

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

Date: Monday 26th September 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
Fr Dan Henderson (DH) ex-officio Associate Vicar
Katy Hiles (KH) Parent Governor
Lesley Hurst (LH) Foundation Governor & Vice Chair
Ed Lawrence (EL) Foundation Governor
Oliver Mudge (OM) Foundation Governor
Coreen Sears (CS) Foundation Governor
Nnamdi Udezue (NU) Foundation Governor
Andrew Wealls (AW) LA Governor

Clerk: Clare Bennett (CBe)

Apologies: Julie Newnham (JN) Staff Governor

Absent: None

Quorum: 13 out of 14 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	7:05pm start Clerk opens the meeting and invites DH to take the prayer. Prayer Taken by DH.
2.	Apologies JN gave apologies.
3.	Election of Chair and Vice-Chairs and agree terms of office CB nominated for Chair and all agreed for term of one year. LH and LE nominated for Vice Chair and both agreed for a term of one year.
4.	Governing Body Membership <ul style="list-style-type: none">New Foundation Governor – OM introductions. Introductions made. <ul style="list-style-type: none">Associate Governor Resignation: Rachel Carter (Recruitment) Rachel is stepping down, but we will need someone with an interest to come forward. TC highlighted that there will be key appointments coming up in March and a governor

Item	Discussion and Decisions
	<p>will need to do safer recruitment training. TC outlined time commitment and that we need someone who can be available fairly regularly for this and an ability to be open and honest. KH explains that she has HR experience from her work at the University and is interested in taking this on along with CS, but time is an issue.</p> <p>ACTION – CS and KH to do the online safer recruitment training.</p> <p>Succession Planning</p> <p>CB highlights again that she intends to step down from role as Chair at the end of this school year and therefore we will need to seriously consider the way forward.</p>
5.	<p>Agree Minutes of FGB Meeting 13th July 2016/Matters Arising.</p> <p>Minutes agreed. Confidential minutes circulated for consideration and also agreed.</p> <p>KH highlighted that the comment that changes are cost neutral has got a little further, there is money that comes from the DfE to help with the admin. Therefore the minutes need to reflect that there is a cost, but that it is covered by DfE money.</p> <p>ACTION – CBe to update the minutes of 13th July to clarify that there is a cost but that it is covered by DfE money.</p> <p>Matters arising – parking. AW updates, zig zags are to be extended by 3m either side by council. Coop have been cooperative and helped with delivery times, but Iceland have not. The only thing that arose out of council safety audit was the extension of the zig zags. A few more boards would be helpful. Otherwise in hand and no further actions required.</p>
6.	<p>Governing Body Effectiveness – Follow Up Actions from 13th July FGB Meeting Discussion including skills audit.</p> <p>CB wanted to go through them to ensure we know who is going to action each follow up improvement. Unfortunately only half the skills audits were received so no meaningful conclusions can be made yet.</p> <p>ACTION Anyone yet to complete skills audit to do so and return to CBe. CBe to complete skills audit matrix with the results and bring to the next meeting.</p> <p>ACTION Committee Chairs to allocate Buddies to new governors.</p> <p>ACTION NU to take forward formulation of a formal resource pack for new governors including staffing structure and key school details including diversity etc., with the help of CBe where necessary. LE says might be good for each committee to make one too.</p> <p>ACITON CB to follow up on membership of NGA.</p> <p>ACTION Visibility of Governors in the school; there were reservations about creating a Newsletter. Instead EL will take forward production of an annual report focusing on what was achieved last year and plan for this year by governors. Committee chairs to write a piece and EL pull together into one document.</p> <p>ACTION Strategy; opportunities for longer and medium term strategy to be taken forward by CB and committee chairs when they meet.</p>

Item	Discussion and Decisions
	<p>ACTION GC to take forward increased 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 .</p> <p>ACTION Staff liaison; to look for opportunities to work with SC to get governors working and talking more with staff.</p> <p>360 review of Chair – CBe has found a standard form to use for a future meeting.</p> <p>Data analysis training - to be addressed under the training item.</p>
7.	<p>Statutory/Non Statutory Annual Requirements</p> <ul style="list-style-type: none">• Agree membership of committees and panels – statutory and non statutory. All agree proposed membership.• Appoint 'Responsible' Governors All agree proposed responsible governors.• Register of Pecuniary Interests Forms received.• Code of Conduct Noted and signed by all new governors.• Instrument of Government Noted.• Reminder of Governor Information to be published on the school website CB explained what information has to appear on the website to the new members.
8.	<p>Partnerships – Academy Programme Update This item is covered under separate Confidential PINK PAPER minutes.</p> <p>St Martin's Partnership Update Positive steps are outlined within the head teacher's report.</p>
9.	<p>Admissions Arrangements 2018/19 This has been looked at in the Ethos committee, looking at how other schools are doing their admissions and others in the Dioceses. The main thing is we want to be sure there aren't still a shortage of local places in the area. We currently operate the 50/50 ratio for foundation to community place, but were in fact undersubscribed for the foundation positions and therefore the resulting numbers were a greater proportion of community places allocated. Connaught are now also oversubscribed, which is good as they previously had concerns about our expansion on their figures. The LA have been asked for confirmation that there aren't still local needs, but as we haven't received that yet, a meaningful conversation on this topic is difficult.</p> <p>Some members expressed concern was that some foundation places are still a long way</p>

Item	Discussion and Decisions
	<p>from school, when looking at the distribution maps.</p> <p>KH highlighted that the distance of the furthest community place is still greatly less than the furthest foundation place.</p> <p>The FGB looked at the guidance for potential changes suggested by the Diocese advisor, including removing faith criterion, putting a distance boundary on foundation priority and changing the ratio. The options were felt to be divisive and there were concerns about what effect they may have on the ethos of the school.</p> <p>AW highlighted that we have more children from the community than we had before and in that sense admissions have been a success.</p> <p>CB emphasised that following expansion of the school we had needed to assess the admissions criteria. However the FGB felt that without LA information on meeting local need, the timing being so short after the expansion, the divisory nature of some options and the potential detriment to ethos of the school a decision could not be made at this meeting. The matter will need to be resolved at the next meeting once the LA have provided a response.</p> <p>ACTION CB to ask the Diocese admissions advisor questions around restricting distance for Foundation Applications.</p>
10.	<p>SIP Progress/SATS update – Head Teacher Report</p> <p>TC explained that they are working specifically on helping the children approach challenge.</p> <p>Key Stage 1 SATS were pretty strong however Key Stage 2 SATS were disappointing this year in maths, particularly for the girls. TC explained that they have never had that issue before, so are interested to find out why and look at the analysis.</p> <p>Progress measures stronger than attainment - more detail will be provided at the next meeting.</p> <p>AW asks what is happening regarding a stronger action on absences. TC outlined that it is likely to result in fixed penalty notices.</p>
11.	<p>Committee reports:</p> <p>Teaching and Learning Noted</p> <p>Ethos and Pupil Wellbeing Noted</p> <p>Resources</p> <p>LE gave a summary. In the budget submitted for 16/17 we lost £36,000 of funding from the LEA, which caused us a pinch to maintain the level of teaching in the school. As we are luckily currently in a surplus position (which we can bring forward), we have brought forward £57,000 but have used £26,000 to meet the shortfall (as we knew we would</p>

Item	Discussion and Decisions
	<p>spend more this year). Although we have eroded funding going forward, we did expect it. But we will need to be very careful this year to avoid future deficit. 80% of our costs are teaching staff. We are now looking at the cost of Teaching Assistants and how we can use them to best effect in the school.</p> <p>The school fund account (this is our own account that commission goes through from photos, school uniform etc.) has been cleaned up and simplified by Sarah. At the end of 14/15 we had £5500 to use. We tend to use it to fund trips for families who can't afford them. Sarah has now completed the next lot of accounts.</p> <p>The Scheme of Delegation was reviewed last year and don't see any need to change this year.</p> <p>ACTION – LE to send CBe the finalised Scheme of Delegation.</p> <p>School expansion Is progressing well.</p>
12.	<p>Governor training RAISE online for governors is on 24th November at 6-9pm at Friends Meeting House. 13th October is the Governance Strategy and Partnership meeting.</p>
13.	<p>Safeguarding KH explained that there is a meeting on Friday 30th September to go through the safeguarding audit.</p>
14.	<p>Exclusions None</p>
15.	<p>Racial incidents None</p>
16.	<p>Opportunities for governors to participate in school are Christmas performances and Harvest Service.</p> <p>Grace Taken by DH.</p> <p>Date of Next Meeting 7pm Tuesday 15th November 2016</p> <p>9:05pm finish</p>

Date.....15th November 2016.....

Chair signature

Action Points log

	Action	Person	Timescale
1.	To complete online safer recruitment training.	CS and KH	By 15 th November
2.	To update the minutes of 13 th July to clarify that there is a cost but that it is covered by DfE money.	CBe	Immediately.
3.	Anyone yet to complete the skills audit to do so and return to CBe.	All those who have yet to complete the skills audit	By 5 th October
4.	Complete skills audit matrix and add to next agenda	CBe	By 15 th November
5.	To allocate Buddies to new governors.	Committee chairs	Ongoing
6.	Create a formal resource pack for new governors including staffing structure and key school details including diversity etc.	NU with help from CBe where required	By 15 th November
7.	Follow up on NGA membership.	CB	By 15 th November
8.	Prepare governors annual report.	EL with help of committee chairs	By 15 th November
9.	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 .	GC	Ongoing
10.	Look for opportunities to engage more regularly with senior management and other staff e.g. consultation on issues.	SC	Ongoing
11.	Attend RAISE online for governors – 24 th November – 6-9pm Friends Meeting House.	Governors interested in improving their data knowledge.	24 th November
12.	Chair and committee chairs to look at long term strategy.	CB to lead	By 15 th November
13.	Inform David Everington that we are happy to be part of a working group at present, but that any external communication of this be coordinated with all schools involved doing it at the same time.	CB	Immediately.

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

Date: Monday 26th September 2016

Time: 7:00pm – 9:00pm

14.	Ask the Diocese admissions advisor questions around restricting distance for Foundation Applications.	CB	By 15 th November
15.	Send finalised Scheme of Delegation to CBe	LE	Immediately.
16.	Obtain information from the Local Authority with regard to whether local need for admissions has been met.	TC	By 15 th November.

Date: 15th November 2016

Signed: Christine Bartley

Chair of Governors