



## SUTTON BENDER C of E PRIMARY SCHOOL

### MINUTES OF THE REGULAR FULL GOVERNING BODY ('FGB') MEETING (TERM 3) HELD ON

Thursday 26<sup>th</sup> January 2017  
7.05pm – 9.30pm  
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 Head               |
| Louise Pitman-Jones | LPJ     | Governor (Staff) – Associate Head               |
| Daisy Broomfield    | DB      | Governor (LA) – Chair of Teaching & Learning    |
| Tom Whittingham     | TW      | Governor (Foundation) – Vice Chair of Governors |
| Joan Cocker         | JC      | Governor (Foundation) – Chair of Ethos          |
| Alison Love         | AL      | Governor (Foundation)                           |
| Daniel Robertson    | DR      | Governor (Foundation)                           |
| Rebecca Dennis      | RD      | Governor (Foundation)                           |

| Members Absent    | Initial | Position                      |
|-------------------|---------|-------------------------------|
| Matthew Woodville | MW      | Governor (Parent) - apologies |

| In Attendance (non-voting) | Initial | Position |
|----------------------------|---------|----------|
| Simon James                | SDJ     | Clerk    |

**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**.

Governor Questions are highlighted in **blue font**.

The meeting was quorate.

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

**Designated - OPERATIONAL**

The meeting opened at 7.05pm.

## PART A – STANDARD ITEMS

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| <b>[01] Opening Prayer</b>  |                   |
| [01] The meeting began with a prayer led by AL.   |                   |
| <b>[02] Welcome, Introductions and Apologies for Absence</b>  |                   |
| [01] JP welcomed all governors to the FGB and asked that due to a recent number of changes to the board's membership all governors to introduce themselves.   |                   |
| [02] JP enquired as to whether any apologies of absence had been received by the Clerk.   |                   |
| [03] SDJ confirmed that MW would not be attending the meeting - this absence was noted and accepted by the governors.   |                   |
| <b>[04] JP relayed a request from MW to US to be issued with the latest RAISE online data for the school [ACTION POINT].</b>  | <b>A1 [US]</b>    |
| <b>[03] Register of Business Interests, Code of Conduct, and Disqualification Declaration</b>   |                   |
| [01] Governors present confirmed that they had no business interests to declare against any items on the agenda.  |                   |
| [02] SDJ noted that he had received from RD signed copies of her register of business interests, disqualification and code of conduct forms.  |                   |
| <b>[04] Governing Body Membership</b>   |                   |
| <b><u>Membership Changes</u></b>  |                   |
| [01] JP confirmed that since the last FGB in November 2016, Malcolm Bines and Suzie Mott had both resigned, and that this meant that their link governor roles would need to be reassigned. JP continued that <b>RD had kindly agreed to become the new Health and Safety Governor</b> , and had joined the Value for Money Committee, which had delegated responsibility to manage school health and safety. |                   |
| <b>[02] After discussion DB agreed to become the Link Governor Coordinator which had become vacant since Suzie Mott's resignation (RESOLVED).</b>   |                   |
| [03] RD noted that she wanted to hit the ground running in respect to her participation in the VFM committee and in her role as Health and Safety Governor and therefore would appreciate a briefing from US and JP prior to the next VFM meeting in March.   |                   |
| <b>[04] US/JP agreed to contact RD prior to the March meeting [ACTION POINT].</b>   | <b>A2 [US/JP]</b> |
| <b><u>Vice Chair of Governors</u></b>   |                   |
| [05] JP noted, in accordance with the school's current Scheme of Delegation, an election for the position of Vice Chair of Governors was required following Suzie Mott's departure.   |                   |
| [06] SDJ stated that following the resignation of Suzie Mott the necessary election process had been initiated, requesting nominations from the board to the position of Vice Chair. SDJ advised JP that no nominations had been received from other governors.   |                   |

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| <p>[07] JP noted that he and KB had had a number of conversations with governors regarding this role, in parallel with the current discussions they were having with all governors in respect to succession planning. JP continued that in the absence of any formal written nominations from governors, whether any governors would consider taking on this role.</p> <p>[08] TW advised that he would be happy to nominate himself.</p> <p>[09] JP formally proposed the motion that TW be appointed to the position of Vice Chair of Governors. Seconded by KB.</p> <p><b>[10] A vote was taken, and there was unanimous approval from those eligible to vote. TW duly elected to the position of Vice Chair of Governors for a 12 month term of office, to expire no earlier than January 26, 2018 (RESOLVED).</b></p> <p><b><u>Succession Planning</u></b></p> <p>[11] JP/KB reiterated that they were currently having conversations with all governors in respect to succession planning, in order to undertake the necessary planning/training requirements. KB noted that during these informal conversations, governors were encouraged to provide feedback on the co-chair's performance.</p> <p><b><u>Parent Governor Vacancy</u></b></p> <p>[12] JP/KB noted that the governing body had issued notice to all parents/carers of a Parent Governor vacancy and had sought nominations.</p> <p>[13] SDJ confirmed that at present he had received no formal nominations.</p> <p>[14] JP/KB confirmed that a number of conversations had taken place between possible candidates and that discussions were ongoing.</p> <p>[15] Meeting discussed ways to advertise this vacancy including via Wiltshire Governor Services, the school Newsletter, the local Parish Magazine and through church meetings.</p> <p>[16] SDJ advised that where no nominations have been received by the closing date (Friday 10 February, 2017), the governing body could appoint a parent to the position by taking a vote on the matter at the next full governing body meeting in March.</p> <p><b>[17] SDJ agreed to send vacancy template in respect to Parent Governor's to US [ACTION POINT].</b></p> | <p>Clerk</p> <p>CLOSED</p> |
| <p><b>[05] Ratification of the Minutes of Previous FGB Meeting</b></p>   |                            |
| <p><i>This meeting minute should be read in conjunction with Enclosure E01 'Approved Meeting Minutes from the FGB Meeting held on November 24, 2016'.</i></p> <p><b>[01] The Governing Body accepted the meeting minutes of the FGB held on November 24, 2016 as a true and accurate record, and this was signed by the Co-Chairs of Governors (RESOLVED).</b></p>   | <p>Clerk</p>               |
| <p><b>[06] Governing Body Committee Structure &amp; Governance</b></p>   |                            |
| <p><b><u>Membership Changes</u></b></p> <p>[01] Refer to Item 04.01 to 04.10 above.</p>  |                            |

**Scheme of Delegation**

[02] SDJ reported no changes to the current version of the Scheme of Delegation.

*Clerk Note: An electronic copy of the latest version of the Scheme of Delegation is located on the schools website, with a physical copy held in the school office.*

**Appointment of Health and Safety Governor**

[03] Refer to Item 04.01 to 04.10 above.

**Appointment of Link Governor Coordinator, PSHE and School Council Link Governors**

[04] Refer to Item 04.02 above (Link Governor Coordinator)

[05] Meeting agreed to remove the role of School Council Link Governor due to the school's reorganisation of its council's.

[06] LJP/US discussed the role of the PSHE and the scope of this subject. LJP noted that the role would have more focus given the schools participation in the Healthy Schools Award scheme.

[07] After further discussion AL agreed to undertake the role on the basis that PSHE and SMSC link governor roles would be amalgamated into a single job.

Clerk

**[07] Reports from Committees**

**A. T&L Committee Report**

[01] DB advised that the committee was meeting next week, Friday 3 February, and minutes will be distributed in due course.

**B. Staffing Committee Report**

[02] KB advised that the committee was meeting next week, Friday 3 February, and minutes will be distributed in due course.

**C. VFM Committee Report**

*These meeting minutes should be read in conjunction with Enclosure E06 'Approved Meeting Minutes from the VFM committee meeting held on January 16, 2016'.*

[03] JP noted that the minutes from the VFM held earlier in the month had been distributed and asked if governors had any questions.

[04] US confirmed that the bid for the planned building extension has been submitted to the Diocese and we await their decision. Changes to the school hall and kitchen have been placed on hold until we have feedback on the submitted bid from the Diocese.

[05] DB noted that as per the minutes she was going to meet with Mrs Jill Kelsey regarding Pupil Premium Funding.

[06] JC noted concern in that in respect to 'pupil premium' if Ofsted were to visit tomorrow she would find it difficult to find or provide accurate detail on this subject.

[07] JP appreciated JC raising such concern and that the subject of key questions that governors might be asked by Ofsted inspectors (and how to find such evidence) will be discussed under Item 11. JP noted that as part of the

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| <p>governing body's ongoing self-evaluation process a set of key coaching questions, and coded to individual committees, had been developed.</p> <p>[08] JP continued that the intention is for these questions to be discussed at each committee, and the answers (with evidence) to be fed back to the governing body via the Governor Monitoring and Development Plan, the 'SEF' or through the publication of an aide mémoire for governors.</p> <p>[09] TW asked a question in respect to the National Formula Funding, and whether following a nation wide re-assessment, our level of funding from County will change.</p> <p>[10] US confirmed that due to the size of Sutton Benger, funding will remain the same.</p> <p><b>D. <u>Ethos Committee Report</u></b></p> <p><i>This meeting minute should be read in conjunction with Enclosure E05 'Approved Meeting Minutes from the Ethos committee meeting held on January 16, 2016'.</i></p> <p>[11] JC confirmed that the committee had met early in the month, and asked governors for any questions. No questions asked from the governors.</p> <p><b>E. <u>Strategic Partnership Working Group Report ('SPWG')</u></b></p> <p>[12] TW confirmed that the SPWG had met earlier in the month. For background the SPWG members are TW, US, KB, JP, MW and the Co-Chairs of Governors from Oaksey school. Its primary purpose is to act as a creative and strategic 'think tank' for the future direction, collaboration and development of the school. TW continued that at the last meeting the working group had discussed the content of a number of key strategy papers including the CBI's "Leading the Way (Improving School Governance and Leadership)" report and the ASCL's and NGA's "Forming or Joining a Group of Schools: staying in control of your school's destiny" guidance paper.</p> |  |
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## PART B – GOVERNOR BODY TRAINING AND DEVELOPMENT

| [08] Governor Body Training and Development   |  |
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| <p>[01] SDJ provided an update to the training available to governors, highlighting that forthcoming external workshops from Governor Services were publicised in the weekly clerk newsletter published each Thursday. SDJ continued that he was going to start to publish 'online' courses available through Modern Governor in the same newsletter – noting that all governors have access to Modern Governor's online training portal.</p> |  |

## PART C – ACCOUNTABILITY AND MONITORING

| [09] Headteachers Verbal Report / Safeguarding Report  |  |
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| <p><i>These meeting minutes should be read in conjunction with the following five documents provided by US/LJP at the meeting:</i></p> <p><b>[D1] 2016 Individual KS2 SAT results showing achievement of the expected standard.</b></p> <p><b>[D2] FFT Governor Dashboard 2016 for Key Stage 1.</b></p> <p><b>[D3] FFT Governor Dashboard 2016 for Key Stage 2.</b></p> <p><b>[D4] Sutton Benger CE primary School 2016 SAT's Results and Phonics Check – A summary for Governors.</b></p> <p><b>[D5] SIDP Review January 2017</b></p> |  |



[01] US stated that her focus at this meeting was to provide further explanation of the schools KS1 and KS 2 attainment results for 2016, and to build on her assessment provided at September 2016's FGB (refer to Term 1 FGB Minutes - Item 09.01). For reference, the 2016 SAT results had been published on the schools website in November 2016.

### **KS2 & KS1**

[02] US, prior to interrogating the data, made the following points:

- KS2 high attainers achieved the expected standard or higher in Reading, Writing, Maths and Grammar, Punctuation and Spelling.
- KS2 Reading: Three children were only one or two raw score marks away from achieving the expected standard.
- KS2 Grammar, Punctuation and Spelling: Seven children were four or fewer raw score marks away from achieving the expected standard.
- KS2 Maths: Two children were only one or two raw score marks away from achieving the expected standard.
- Due to changes in staff over the years the KS2 children had at least 11 different teachers during their time at school, and therefore an issue of continuity of learning arose.
- KS2 - Of the 23 children, 10 had been recently assessed as 'emerging or developing children'.

[03] US referred to document D1 and D3 (page 3 - 2016 pupil progress) noting that whilst good progress had been made, the 'actual result' in the % expected - punctuation, spelling and grammar standard equated to 52%, with combined reading, maths and writing achieving 47%. US noted a number of factors for this result, including the high percentage of 'vulnerable children' in the cohort, and the level of support which was required for those children.

[04] RD questioned why the school had not identified these children as 'vulnerable' earlier.

[05] US advised that there were a number of factors, including the limited presence of the SEND leader, who at the time was a class teacher. US/LPJ continued that the cohort over the last four years had witnessed a change in Headteacher twice, had been taught by twelve to thirteen teachers and been hit by the new curriculum, and that these factors together with a lack of SEN identification had contributed to a lower than expected result.

[06] RD compared it to a 'perfect storm' for this group of children.

[07] TW reflected that fundamentally all year groups must have effective assessment, with the appropriate record keeping ensuring of early identification of emerging or developing children.

[08] TW asked whether the attitude of the cohort had any bearing on the result.

[09] KB noted that she had been surprised by the general attitude of the cohort and parents.

[10] RD asked US to explain what 'attitude' had been witnessed.

[11] US stated that there had been huge animosity towards the appointment of a new year 6 teacher which led to an attack on the governing body, and directly towards the teacher herself. US noted that the teacher had reacted well against such odds.

[12] TW noted that he had chaired the meeting between the governors and the parents, and that he had been extremely surprised by the attitude of the majority of parents which was very confrontational

[13] US agreed, and reflected upon how this had affected the children's attitude towards applying themselves.

#### **Moving Forward - New Diagnosis Tool**

[14] US continued that moving on the school had invested in a new diagnosis tool for SEN, which had been implemented in October 2016.

[15] AL questioned if this new tool now monitored children throughout their schooling.

[16] US/LJP confirmed that it would. KB noted that she had been part of the assessment of this new tool and how it aligned itself to County's systems.

[17] LPJ/US stated that there is now far more interaction between teachers and the SEND leader and that more focus was being placed on the TA's role. US continued that our partnership with Oaksey provided for increased collaboration between schools and the SEND leaders. US noted the *English as an additional language* 'EAL' requirement.

[18] US discussed the extra external resources which were now being deployed in this area and the behaviour and psychology support being provided to the school [SEND]. Meeting continued to discuss individual cohorts and the class year assessments (in particular year 3) which had been provided to the school following the psychologists visit.

[19] US mentioned the increased use of 'Numicon' number bonds within teaching, which focused on practical maths, helping children investigate number in a practical way and allowing them to check their own understanding.

[20] JP thanked US/LPJ for their more in-depth explanation of the results, and noted that it was hugely important for the governing body to unpick data and to be able to fully understand why things happen and challenge when it goes wrong.

#### **Summary**

[21] LPJ provided a current Year 2 and Year 6 assessment and the work which was ongoing in respect to moderation, predicted targets (SIA review), intervention work (end-to-end testing, 1 to 1 support), and SEND Leader/subject Leader support.

[22] AL asked if LPJ/US whether they were happy with results.

[23] US stated that it was too early to say, but that the new in-house assessments that have been purchased will be undertaken in another month or so. This will provide the measure of progress in maths from the base line assessment made in October.

[24] TW thanked LPJ and US for their input which was extremely helpful, and provided the governing body with the opportunity to probe and ask effective and challenging questions in support of them.

#### **Ofsted Visit**

[25] TW asked whether US had heard any rumblings of an Ofsted visit, and whether the results discussed had placed us on the radar. Any 'coasting' letter?

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| <p>[26] US stated that she was unsure, but that our collaboration with Oaksey may trigger a visit. No coasting letter received, although this was not expected given our overall attainment results.</p> <p>[27] KB noted that the published figure looked poor and that she was aware of parents asking a number of questions. KB continued that she appreciated the difficulty, given the lack of detail, of getting good information to parents. A difficult situation to manager.</p> <p>[28] JP stated that we should assume that an Ofsted visit is imminent and that we need to be prepared.</p> <p>[29] Meeting discussed the planned 'dummy run' focused on subject leader's self-evaluation with the SIA in early February, and that the SEF will be a discussion topic at the next meeting in March.</p> <p>[30] DB stated that the SEF will be discussed at the T&amp;L meeting scheduled for February 3, but that in the meantime if governors have a burning question that they should email her.</p> <p><b><u>SIDP</u></b></p> <p>[31] LPJ referred to document D5 and provided a brief summary to all governors.</p> <p>[32] JP stated that should governors have any questions after their review of the document that they should email questions to SDJ.</p> <p><b><u>Safeguarding and Prevent Update</u></b></p> <p>[33] US presented a <i>safeguarding and prevent</i> workshop to all governors.</p> <p>[34] US to forward the set of slides to SDJ for distribution to all governors [ACTION POINT].</p> <p>[35] US to obtain MW's signature on the Safeguarding Signature List [ACTION POINT].</p> | <p>A3 [US/JP]</p> <p>A4 [US/JP]</p> |
| <p>[10] Ratification or Notification of school policies</p>  |                                     |
| <p><i>These meeting minute should be read in conjunction with Enclosure E07.</i></p> <p><b>For Notification -</b></p> <p><b>Freedom of Information Publication Scheme Policy – ratified by VFM</b></p> <p>[01] Duly noted by the meeting.</p>  |                                     |

**PART D – OTHER**

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| <p>[11] Governance</p>   |  |
| <p><b><u>Governor Development Plan ('GDP') &amp; NGA Twenty Questions</u></b></p> <p><i>These meeting minutes should be read in conjunction with Enclosure E02 and E3, and the document provided by KB at the meeting:</i></p> <p><b>[D6] "What questions Governors might be asked by Ofsted inspectors"</b></p> <p>[01] JP referred to early discussion on the draft GDP.</p> |  |



[02] KB presented the updated GDP to be governing body, which had been initially presented at the FGB in November. KB noted that the structure, which mirrored Oaksey's, set out to publish the schools vision and values statement, 3 year plan and each committee's strategic intent. KB continued that in respect to targets and actions the three headline targets agreed were;

- 1) Have a clear 3 – 5 year vision for the school and to articulate the plan to all stakeholders.
- 2) To secure the sustainability of the school by becoming part of a multi-academy trust.
- 3) To ensure that there is a full complement of highly effective governors.

[03] JP noted that the intention was for all governors, via their committees, to complete the GDP and in doing so necessitate a need for discussion on what questions governors may be asked by Ofsted inspectors. In answering these questions, and providing the necessary evidence, the GDP will provide an accurate self-evaluation tool, and allow for the creation of a key set of coaching questions (coded to individual committees), and/or an aide mémoire for governors.

[04] JP continued that it is hoped that at the next meeting in March we can discuss individual GDP plans, but that to assist in discussion he had provided document E03 which RAG rated those questions identified by the NGA and any action required. **JP requested comment/questions on this document and its ability to capture necessary actions and evidence.**

[05] US noted as an example the letter that had been issued to all parents in years 4, 5 and 6 today in respect to 'bullying' – see questions coded to Ethos in blue (document D6).

[06] RD stated that she thought the GDP to be an excellent document, but cited questions 12/13 and her ability to answer these questions in front of an Ofsted Inspector. RD continued that she had moral/legal concerns with establishing this type of 'crib sheet'. *Would this be frowned upon by Ofsted?*

[07] JP stated that it was for the governing body to establish its own self-evaluation documents, which allowed for the communication of its actions/targets in a coherent way.

[08] RD thanked JP for the clarification, noting that if the true destiny of document [D6] was to record current actions and provide (or advise the location of) any necessary evidence, then she suggested the need to add a new column to the right of action column called 'Evidence'.

[09] KB noted that it was important that we have some form of 'coaching' document available to governor.

[10] TW agreed and stated that it was important to acknowledge the focus that the governing body was placing on self-evaluation. TW continued that certainly the Regional Schools Commissioners ('RSC's') would expect to see a simple and clear approach to self-evaluation, and that if this was in the form of a coaching document, which allowed for gathering of evidence, the ability to ask questions and force debate, then this would not pose a problem.

[11] AL agreed that this will be a useful document and will provide governors with a place to go to when asking (or being asked) questions.

[12] JP asked that all committee chairs to review D6 and where appropriate explore within their committees so that further discussion can take place at the next FGB in March **[ACTION POINT]**.

A5  
[JP/KB/JC/  
DB]

## Vision and Values

[13] US presented the proposed new school motto "*At Sutton Benger School we strive to do our best, believe in the values of God and succeed together*".

[14] US discussed the need for change in that the current motto "*Where hands create, hearts are cherished, thought is inspired and learning flourishes*" which was too long and not easy to remember. US continued that the new motto aimed to be short, memorable, and punchy. It will develop with the children, allowing it to be shortened – the proposed school value for this term is humility, which will be conveyed as to "*strive, believe and succeed with humility*".

[15] Meeting discussed the change in motto and JP proposed the motion for the governing body to accept the new school motto. Seconded by DB.

[16] A vote was taken, and there was unanimous approval from those eligible to vote to the new school motto "*At Sutton Benger School we strive to do our best, believe in the values of God and succeed together*" (RESOLVED).

[17] US thanked the governing body and stated that this new motto would appear on the school website, and that parents would be advised of the motto in the new style newsletter which was scheduled to be published tomorrow.

[18] TW noted that the team had done well and that he was impressed by the new motto.

## Academisation

[19] TW presented an update on the academisation agenda and its continued union between Oaksey and Sutton Benger, and the wider relationship with Hobbes Alliance. TW continued that the feeling amongst the governing bodies was that it felt right to move to a multi-academy trust (and Hub) and now was the time to look to professional external support (a 'project manager') to drive the process forward.

[20] TW noted that dialogue continued with the Diocese to ensure that we continued to be on the front foot, monitoring financial benefits so as to ensure that we maximise the amount of funding available.

[21] US noted that at the recent Hobbes Alliance meeting it was agreed that US would draft an *Expression of Interest* to the Diocese, but that a number of terms were still under discussion, including funding levels, and the provision of Diocese services. Whilst we have received clarification on 'central services' available, the Diocese have not provided us with a breakdown of costs per service.

[22] US continued that the next step was for the Alliance to employ an external resource who had the necessary experience in the academisation process – a few names had been discussed and schools were considering how to fund the necessary salary.

[23] Meeting discussed the necessary communication strategy, and the need to ensure that misunderstandings by key stakeholders are kept to a minimum.

[24] US noted that a clear communication campaign would have to be put in place by the Alliance in order to ensure that the parents of all schools were informed of major decisions, at the same time.

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| <p>[25] JC asked a question regarding ability for schools to make decisions under a Hub/MAT.</p>  |  |
| <p>[26] TW advised that under a MAT an executive board would be established but that this would not replace the local governing boards. TW stated that there would be no dictatorship from the executive board, and that school would retain their individual dynamics.</p> |  |
| <p><b>[12] Urgent Items Not Covered Elsewhere</b></p>   |  |
| <p>[1] SDJ reminded the meeting of the Governors Cake Sale on Friday 10 February.</p>   |  |
| <p><b>[13] Dates and Times of Future Meetings</b></p>   |  |
| <p>[1] Confirmation that the next meeting will be on <b>March 23, 2017 (7.00pm)</b>, which will be designated as 'Strategic'.</p> <p>[2] Future Meetings:</p> <p>Term 5 – May 25, 2017<br/>Term 6 – Jul 13, 2017</p>  |  |
| <p><b>[14] Schools Confidential Section</b></p>   |  |
| <p>None</p>   |  |

**Meeting adjourned at 9.30pm.**

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 23.03.17 .....

Signature  .....

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

Date 23/3/17 .....

