



## SUTTON BENDER C of E PRIMARY SCHOOL

### MINUTES OF THE REGULAR FULL GOVERNING BODY ('FGB') MEETING (TERM 2) HELD ON

Thursday 24<sup>th</sup> November 2016  
7.55pm – 9.10pm  
AT SUTTON BENDER PRIMARY SCHOOL

Members Present	Initial	Position
James Passmore	JP	Governor (Parent) – Co-Chair of Governors
Katie Brown	KB	Governor (Foundation) – Co-Chair of Governors
Ursula Scott	US	Governor (Staff) – Executive Headteacher
Daisy Broomfield	DB	Governor (LA) – Chair of Teaching & Learning
Tom Whittingham	TW	Governor (Foundation) – Chair of Strategic Partnership
Malcolm Bines	MB	Governor (Foundation)
Joan Cocker	JC	Governor (Foundation) – Chair of Ethos
Daniel Robertson	DR	Governor (Foundation)

Members Absent	Initial	Position
Matthew Woodville	MW	Governor (Parent) - no apologies
Alison Love	AL	Governor (Foundation) - apologies
Suzie Mott	SM	Governor (Parent) – Vice Chair of Governors - apologies
Louise Pitman-Jones	LPJ	Governor (Staff) – Associate Headteacher – apologies

In Attendance (non-voting)	Initial	Position
Simon James	SDJ	Clerk
Rebecca Dennis	RD	Foundation Governor Appointment Pending

#### Distribution of Minutes to:

Governing Body, Governors' Admin Folder FOUR (Vol II);  
Governors 'Minutes' page on School website;  
Governor Portal.

#### Key:

Key Decisions and Actions agreed at this meeting in **bold**.

**The meeting was quorate.**

**FGB Chair – James Passmore (deciding vote)**

**Designated - STRATEGIC**

**The meeting opened at 7.55pm.**

## PART A – STANDARD ITEMS

<b>[01] Opening Prayer</b>	
[01] The meeting began with a prayer led by JC.	
<b>[02] Welcome, Introductions and Apologies for Absence</b>	
<p>[01] JP welcomed all governors to the FGB especially Rebecca Dennis ('RD') our new pending 'Foundation' governor. JP asked that to aid RD all governors introduce themselves.</p> <p>[02] JP advised that progress was being made to secure the last Foundation governor vacancy and that he would provide an update in due course. JP enquired as to whether any apologies of absence had been received by the Clerk.</p> <p>[03] SDJ confirmed that SM, LJP and AL had provided apologies and that they would not be attending the meeting - these absences was noted and accepted by the governors. JP confirmed that MW had confirmed that he would not be attending the foundation governor training, which was taking place prior to the meeting, but that he would be at the FGB.</p> <p>[04] SDJ noted that no meeting apology had been received from MW, and in the absence of one this would be recorded in the minutes.</p>	
<b>[03] Register of Business Interests, Code of Conduct, and Disqualification Declaration</b>	
[01] <b>Governors present confirmed that they had no business interests to declare against any items on the agenda.</b>	
<b>[04] Governing Body Membership</b>	
<p><b>Membership Changes</b></p> <p>[01] JP confirmed that the School had been approached by a parent interested in becoming a governor. JP continued that TW was currently talking with the interested party.</p>	
<b>[05] Ratification of the Minutes of Previous FGB Meeting</b>	
<p><i>This meeting minute should be read in conjunction with Enclosure E01 'Approved Meeting Minutes from the FBG Meeting held on September 29, 2016'.</i></p> <p>[01] <b>The Governing Body accepted the meeting minutes of the FGB held on September 29, 2016 as a true and accurate record, and this was signed by the Co-Chairs of Governors (RESOLVED).</b></p>	<b>Clerk</b>
<b>[06] Ratification of FGB Special Meeting Minute (Oct 10, 2016) (SEN)</b>	
<p><i>This meeting minute should be read in conjunction with Enclosure E05 'Special Approved Meeting Minute' transacted on October 10, 2016'.</i></p> <p>[01] <b>The Governing Body accepted the FGB special meeting minute transacted via email on October 10, 2016 as a true and accurate record, and this was signed by the Co-Chairs of Governors (RESOLVED).</b></p>	<b>Clerk</b>

<b>[07] Ratification of FGB Special Meeting Minute (Oct 19, 2016) (Pay)</b>	
<p><i>This meeting minute should be read in conjunction with Enclosure E06 'Special Approved Meeting Minute' transacted on October 19, 2016'.</i></p> <p><b>[01] The Governing Body accepted the FGB special meeting minute transacted via email on October 19, 2016 as a true and accurate record, and this was signed by the Co-Chairs of Governors (RESOLVED).</b></p>	<b>Clerk</b>

**PART B – GOVERNOR BODY TRAINING AND DEVELOPMENT**

<b>[08] NGA Skills Audit (2016)</b>	
<p><i>This meeting minute should be read in conjunction with Enclosure E02 'NGA Skills Template 2016'.</i></p> <p>[01] JP asked all governors to complete the NGA skill audit template and return to SDJ as soon as possible. SDJ confirmed that at present we are awaiting three governors to hand in their forms.</p> <p>[02] JP reiterated that the governors are encouraged to use the skills audit to help them identify any skills and knowledge they need to deliver their functions effectively.</p>	
<b>[09] '20 Questions' Every Governing Body Should Ask Itself</b>	
<p><i>This meeting minute should be read in conjunction with Enclosure E03 'Twenty Key Questions – 2<sup>nd</sup> Edition (2015)'.</i></p> <p>[01] JP opened the discussion by repeating that strong governance is essential for a good school, and that means that as a governing body we need to challenge ourselves and our governing practice.</p> <p>[02] JP continued that as part of this internal review there was the need to consider the twenty questions posed by the NGA to help us evaluate our (the 'boards') performance and to take the necessary action, following review, to improve our governance.</p> <p>[03] JP asked for comment and whether it would be beneficial for these 'questions' to be initially issued to individual committees for discussion and for them to bring back to the FGB its feedback.</p> <p>[04] DB noted that under question 9 she was not sure she had a concrete view of where our vision will be in five years.</p> <p>[05] KB responded in that we probably have done the work necessary to show that we have considered these 'questions' but we just need to be able to evidence it [easily].</p> <p>[06] Meeting had a general discussion as to the best strategy to be put in place to be able to complete the necessary work, produce evidence and be able to articulate to key stakeholders.</p> <p><b>[07] JP / KB to split necessary parts of the document and to assign to individual committee chairs [ACTION POINT].</b></p>	<b>A01[KB/JP]</b>

[10] Governor Development Plan ('GDP')	
<p>[01] JP reiterated the need for the governing body to have an annual governor development plan in order to respond to our particular training and development needs in order to make the governing board more effective.</p> <p>[02] Meeting had a general discussion on the current draft format of the GDP and the benefit of using the same headings in the 'Twenty Question' document <i>i.e. Governing board effectiveness, Vision, ethos and strategy, and Effective accountability</i> within the GDP.</p> <p><b>[03] JP / KB to undertake necessary redraft of the GDP and release when appropriate to governing body for comment and review [ACTION POINT].</b></p>	A02[KB/JP]
[11] Notes of Visit (SIA)	
<p><b><i>This meeting minute should be read in conjunction with Enclosure E07 'School Effectiveness – Notes of Visit [CONFIDENTIAL]'</i></b></p> <p>[01] JP noted that it is usual for the SIA report to remain confidential to the SLT, but that it had been decided to release the October 2016 report to the FGB in order to provide an opportunity to review and ask questions and monitor planned improvements.</p> <p><b>[02] TW noted the requirement to ensure the effective use of TA's and asked if they were currently being used effectively.</b></p> <p>[03] KB advised that the role of the TA had been discussed at length at the last Staffing Committee including new initiatives which are now in place in order to change working practices and ensure that TA's are strategically deployed in order to maximise their effectiveness and ensure that interventions have impact on the progress of vulnerable learners.</p> <p>[04] KB continued that the general feeling amongst TA's is positive and that they feel more valued following changes to these working practices.</p> <p><b>[05] TW asked whether these new practices have addressed More Able (previously termed 'AGaT') children (as well as SEN).</b></p> <p>[06] JC confirmed that under these new working practices steps are in place and actions have been taken to identify, assess and benchmark the progress of More Able learners.</p> <p>[07] US noted that we continue to work with both schools set of TA's (n.b. TA's at Oaksey are referred as 'grownups') to ensure that the team approach continues, but that feedback thus far has been very positive to school swaps, ensuring that discussion and best practice is maintained.</p> <p><b>[08] JP referred to the SIA notes and asked whether the school priorities were being actioned in any particular order.</b></p> <p>[09] US advised that this was an advisory list and that the school would be working on those within our current plan first, addressing secondary priorities as and when they aligned.</p>	

<p>[10] TW noted that it was important that such information was shared and asked if the material was validated by other peers to enable the school to understand how well it is performing.</p> <p>[11] US stated that from a data point of view this is discussed with other school leaders, and enables the school to judge performance. US continued that with regard to non-data activity, with our alliance to Hobbes, we are able to work together with other schools (heads) and observe specific areas such as spelling, maths and with a fresh pair of eyes provide feedback. JC added that in this respect the Alliance is working well.</p> <p>[12] TW provided an offer of help to the School in this area if asked.</p>	
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**PART C – ACCOUNTABILITY AND MONITORING**

<b>[12] Ratification or Notification of School Policies</b>	
<p><i>These meeting minutes should be read in conjunction with Enclosure E04 and E08 to E13 (inclusive).</i></p> <p><b>Code of Conduct for Safer Working (October 2016)</b></p> <p>[01] SDJ requested a motion to ratify the new policy. It was proposed by JC. Seconded by KB.</p> <p><b>[02] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote – Code of Conduct for Safer Working duly ratified (RESOLVED).</b></p> <p><b>For Notification -</b></p> <ul style="list-style-type: none"> <li>• Science Policy – ratified by T&amp;L</li> <li>• MFL Policy – ratified by T&amp;L</li> <li>• Art &amp; Design Policy – ratified by T&amp;L</li> <li>• Link Governor Policy – ratified by Ethos</li> <li>• AGAT ('More Able') – ratified by T&amp;L</li> <li>• School Travel Plan Update – ratified by VFM</li> <li>• Whole School Food Policy – ratified by VFM</li> <li>• Secure Data Handling Policy – ratified by VFM</li> <li>• Data Protection Policy – ratified by VFM</li> <li>• CPD Policy – ratified by Staffing</li> <li>• Parent &amp; Voluntary Helpers Policy – ratified by Staffing</li> <li>• Whistleblowing Policy – ratified by Staffing</li> <li>• Staff Induction Policy – ratified by Staffing</li> <li>• Positive Behaviour and Anti-Bullying Policy – ratified by Ethos</li> <li>• Humanities Policy – ratified by T&amp;L</li> <li>• Design Technology Policy – ratified by T&amp;L</li> </ul> <p>[03] All policies were duly noted by the meeting.</p>	<i>Clerk</i>
<b>[12A] Headteachers Verbal Report / Safeguarding Report</b>	
<p><i>These meeting minutes should be read in conjunction with Enclosure E14.</i></p> <p>[01] US presented a written report on Terms 1 and 2 of 2016.</p>	

<p><b>Attendance</b></p> <p>[02] US noted that low attendance figure was reported for Reception at 91.96%, although the main contributor was illness.</p> <p><b>[03] DB asked whether US could provide a breakdown of SEN attendance.</b></p> <p><b>[04] US advised that this information was available and that she would provide to DB [ACTION POINT].</b></p> <p><b>Staff Training</b></p> <p>[05] US advised that a considerable amount of staff training had taken place during the period, with significant collaboration between both Sutton Benger and Oaksey.</p> <p>[06] US noted that particular joint focus on the TD Day was on the Learning Partners Project, with the project reassessing actions, in particular Observation Sheets.</p> <p>[07] US wished to formally minute her thanks to LPJ during her [US's] recent absence and noted that she was confident that LJP would be able to step up when required.</p> <p>[08] JC noted that during US's performance management session it was suggested that a letter of thanks be sent to LPJ for her work over the last year.</p> <p><b>[09] JP suggested that JC, US and the co-chairs meet to draft and send appropriate letter of thanks [ACTION POINT].</b></p> <p>[10] US added that both Associate Heads were working well together, and had clear and confident plans to link the schools through collaboration.</p>	<p style="text-align: center;"><b>A03[US]</b></p> <p style="text-align: center;"><b>A04 [JP,KB,US&amp;JC]</b></p>
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## PART D – STRATEGY AND VISION

<b>[13] Strategic Partnership Working Group</b>	
<p><b>MAT &amp; Hobbes Alliance</b></p> <p>[01] US provided the meeting with an update on the Hobbes alliance noting that the six schools within the group were planning to meet on November 28 to discuss the next stage. US noted that all of the six school websites contained the Hobbes TOR, immediately highlighting to all interested parties Hobbes strategic aims.</p> <p><b>Wider Educational Landscape</b></p> <p>[02] TW provided an update on the current educational landscape and noted interesting initiatives whilst he travelled the country including the use of 'Pupil Detectives' which allow children to become self-reviewing agents on the learning which takes place within a classroom. Pupils then give the teachers feedback that they can use to improve the learning experience. TW noted that this enterprise allowed the pupils to effectively undertake inspection work.</p>	

[03] US stated that the School had already done some work in this area of pupil self-review.

[04] TW, on current collaboration, raised a number of pertinent questions with the board including the Schools ability to measure (and how we measure) the impact of collaboration, and what evidence trail (both direct and indirect) existed.

[05] TW also approached the subject of the 'tapestry of a well-educated person' and what Christian values underpin learning. TW questioned the board as to how the School can show, via perhaps school-to-school review or other external benchmarking, that those values identified have been embraced.

[06] Meeting had a general discussion, with TW noting that such questions will be raised again at the Strategic Partnership Working Group meeting which is scheduled to be held in the New Year.

### **Linking with the Diocese**

[07] JP noted that with us meeting with the other schools within the Alliance on November 28, from their perspective had the governors any immediate thoughts on becoming a part of a Diocese MAT through the Hobbes Alliance Hub.

[08] Meeting had a general discussion, with KB noting that on reflecting back over the last twelve months, collaboration had been very positive for the School with it heading in the right direction. KB continued that she believed that the next logical step was to establish a 'Hub' and secure the collaborative benefits of working with more like minded schools. To that end the meeting on November 28 will be to discuss the introduction of a project manager to manage the next stage in the agreed process.

[09] DB, prior to her departure from the meeting, noted that collaboration with other schools was good, but that it should not to be at the expense of good quality teaching – quality not quantity!

*DB left the meeting at 9.05pm*

[10] US stated that her feeling was that the Hobbes Alliance was a strong group of successful schools, but she did not fully understand yet what the Diocese could do for us, and what the MAT would finally look like.

[11] TW noted that we should continue to be proactive and persist with necessary due diligence, but that in respect to the 'Hub' it may be ambitious to think that all 6 schools will move together and that he foresaw schools moving in tranches of two.

[12] JP agreed, adding that following the meeting on November 28, schools that are interested in progressing need to go away and start formal due diligence.

[12] DR noted that he was in agreement with KB, and that the School would benefit from a more formal arrangement.

<p>[13] JC noted that the headteacher of Kington Langley had resigned this week and questioned as to whether it is likely that we would be approached.</p> <p><b>[10] General discussion, with KB being asked to make appropriate contact [ACTION POINT].</b></p>	<p><b>A05 [KB]</b></p>
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**PART E – OTHER**

<b>[14] Other Business</b>	
None	
<b>[15] Dates and Times of Future Meetings</b>	
<p>[1] Confirmation that the next meeting will be on January 26, 2017.</p> <p>[2] Future Meetings:</p> <p>Term 4 – Mar 23, 2017  Term 5 – May 25, 2017  Term 6 – Jun 22, 2017</p>	
<b>[16] Schools Confidential Section</b>	
None	

**Meeting adjourned at 9.10pm.**

Signed for and on behalf of  
**THE GOVERNING BODY OF SUTTON BENDER C OF E PRIMARY SCHOOL**

Signature .....

**James Passmore, Co-Chair of the Governors**

Date .....

Signature .....

**Katie Brown, Co-Chair of the Governors**

Date .....