

Minutes of St Andrew's C.E. Primary Full Governing Body Meeting

Date: Tuesday 10th November 2015

Time: 7:00pm – 9:00pm

Present:	Christine Bartley (CB)	Local Authority 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
	Coreen Sears (CS)	PCC Foundation Governor
	Andrew Wealls (AW)	LA Governor
	Matt Rance (MW)	PCC Foundation Governor

Clerk: Clare Bennett (CBe)

Apologies: None

Absent: Stjohn Rowlands (SR) Parent Governor

Quorum: 13 out of 14 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<p>[LE and KH a little late arriving] Prayer – taken by DH Apologies None received.</p>
2.	<p>Governing Body Membership:</p> <ul style="list-style-type: none"> • Staff Governor Vacancy <p>No response was received to the original advert, possibly due to timing clash with the SIAMS inspection. Following a re-issue of the advert, there have now been two expressions of interest and therefore a staff vote will take place. ACTION: CB to issue nomination forms to the two staff candidates, organise ballot and recruit staff governor. [LE arrives]</p> <ul style="list-style-type: none"> • Resignation: Rachel Carter Foundation Governor and Proposed Associate Governor for Recruitment <p>RC explained that she will be stepping down from her Foundation Governor role due to time constraints resulting from her new job. Sadness was expressed by all at her departure. Interest in taking over her recruitment responsibilities was discussed at committee level with CW being put forward as a potential candidate. But for now all agreed to appoint her as an associate governor for recruitment. A question was raised</p>

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	<p>as to when the recruitment push will take place in relation to expansion. It is not clear presently but the Special Educational Needs (SEN) Teaching Assistants (TA) come up and often and take the most time.</p> <p>ACTION: CBE to notify Local Authority and Diocese that RC has resigned and will be taking on an Associate role for the following year.</p> <ul style="list-style-type: none"> • Criteria for Foundation Governors (PCC and Diocese) – <p>DH has looked at guidelines and asked at other schools. In essence, attendance at St Andrews church is not essential, rather the key thing is holding the Christian faith and what that brings to the Governing Body (GB). Options for wide reaching advertising include through St Andrews church, using the Week Ahead, the Parent Teacher Association (PTA), other church networks within Brighton and Hove etc. DH knows of some who are already interested. Dioceses provides a comprehensive form and oversight information to give to interested parties and if necessary a short informal interview process can take place with a panel of DH, a PCC member and probably a Governor representative as well. CB wants to ensure a transparent process and it was suggested and agreed that specifying a 'willingness to take on leadership' and any other specific required skills would be a good idea.</p> <p>ACTION: CB and DH to begin process for recruitment of new foundation governor.</p> <ul style="list-style-type: none"> • Guidance on Governor Absences <p>Absence for 6 months can lead to removal from the GB, so we should have a parent vacancy to fill.</p> <p>ACTION: CB and CBE to write to governor re absences and agreed following actions. [KH arrives]</p>
3.	<p>Agree minutes of previous meeting- 28th September 2015/ Matters Arising</p> <p>Actions were either completed or covered later in the meeting. One governor felt some visits were discussed and not recorded but others thought those mentioned had been recorded at the meeting prior to last.</p> <p>ACTION: CB to put agreed minutes from 28th September 2015 meeting up on the website.</p>
4.	<p>Finalise Statutory Requirements Annual Requirements Completion</p> <ul style="list-style-type: none"> • Final Committee Structure and Membership <p>Committee structure document checked and agreed. It was expressed that filling vacancies felt necessary as the GB feels a little sparse.</p> <ul style="list-style-type: none"> • Approve Committee Terms of Reference: Teaching & Learning Committee <p>The Teaching and Learning Committee has re-done their Terms of Reference and everyone agreed them.</p> <ul style="list-style-type: none"> • Signed Governor Code of Conduct <p>CBe confirms all governors have signed.</p> <ul style="list-style-type: none"> • Declaration of Interests <p>CBe confirms all governors have completed.</p>

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5. d	<p>SIAMS Inspection: Feedback</p> <p>TC provided an overview: it was felt the report was very rigorous and a positive experience. They came with an aggressive stance but the school shone in a lovely way. Staff felt they did a good, more focused job in their approach to the inspection, especially following the more negative experience of the Ofsted inspection last year. As a result governors agreed that the inspection gave a true reflection of the school. Governors asked if it had healed some of the bad feelings created by the Ofsted inspection. TC explained it had been a confidence booster rather than healer. The Ofsted inspection had not been wrong, but staff had been affected by what it hadn't said. Governors offered congratulations to the staff.</p>
6.	<p>School Improvement Plan (SIP) – Progress Against Targets</p> <p>CB invited questions and governors enquired and commented the following:</p> <ul style="list-style-type: none"> • The effect of new teachers seems encouraging. • Teachers seemed to be positive and open about Target Tracker; TC highlighted that it showed the value of timing ie. releasing it slowly avoids staff double counting and to assess what they plan. • Provision Mapping progress; TC explained that it has been decided to separate out Pupil Progress and Provision Mapping meetings. • Learning walks – Governors highlighted how important they are, especially for new Governors. Also how important it is for committees to decide what is being measured by learning walks, what their focus is and how to report findings. It was felt that they are particularly useful when focusing on values and behaviour and also to deep dive down into something arising from the data. Newly Qualified Teacher (NQT) learning walks are being led by the NQT coordinator. <p>ACTION: TC and committee chairs to organise schedule of governors learning walks.</p> <ul style="list-style-type: none"> • Subject leadership – CB enquired as to whether Religious Education and Science will be done in the summer term. TC explained they will be started earlier, with some work and lesson observations already done. There are two subject leaders with experience and CS agrees to get involved too. • Use and style of SIP. There was an enquiry as to how it is used and shared with staff in the day to day running of the school. TC explained that it is referenced in meetings and presentations, used for planning by senior management, priorities referred to regularly and used for monitoring by governors. However it is not necessarily copied to all staff or displayed in the staff room. Governors held opposing views on whether it was a document that should be more widely owned and displayed. Governors also held opposing views on the style in which it is written. Some felt it could be written in a more positive, inspiring and visionary way whilst maintaining focus. While others felt it needed to be written the way it is following the results of the Ofsted report, to evidence that its comments have been taken on board and direct action is being taken to address clear priorities. TC pointed out that individual staff objectives are written more positively and CB noted that these comments are to be taken on board when drafting the next SIP. It was noted that marking, target tracking and pupil progress meetings were the key objectives and that Target Tracker and the influx of new staff will really help.

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7.	<p>Pay Approval</p> <ul style="list-style-type: none"> • Approve Local Authority (LA) Model Pay Policy 2015 <p>Resources committee had looked at this ahead and therefore all governors agreed to adopt the LA model. CB outlined some pay progression information and TC outlined that greater application of the pay policy has been shown than historically and that accelerated progression is initiated by staff members themselves. [TC and JN leave the room].</p> <ul style="list-style-type: none"> • Approve HT/DHT Pay Review (Confidential) <p>Due to the confidential nature of the discussion, it is recorded on a separate confidential minute (pink papers). [TC and JN re-join the meeting]</p>
8.	<p>LA Financial Audit Report</p> <p>LE outlined that the school has had a council audit and the report is available for those interested. Overall it was a very good audit and Governors expressed appreciation for the school bursar's input. Naturally there was a list of possible improvements but the two main ones were:</p> <ol style="list-style-type: none"> 1. The school should avoid taking cash on the gate for breakfast club. Due to the small amounts involved Governors agreed it was not a priority, but there should be an attempt to improve the tally. 2. Data protection, such as locking PCs and suggest a health check from LA. This falls under the Premises part of the committee structure and KH offered to volunteer due to her experience. It was also suggested to start a working group and make the school Data Protection policy easier to locate. <p>The school bursar's half termly report has already set up targets. ACTION: Resources Committee to co-ordinate review of data protection. Input from Kevin and possibly KH.</p>
9.	<p>Data protection (Clerk)</p> <ul style="list-style-type: none"> • School email addresses for governors <p>CBe fed back from attendance at the Clerks' Forum that the Local Authority is strongly advising all governors have school email addresses. Governors felt they did not want to use school email addresses as when used in the past it did not work. CBe pointed out that much of the data protection issues associated with using personal email addresses were largely overcome the use of the Virtual Learning Environment (VLE) to share documents, which keeps them safe. CBe reminded governors that if sharing anything confidential, especially at committee level, to use the VLE to do so and always be mindful of what is shared over personal email addresses and stored on individual computers etc. It was agreed that the Chair should have a school email address as her and the clerk share a lot of information over email.</p> <ul style="list-style-type: none"> • Encrypting emails <p>CBe outlined that anything confidential sent over personal email addresses should be encrypted.</p> <ul style="list-style-type: none"> • Disposal of hard copy paperwork <p>CBe reminded governors to dispose of any hard copy confidential paperwork securely.</p>

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	<p>ACTIONS: CBe to organise school email address for Chair. CB and CBe to ensure location known of all relevant policies.</p>
10.	<p>Enabling Remote Access to Meetings: Options and Costs (RD) RD talks to his PowerPoint presentation, outlining options. Agreed by all that Skype is the best solution; can now get a free based trial and will need to get a Skype account set up in school. A secure location will need to be found when accessing meetings in this way. RD has started a protocol document. It was felt that an additional microphone will likely be needed and agreed that should only be used in exceptional circumstances and with 48 hours notice given if required.</p> <p>ACTIONS: RD to send guidance on use of Skype to TC and LE and set up a trial. RD to also draft a Policy/Protocol for Virtual Attendance at Meetings based on example policies. EL to obtain microphone/speaker to be used for Skype. [RD leaves]</p>
11.	<p>Governor Training</p> <ul style="list-style-type: none"> • Feedback on Courses Attended <p>Governor Strategy Partnership meeting was attended by CB, but was an unusual meeting with some strange suggestions. MR will be attending health and safety training on 19th November 2015. EL and CBe will be attending governor induction on 11th November and 25th November 2015.</p> <ul style="list-style-type: none"> • Agree Priorities for Attendance <p>As above.</p>
12.	<p>Admissions arrangements for 2017/18 CB outlined that the GB needs to agree if any changes need to be made to the school admissions for 2017/18. CB has checked admissions code and there are a few things to add:</p> <ul style="list-style-type: none"> • A statement in the policy protocol on delayed start to reception, (also to apply to other years where parent special consideration requests are received). • Change to definition of adoption ie. There are now no restrictions, instead it includes anyone adopted. <p>CBe outlined that schools are now allowed to give priority to pupils who are eligible for pupil premium. Governors felt it was not of concern presently but something to be mindful of. It was noted that 'delayed entry' is a better name than 'deferred place', which can be confusing. Some statistics from RAISE online were noted; that St Andrews has 13.9% assisted places compared to 26% nationally. Therefore below national average, but it was noted also that this area is not particularly deprived compared to the national picture. TC points out that St Andrews has a relatively high level of SEN and adopted children. Agreed by all that no consultation is required on these additions. ACTION: CB to add statutory requirements to the Admissions Arrangements in line with</p>

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	the latest admissions code.
13.	<p>Reports:</p> <ul style="list-style-type: none"> • Headteacher <p>Many elements covered have been talked about earlier in the meeting. There was a governor enquiry about when analysis of baseline assessments will be available to be seen by governors. TC explained that he is going on training tomorrow, and will therefore be able to inform further after that but is not sure what it will look like. It was noted that it will be interesting to see the school's baseline compared to the national picture.</p> <p>ACTION: AW to add monitoring of baseline assessments to the Teaching and Learning Committee agenda</p> <ul style="list-style-type: none"> • Teaching and Learning Committee <p>MR provided an update on the build and shared some photos. All is on track, with TC and Dean managing contractors weekly. At the end of Easter there will be access to four new classrooms on the ground floor.</p> <p>TC highlighted that there has been a much increased interest from prospective parents to view the school which he felt positively indicated that the school is seen as less 'closed'.</p> <p>ACTION: MR and TC to organise a date for tour for governors of the new building.</p> <p>A governor highlighted that traffic remains a hot topic among parents and neighbours. AW and TC will be attending a meeting about it. It was noted that it is a small number of people repeat offending. KH explained that there was the potential for bad feeling in relation to this associated with the expansion of the school. CB pointed out that the travel plan is known and owned by the whole community. AW is repeatedly asking on behalf of the school for more enforcement resources as it is felt that a 'blitz' would really help.</p> <p>ACTION: AW and TC to send out a note to parents regarding traffic issues.</p>
14.	<p>Governor school visits</p> <p>CS and AW are coming in to learn about Target Tracker on the Inset day.</p> <p>CS has given an ethos talk.</p> <p>KH spoke to the SIAMS inspector.</p> <p>EL will be coming into school on 13th November 2015.</p>
15.	<p>Safeguarding</p> <p>Nothing to note.</p>
16.	<p>Exclusions and racial incidents</p> <p>None.</p>
17.	<p>Grace</p> <p>Date of next meeting 20th January 2016</p>

SignedChristine Bartley... Chair of Governors

Date...20th January 2016.....

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Action Points log

	Action	Person	Timescale
1	Issue nomination forms to the two staff candidates, organise ballot and recruit staff governor.	CBe	By 20 th January 2016
2	Notify Local Authority and Diocese that RC has resigned and will be taking on an Associate role for the following year.	CBe	By 20 th November 2015
3	Write to governor re absences and agreed following actions.	CB and CBe	By 20 th January 2016
4	Begin process for recruitment of new foundation governor.	CB and DH	By 20 th January 2016
5	Put agreed minutes from 28 th September 2015 meeting up on the website	CBe	By 20 th November 2015
6	Organise schedule of governors learning walks	TC and Committee Chairs	By 20 th January 2016
7	Resources Committee co-ordinate review of data protection. Input from Kevin and possibly KH?	MR	By 20 th January 2016
8	Organise school email address for Chair	CBe	By 20 th January 2016
9	Ensure location known of all key policies	CB and CBe	By 20 th January 2016
10	To send guidance on use of Skype to TC and LE and set up a trial	RD	By 20 th January 2016
11	Draft Policy/Protocol for Virtual Attendance at Meetings based on example policies	RD	By 20 th January 2016
12	Obtain microphone/speaker to be used for Skype	EL	When next required
13	Statutory requirements to be added to Admissions Arrangements in line with the latest admissions code.	CB	By 20 th January 2016
14	Add monitoring of baseline assessments to the Teaching and Learning Committee agenda	AW	At next meeting of Teaching and Learning Committee
15	To organise date for tour for governors of the new building	MR/TC	By Christmas 2015
16	To send out a note to parent regarding traffic issues.	AW and TC	Following meeting on 12 th November 2015