

Minutes of the Meeting of the Governing Body of Saint Andrew's Church of England Infant School, Farnham, held at the School at 7:00pm on Tuesday 13 November 2012.

Present	In Attendance
Chris Hyland (CH) (Chairman)	Richard Evans (RE) Clerk to the Governors
Kristian Aldridge (KA)	
Michael Barter (MB)	
Jane Brooks (JB)	
Ben Collins (BC)	
Bridget Harrison (BH)	
Gemma Laver (GL)	
Joy Lievesley (JL)	
Michelle Long (ML)	
Jacqui Matthews (JM)	
Caroline Rigby (CR)	
Sue Tyler-Jones (STJ)	
Jayne Venables (JV) (Headteacher)	

Item	Subject and Summary of Discussion	Action
1	APOLOGIES FOR ABSENCE: None – all Governors were present.	
2	DECLARATION OF INTEREST: The new Register of Business Interests Form was completed by all governors and collected by RE to pass to the school Bursar. No interests were declared in any of the items on the agenda.	
3	<p>CONSTITUTION OF THE GOVERNING BODY:</p> <p>RE reported that Chris Hyland's term of office as a community governor had expired; CH said that he was willing to stand again as a community governor and it was proposed by ML, seconded by STJ and approved that CH be re-appointed.</p> <p>Governors were pleased to learn that the vacancy for a new LA Governor had been filled by Michael Barter. ML asked if MB had received his new governor pack, which JV will arrange (Action: JV), and ML will also arrange for an induction meeting (Action: ML). CH also reported that MB was booked onto a training course for new governors, to take place at the Diocese.</p> <p>There was a vacancy for a Foundation Governor, which would be filled by the new Rector, who was expected to be in place by February 2013.</p> <p>Governors discussed the vacancy for a Community governor and STJ said that she was willing to switch to that role, if that would help, leaving a vacancy for a new parent governor.</p> <p>Post-meeting note: Matthew McGrory has since been elected as a Parent Governor, with the result that all places within the Governing Body are now filled, with the exception of the place reserved for the Rector of Saint Andrew's Church. STJ's switch to become a Community Governor will need to be confirmed at the next meeting; Action: RE to add to the agenda.</p>	<p>JV ML</p> <p>RE</p>

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4	<p>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2012-2013: RE took the Chair for this item and the following appointments were approved:</p> <ul style="list-style-type: none"> - Chair (to serve until the first meeting of the Autumn Term, 2013): Chris Hyland, proposed by JV, seconded by BC and approved. - Vice Chair (to serve until the first meeting of the Autumn Term, 2013): Michelle Long, proposed by CH, seconded by JB and approved. - Children in Care: Ben Collins - Liaison with LA in the event of allegations against the Head: Chris Hyland - Child Protection: Ben Collins - Link Governor for Training: Chris Hyland - Special Needs: Bridget Harrison - R E: Joy Lievesley 	
5	<p>COMMITTEES: Governors agreed committee membership as follows:</p> <ul style="list-style-type: none"> - Resources: BC (Chair), ML, CH, KA, STJ, MB, JV - Curriculum: ML (Chair), BH, CR, JL, JB, GL, JM, CH, JV - Headteacher Performance Review: CH and ML - Terms of Reference for each committee were approved without change. 	
6	<p>MINUTES OF THE PREVIOUS MEETING: The minutes of the previous meeting, held on 26 June 2012, were approved and signed by the Chairman.</p> <p>Michael Barter was welcomed to his first meeting of the Governing Body of Saint Andrew's School.</p>	
7	<p>MATTERS ARISING FROM THE MINUTES:</p> <p>a) Election of Staff Governor: Still outstanding - JV will arrange; Action: JV</p> <p>b) Completion of Skills Audit: Still to be completed by ML; Action: ML</p> <p>c) Developments Regarding South Farnham School: See Item 19 below.</p> <p>d) Governor Training: CH reported on governors who had completed training , and CH will meet with MB to discuss and agree suitable training; Action: CH, who will also look into opportunities for training on the new Ofsted Framework, bearing in mind the possibility of an Ofsted visit in Summer 2013. (Action: CH). STJ proposed that governors who attended Ofsted training should share details with colleagues.</p> <p>e) Results to be Publicised on School Website: JV confirmed that RAISE online results would be added to the website; Action: JV</p> <p>f) Website Development: Governors agreed that the website was much improved and thanks were expressed to KA for his efforts. JV noted that the website had received over 3,000 hits since it opened, and was clearly proving popular. Password entry was required for the governor section and KA will email details to all governors; Action: KA.</p> <p>g) Headteacher's Performance Review: CH and ML will meet with the School Improvement Adviser on 14 December to complete this.</p>	<p>JV ML</p> <p>CH CH</p> <p>JV</p> <p>KA</p>
8	<p>CHAIRMAN'S ACTION: CH had no emergency actions to report.</p>	

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9	<p>REPORT BY THE HEADTEACHER:</p> <p>JV highlighted items from her report, copies of which had been circulated, and invited questions from governors:</p> <ul style="list-style-type: none"> a) School Context: Number on roll was 120; there have been no exclusions, with no children on the Child Protection Register and no referrals to social services. There were no children eligible for free school meals this year; last year there were 3 and full details of how the Pupil Premium money was spent were available on the website. There are 12 children on the SEN Register, representing 10% of the number on roll; 11 of these are in Year 2. b) Organisation and Staffing: Staff at the school were providing training to colleagues from other schools, with 9 having come to look at teaching of phonics. JV also reported that the breakfast club had not been continued, due to lack of numbers which made it not viable. All staff had completed performance management. c) School Improvement: Targets had been set, with current year 2 pupils set to achieve 100% at level 2+ in reading, writing, maths and science; JV explained these were challenging targets, reflecting the school's intention to set higher expectations; in response to a question from ML. JV provided details of performance levels from last year. d) Quality of Teaching and Learning: JV reported on lesson observations, showing that 100% of teaching was good, with many outstanding features; targets have been set to move teaching from good to outstanding. e) Attendance and Behaviour: JV reported attendance to date was 97.7% against the target of 96%. There had been no reported instances of bullying and questionnaires completed by parents felt that issues were dealt with promptly. <p>ML commended JV on the format and content of her report, which governors felt had been very thorough.</p>	
10	<p>COMMITTEES AND NOMINATED GOVERNOR REPORTS:</p> <ul style="list-style-type: none"> - Curriculum Committee: ML reported that the committee had reviewed the School Development Plan, which would be uploaded onto the website. RAISE online data had also been reviewed and Emma smith had reported to governors on Early Years, which JM commented had been very helpful, and which would continue on a rolling basis. - Resources Committee: BC reported that the committee had reviewed the school budget on a line by line basis, and that the budget was on target. Clarification was still awaited from SCC before the budget for next year, and the 3-year budget forecast, could be completed. BC requested that governors delegate authority to approve the budget to the Resources Committee, and after discussion governors agreed to delegate, unless the committee felt the need to revert to the FGB. BC agreed to circulate details of the draft budget, once it had been approved; Action: BC. - Resources Committee had also reviewed the School Fund together with premises and staffing matters, and BC had completed a very detailed Health & Safety Inspection, which had taken half a day, and had revealed no major issues. 	BC

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	<p>- The committee had also completed reviews of Safeguarding and Child Protection; these reviews had proved satisfactory, with no issues identified, and governors agreed to approve that exercise.</p> <p>With regard to the new building work, JB reported that the final completion certificate was still awaited; STJ asked if all work had been completed satisfactorily, and all snagging resolved; JB and JV confirmed that was the case. On behalf of governors, CH voiced grateful thanks to JB, Leigh Brooks and Cindy Coleman for their efforts over the summer holidays, the outcome of which was very pleasing. BC asked about the playground, which JV reported had been deferred until Easter.</p> <p>The annual Safeguarding Report had been completed by JV; copies were circulated and approved by Governors.</p> <p>School Emergency Plans were in course of completion and would be added to the website on completion; Action: JV.</p>	JV
11	<p>FINANCE MATTERS: These were mostly covered within Item 10 above. BC confirmed that the draft budget would be submitted by the deadline of 30 November, and that surplus balances were expected to be modest.</p>	
12	<p>EMERGENCY PROCEDURES: Emergency contact details had been collected and were passed to RE to forward to Surrey CC. Action: RE</p>	RE
13	<p>OPEN OR CLOSED MEETINGS: Governors agreed that meetings would continue to be closed, but with the option to hold open meetings in case of need, with invitations issued as appropriate.</p>	
14	<p>PROFESSIONAL NEGLIGENCE & CONFIDENTIALITY STATEMENT: Governors agreed to record the following professional negligence statement:</p> <ul style="list-style-type: none"> • "Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity". <p>Governors also agreed to adopt the following confidentiality statement:</p> <ul style="list-style-type: none"> • "Governors must respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting". 	
15	<p>SCHOOL FUND ACCOUNT: BC reported that the final accounts were awaited.</p>	
16	<p>SCHOOL INFORMATION: JV confirmed that the School Prospectus had been updated and that full details were available on the school website.</p>	
17	<p>ADMISSIONS 2013/14 AND 2014/15: Governors agreed that the school would continue to comply with SCC policy on admissions.</p>	

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18	<p>POLICIES: The Safeguarding Policy, Procedures and Annual Report were approved.</p> <p>Capability and Appraisal policies were based upon the SCC model, and had been approved by the Resources Committee.</p>	
19	<p>STRUCTURAL CHANGES TO SCHOOL ORGANISATION:</p> <p>Governors discussed developments regarding South Farnham School (SFS), following a meeting of the FGB in September, from which no minutes were taken but action points were taken forward to:</p> <ul style="list-style-type: none"> - Examine a partnership agreement with SFS; - Meet with Surrey County Council: CH, ML and JV reported on a positive meeting with an officer of SCC. - Meet with Guildford Diocese: a meeting had been held with Derek Holbird and Michael Hall from the Diocese; they were not supportive but in extremis would not raise objections. - Examine potential costs to the school: BC had looked at the costs with the assistance of Cindy Coleman; the impact on the school would be an additional cost of £25K per annum, to offset the absence of the LA. <p>On 9 November, CH, ML, JV and BH had met with the Headteacher of SFS, who were no longer looking at an umbrella trust, therefore partnership was no longer an option., and a Multi-Academy Trust precluded Church Schools. SFS preference was for amalgamation, which raised questions about admissions, and control over St Andrew's School. CH reported that the guidance on the DfE website was unambiguous.</p> <p>SFS admission policy for September 2014 was in course of completion, and was expected to include proximity to either the infant or junior schools. SFS were expecting to add another class at the Bourne for September 2013. JB and GL added feedback from their recent discussions, and CH said in future it was likely there would be no children from Farnham town centre going to SFS. CH had spoken to the SCC Head of Admissions, who accepted the options for measuring the distance to school, and would try to establish SFS intentions. CH reported that SFS were not prepared to guarantee places to Saint Andrew's children, even if the school were to become part of a trust or multi-academy.</p> <p>JL said the need was for places to educate children, and asked who was thinking about where were they going to go? ML explained that capacity at Saint Andrew's and Potters Gate was sufficient at present for Farnham town centre children.</p> <p>STJ asked if records were being kept of all meetings and contacts and CH said yes, as far as possible. BC raised the possibility of seeking pro-bono legal advice. MB asked if all available avenues had been explored, which should be done before writing.</p> <p>After further discussion, governors agreed that the next step would be a letter to the Chief Executive of Surrey CC, with a copy to the Bishop, (Action: CH), to be followed by a joint meeting with SFS and the Diocese.</p>	

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20	<p>TERMLY BUSINESS:</p> <p>CH reviewed the list of statutory tasks for the autumn term, and confirmed that all had been completed, or were in hand, as was the case with the recommended actions. The visit from the School Improvement Adviser (SIA) had been covered within the report from the Headteacher; the SIA had highlighted some areas, which had been taken on board.</p> <p>CH referred to an extract from a recent Ofsted report, which had been critical of governance, and stressed the need for all governors to examine critically all areas of the school, and after discussion CH commended that report to governors. ML commented on the need for governors to see the data table and evidence of moderation.</p>	
21	<p>DATES OF NEXT MEETINGS:</p> <p>The following dates for FGB meetings were agreed, subject to the delegated powers to the Resources Committee on the budget, and the option to arrange additional meetings, if required.</p> <p>FGB Meetings: Tuesday 12 February 2013 and Tuesday 25 June 2013.</p>	
22	<p>PART TWO CONFIDENTIAL BUSINESS: None.</p>	
	<p>There being no further business, the meeting closed at 9:30 pm.</p>	

Signed..... (Chair)

Date.....