

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

Date: Tuesday 15<sup>th</sup> March 2016

Time: 6:30pm – 8:30pm

Present: Christine Bartley (CB) Local Authority Governor & Chair of Governors  
Suzanne Cairns (SC) Staff Governor  
Trevor Cristin (TC) Head teacher  
Louise Everington (LE) PCC Foundation Governor & Vice Chair  
Julie Newnham (JN) Staff Governor  
Fr Dan Henderson (DH) ex-officio Associate Vicar  
Katy Hiles (KH) Parent Governor  
Coreen Sears (CS) PCC Foundation Governor  
Andrew Wealls (AW) LA Governor  
Colleen White (CW) PCC Foundation Governor & Vice Chair

Clerk: Clare Bennett (CBe)

Apologies: Gordana Chapman Parent Governor  
Matt Rance (MW) PCC Foundation Governor  
Ed Lawrence (EL) PCC Foundation Governor

Absent: None

Quorum: 10 out of 13 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<b>Prayer</b> – taken by DH
2.	<b>Apologies</b> – as above.
3.	<b>Governing Body Membership:</b> <ul style="list-style-type: none"><li>• <b>Richard Dutton Resignation</b> FGB wished Richard well.</li><li>• <b>2 Foundation Governor Nominations</b> There are two applications to take forward to the Dioceses. One is a parent and heads up a team in encouraging young people into science and who is also a governor at another school and on their finance a pay committee. The other is not a parent but works for Sussex air ambulance and has experience of governorship.</li><li>• <b>1 Parent Governor Election Results</b> Gordana Chapman is our new parent governor but is away this week.</li></ul>
4.	<b>Agree minutes of previous meeting- January 2016/ Action Log- Matters Arising</b> FGB agrees minutes. The Local Authority data protection inspection took place and the school did well, but will receive a long report with some detail to work through and some exempla policies.

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	<p><b>ACITON</b> Resources Committee to review data protection report and recommendations. CBe has done some work on creating a new Policy Schedule that can be filtered etc. but now needs to populate it with current position.</p> <p><b>ACTION</b> CBe to populate the policy schedule with current position then share with committees and bring to the next meeting for agreement on sign-offs and timescales. Remote attendance is not a priority at present but needs a new governor to take on.</p> <p><b>ACTION</b> Take forward options and equipment for remote attendance at meetings. Pupil premium report is with the office. Exploration of outdoor resources is ongoing.</p> <p><b>ACTION</b> Initiate a group to take a strategic look at the outdoor spaces.</p> <p>All other actions complete.</p>
5.	<p><b>Quality of Teaching – Progress on School Improvement Target</b></p> <ul style="list-style-type: none"> <li>• <b>Progress on Triangulation</b></li> <li>• <b>Performance Against Ofsted Requirement</b></li> <li>• <b>Governor Monitoring</b></li> </ul> <p>TC talked to his Quality of Teaching presentation. The following are the salient points:</p> <ul style="list-style-type: none"> <li>• St Andrew's was one of the earlier schools to be inspected. Previously observations were lengthy with lengthy teacher feedback. Now they are shorter (20 minutes maximum) and it was challenging to prove progress in the shorter time. There was therefore a need to develop a new process; the Matrix.</li> <li>• There are 12 judgements to make and evidence is drawn from lesson observations, pupil progress data, marking and work scrutiny, planning scrutiny, pupil response (generally upbeat, positive and perceptive) and learning walks. Learning walks have set aside particular areas of evidence that we want to gather.</li> <li>• Results of the triangulation process found some difficulty is with evidence gathering rather quality of teaching, which is good. There are quite a few new teachers.</li> <li>• Lesson appraisal observation sheet adjustments made to reflect questioning. Governors questioned whether evidence could be found in lesson plans and weaker children picked up from the Matrix? TC confirmed that is possible but pointed out that it is the differentiation between effective and highly effective and the finer judgments. The children are good learners and say they like challenge, but need to show they don't just love to succeed but like the challenge too.</li> <li>• Difficulties with the pace of lessons are fewer in frequency, but on occasion there is too much time on the carpet. The marking action plan is graded good and CS pointed out that in pupil conferences, pupils stated that they enjoy good marking, not just 'this is a good piece of work'. Pupil conferences addressed this more than in the past.</li> <li>• The management team has gone through a fairly significant shift in approach and spread the balance of school leadership. It is time consuming, expensive, a learning curve and not sustainable within current structures and needs more hours given to it.</li> <li>• Going forward they will be doing the process again culminating in early July, looking</li> </ul>

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	<p>to do the process twice a year. Hopefully it will get a lot quicker and more accessible in future having put the hard work in now.</p> <p>Governors questioned if feedback is personal to the teacher and added to their file – could it be used against a teacher if necessary? TC confirmed that potentially yes, as it can be used as part of appraisal system when needed.</p> <p>FGB held some discussion on homework and reporting to parents. Governors challenged whether it is challenging enough, differentiated enough, whether there is too much/little and the equality challenges of the differing levels of home support? TC explains it is about the appropriate level of challenge, is a political issue too and not just about what parents want (as views differ widely). CS pointed out that it got a very diverse response at pupil conference. CB challenged whether there is an agreed stance on homework, like for lesson planning. TC explained other schools are in the same position and approach it the same way and that the focus needs to be on what happens in the classroom rather than homework for now. Governors challenged that classroom and homework must influence each other? TC agreed that staff haven't really had an in depth discussion about it before. There was some discussion around online access to learning and getting greater consistency across all the classes.</p>
6.	<p><b>School Improvement Plan – General Progress Against Targets</b> TC confirms things are moving forward with most items ragged amber; in progress but not completed.</p>
7.	<p><b>Academies Agenda/Partnership /Shared Leadership</b> CONFIDENTIAL – pink paper minutes held separately.</p>
8.	<p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>• <b>Feedback on Courses Attended/Actions Required- Governor Conference 'Closing the Gap'</b> No noteworthy feedback.</li> <li>• <b>Agree Priorities for Attendance</b> SC attended the new governor induction course, which was good. AW went to governor visits training and received a model visits plan to work with. CBe went to clerks forum, which focused on policy schedules and partnership working.</li> </ul>
9.	<p><b>Admissions 2016 – Summary of Applications</b></p> <p>There were 301 applicants for the 90 available places. 136 of those were first choices, 45 were foundation (for the 45 places available), so any fewer take up can be topped up from the community. 16 of those foundation applications were from St Andrews church and Category 11(non Church of England applications were quite high). There was one special case, 1 deferred application. St Andrew's was the 2<sup>nd</sup> most oversubscribed school in city, with Brunswick the most oversubscribed. The clearer approach to special</p>

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	cases has made the process easier.
10.	<p><b>Agree Admissions arrangements for 2017/18</b></p> <p>CB consulted what approach other schools take on Special Needs requirements; they are largely concerned with location.</p> <p>FGB therefore agreed to add wording that states if St Andrew's is not the nearest school then the parent has to show clear reasons with evidence why St Andrew's is required and why the closest school isn't appropriate.</p>
11.	<p><b>Reports:</b></p> <p>All reports were noted with the following comments:</p> <ul style="list-style-type: none"><li>• <b>Headteacher</b></li></ul> <p>CS asks that TC keep the FGB up to date on the ever changing situation regarding assessments. TC feels that everything possible has been done to prepare current children for the assessments.</p> <p>AW enquired about continuation of play therapist and TC confirmed it will be considered. TC announced that he has become the deanery representative on the diocesan board of education.</p> <ul style="list-style-type: none"><li>• <b>Teaching and Learning Committee: 14th Jan 2016</b></li><li>• <b>Resources: 7th January 2016</b></li><li>• <b>Expansion Update</b></li><li>• <b>Reviewed Complaints Policy and Guidance</b></li></ul> <p>AW asked if FGB sees a report on complaints and CB confirmed we do when any formal complaints are received, but these are rare. FGB confirmed adoption of the model policy.</p> <p><b>ACTION</b> CB to amend and save Complaints policy with St Andrews heading.</p> <ul style="list-style-type: none"><li>• <b>Reviewed Disciplinary Policy and Guidance</b></li><li>• <b>Ethos and Pupil Well-Being: 12th January 2016</b></li></ul>
12.	<p><b>Governor school visits</b></p> <p>KH accompanied school trip to the British Museum.</p> <p>DH completed Pupil Premium learning walk.</p> <p>CW attended the Ash Wednesday service, 3 football matches, 2 cricket matches and the Healthy Minds meeting.</p> <p>CS attended the Governors' Conference, the Ash Wednesday service, and pupil conferences.</p> <p>DH, CW and CB did the teas and coffees at parents evening.</p>

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13.	<p><b>Safeguarding</b> The Safeguarding Audit has been completed; there were no notable actions.</p> <p><b>Awareness Information for Governors (SC)</b> Document has been prepared.</p> <p><b>ACTION</b> All governors to read child protection guidance on the VLE and email CBe to confirm read.</p>
14.	<p><b>Exclusions and racial incidents</b> None.</p>
15.	<p>AW pointed out that the Secondary School catchment consultation is out now.</p> <p><b>Grace taken by DH</b> <b>Date of next meeting: Tuesday 10th May 2016 at 7pm</b></p>

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

Date...10/05/2016....

**Action Points log 15/03/2016**

	Action	Person	Timescale
1	Resources Committee to review LA data protection report and recommendations. <i>(carried forward)</i>	MR	By 10th May 2016
2	Populate the policy schedule with current position then share with committees and bring to next meeting for agreement on sign-offs and timescales.	CBe	By 10 <sup>th</sup> May 2016
3	Take forward options and equipment for remote attendance at meetings	EL	Ongoing
4	Amend admissions guidance with new agreed wording and send to LA.	CB	16th March 2016
5	Initiate a group to take a strategic look at the outdoor spaces.	MR	Ongoing
6	Finalise new Foundation Governor appointments.	DH and CB	By 10 <sup>th</sup> May 2016
7	Explore further partnership working opportunities.	TC and CB	Ongoing

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