

Present:	Oliver Mudge (OM)	Foundation Governor & Chair of Governors
	Catherine Buchanan (CB)	Foundation Governor
	Gordana Chapman (GC)	Parent Governor
	Sue Coleman (SC)	Local Authority Governor
	Matthew Greenall (MG)	Parent Governor
	Jill Fairbrother (JF)	Foundation Governor
	Abigail French (AF)	Staff Governor
	Fr Dan Henderson (DH)	ex-officio Associate Vicar
	Lesley Hurst (LH)	Foundation Governor & Vice Chair
	Ed Lawrence (EL)	Foundation Governor
	Sophie Thomas (ST)	Head Teacher
	Nnamdi Udezue (NU)	Foundation Governor
Clerk:	Clare Bennett (CBe)	
Apologies:	Fran Beckett (FB)	Foundation Governor
Absent:	None	

Quorum: 12 out of 13 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	Prayer Taken by DH
2.	Apologies Fran Beckett gives her apologies. ST was welcomed by all and thanked for all the work she has already done in the school.
3.	Conflicts of interest JF declared that she is doing some maths tutoring and some of her pupils are children at the school.
4.	Agree minutes of FGB meeting All agreed the minutes, with the proviso that the EHCP item be moved into confidential minutes. All action points have been completed apart from the following which are carried forward: Action points 9 & 10. CBe to recirculate the Financial Scheme of Delegation (with amendments) and the Governors Expenses policy. Action 7. EL to now look at the school safeguarding checklist and check if it meets required standard. OM said thank you to all committees for turning around minutes so promptly.



Item	Discussion and Decisions
5.	<p>Head Teacher introductory Presentation</p> <p>ST explained that she has come from being a Head Teacher in a church school for more than 11 years.</p> <p>ST set out the following as her key areas:</p> <ul style="list-style-type: none">• Staff and children to '<i>be the best you can be</i>'.• Keep all 4 of the core school values at the centre of everything we do.• Taking an open approach and sharing everything.• Improving maths in particular.• Children and staff to understand that they represent the community; including wearing uniforms smartly and proudly. <p>ST said that before she started the role officially she came in to get a feel for the school (which is not possible during a two day interview experience). Her first impressions were how strong the relationships between children and staff are.</p> <p>When interviewing staff on arrival ST said that the ethos of the school was evident throughout, with worship and joy at the centre. ST explained that some work needs to be done to build on that strength whilst ensuring everyone in the school understands they're part in the children achieving the best of their ability in all areas of the curriculum and across all levels of ability. ST pointed out that the response to questionnaires sent out indicated that children are 98% happy about coming to school, which is excellent.</p> <p>ST described how she had been open with staff about the data from the start and it had shocked many, but that this had dealt with the issue up front and in an open way. ST said that she has found all areas of the staffing body to be really keen to move forward with the areas that need work.</p> <p>ST explained that with regard to improving maths, she has engaged some support from a school that is 4 years further down the journey. The teacher from that school has expressed how impressed she is with what the staff at St Andrews have achieved in 2 and half weeks. ST said that some '<i>quick maths wins</i>' are possible, but that it will be a long journey to reach where they need to be, but the school has the capacity and desire to meet that challenge. As such she believes that there should be some improvement in the data to be seen by the end of the year.</p> <p>ST explained that she had not intended to come in and change too much too quickly, but that with the situation as it is and a likely Ofsted inspection certain actions have been necessary.</p> <p>OM said that today he had seen children come to ST's office to show off their work and the difference in their books between pre and post September is great. They were glowing and excited by their maths.</p> <p>AF feedback that staff are surprised by the state of maths results, but are keen to get on board.</p>

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6.	<p>Data review</p> <p>ST circulated a document that she had shared with staff early on. In order for staff to grasp why she is making so many changes so quickly she wanted them to see that the results are not a one off set of data; the school is currently nowhere near where they should be. ST highlighted the following key points from that document:</p> <ul style="list-style-type: none"> • Previously it had been presented that KS2 was where the issue sat, but that is not the case, as there are issues in KS1 too, in fact it is across the board. • When setting targets it should be noted that the SEN and English as an additional language (22.4% which is high) children numbers are on the increase, particularly in the lower end of the school. • The number of children achieving greater depth/high attaining levels is nowhere near where they should be. • Ofsted will look at the progress column data. • Maths progress, both level and improvement is in the red, putting the school in the bottom quartile for the country. • Introducing the maths mastery system is key to improving this. It is important that Teaching Assistants are also part of that training and key that all staff understand it. In time we can then offer some explanation of maths mastery to parents. • Other key lines of enquiry were high attaining pupils and progress for disadvantaged pupils as well as the higher attaining disadvantaged pupils. • There is a particular challenge for the current year 6. To improve this they will be using the '#bemoresnail' tagline, emphasising understanding the basics before moving on, whilst also being mindful to retain the pace of lessons. • The aim is to be at least in line with national levels if not above by the end of this year. Ambitions for a year or two will be different.
7.	<p>Maths SIP</p> <p>ST explained that in her previous school they have been using maths mastery for 4 and half years. The most important thing is that children are saying '<i>maths is fun</i>' and we have already seen evidence of that since September.</p> <p>OM said that Ofsted produced a Primary Inspection Summary Report but that it is not actually that useful as it said that KS2 had '<i>no meaningful differences or trends for this data</i>', whilst the data itself indicated a dip in performance. MG said that this was covered in his ASP training; that for it to be considered a trend, the data needs to show a dip for 3 years rather than 2 as they use statistical significance, and this can disguise problems.</p> <p>Action: OM circulate the Primary Inspection Summary Report</p> <p>ST said that given the profile of children attending this school (particularly higher up the school) results should be above national average. It should be noted that the cohort profile lower down the school is a little different, but that we should be aiming high for all children anyway. ST said that the aim is for them to be highest achieving school in Brighton and Hove.</p>

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	<p>Following on from that ST said that it has come to her attention that the school doesn't necessarily promote itself well and the school website is key as a first port of call. The current website doesn't sell the school as it should and some rapid progress is needed to improve this; pictures of children and staff enjoying their time in the school is essential.</p> <p>SC asked if there is anyone responsible for keeping the website up to date. ST said that she would look to give overarching responsibility for the website to the new business manager. ST said that policies also need to be up to date, with the situation currently unclear as to who is responsible for what. EL explained that in his experience as a parent the website has never been used as the place to go to find information. As such, EL said that if a change is to be made, it really should be used as an opportunity to make a '<i>strong change</i>'. SC highlighted that someone needs to look at the website and ensure that it is compliant; such as pupil premium and sports premium information being correct.</p> <p>OM said that the Pupil Premium Report on the website is now up to date. Action: SC to look at the Pupil Premium Report and send any comments regarding compliance to OM.</p>
by	<p>English SIP</p> <p>OM said that the Fisher Family Trust is a useful tool to use when setting targets. ST said that spelling and grammar results are incredibly low, but again there are some quick wins that are possible and should provide some quick improvement. ST said she has also used the help of Jane Branson who has been excellent. ST clarified that reading is good in the school but there is a need to look at selecting the right type of texts to use. A first step has been to put reading areas into each class that draw the children in. ST said that the Diocese development plan is user friendly.</p> <p>ST said that she wants to improve the school's SIAMS and Ofsted status.</p> <p>ST highlighted the following elements of the School Development Plan (SDP):</p> <ul style="list-style-type: none"> • Leadership needs to be about all leaders, but at this time she is focusing on ensuring the Senior Leadership Team (SLT) understand what it is to lead a team. She explained that at the Inset day she had staff fill out an '<i>all about me</i>' sheet, including personal and school strengths and also areas for development. ST said that she wants transparency and was pleased that the staff are keen to embrace development and new things. She said it was interesting to see where people saw themselves in 3 years and 5 years. <p>ST said that she wants a lead for each subject in place along with an action plan for each. ST said that Jo Gibson is the early years lead and knows her area well and has her own action plan. However there is currently no-one with the right experience to take on the maths lead role currently, but there is a team that is working on it with the SLT. Sermin Salih led a mastery session for all staff on the INSET day. The maths action plan also details actions and milestones for</p>

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	<p>introducing maths mastery approach across the school with a focus on the 'rapid graspers' (higher attaining pupils). ST said that Al Jamieson has an English action plan with a clear focus on reading and challenging higher attaining pupils in particular.</p> <p>ST clarified that ordinarily she would collaborate with members of the FGB to produce the School Development Plan, but at this point in time, with an Ofsted visit imminent she felt it was important to get some in place to use until the summer, then involve everyone going forward after that.</p> <ul style="list-style-type: none"> • Teaching & Learning will focus on improving standards across the school. ST explained that Ofsted is moving towards the <i>whole</i> curriculum being engaged. There is also a focus on raising challenge and expectations for all children and especially the higher attaining pupils. • Development and behaviour, ST said that there are still some areas that need working on such as giving feedback and staff know what is expected of them. • Improve staff wellbeing by reducing teacher workload. This is to be achieved by changing practices to ensure the work they do has the biggest impact. We want to retain teachers and give them a good experience. • Feedback, ST wants to encourage this from staff, carry out some teaching and observing herself and set aside some staff meeting time to look at this. • Outcomes for children, to accelerate maths, reading and writing progress throughout the school. • ST said that the SDP needs to run academic year not financial year and that success criteria need to be really clear. • A robust monitoring schedule has also been put together. ST said that all actions in the school should be challenged, eg. lining up for class, to encourage the children to question why things are done. ST said it is key that staff know what is happening when and that there is transparency and accountability throughout. • Communication is key. Minutes are now taken in staff meetings, with an office member in attendance and shared with all. <p>Governors highlighted that work with the greater depth children needs to be clearly and explicitly set out in the SDP, given the data indicating a clear need there.</p> <p>Action: ST to add work with greater depth children to the SDP</p> <p>SC asked about the evaluation column. ST said that is has been lifted from the Diocese, but she can add colour and a narrative too.</p> <p>Action: ST to add colour and narrative to the evaluation column.</p> <p>GC said that the last two years of maths data has indicated problems, but that the FGB had been reassured actions were being taken, so the lack of progress is disappointing. She said that in her opinion there has been some issues with basic fundamental understanding of maths. She challenged how this could be resolved quick enough,</p>

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	<p>especially for the current year 6, given there is so little time for them before they leave the school. ST said that from her experience, with the introduction of maths mastery this is in fact possible. It will be key that they really understand basic number, then when given more complex tasks they can apply it quite quickly. ST said that currently she has sat with year 6 teachers, but as she gets more time she will spend time with teachers across the school, as the level of challenge hasn't been as broad as it should be across a number of subjects.</p> <p>GC also asked about homework and whether it will be more clear what curriculum element is being worked on. ST explained that she needs to talk to teachers about this as she is not always keen on larger projects for home learning as the quality of it can vary greatly depending on the time parents can spend on it and we have to ensure it is fair to everyone. ST said that practising what has been learnt in class that week through home learning is quite a big piece of work and she would want to talk to governors and parents about it. She also was clear that she doesn't want to create too much marking for teachers and be clear to consider what the purpose of it is; EL welcomed this. ST said that a clear expectation is for every child to read every night.</p> <p>Governors praised ST on the amazing amount of work achieved in 3 weeks. Governors felt they are now being provided with the information they need to allow them to oversee and provide strategic leadership for actions to be taken forward by staff.</p> <p>EL highlighted that there had potentially been a lot of good work going on previously, but possibly in a more holistic way, but that it is good to have this new level of clarity. ST welcomed this view and said that it is key to keep all the data driven work balanced against other core values. ST confirmed that her experience evidences that there has been lots of good work particularly around the softer elements of school and that keeping that ethos is important; ultimately the children's experience is key, ensuring they can be the best that they can be at all times.</p>
9.	<p>T&L Committee</p> <p>CB said that the most recent meeting was purposeful and the SDP and new monitoring schedule were discussed. High achievers and gifted and talented children were also discussed and agreed that we need to be clear what those terms mean.</p> <p>CB said that the committee agreed that use of data should be about empowering teachers to know their classes and individual pupils and that committee meetings need to be co-ordinated with data drops and that a reporting system should be agreed, so that SLT can share on a regular basis the core areas in advance of the committee meeting, to ensure the most dynamic agendas.</p> <p>CB said that from learning walks it has been clear that there has been an immediate impact from recent changes, with the classroom environment visibly more engaging, such as brightly coloured manipulatives on every table, book nooks, reading corners and the pride teachers and pupils are taking in their work.</p> <p>CB highlighted that some work may need to be done to ensure the accessibility of</p>

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	<p>books for those with dyslexia to make sure readers of all needs are attracted by the new reading corners.</p> <p>The committee also discussed the importance of planning and monitoring, teachers regularly sharing best practice, and giving open and honest feedback (that was lacking in the past).</p> <p>Governors questioned whether Target Tracker is the most useful tool for individualised tracking of pupils and whether SIMS would be more fit for purpose.</p>
10.	<p>Safeguarding</p> <p>EL said that given how confident he felt about the position of safeguarding in the school, especially with Sarah Chambers as such a strong lead, it was a surprise to have two issues arise recently.</p> <p>Action: EL to circulate his report following a safeguarding issue in December 2018</p> <p>EL outlined the details of the first incident, which involved a child from reception being dropped outside school with their older sibling, who was tasked with taking the reception child to their class. When the reception child arrived at class, the door was shut and he couldn't attract the attention of anyone. As such he left the school premises to look for his mother, but was thankfully intercepted by another parent who brought him back into school. The key question is how a small reception child was able to leave the school premises alone through the gate without being stopped. EL suggested that some markings on the ground would be a good idea and there is consideration whether it would be appropriate to move reception classrooms to the other side of the school. Reception children need to be chaperoned into class</p> <p>EL said that the second incident was similar in nature and actually turned out to not be a St Andrews child; but the point is it could have been.</p> <p>ST noted that there was a further incident where the school hall door had been left unlocked, following someone not ensuring a fire door had been fully closed. ST said that she has asked Dean to go around regularly to check these; once in the morning and once in the afternoon as a minimum. Staff are to be reminded how essential it is to close all fire doors fully.</p> <p>ST said that she was surprised to find the school had no CCTV to capture any of these instances. She suggests having a security review and some CCTV on all doors that can be opened. Dean is now in the process of putting in a quote for CCTV. He has also submitted a quote for a gate between the visitor's car park and the school perimeter, with a coded entrance. EL explained that they will have a root and branch review of security.</p> <p>Action: EL and ST to reconvene to ensure progress with CCTV, new gate and review of security.</p>



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	<p>GC highlighted how we need to consider how children are discharged following after school club too.</p> <p>EL said that there have been positive changes too around improved ID cards and lanyards. There was some discussion around increased playground monitoring by SLT members.</p> <p>OM explained that there is now a requirement for governors who start in the role after September 2018 to undergo a Section 128 check and that this is recorded in the single central record..</p> <p>The board agreed that it would be best practice for us all to undergo the same checks, irrespective of start date.</p> <p>All agreed that all members should have Section 128 check completed. Action: Tamsin to action Section 128 checks for all governors and update SCR.</p>
11.	<p>Recruitment</p> <p>ST and OM explained that the the Business Manager role remains vacant but interviews to fill this vacancy are scheduled for 29th January 2019 so hope to have someone in place shortly.</p> <p>OM said that they received 4 applications to replace CBe when she leaves as Clerk to the Governors. Three have been shortlisted and are to be interviewed tomorrow. It has been made clear that moving forward the Clerk will be asked to offer support to the committees with regard to minute taking.</p> <p>OM said that there is the opportunity to have a co-opted governor on the FGB and this can be considered in due course.</p> <p>OM said that in regard to filling the Foundation Governor vacancy, a suitable candidate has been identified and is likely to be offered the position shortly.</p> <p>CBe explained that following Suzanne Cairns stepping down from the staff governor role, AF is now the substantive staff governor, following the recruitment process before Christmas.</p>
12.	<p>Admissions update</p> <p>JF said that 85 forms had been received directly to the school and only 28 of those were foundation applications (which is the lowest to date), and only 9 of those were from St Andrews church members. Preference choices are yet unknown. There have been 57 community place applications, with official numbers from the Local Authority in March. There were 10 siblings applications (compared to 30 last year). Applications are therefore down; for discussion at a future meeting.</p> <p>ST said that there are low birth rates and that compared to other schools in the city this is still a positive picture. MG and JF are to meet to go through the special requirements forms.</p>



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13.	<p>Governance</p> <p>OM said that as discussed previously, now is a good opportunity to look at how the FGB works as a board, with the aim of reducing governor workload and improving impact. Some quick wins are to finally establish the system for policies and to use a new template for the Head Teacher reports to FGB.</p> <p>OM said that data drop dates should be considered when setting dates for future FGB meetings.</p> <p>OM also suggested that wherever possible some time is set aside in the FGB meeting to see some real evidence in the school, eg. look through books.</p> <p>Action: OM to organise for an FGB skills audit to be completed.</p>
14.	<p>Exclusions / racial incidents</p> <p>None.</p>
15.	<p>Governor training</p> <ul style="list-style-type: none"> • MG and FB are booked in for ASP practical training. • FB is booked to attend poverty audit training. <p>Action: FB to provide high level summary of poverty audit training.</p> <ul style="list-style-type: none"> • MG attended far right extremism training.– <p>Action: MG to circulate details of far right extremism training.</p> <ul style="list-style-type: none"> • LH attended mental health training in the school. • OM has begun the chair development programme. • OM will attend Panels training.
16.	<p>AOB</p> <p>Finance</p> <p>ST circulated the finance document. Sue Pollock from the Local Authority has been helping out, as the school is currently without a business manager.</p> <p>ST explained that there is just over £100,000 for carry forward, which is good especially if numbers are down in future years.</p> <p>Next year's budget draft has to be sent to the Local Authority by 1st March. It is estimated that the school will spend around £30k less than the budgeted figure for 2018/19.</p> <p>SC said that there is extra government budget due to be received before the end of the financial year. OM said that the budget will come back to FGB in the Autumn.</p>
17.	<p>Grace</p> <p>Meeting concluded at 9:20pm</p>

Signed.....

Oliver Mudge

Chair of Governors

Action Points log

	Action	Person	Timescale
1.	Carried forward: To look at the school safeguarding checklist and check if it meets required standard.	EL	By next FGB
2.	Carried forward: To email Financial Scheme of Delegation to all members for ratification at the next FGB.	CBe	By next FGB
3.	Carried forward: To email the Governor Expenses Policy to all members for ratification at the next	CBe	By next FGB

	FGB.		
4.	Circulate the Primary Inspection Summary Report	OM	By next FGB
5.	To look at the Pupil Premium Report and send any comments regarding compliance to OM.	SC	By next FGB
6.	To add work with greater depth children to the SDP.	ST	Immediately
7.	To add colour and narrative to the evaluation column of the SDP.	ST	Immediately
8.	To circulate the report produced following a safeguarding issue in December 2018	EL	By next FGB
9.	To reconvene to ensure progress with CCTV, new gate and review of security.	EL & ST	By next FGB
10.	To action single central record checks for all governors.	Tamsin	Immediately