

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

Date: Wednesday 13th July 2016

Time: 7:00pm – 9:00pm

Present: Christine Bartley (CB) Foundation Governor & Chair of Governors
Suzanne Cairns (SC) Staff Governor
Gordana Chapman (GC) Parent Governor
Trevor Cristin (TC) Head teacher
Katy Hiles (KH) Parent Governor
Lesley Hurst (LH) Foundation Governor
Ed Lawrence (EL) Foundation Governor
Julie Newnham (JN) Staff Governor
Coreen Sears (CS) Foundation Governor
Nnamdi Udezue (NU) Foundation Governor
Andrew Wealls (AW) LA Governor

Clerk: Clare Bennett (CBe)

Apologies: Fr Dan Henderson (DH) ex-officio Associate Vicar
Louise Everington (LE) Foundation Governor & Vice Chair
Oliver Mudge (OM) Foundation Governor

Absent: None

Quorum: 11 out of 14 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	7:05pm start Prayer Taken by TC.
2.	Apologies As above (OM only appointed yesterday therefore too short notice).
3.	Declarations of Interest/GB Membership FGB noted the following term expiry dates for the following year. CS term expiry is the closest and she is considering her position: Governor expiry dates for year ahead: <ul style="list-style-type: none">• Louise Everington 31/08/2017• Coreen Seers 31/10/2016• Andrew Wealls 03/03/2017 Associate member term expiries: <ul style="list-style-type: none">• Rachel Carter 09/10/2016• Jason Tingley 21/01/2017• Julien Rutler 09/05/2017• Matt Rance 16/05/2017• Colleen White 16/05/2017

Item	Discussion and Decisions
	<p>New Foundation Governor Oliver Mudge has just been appointed. He has a child entering reception in September and will be at the next meeting. Therefore there is only one more Foundation vacancy left and a Vice Chair Vacancy. CB asks all to consider interest in the Vice Chair position over the summer holiday.</p> <p>ACTION All governors to consider interest in the Vice Chair position.</p>
<p>4.</p>	<p>Agree Minutes of last meetings and matters arising</p> <ul style="list-style-type: none"> • FGB Meeting 10th May including Confidential Minutes • FGB Extraordinary Meeting 25th May 2016 (Confidential) <p>Confidential minutes circulated, read and agreed by all.</p> <p>Matters arising: there was a question at the previous meeting from KH about admissions allocations and distances from school – CB presented figures. Furthest successful community place distance was 736m from the school. Furthest successful Foundation place was distance 6966m (unusually far) from the school. The key question is whether our increased capacity actually helps meet local need – are local community applications losing out to Foundation applications from a much further distance? We need to get information from the LA as to whether there are still local children who are having to travel some distance because there are insufficient local places. The final admissions data will not be available until September</p> <p>ACTION TC to get relevant data from LA Admissions in September</p> <p>CB said we can consider this when we carry out our annual review of admissions arrangements in September. It is proposed to discuss initially in the Ethos Committee prior to FGB in September. There was discussion around the balance of Foundation and community places linked to our requirement to be both distinctive in our Christian Ethos and inclusive in meeting the needs of the local community. CB said there is flexibility to address our local context and issues in how we determine that. One governor questioned whether it is possible to restrict distance for Foundation categories. CB advised that the criteria for Foundation categories is based on regular worship and within each category priority is given to medical and social need and then distance.</p>
<p>5.</p>	<p>Governing Body Effectiveness</p> <p>3 Key Governance Responsibilities</p> <p>As there are a number of new governors, this was covered i.e. ensure clarification of vision, ethos and strategic direction; holding the Headteacher to account for the educational performance of the school and its pupils; overseeing the financial performance of the school.</p> <p>Ofsted School Inspection Handbook 2015 Governance</p> <p>CB explained that Ofsted now refers to Academies clearly and says they will be looking at school governors as well as Multi Academy Trust (MAT) leaders. FGB looks over the requirements and CB asks if any questions arise. AW points out that we don't all have to individually be on top of everything – as long as committees are covering.</p>

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	<p>Governing Body Self Evaluation- Twenty key questions audit</p> <p>This document was circulated and CB asks everyone to work in small groups and discuss to what extent we meet the requirements, highlighting any gaps. The following questions arose:</p> <ul style="list-style-type: none">• <i>Right skills</i> – need to do another skills audit. KH highlights that Foundation element limits pool of options and ability to fill places according to skills. <p>ACTION CBe to add skills audit ahead of September meeting.</p> <ul style="list-style-type: none">• <i>Effectiveness</i> Some induction improvements were suggested such as a Buddy for new members. Some governors felt that not being a parent makes it harder to know what is going on in the school which links to opportunities to visit the school. A staffing structure diagram might be helpful. CB suggested that this needed an enthusiastic governor to take forward. Also strategic actions regarding training needs following skills audit and membership of the National Governors Organisation. There was a question as to whether we regularly evaluated our own effectiveness. CB said we carry out an annual self-evaluation at this time of the year. In addition, we conducted a more detailed evaluation after the recent Ofsted, including a full review of structures and how we could more effectively carry out our monitoring role. Making Governors more visible in school was also proposed. This could include more emphasis on governor badges and signage where governors are involved in school activities such as the BBQ at the summer fair.• <i>Strategy</i> – One governor queried whether we need a longer term strategy such as a flexible 10 year view? It was agreed that long term strategic thinking is difficult with frequent changes in government policy and budget implications. However, it was agreed that regular opportunities for medium term strategic 'blue sky thinking' visioning is important and has in fact been a regular feature of the Governing Body, particularly in relation to our responsibilities as a CE school in regard to the provision of school places through admissions and expansion and the academy agenda.• <i>Accountability</i> – there was a query as to how many governors understood the data, especially for new governors, eg. Dashboards, Raise online can be difficult. CB noted that there is a designated governor with detailed understanding, and all governors are expected to understand dashboards and what the key issues are and how they will be addressed. This is covered in the FGB meeting in the autumn term. There is also training for governors and we should highlight this to all governors.• <i>Engagement</i> – focus on opportunities to engage/consult more with staff. CB noted this was effective during the expansion consultation process and we should explore other meaningful opportunities to work together.• <i>Chair effectiveness</i> – CB acknowledged the recommendation for Chairs to undertake a 360 review. CB did undertake a 360 review as part of the National College pilot leadership programme but that was a few years ago.

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	<ul style="list-style-type: none"> • <i>Succession planning</i> – need people to have an interest in being Chair and Vice Chair. To be picked up again in September. <p>ACTION CBe to find good process for carrying out Chair 360 review.</p> <p>ACTION CBe to add Buddy option to Governor Induction</p> <p><i>Impact on school improvement</i> CB suggested this needed a more detailed consideration at the next meeting as it is one of the most important questions to consider i.e. are we having an impact on pupils?</p> <p>ACTIONS All governors to:</p> <p>More formal resource pack for new governors including staffing structure and key school details including diversity etc.</p> <ul style="list-style-type: none"> • Identify actions following results of skills audit including training needs • Increase visibility of governors in school e.g. badges when visiting school. Also make it clearer when governors are involved in school events, through, for example, signage • Identify training available for all governors on national data analysis, including dashboard analysis. • Look for opportunities to engage more regularly with senior management and other staff e.g. consultation on issues.
6.	<p>GB Action Plan 2016/17(Monitoring of School Improvement Plan 2016/17)</p> <p>CB noted that the two key strategic areas of focus for the FGB are firstly the continued national academy agenda and the need for us to research the options available to us as a church school to determine the best outcomes in terms of both MAT and timing. Secondly, the monitoring of partnership between St Martins and St Andrew's. Committees should also use the document to guide their focus for the year.</p>
7.	<p>SIP Progress – Headteacher Report including SATs summary</p> <p>TC – the staff have started analysing data already although he emphasised that this would take place more fully in September. KS1 data is strong and in line with what was expected.</p> <p>KS2 teacher assessments were strong. However not such good results in tests. We are above the national average in Reading and Spelling, Grammar and Punctuation but maths was disappointing. TC is not yet sure why this has been the case as it has never been an issue before. Staff felt the children were well prepared and their regular levels of work were good so need to look into why this didn't come out in tests. A number of appeals have been submitted as the tests are marked by computers and it appears some answers may have been marked incorrectly.</p> <p>Early indications are that fractions were an area of weakness. TC highlighted that this first year of the new assessment process needs to be analysed in detail to identify the key areas which need to be addressed to make the necessary improvements going forward. TC suggested it may be necessary to have more ongoing arithmetic testing during the year which may mean we have to change some teaching styles.</p> <p>CB asks what local school results show? TC explains that there were greater numbers</p>

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	<p>of discrepancies compared to previous assessment systems. KH noted that national press headlines say the number of students reaching the government standard have dropped from 80% last year to just under 50%.</p> <p>AW asked what do parents find out about their child's performance? TC explained that they are told results and given a scale. 'Greater depth' measurement is still ill-defined.</p> <p>CS asked would it be helpful to discuss with schools in the Cluster about their experiences? Those schools that have done very well – what did they do differently? TC suggested that some schools have more repetitive practise/testing of Maths problems. The data will be discussed further in Teaching and Learning Committee and FGB in the autumn term. .</p>
<p>8.</p>	<p>Partnerships:</p> <ul style="list-style-type: none"> • St Martins Update • Academies Agenda <p>Agreements with St Martin's have been signed, parents are aware, first meetings have been held, TC is working through their SIP documentation and plans with their leadership (with particular focus on first term), and they are likely to invoice for 2.5 days by the end of next week. Iain attended their FGB this week.</p> <p>TC highlighted that we need to full heartedly keep our minds on this academisation process as it is a volatile agenda. We don't know the view of the new Prime Minister and her cabinet. There is evidence of strong local opposition in Brighton and Hove; unions are regrouping. No evidence at present that primary schools are considering conversion – unless underperforming. Local Secondary schools are keeping their cards close to their chests for now. There is still talk of a possible LA Legal Partnership Structure.</p> <p>Brighton and Hove Deanery Schools (confidential)</p> <p>Full discussion of this item contained in PINK PAPERS confidential minutes</p>
<p>9.</p>	<p>School Financial Reporting – Written Report from LE</p> <ul style="list-style-type: none"> • Submitted Budget 2016/17 • School Fund Audit • Agree Financial Scheme of Delegation <p>All agreed to postpone to the September meeting – with an eye on the time and especially as LE not here tonight. GC asks for some insight into the new funding formula. TC would want to know from September 14th meeting how top slicing would actually work.</p>
<p>10.</p>	<p>Governor Training</p> <ul style="list-style-type: none"> • Courses Attended/Feedback

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	<ul style="list-style-type: none"> • Agree Priorities for Future Attendance <p>SC went on Governors Induction training in Church House.</p> <p>GC attended governor induction training.</p> <p>AW, LH and CB attended the GSP meeting.</p> <p>LE and CB attended Chair and Vice Chair Forum</p>
11.	<p>Committee Reports/ Questions:</p> <ul style="list-style-type: none"> • Ethos and Pupil Wellbeing 5th May 2016 • Teaching and Learning 11th May 2016 • Resources – Extension Update 28th April 2016
12.	<p>Safeguarding Update</p> <p>KH reported there is a meeting on Friday.</p>
13.	<p>Governor School Visits including Learning Walks</p> <p>Sports day – LH, GC and EL</p> <p>Free your mind week – CB attended mindfulness session with Reception and Colleen White's 'Bucket' talk for Year 4 both of which were really well received by pupils.</p> <p>'Different' (musical play) – CB</p> <p>Father Dan's assembly – EL</p> <p>Summer Fair BBQ – CS, AW and CB</p> <p>Orchestra performance - SC</p>
14.	<p>Policy Schedule</p> <p>CBe explained that although she has made progress with this, she is still struggling to locate word copies of all policies ready for further updating and to be stored in one central place. She will keep working alongside CB on this and encouraged committees to keep working on it.</p>
15.	<p>Diary Dates</p> <p>FGB agreed the following dates for 2016/17</p> <ul style="list-style-type: none"> • Monday 26th September 2016 • Tuesday 15th November 2016 • Wednesday 18th January 2017

Item	Discussion and Decisions
	<ul style="list-style-type: none">Monday 13th March 2017Tuesday 9th May 2017Wednesday 5th July 2017 <p>End of year governor appreciation for staff: Staff feedback indicated a preference for governors to make a financial contribution for their end of year farewell event.</p>
16.	Exclusions None.
17.	Recorded Racial Incidents TC reported there was one incident which has been dealt with.
18.	AOB AW explained that he is still getting questions and complaints about parking on the yellow zigzags and feels at a loss as to what to do. This is to be added to next agenda. ACTION CBe to add to the next agenda. Grace taken by TC Date of Next Meeting: Monday 26th September 2016 Meeting conclusion time: 9:10pm

Date...26th September 2016....

Chair signature ...Christine Bartley.....

Action Points log

	Action	Person	Timescale
1	All governors to consider interest in the Vice Chair position.	All	By 26 th September meeting.
2	To get relevant data from LA Admissions in September	TC	By 26 th September meeting.
3	Add skills audit and parking issues to September meeting agenda.	CBe	By 26 th September meeting.
4	Find a good process for carrying out Chair 360 review.	CBe	By 26 th September meeting.
5	Carry out a current Skills Audit	CBe	Ready for 26 th September meeting
6	Add 'Buddy' option to the Governors Induction	CBe	By 26 th September meeting.
7	<p>Actions following Governing Body Effectiveness discussion:</p> <ul style="list-style-type: none"> • More formal resource pack for new governors including staffing structure and key school details including diversity etc. • Identify actions following results of skills audit including training needs • Increase visibility of governors in school e.g. badges when visiting school. Also make it clearer when governors are involved in school events, through, for example, signage • Identify training available for all governors on national data analysis, including dashboard analysis. • Look for opportunities to engage more regularly with senior management and other staff e.g. consultation on issues. 	All members to consider which item they would be interested in taking forward.	For 26 th September meeting.