it would be acceptable for another member of staff attended in Nick's place.</p> <p>12. Nellie felt that the value of Nick being there instead of another Teacher Governor was the speed of how quickly things could get done and it was definitely invaluable to have him there.</p> <p>13. Alan questioned whether another member of the Leadership Team could go instead.</p> <p>14. Dan stated that the key drive from Ofsted was that Nick was very proactive in areas of the Action Plan.</p> <p>15. Nick and The Head Teacher from St Lawrence had discussed how different their diaries were although generally their time was spent in similar ways.</p> <p>16. Dan stated that as long as Nick felt confident he has the time to deal with important issues like the Action Plan then all is OK.</p> <p>17. Nick has now moved meetings to the afternoons where possible so that he can work with Laura in the mornings.</p>	
<p><b>5. Urgent Matters</b> None to report</p>	
<p><b>6. Chair's Report/Overview of Chair's actions</b></p> <p>1. Rod, Nellie and Alan visited St Lawrence on the 16<sup>th</sup> October. They visited near to the end of the school day. There was more space than expected but they felt that the current building work was having an impact on the running of the school.</p> <p>2. The physical aspect of the school was very impressive. Rod, Nellie and Alan met with Ian McBain a Governor at the school, who informed them that their Governors met once a term. Their subject Governors were very active and they feed back to Full Governors.</p> <p>3. There was a school family tree that showed the organisation chart of staff, which they felt was a good idea.</p> <p>4. Governor appraisals are done by the Chair of Governors, and they move their Full Governors meetings around the school and do not have them in the one room every time.</p> <p>5. There were lots of similarities. They were a 2 form entry until 3 years ago and are now a 3 form entry.</p> <p>6. Nellie felt like St Lawrence were 3 years ahead of us so we could be looking at being the same as them in time.</p> <p>7. Tim stated that three years on it is felt that going from a 2 form to a 3 form entry school was a positive step. County had been very keen for them to go to 3 form entry.</p> <p>8. Dan thought that County would probably look at spreading children around to nearby schools with spaces before extending us.</p> <p>9. Nick informed the group that he was meeting with County next week to discuss admissions.</p> <p>10. Tim <del>Mold</del> stated that there were a number of significant disadvantages hidden in Academy status. He said that you do not realise until becoming an Academy, and if we were to go down that route it may be good to discuss it with St Lawrence's first.</p> <p>11. Dan thanked Tim for inviting our Governors in as it has been very helpful.</p>	

<p>12. Alan stated that he had noticed that Tim attended every Sub Committee meeting, which made him the 'driver' which is a different way of doing things.</p> <p>13. Their mission statement is their key document which they always refer to.</p> <p>14. Tim stated that their mission statement points were enjoying, achieving, creativity and challenge. Their key points are respect, independence and caring.</p>	
<p><b>7. Head teacher's Report</b></p> <p>1. The PTA fireworks evening did not do as well as expected. The profit was only around £1,300 when it is usually £3,500. It was mainly due to the poor weather.</p> <p>2. The funds have already been spent so we are having to look at holding additional events to make up the deficit.</p> <p>3. Open week was a busy one with potential parents visiting. Our predicted numbers are lower this year compared to last year. There are 18 less siblings than last years intake.</p> <p>4. Staffing issues – see confidential minutes.</p> <p>5. Pg 2.3 Pupil Progress Meetings – Nick informed the group that if any of them were free they were more than welcome to attend.</p> <p>6. Laura Roberts updated the Governors with regards to the INSET Day training which was about the new software, Target Tracker. The new software has proven to be successful and analysis of data is now much quicker. It is very informative. It also links in with the new curriculum. The subscription is paid annually. It was expensive to purchase but is worth every penny.</p> <p>7. Nick formally invited the Governors to the KS1 Nativity taking place on the 10<sup>th</sup> and 11<sup>th</sup> December.</p> <p>8. Governors Open Morning: 26<sup>th</sup> November. All Governors invited. There will be pupil interviews, scrutiny of books and Laura will also be teaching a 'model lesson' so Governors can see what happens in class.</p> <p>9. Paul Drew asked how school lunches will work when the Nativity is taking place and Nick stated that Yr5 children with pack lunches would be eating in their classrooms and there will be three sittings for hot meals instead of two. Also, the stage will be going up later in the term.</p>	
<p><b>8. Main Business</b></p> <p><b>8.1 LA Visit reports</b></p> <p>1. The first report was from Lorraine visit on the 8<sup>th</sup> October. The focus was arranging the other dates and getting to know the school.</p> <p>2. Lorraine will be visiting four days this term which will mainly be to monitor and also evaluate the Action Plan.</p> <p>3. It was a found to be a helpful visit especially to see how we would use Lorraine's time. She made a number of recommendations.</p> <p>4. The second report was about Lorraine's second visit on the 11<sup>th</sup> October. This was a learning walk and also an opportunity for her to scrutinise work. She felt that in the year groups she visited (Yr5 &amp; 6 and KS1) the key strengths were that all children were on task apart from some of the younger children.</p> <p>5. On the 2<sup>nd</sup> December, Lorraine will be visiting again. This will be a visit to review the school data in the morning and then Nick's appraisal review will be held in the afternoon.</p> <p>6. Rod felt that Lorraine was providing valuable feedback and asked if we were confident we were getting the right feedback from County. Nick stated that yes, she was very supportive and inspiring.</p> <p>7. Rod stated that Ofsted had criticised the fact that County were not involved so this was a positive move.</p> <p>8. Nick was hopeful that the Governors from the PPA Committee would also be able to attend.</p> <p>9. Alan asked how it came about having Lorraine Warner visiting. Nick replied that the LA had decided to bring Lorraine in to replace Tanya Monroe-Davis.</p>	

10. Paul Drew asked if Nick had confidence in her, to which Nick replied yes he did. She took her school through an Ofsted inspection successfully and worked through the framework.

11. Dan stated that HMI were very critical about the lack of support we had from County.

12. Nick responded that Lorraine had given Nick her guarantee that she would be present for the next HMI visit.

13. Nellie felt it was like we had gone full circle and were now getting lots of help again.

## **8.2 Action Plan – update on progress**

1. Nick talked through the layout of the Action Plan. It shows the key priorities and what the Leadership team will be doing to fulfil the tasks.

2. It shows the external support we are receiving, and also the overall success criteria that we have identified.

3. It shows the examples of milestones for Leadership and Management teams and what the expectations of each year group will be term by term.

4. By the end of the year, staff are challenged to demonstrate pupils have made accelerated progress.

5. A recommendation Lorraine Warner made was that we have more than three PPA meetings a year. This has been put in place.

6. Target Tracker is good for seeing if children are where they should be for their age. It then highlights if they are not and then that child is tracked and monitored through a special focus group.

7. The next progress meetings taking place next week. An interim meeting will be held at the end of January which will focus on target focus groups.

8. Rod asked what the reaction of staff was to the new software. Laura replied that it was very good and that the training day was very relaxed and staff were keen to start using it.

9. On page 11 1.5 objective Laura stated that much of this had already happened. Parents have already been made aware of the changes to marking and feedback.

10. Staff are now giving further guidance and are sharing books amongst children to show how it is done.

11. Children are now making more progression in class than before.

12. Books are now very visual with highlighted parts and clear success criteria.

13. Feedback was more verbal before and not recorded but now it is in the books you can see the journey of the child's progress.

14. It is felt that there is now more consistency throughout the school. The children are now engaging more with their work.

15. Green and yellow highlighters are being used by the children to mark their own work to see if they can spot their own mistakes and to also self assess.

16. John felt this was good as it was the children taking ownership rather than the teacher.

17. Laura stated that the peer marking for writing was done randomly using lollipop sticks which was working well.

18. We are now using a system called the 'chilli challenge' which means instead of the teacher telling the pupil what activity to do, the children are now choosing based on the chilli challenge, hot or mild to get them to choose a level which would hopefully be challenging themselves.

19. John felt that it would be a good idea to let parents know the new system so they could see that this is teaching the children to challenge themselves.

20. Rod stated that we have made a commitment to keep parents up-to-date with progress and show them this, which Nick replied that this will be done in the reports we send out to parents.

21. Dan felt that this was a significant change to last year and parents will see how

we are progressing.

22. Paul Drew noted that at parents evening he and his wife noticed a change in their children's books straight away and could see their children taking more pride in their work.

23. John felt it was worth pushing that high ability children can still learn more by working with low ability children.

24. Dan stated that he was very impressed with how the document had progressed from where it was last year. He felt it was very clear and well driven and wanted to say well done to Nick and Laura for their obvious hard work in putting it together.

(20.00 Laura Roberts leaves)

## **9. Headlines/Full Governor Actions from Sub Committees**

### **9.1 Finance**

1. Some areas have been trimmed back. £800<sup>0</sup> was found for the Leadership to use.
2. Key policies were presented and signed off -

Delegation of Financial Powers – some minor changes to the assets part. Previously it was an annual stock take of everything which has proven to be not practical. This has now been changed to all items of material value will be reviewed on an annual basis.

Lettings Policy – We are to go to County for their policy for after school clubs etc. We need to have a clear structure for private business using the school to make money and a parent running an after school club.

The approval of Head's salary/salary policy has been delegated to the Pay Review Committee.

Statement of Internal Control – some minor changes were made. It was felt that we did not forecast ahead enough so it has been decided that Cheryl Marrs (School Business Manager) will develop a 3 year forecast to present to the Finance Committee.

Best Value Statement – It was felt that no changes were needed so this was signed off.

### **9.2 Staffing & Curriculum**

1. Met on the 30<sup>th</sup> September and the main focus was Ofsted.
2. They talked about the Local Authority visits, staff morale and how the HMI visit affected this. It was felt that staff had settled well and the new NQT's had made a positive start.
3. The LA did raise staffing vulnerabilities and this was discussed but is difficult to predict. It seems as if things are stable and that the Leadership Team are aware of any vulnerabilities.
4. The complaints and home learning policies were discussed and signed off.
5. The Pay Policy had been signed off.
6. The G&T programme was discussed and how we use interventions for this by introducing maths challenges and G&T days.
7. Annabelle Spicer (Pupil Support Manager) is to report at the next S&C meeting on the 4<sup>th</sup> December regarding G&T and Able Pupils.

### **9.3 Premises**

1. We have put in a bid for LCVAP which is an application we make to the Diocese. Governors are liable for 10% of the figure granted.
3. We have bid for £470,000 but may not get all of it. This includes £8k for a new fire

<p>alarm system, £60k for the flat roof repairs, £300k for a new studio space to be built, £12k for a new ceiling and we also new fencing around the school grounds.</p> <p>4. Nellie thought that perhaps talking to local developers about sourcing materials for fencing to help get costs down may be a good idea.</p> <p>5. Alan stated that the condition of the current fire alarm system did not put the school in any danger but it does need updating to meet current standards.</p> <p>6. The new heating system that was installed over the summer is working well.</p> <p><b>9.4 Pupil Progress &amp; Attainment</b></p> <p>1. This has mainly been discussed in Nick's Head report earlier in the evening.</p> <p>2. They are meeting at the end of this term and there will be an agenda item at the next FGM to discuss in more detail.</p>	
<p><b>10. Link Governor's Report</b></p> <p>1. Hannah informed the group that she had uploaded a document onto the GVO stating that she was stepping down as Link Governor and that the position was now vacant. The document also gave a description about what being a Link Governor involved.</p> <p>2. 28<sup>th</sup> January is the date for the next induction training for new Link Governors.</p> <p>3. Hannah questioned how important it was for us to have a Link Governor as it was not a statutory Governor role.</p> <p>4. Rod asked if anyone was interested in taking up the role to contact Jodie.</p> <p>5. The vacancy discussion was deferred to the next meeting.</p>	
<p><b>11. Safeguarding</b></p> <p>1. None to report.</p>	
<p><b>12. Information and Routine Matters</b></p> <p><b>12.1 Racial Incidents</b></p> <p>None</p> <p><b>12.2 Complaints</b></p> <p>None</p>	
<p><b>13. Chairman's Actions</b></p> <p>1. Rod stated that he would like to meet with Tim again to get his feedback from his observations of this meeting.</p> <p><b>Policies</b></p> <p><b>Confidential Policy</b></p> <p>This was reviewed. All agreed that no changes were needed. Proposed by Paul Drew and seconded by Rev Paul Doick</p> <p><b>Recording Policy</b></p> <p>This was reviewed. All agreed that no changes were needed. Proposed by Paul Drew and seconded by Rev Paul Doick.</p> <p><b>Outdoor Educational Visits Policy</b></p> <p>This was reviewed. All agreed that no changes were needed. Proposed by Paul Drew and seconded by Rev Paul Doick.</p> <p><b>Child Protection Policy &amp; Equal Opportunities Policy</b></p> <p>Christina and Hannah reviewed these policies and felt that they needed some changes so it was agreed that they would email the changes to Nick and Rod for them to review as well.</p>	
Next meeting set Thursday 26 <sup>th</sup> February 2015 at 6.30pm	