

Present: Christine Bartley (CB) Local Authority Governor & Chair of Governors  
 Colleen White (CW) PCC Foundation Governor & Vice Chair  
 Trevor Cristin (TC) Head teacher  
 Julie Newnham (JN) Staff Governor  
 Ed Lawrence (EL) PCC Foundation Governor  
 Coreen Sears (CS) PCC Foundation Governor  
 Andrew Wealls (AW) LA Governor  
 Matt Rance (MW) PCC Foundation Governor  
 Suzanne Cairns (SC) Staff Governor

Clerk: Clare Bennett (CBe)

Apologies: Fr Dan Henderson (DH) ex-officio Associate Vicar  
 Louise Everington(LE) PCC Foundation Governor & Vice Chair  
 Richard Dutton (RD) Diocesan Foundation Governor  
 Katy Hiles (KH) Parent Governor

Absent: None

Quorum: 9 out of 13 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<b>Prayer</b> – taken by Trevor.
2.	<b>Apologies</b> – as above.
3.	<p><b>Governing Body Membership</b></p> <ul style="list-style-type: none"> <li>• <b>Welcome to Suzanne Cairns new staff governor</b>                      All governors introduce themselves and welcome her.                      (CS arrives)</li> <li>• <b>Foundation Governor vacancy update</b>                      There are three definite applicants with experience of leading teams and recruitment and possibly others. CB and DH to informally interview.</li> <li>• <b>Parent Governor Vacancy</b>                      Letter from CB to parents will go out after meeting, hopefully with a new governor in place by the next meeting. All <b>agreed</b> that the advert should state that desirable experience for the role would be leadership and an interest in taking leadership roles within the Full Governing Body (FGB). It should also make clear the time commitment involved.                      One governor questioned whether the list of desirables could include seeking representatives from minority groups. It was noted that the skills audit doesn't include that and should do when next done. All <b>agreed</b> to include a statement that we are keen to ensure that the governing body team reflects the diversity within the school community. It was also agreed that we could consider incorporating greater diversity on</li> </ul>

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	<p>the governing body through creating an associate position to advise committees e.g. on equalities/inclusion issues.</p> <p>Concerns were raised again about succession for the position of Chair. One governor questioned if we could directly advertise for a Chair. CB had queried this at the last Chairs and Clerks Working Together training. The advice was that this would be a last resort action i.e. if there was a Chair vacancy which could not be filled within the governing body and generally involves support from a Chair of another governing body on a temporary basis.</p>
<p>4.</p>	<p><b>Agree minutes of previous meeting - 10.11.15 (including Confidential minutes and Action Log - Matters Arising)</b></p> <p>Main body of minutes agreed. (Staff members leave the room)</p> <p>Remaining governors check the minutes of the confidential part of the last meeting. Those minutes are agreed (Staff members return to meeting)</p> <p>Action 7 of the Action Log is in progress i.e. Resources Committee co-ordinate review of data protection. MR to co-ordinate.</p> <p>Action 9 i.e ensure location known of all key policies can't happen until clerk's shared drive access is sorted, which should be soon</p> <p>Action 10 i.e. to send guidance on use of Skype to TC and LE and set up a trial hasn't really progressed due to RD's commitments. CB will check if need to move that action to someone else or not.</p> <p>Action 11- ongoing i.e to draft Policy/Protocol for Virtual Attendance at Meetings based on example policies</p> <p>Action 12- Obtain microphone/speaker to be used for Skype not yet progressed.</p> <p>All other actions complete.</p>
<p>5.</p>	<p><b>Pupil Performance Data 2015</b></p> <ul style="list-style-type: none"> <li>● <b>RaiseonLine/SPA Report/Ofsted and FFT Dashboards</b></li> <li>● <b>Performance Against Ofsted Requirements</b></li> <li>● <b>Areas for Improvement/Actions/ Intended Outcome</b></li> </ul> <p>TC talks through the main changes in the curriculum and assessment: Early years baseline assessments are a series of observations 6 weeks into Reception and the results are sent off to 'Early Excellence' (our provider). The difficulties are that opinions are subjective (therefore more moderation is needed by those schools using it) and it takes a lot of time. We are trialling a present, but next year it will be statutory. The early years profile is done at the end of Reception, assessing where children are in the 12 essential areas of learning. They are combined to give a picture of progress. This is the last year of this being statutory, but staff would be nervous about dropping end of year measures completely. 2015 data was moderated (this happens every 3 or 4 years by outside experts). Year 1 phonics test involves the child taking a reading test with a familiar staff member. KS1 SATs – in 2016 spelling and grammar will be introduced and it is challenging.</p>

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	<p>KS2 SATS - spelling and grammar is noticeably harder this year, with no mental maths, but an arithmetic test of around 35 or 40 sums to be completed within a certain time.</p> <p>In summary the performance is as follows: EYFS -good plus. Phonics - good (a little concerning, as should be better but implemented reorganisation of phonics teaching initiatives should show an impact in 2017). KS1 - good plus (this year shows Pupil Premium issue of in school gap being higher than ideal, a product of a small cohort of children's results). KS2 - outstanding, within which are a few pockets of lower progress (a product of a small cohort of SEN children's results).</p> <p>Overall data is stronger than last year. TC made a comment on League tables: the Argus league tables (used most commonly by locals) are based on level 4 plus attainment only, which would never be our strongest measure, due to high levels of SEN in the school. However, if the focus was on progress measures and level 5 average points score, then we would be in top few schools. The Times and Telegraph tables do include progress performance to take account of SEN which would be more favourable for us.</p> <p>TC also mentioned the role of the SPA i.e. School Partnership Advisor. Our SPA (Jeff Lloyd) assists with the analysis of data and does several visits through year, to help with judging the quality of teaching. He has provided advice on marking and feedback and will have a key role in June when the schools brings together all the triangulation information to make an overall judgement.</p> <p>One governor asked whether parents could be made more aware of tests and their importance to ensure all children are as prepared as possible. TC said he would be concerned about adding any further pressure to young children. SC outlined that in Year 1, those children that need a little more help are given extra homework, so those parents will be aware. Parents are well aware of Year 6 tests, but less so of earlier tests.</p> <p>TC also commented on the Ofsted dashboard which is a summary document and particularly aimed at governors to highlight the strengths and weaknesses of the school. Initially it is populated with unvalidated data and eventually validated data. Currently it only contains unvalidated data, so it is less useful than when it has the validated data. It has a list of strengths and weaknesses on front page which it was agreed reflects the strengths and weaknesses already highlighted. The key weakness in KS2 progress is the product of results of a small number of children within the SEN group. As a result, the school has looked this year at any similar children who may also be also be at risk of not achieving sufficient progress within this group and how to address that to improve outcomes for Year 6 this year.</p> <p>TC also noted the Fischer family trust data/dashboard which provides an alternative summary of performance in addition to the Ofsted dashboard. TC noted that this can complicate the situation but it is beneficial for looking at individual child progress and forward planning.</p>

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	<p>Due to the significant amount of change in the curriculum and assessment process it is difficult to predict what the results will be this year. Children are very well prepared but it is such an unknown. It will be clearer in 2017. In terms of assessment, there are two groups of schools in Brighton and Hove, one using Target Tracker and the other SIMS (we use Target Tracker). TC feels that the core principles of it are good but it is taking time to get it working well.</p>
6.	<p><b>School Improvement Plan – Progress Against Targets</b>            Progress is going as planned, and where deadlines have been missed this is due to prioritising other things, especially in relation to the areas mentioned above.</p> <p>Governor responsibilities and monitoring: CB outlined a schedule of governor monitoring/visits for the key SIP targets. This involved the governors responsible for school improvement areas, and a schedule of school visits and training. It was noted that the target of development of subject leadership is more likely to begin in Summer rather Spring term.</p>
7.	<p><b>Pupil Premium Report</b>            Governors had no concerns regarding this annual report. This report has been looked at in detail at Teaching and Learning Committee and also Ethos and Pupil Wellbeing. It is proposed that governors from Teaching and Learning and Ethos and Pupil Wellbeing Committees will visit the school to find out more about the process of assessing what interventions are required for individual pupils who qualify for pupil premium funding. This will include a visit into classrooms to see examples of these interventions. CB questioned whether the report needs to make it clearer what Pupil Premium plus is and what that means.  <b>ACTION:</b> TC to amend the Pupil Premium report to reflect this.</p>
8.	<p><b>Governor Training</b>  <b>Feedback on Courses Attended/Actions Required</b></p> <ul style="list-style-type: none"> <li>• EL and CBe completed induction training which was viewed as positive</li> <li>• MR attended health and safety training and some useful tools came out of that which have been discussed at Resources Committee.</li> <li>• CB and CBe attended Chairs and Clerks working together. Action from that was to develop an induction checklist for new governors. Draft checklist discussed and all <b>agreed</b> addition of a space for the governor's name, add meeting with Head and for foundation governors a requirement to attend dioceses training.</li> </ul> <p><b>ACTION:</b> CBe to update and put on VLE.</p> <p><b>Agree Priorities for Attendance at Future Training</b></p> <ul style="list-style-type: none"> <li>• Governor Conference on 30<sup>th</sup> January- CS, AW and CB will attend.</li> </ul>
9.	<p><b>Update on School/Governing Body Partnership Working</b></p> <ul style="list-style-type: none"> <li>• <b>Deanery collaboration</b></li> </ul>

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	<p>There is a meeting of Chairs of Governors of this group of Church of England schools in Brighton, Hove and Shoreham, next week at St Paul's. This group is focussed on supporting the work of the schools in school improvement projects, discussing latest developments in the National Academy agenda and implications for church schools, as well as admissions issues and any feedback from Ofsted and SIAMs inspections.</p> <ul style="list-style-type: none"> <li> <b>Hove Partnership (Cluster) Governor Group</b>                      This group is having a first meeting of Chairs of Governors next month. This covers primary and secondary schools in Central Hove. The schools in this partnership are working closely together on school improvement issues and HTs want to ensure that governors are fully informed and more involved in this process.                 </li> </ul>
<p>10.</p>	<p><b>Admissions arrangements for 2017/18 Update</b></p> <p>CB outlined some necessary changes to our admissions arrangements for 2017/18 as a result of the new Admissions Code. The LA advised church schools to consult with other schools, given they may interpret the statutory requirements in different ways. The Diocese must firstly be consulted. They employed an admissions consultant to provide advice for church schools. CB sent our amended policy to the consultant and this actually proved very helpful. It was felt that our arrangements needed updating to give more clarity in certain areas and be a little less wordy in others. Two things need to be changed:</p> <ul style="list-style-type: none"> <li>- The part that states parents 'should want a church school education for their child' – this was considered too strong. Alternative wording was <b>agreed</b> by all i.e. "We ask that all parents/carers applying for a place for their child acknowledge and respect the school's Christian ethos and values."</li> <li>- Exceptional medical or social circumstances – We currently state that "exceptional medical or social circumstances will normally only apply if St Andrew's is the child's closest school". However we are advised that we should not use the term 'normally'. So it is proposed that we state someone may only apply under this criteria if St Andrew's is their closest school. Governors raised whether there should be an option to choose St Andrew's under this criteria if it is their closest <u>church</u> school? AW highlighted that non faith schools also have very good pastoral care.</li> </ul> <p><b>ACTION:</b> CB to check what other church schools do in terms of wording.</p> <p>The documents are currently on the school and local authority website for consultation and final agreement will be made at the next FGB meeting.</p>
<p>11.</p>	<p><b>Reports:</b></p> <p>CB commends committee chairs for organising their new committees so well following the changes to structures at the beginning of the year.</p> <p><b>Headteacher report</b></p> <p>There was a terminology question – what is EMA? It is the support service from the local authority, who will deliver training.</p> <p>TC confirmed that senior management will be starting work on the School Improvement Plan for next year shortly, embedding subject leadership and continuing to focus on the</p>

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	<p>areas highlighted in the Ofsted report last year.</p> <p><b>Teaching and Learning Committee:9<sup>th</sup> December 2015</b></p> <ul style="list-style-type: none"> <li>• PE Report</li> </ul> <p>Noted.</p> <p><b>Resources:6<sup>th</sup> November 2015</b></p> <ul style="list-style-type: none"> <li>• <b>Approve Terms of Reference</b></li> </ul> <p><b>Agreed</b></p> <ul style="list-style-type: none"> <li>• <b>Building Update</b></li> </ul> <p>MR explained that he and CB had had a very exciting visit to the site. It is looking really good, with big light classrooms and is on schedule. Governors ask about whether staff are excited and TC explained that only a small number of staff have visited so far but have been impressed. More staff will be visiting in the coming weeks. Over Easter there will be access to the ground floor rooms, with the first floor ready in May. Access to the school premises from Haddington Street is confirmed and the Resources Committee is currently discussing flooring options for the expanded hall with the LA. A discussion took place around possibilities for the outside spaces.</p> <p><b>ACTION:</b> MR to initiate a group to take a strategic look at the outdoor spaces.</p> <p><b>Lettings Policy Reviewed</b></p> <p>Postponed.</p> <p><b>Ethos and Pupil Well-Being:17<sup>th</sup> November 2015</b></p> <ul style="list-style-type: none"> <li>• Approve Terms of Reference</li> </ul> <p><b>Agreed</b></p>
12.	<p><b>Governor School Visits</b></p> <ul style="list-style-type: none"> <li>▪ AW came in for a data review meeting with SPA and school play.</li> <li>▪ CS came in for recruiting.</li> <li>▪ CW attended inclusion meeting, attended carol service at All Saints, school plays of Year 1 and Year 5 and 6, beach hut calendar, Christingle, cross country and hove museum visit.</li> <li>▪ MR and CB made above site visit.</li> <li>▪ CB attended carol service and school play and beach hut calendar.</li> <li>▪ EL attended school play, classroom visit and beach hut calendar.</li> </ul>
13.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Child Protection Policy</b></li> </ul> <p>CB explained that the child protection policy has been reviewed and there has been a rewrite by the Local Authority (LA). It addresses the requirement for governors (and regular school volunteers) to be able to recognise signs and symptoms of abuse, how to respond to pupils who disclose abuse and what to do if they are concerned about a child. Sarah Chambers will provide a summary of these requirements for governors and anyone who comes in to work at school regularly.</p> <ul style="list-style-type: none"> <li>• <b>Prevent Agenda</b></li> </ul>

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	<p>CB advised that from 1 July 2015 all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. This requires staff being able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. AW asked if any vulnerable individuals have been highlighted in school. TC explained not currently but there have been some children with potential vulnerabilities (such as social exclusion and low academic achievement) as they move onto senior school. It also requires schools to build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.</p>
14.	<p><b>Exclusions and racial incidents</b> None</p>
15.	<p><b>Grace</b> Parents' evenings are on 8<sup>th</sup> and 10<sup>th</sup> March. Governors will be doing tea and coffee again, encouraging parents to fill in the values questionnaire and available for questions. <b>Date of next meeting</b> It was proposed to have the traditional yearly governors' dinner after the next meeting and therefore perhaps it should be held earlier. Also alternative date due to diary clashes agreed. Therefore next meeting: <b>Tuesday March 15<sup>th</sup> at 6:30pm – 8:30pm</b></p>

Signed ...Christine Bartley..... Chair of Governors

Date...15<sup>th</sup> March 2016..

**Action Points log 20/01/2016**

	<b>Action</b>	<b>Person</b>	<b>Timescale</b>
1	Resources Committee co-ordinate review of data protection. Input from Kevin and possibly KH? <i>(carried forward)</i>	MR	Ongoing
2	Ensure location known of all key policies. <i>(carried forward)</i>	CB and CBe	Ongoing
3	Take forward options and equipment for remote attendance at meetings <i>(carried forward)</i>	?	15 <sup>th</sup> March 2016
4	Amend the Pupil Premium report to explain Pupil Premium Plus.	TC	15 <sup>th</sup> March 2016
5	Make agreed additions to the New Governor Induction checklist and put on VLE under key documents.	CB	15 <sup>th</sup> March 2016
6	To check what other church schools do in terms of wording around admissions for exceptional medical and social circumstances.	CBe	15 <sup>th</sup> March 2016
7	Initiate a group to take a strategic look at the outdoor spaces.	MR	15 <sup>th</sup> March 2016