

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

Date: Tuesday 10th March 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
Louise Everington (LE) Foundation Governor & Vice Chair
Katy Hiles (KH) Parent Governor
Ed Lawrence (EL) Foundation Governor
Julie Newnham (JN) Staff Governor
Matt Rance (MW) Foundation Governor
Coreen Sears (CS) Foundation Governor
Andrew Wealls (AW) LA Governor
Colleen White (CW) Foundation Governor & Vice Chair

Clerk: Clare Bennett (CBe)

Apologies: Fr Dan Henderson (DH) ex-officio Associate Vicar
Lesley Hurst (LH) Foundation Governor
Nnamdi Udezue (NU) Foundation Governor

Absent: None

Quorum: 12 out of 15 governors present. The meeting was quorate (at least 50% attending).

| Item | Discussion and Decisions |
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| 1. | Opportunity for Governors to View School Extension Completed |
| 2. | Prayer – taken by TC. |
| 3. | Apologies – as above. LH and NU were appointed so recently that this meeting was too late notice for them to be able to attend. |
| 4. | Governing Body Membership LH and NU have been appointed as the two new Foundation. <i>CW arrives.</i> Welcome to GC and introductions. CW and MR have come to the end of their terms and have decided to depart. Proposed that MR will continue on as an associate governor, linked to and until the completion of new building – Agreed by all. Proposed that CW will also stay on as an associate governor for equality and inclusion – Agreed by all. One further associate governor proposed – for the outside area around the new build; developing, costing and liaising. Julian Rutler is keen to link to resources on that as a one off project and would provide a good opportunity for him to see what Governors do. |

| Item | Discussion and Decisions |
|------|--|
| | <p>There is no allocated funding from the build for that, but we could get something from the Dioceses. If we put a proposal together they are expecting something for the Autumn term and TC already got some ideas. Agreed by all.</p> <p><i>EL arrives.</i></p> <p>Governor enquires as to who the associate governors are accountable to. CB explains that they are accountable to the Chair and linked to a committee. They can attend FGB to contribute on their areas but cannot vote. They are in post for a year and reconsidered each year.</p> <p>ACTION: CBe to ensure all updates/actions completed for new governors and associates.</p> |
| 5. | <p>Agree minutes of previous meeting – March 2016</p> <p>PINK PAPER minutes circulated for consideration. Agreed by all.</p> <p>Minutes agreed by all.</p> <p>Action points – all those governors who didn't email CBe about reading the Child Protection document confirm that they have read.</p> |
| 6. | <p>School Improvement Plan 2016/17</p> <p>Trevor takes FGB through PowerPoint with the following highlights:</p> <ul style="list-style-type: none"> • Achievements 2015-16. It has been a year of massive change regarding assessments, the academy agenda and the new Ofsted framework. Target tracker is now in and understanding age related levels improved. Only after this will we genuinely know how we compare nationally. The triangulation process and the new SIP are in place. • Pupils are tracked individually with trends easier to see and better information exchange. The second round of meetings are at the end of this term. Better clarity and focus in feedback means the children are clearer on expectations. Teaching quality of delivery is strong, but there is still work to be done on children embracing challenge. • Learning behaviour work is still outstanding. The Subject Leadership programme was delayed but will be launched formally in September. • Going forward we will complete the Target Tracker analysis cycle and assimilate SATs information. Governor queries why and TC explains we have no idea how the results will be portrayed (grade, number etc?). <p>Governors make the following enquiries:</p> <ul style="list-style-type: none"> • Do we have a guide as to what level each child should be, therefore giving an idea of whether they are at the level expected? TC explains yes, but the guidelines aren't totally clear in how to interpret them, until results come in. • Where do the age related expectations from? TC explains they come from DfE. • Will this make year on year comparison difficult and how can governors therefore measure progress? TC explains yes it will and that governors can check how staff are interpreting the data and will have national data for comparison coming in October/November. LE feels that staff will have a broad knowledge of how last years' students would have done on this test and use that. TC agrees, but that national comparison will help. CB explains that you will be able to compare internally, eg. |

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|------|--|
| | <p>Whether Pupil Premium children are reaching the standard of their peers. CB also highlights that there is governor training on this available next week. CS points out that you can use Target Tracker information as to whether a child appeared to have over or under performed on the SATs. TC explains that pupil progress meetings have really helped on moderating, especially for the new teachers.</p> <ul style="list-style-type: none"> • Is the early years plan being worked on? TC confirms it is a resource driven plan and is well on its way to being prepared. • What are expectations for the phonics results? TC feels they aren't over confident on it this year. Phonics teaching is quite different in reception. SC explains that they have focused a little more on doing the phonics and relating it to other work, which makes it feel more relevant. • How is the target of 80% from the Quality of Teaching section of SIP looking? TC thinks it is about 72%. • Is the Growths Mindset project a LA project? TC explains no but it is used out there quite a lot. |
| 7. | <p>White Paper 'Educational Excellence Everywhere' Summary</p> <p>TC takes the FGB through the main points:</p> <ul style="list-style-type: none"> • It sets the agenda for how schools will look. Although is obviously in the news a lot at the moment and things have even changed this week. • The government wants to have great teachers and reduce some of the rules and regulations around their training and recruitment. The newly qualified process is to change with various other proposals. • The announcement this week backed away from insisting all schools become academies. AW explains they have backed away from good schools in good Local Authority (LA) areas. • There is still a desire and aspiration for academies with multi academy trusts and the school led approach. • The LA role is to reduce and reduce and in 2019-20 they will no longer allocate funds. The LA will still allocate school places and still be legally obliged to make sure every child has a place. They will oversee Special Educational Needs (SEN) and Looked After Children (LAC) with more work on attendance, championing parents, health & safety and tackling extremism. • Leadership and school improvement will be on a more school to school basis. T National Teaching Service is to support elite teachers and middle leaders. 300 more teaching schools are planned. • Governance – a move away from the 'stakeholder' model towards a 'trustees' model. TC feels we are likely looking at smaller governing bodies. • Curriculum changes – new tables test in year 6. Build character and resilience with national awards.PHSE and a stronger focus on mental health. There is to be a parents portal. <p>TC explains that recruitment and retention is a problem (shown here at St Andrews recently with 18 applications for a teaching role where previously it would have been 40). Governors highlighted that cost of living in this area adds to this problem.</p> |

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| | <p>Academies Agenda/Partnership/ Shared Leadership</p> <ul style="list-style-type: none">• Multi Academy Trusts (MATs) and academies still feels like the way moving forward. The Regional School Commissioner will be a big role. We would be considered a 'converter' as we are a good school. Those poor performing schools will be allocated a MAT. The MAT will be accountable for the management and the school for their own performance.• As a Church of England school we have no choice but to go with a sponsor approved by the diocese. There is no limit to MAT size, but the commissioner talked of 6,8,10. The urgency may be less, but Brighton and Hove church schools are still looking into what joining the Dioceses MAT would look like.• The Dioceses MAT would consist of a Board (at Diocesan level), then each school keeps governors determined by Scheme of Delegation (which can be changed.)• The Diocese would keep pay and conditions whilst they exist.• Hubs will act as partners and staff movement would be possible, but currently only with agreement.• The Diocesan MAT is already set up as it had to be to take those failing schools (currently in East Sussex). <p>Governors expressed the following concerns:</p> <ul style="list-style-type: none">• We would not be able to be in a MAT with senior schools as we have none locally within our Dioceses.• Governors also felt uncomfortable with a church only MAT as it doesn't feel very progressive.• We would want to think about how in the future we would handle the unknowns and how we would keep control of the things we value.• What will the MAT will be providing us? Can they come in and tell a school what to do? It is hard to understand overseeing such huge numbers of schools. TC explains that that is where a more local Hub would come in.• In reality there will be a tipping point with LA and we want to keep local partnership working. <p>LE explains that in Durrington schools are looking at what skills and things they are good at and what they could offer other schools and who they want to attract into a MAT alongside them.</p> <p>TC highlighted the frustration that that we have done a lot of local partnership work with the Cluster and are now being told we have to be doing that work with the Dioceses instead, as doing it for both is not really possible.</p> <p>The question for us is if it is inevitable, do we go early and try to help shape it, or wait and see what happens? FGB asks TCs opinion. TC explains that prior to Friday's announcement he would have recommended going early, but that now it is perhaps better to let the land settle.</p> <p>FGB enquires about timing. TC explains that the 'go early' option would be July 2017 (going with Dioceses group) and would mean starting plans at the next governors meeting. TC feels that now the pressure has been reduced, perhaps wait till 2018/19</p> |

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| | <p>would be advisable. Governor asks what the anticipated parental response might be now that the feeling of 'being made' to do it has changed? Would the Dioceses present to us? CB feels they would. A New Chief Executive has just been appointed. CB feels we should ask questions about structure, options etc.</p> <p>FGB agrees to clarify the Dioceses versus other MAT options.</p> <p>ACTION: CB to invite the Chief Executive to come talk to us.</p> <p>The rest of the discussion under this item is contained in PINK PAPERS.</p> |
| 8. | <p>Governor Training GC has been to the first part of governor induction. CB reminds all that everyone should go on at least one training session a year. CB highlights some training opportunities.</p> |
| 9. | <p>Admissions 2016 – Summary of Allocations</p> <p>CB highlights numbers as follows: 294 preferences were received, 45 from Foundation applications.</p> <p>One governor asks why we haven't got the furthest successful foundation application distance? Have we provided the local community with the additional places that was the basis of the expansion?</p> <p>CB highlights that we have upped the community places. And the only way to do this further is to reduce foundation places. EL asks if we can state that foundation applications must be within a certain distance? AW highlights that our foundation places were actually undersubscribed.</p> <p>ACTION: CB to provide the successful foundation application distances and to share data on local area place needs.</p> |
| 10. | <p>School Policy Schedule</p> <p>ACTION: CBe to send out again to Committee Chairs and fill in the orange gaps. CBe to work with Committee Chairs to try and locate final word versions of all required policies and save on the VLE ready for future editing.</p> |
| 11. | <p>Reports:</p> <ul style="list-style-type: none">• Headteacher <p>FGB praises TC for dealing with all the recent changes with such neutrality.</p> |

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| | <ul style="list-style-type: none"> • Teaching and Learning Committee: 3rd March 2016 • Resources: 3rd March 2016 Expansion Update Lockdown Policy • Ethos and Pupil Well-Being: 1st March 2016 <p>Given the time, nothing essential arises from these items.</p> |
| 12. | <p>Governor School visits</p> <ul style="list-style-type: none"> • KH is in on Friday mornings regularly. • CS has been in for feedback meetings and a visit to reception. • CW was in for healthy mind meetings and cross country martialling and the childrens parade. <p>Now that we have SIP we need to discuss governor visits at committees.</p> |
| 13. | <p>Safeguarding</p> <p>Sarah Chambers attended the safeguarding training.</p> |
| 14. | <p>Diary Dates</p> <p>ACTION: CW to coordinate volunteers for the BBQ.</p> <p>We need to decide what to do for staff at the end of the year as we need to scale down costs. CB re-iterates governors would need to attend.</p> <p>SC wonders whether to combine events so that staff don't have too many.</p> <p>Could do a bottle of wine each instead.</p> <p>ACTION: SC to find out whether shorted drinks and cheese or a bottle of wine would be preferred by staff.</p> |
| 15. | <p>Exclusions and Racial incidents</p> <p>None.</p> <p>Goodbyes and parting gifts given to CW and MR.</p> |

Date.....

Chair signature

Action Points log

| | Action | Person | Timescale |
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| 1 | Ensure all updates/actions completed for new governors and associates. | CBe | Immediately |
| 2 | Invite the Chief Executive to come talk to us. | CB | |
| 3 | 2016 Admissions - provide information on the distance from school of children who were allocated Foundation places. | CB | By 13 July 2016 |
| 4 | Send out Policy Schedule again to Committee Chairs and fill in the orange gaps. CBe to work with Committee Chairs to try and locate final word versions of all required policies and save on the VLE ready for future editing. | CBe Committee Chairs | By 13 July 2016 |
| 5 | Coordinate volunteers for the BBQ. | CW | |
| 6 | Find out whether shortened drinks and cheese or a bottle of wine would be preferred by staff | SC | By 13 July 2016 |