

Present: Christine Bartley (CB) Foundation Governor & Chair of Governors
Louise Everington (LE) PCC Foundation Governor & Vice Chair
Colleen White (CW) PCC Foundation Governor & Vice Chair
Trevor Cristin (TC) Head teacher
Rachel Carter (RC) PCC Foundation Governor
Katy Hiles (KH) Parent Governor
Richard Dutton (RD) Diocesan Foundation Governor
Julie Newnham (JN) Staff Governor
Ed Lawrence (EL) PCC Foundation Governor
Fr Dan Henderson (DH) ex-officio Associate Vicar

Clerk: Clare Bennett (CBe)

Apologies: Coreen Sears (CS) PCC Foundation Governor
Andrew Wealls (AW) LA Governor
Matt Rance (MW) PCC Foundation Governor

Absent: Stjohn Rowlands (SR) Parent Governor

Quorum: 10 out of 14 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<p>Target Tracker Presentation from Iain Parks Assessment and Curriculum Co-ordinator (Recording Pupil Progress and Attainment)</p> <p>IP gave his presentation on the large classroom television screen and it was noted by all what an asset to the classroom this is, much better for teachers as it is not light dependant. TC outlined that these screens will be introduced throughout the school over a 3 year cycle, targeting year groups (rather than one for each of the new classrooms).</p> <p>Iain outlined the reason for the purchase of Target Tracker; to assist with the newly introduced assessment of pupils by steps, rather than levels. There are 6 steps per class; two below expectation, two at expectation and two above. The idea is that teachers will be better able to use the curriculum as they see fit. The Local Authority has its own version of the programme, but not many local schools are using it. Target Tracker originates from Kent but is used nationally by around 20% of schools and can thereby provide better comparison data. When used in Governor mode children's names are not shown. All data from SIMS has been moved over (and SIMS is still used for registers at present). Iain outlined some key features and uses of Target Tracker:</p> <ul style="list-style-type: none">• Teachers can see contextual data for each pupil• Data can be produced day by day or longer term• The programme is largely able to tell you what step a child is at for each lesson• It will help identify weakness and strengths of a child/class/year group• The basic characteristics report is particularly helpful• Teachers can logon remotely• Its production of statistics will help governors

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	<p>One governor enquired about the security of the programme especially when accessing remotely. Iain explained that there is a comprehensive four step logon process and that the information is stored online with only the school having access to it. A further governor enquiry was about costs. Iain explained that there has been a larger one off payment at this point, with a small annual fee going forward of approximately £240. Governors enquired about how well the programme is populated now and when they can expect to see useful data from it. IP responded that there is very little step data on there at present (only the older level information for the child's journey through the school), but some initial pupil progress data will be available by the end of the term. It will take some time for it to be fully populated but long term it will be a management tool for teachers.</p> <p>Governors noted the positive elements of Target Tracker, highlighting that it will be likely to improve the consistency of feedback to parents and give parents additional confidence in the data held.</p> <p>Iain and TC explained that teachers have had and will have ongoing training on how to use the programme and in October will learn how to use assessment for planning. The key measure going forward is a pupil's performance against a year group expectation.</p> <p>Following the presentation the governors were given a tour of the new reception classrooms. Governors noted how the larger space is open and light and a key area in the school. TC explained that a new canopy for the outside area is to follow.</p>
2.	<p>Prayer CBe opened the meeting and chaired the meeting until the Chair of Governors was elected. Prayer led by DH</p>
3.	<p>Apologies Apologies and absences noted as above.</p>
4.	<p>Election of Chair and Vice-Chairs</p> <ul style="list-style-type: none">• Nomination for Chair: Christine Bartley CBe took the votes and CB was confirmed as Chair for the next year.• Nomination for Vice-Chairs: Louise Everington, Colleen White CB took over chairing the meeting, took the votes and LE and CW were elected as vice chairs for the next year.

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5.	<p>Governing Body Membership: Some discussion arose around the impact of absences and how best to manage that. CB explained the processes that need to be followed, whilst acknowledging the impact of absence.</p> <ul style="list-style-type: none">• Staff governor vacancy CBe briefly outlined the process and confirmed that the letter to staff is ready to go out once the updated committee structure is inserted. A staff governor should therefore be in place for the next meeting. ACTION CBe, CB and TC to issue letter to staff.• Associate Governor Re-appointment: Jason Tingley (Safeguarding) The GB still felt that he is useful to have on board and it was agreed that his position on the GB should continue for another year.• Succession Planning CB indicated that she intends to step down from being Chair in the near future, as this is her 6th year and the guidance indicates that governors and chairs should only serve for two terms/6-8 years. The aim is to prevent the GB from stagnating and a new Chair would inevitably bring new strengths to the role. Ideally it would be good to have a stepped handover to a new Chair. However there is a concern as although there is a very effective distributed leadership of Committees within the GB, neither Vice Chair is interested in taking up the position and there is no-one obviously keen to take up this role. <p>As this is a common problem within governing bodies, CB encouraged all governors to consider the importance of succession planning within the governing body and in particular how we can secure a new Chair. All governors were encouraged to find out more about the role and what time commitment is involved. For example there is a training course which provides an overview of being a Chair or Vice Chair. Several governors indicated a concern about the time commitment involved in the position of Chair. The GB praised CB for her work as Chair. CB drew attention to the fact that the National College guidance indicates that it should be possible to carry out the role of Chair within a half day slot a week. It was highlighted that everyone works differently, that CB brought her own style following her predecessor and that any future Chair would naturally bring their own style. Attention was also drawn to the fact that the expansion project was an isolated case of additional work.</p> <p>CB further explained what an excellent role it is for anyone with an interest in policy/process/politics surrounding education. There is also excellent training and mentoring available for new Chairs to provide the additional confidence that may be needed. The GB agreed that growing leaders is important for effective governing. This links to the re-structuring of the committees, hopefully ensuring every governor can be fully involved and gain additional skills.</p> <p>Some discussion was held around the possibility of two people sharing the role of Chair. The limitations in terms of a single point of leadership were noted, but also that with the right mix of characters it can work well. Vice Chairs will need to provide a lot of help in the new Chair's first year. Questions were raised about what the criteria for becoming Chair are. CB explained that any governor who isn't a member of staff can stand. CB pointed out that succession planning is not just about the Chair but all governors. CB</p>

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	<p>talks through the slides of the Governing Body Effectiveness presentation, outlining the core functions, essentials for GBs and the qualities that school leaders require. CB emphasised the need for a skills audit in GBs and mentoring of new governors to ensure they fully understand the expectations of the role and have the support and training necessary to fully contribute. This happens informally but could be formalised. It was felt that the GB should look at their diversity and whether someone initially working with a committee as an Associate governor could be a benefit in this regard.</p> <p>Discussion was held around how to encourage and broaden the GB membership in future. It was noted that there are some very skilled parents who may be keen to get involved in governing and may even be a good route to finding a new Chair. Discussion was also held around the necessity for a majority of governors to be appointed by the Diocese as Foundation governors. There was a question about whether PCC foundation governors had to attend St Andrew's Church as this restricts the pool of potential. Once such a vacancy arises close work with DH will be key. ACTION CB and DH to explore the Diocese the requirements for Foundation appointments both PCC and Diocesan. It was further noted that use of the associate governor role can be used to widen pool.</p>
6.	<p>Agree Minutes of FGB Meeting 15th July 2015/Matters Arising The minutes were agreed.</p>
7.	<p>Governing Body Effectiveness and Restructuring</p> <p>CB highlighted again the 3 core GB functions. She also referred to a recent Ofsted report of a school in East Sussex where the GB was referred to as 'a very effective force for school improvement' which should be our aim. The report stated that 'the structure and membership of the governing body ensure that school leaders are held fully to account. There is a wide range of skill and expertise available amongst its members, with individual governors able to utilise their knowledge to support and challenge the leadership of the school'.</p> <ul style="list-style-type: none"> • Proposed Structure <p>Further to the initial discussion in July regarding more effective GB structures, CB proposed a more effective Committee structure rather than removing the Committee structure completely. She suggested that one of the aims is to get all governors to participate more fully to utilise all the skills available. In this regard Committees should allocate tasks to individual or pairs of governors which they can carry out at a time convenient for them. They can provide a report for the Committee, even if they can't attend a meeting. Committees should be more dynamic in order to more effectively monitor school improvement priorities. They should not just receive reports from school, but visit the school in the most appropriate way. It was agreed among the GB that remote access to committee meetings and thereby more flexible working may be a good answer. Face time can be an effective method of communication allowing wider involvement. One governor highlighted the importance of being quorate for votes. It was agreed that the quality of remote access technology is essential. A policy will also need</p>

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	<p>to be agreed to determine under what conditions, remote access is permitted. ACTION RD to explore options and cost for remote access to meetings.</p> <p>Discussion around the new proposed committee structure followed (see attached). It was proposed that the Committees are restructured and condensed to 3 Committees and with Inclusion/Equalities to be combined with Ethos rather than Curriculum as at present. The three committees proposed are Resources, Teaching and Learning and Ethos/Well Being. There are also some proposed changes of membership. The new proposals were agreed upon, with the removal of RD from the Ethos committee.</p> <p>One governor expressed concern that the personnel element of the Resources Committee could get lost due to its proposed wider remit to include Finance, Personnel and Premises. It was noted that the hope was for less duplication and that it will be essential to be smarter on who leads each committee meeting depending on current needs. It was also noted that future consideration of staff attendance at committees may be necessary to reflect the new focuses and that there may even be less need for staff attendance than previously. It was felt however that Sarah Chambers as SENCO was an important element of the Ethos/Well Being committee.</p> <p>RC pointed out that due to time restraints she won't be able to carry on doing all the recruitment as previously. ACTION CB and RC to decide on other governors to sit on personnel recruitment panels</p> <p>The idea is that it is more about allocating out work within committees to individuals and therefore they should set out plans for the year linked to the SIP. ACTION all committees to set dates for first meetings and to agree annual plans to include specific actions for individual governors.</p> <p>The new committee structure, membership and responsibilities were agreed. See discussion above.</p> <ul style="list-style-type: none"> • Draft Governor Action Plan <p>This will be discussed by individual Committees under the proposed new structure.</p>
8.	<p>Statutory/Non Statutory Annual Requirements</p> <p>(i) Agree Membership of Committees and Panels – Statutory and Non Statutory</p> <p>Agreed as outlined in the document provided for the meeting. ACTION CBe to update the website to reflect the new committee structure.</p> <p>(ii) Appoint 'Responsible Governors</p> <p>Agreed as outlined in the document provided for the meeting.</p> <p>(ii) Register of Pecuniary Interests</p> <p>Forms collected in from all those present. ACTION CBe to ensure all remaining forms are collected in and stored securely.</p> <p>(iii) Approve Committees Terms of Reference</p> <p>This action will be carried over until the next FGB meeting in November.</p> <p>(iv) GB Instrument of Government</p> <p>Agreed.</p>

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	<p>(vi) New Statutory Requirements Re Governor Information to be Published on the School Website CBe briefly took the GB through the new requirements; more transparency in relation to governors including their terms, positions and committee membership, any pecuniary interests, attendance at meetings, details of any governor who served in the last year and access to meeting minutes. The GB looked at the changes CBe has made to the website so far. It was agreed that only the minutes from the previous year need remain on the website with the caveat that older minutes can be obtained upon request. ACTION CBe to update the website further with new committee structure and declarations of interest. Also to investigate what level of information is needed with regard to committee meeting attendance.</p>
9.	<p>Governing Body Code of Conduct Annual Review CBe explained that there is a requirement that the Code of Conduct outline what information will be publicly available regarding governors (as per increased transparency above). This paragraph has been added and the GB agreed the document. It was agreed that all governors should sign one hard copy of the document to be stored securely. All those present signed the document. ACTION CBe to obtain the remaining signatures and store the document securely.</p>
10.	<p>Head Teacher Report (SIP Progress) No questions arose from the report or the guidance provided for the meeting.</p>
11.	<p>Update on School Expansion Project Nothing major to add following viewing of the new reception classrooms. TC noted there are always a number of issues to be agreed however they do not all need to be brought to the GB. The Resources Committee is monitoring progress. LE highlighted that from a GB perspective the key thing is making sure we are getting value for money.</p>
12.	<p>Governor Training:</p> <ul style="list-style-type: none"> • Annual Record of Training EL needs to attend new governor training. • Feedback on Training Attended CB did the Fisher Family Trust training online. One of its strengths is that it groups together all the areas where the school is particularly strong in terms of performance and all areas where improvement is needed. • Autumn Term Training Schedule: http://www.beem.org.uk/ In addition, there is a schedule of Diocesan training sessions for Foundation Governors. Action: CBe will circulate this.
13.	<p>Safeguarding Update (KH) A meeting was held at the end of the year and notes of that forwarded to CB and TC. Nothing to note – everything that should be in progress and in place is.</p>

Item	Discussion and Decisions
14.	Exclusions None
15.	Racial Incidents None
16.	Grace Date of next meeting: Tuesday 10 th November 2015, 7pm

Signed: Christine Bartley (Chair of Governors)

Date: 10th November 2015

Action Points log

	Action	Person	Timescale
1	Update and issue letter to staff regarding staff governor vacancy.	Clare Bennett Christine Bartley Trevor Cristin	By 07/09/15
2	Explore necessity for PCC foundation governors to be St Andrews Church goers.	Christine Bartley Fr Dan Henderson	By next meeting 10/11/15
3	Explore options and cost for remote access to meetings.	Richard Dutton	By next meeting 10/11/15
4	Decide other governors to sit on personnel recruitment panels	Christine Bartley Rachel Carter	By next meeting 10/11/15
5	Committees to set dates for first meetings; agree annual plan to include specific actions for individual governors	All committees led by Chairs	At each committee's first meeting for the year
6	Update website – with declaration of interests and remove links to meeting minutes older than a year. Explore level of detail required regarding committees.	Clare Bennett	By next meeting 10/11/15
7	Obtain remaining Declaration of Interests forms and store all forms in securely.	Clare Bennett	By next meeting 10/11/15
8	Obtain remaining signatures on the Code of Conduct and store securely.	Clare Bennett	By next meeting 10/11/15