

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

Date: Tuesday 9th May 2017

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
Jill Fairbrother (JF) Foundation Governor
Ed Lawrence (EL) Foundation Governor
Oliver Mudge (OM) Foundation Governor
Julie Newnham (JN) Staff Governor
Coreen Sears (CS) Foundation Governor
Andrew Wealls (AW) LA Governor

Clerk: Clare Bennett (CBe)

Apologies: Fr Dan Henderson (DH) ex-officio Associate Vicar
Nnamdi Udezue (NU) Foundation Governor
Katy Hiles (KH) Parent Governor

Absent: Lesley Hurst (LH) Foundation Governor & Vice Chair

Quorum: 11 out of 15 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	7:00pm start Prayer Taken by TC.
2.	Apologies and absences As above.
3.	Agree Minutes of FGB Meeting March 2017/Matters Arising/Action Log All agreed.
4.	Governing Body Membership: <ul style="list-style-type: none">• Welcome to Jill Fairbrother new Foundation Governor All introduce themselves. JF explains she has a background in accountancy, two children at the school and is heavily involved in the church.• Update on Parent Governor Vacancy Letter regarding this has gone out.• Governing Body Succession Planning: Extraordinary FGB Meeting Tuesday 13th June 6.30pm "Governance and Strategic Planning" facilitated by Rose Wisdom, Educational Consultant Matt Rance is happy to step down as an Associate Governor. Colleen White would like to stay on as an Associate Governor and all agree for her to be an Associate Governor

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	<p>for another year.</p> <p>EL has taken on the Safeguarding lead. AW and NU has taken on head teacher approval. JF will take on admissions (although likely to need CB and LE to be associate governors to help with that for next year). That leaves the Chair and Vice Chair to sort out at the meeting.</p>
5.	<p>Safeguarding Briefing/Awareness of Key Issues for All Governors (SENCO Sarah Chambers)</p> <p>Sarah outlined the importance of safeguarding – coming to the forefront in schools following the Victoria Climbié case. It is key throughout the school, which would fail Ofsted instantly if not correct. Sarah explains she is the lead and her key responsibilities include:</p> <ul style="list-style-type: none"> • Referrals – there are more and more of these, contacting Social Services once a week on average. Staff have a duty to alert her if they have any concerns about a child, then get together as a group to discuss. There is a contact at Social Services with whom we liaise. Sometimes support for children is given within the school, other times they report to outside agencies. Serious cases become a 'Child Protection' case. Two families are currently at this level. • Raising Awareness – including working with Governors, meeting with governor lead (now to be EL) once a year along with TC. Also to raise awareness with parents including putting information on the website. If a child under concern leaves the school, she must liaise with the new school. • Training – of staff; now happens at the beginning of the year in September and includes <i>all</i> staff. Sarah explained she attends a refresher course every two years. All staff had to do Prevent online training. Also child sexual exploitation and FGM are high on the agenda too and are relevant to us; we must not assume they are not. • Multi-Agency Working – usually Social Services. Family workers, RISE (for domestic abuse cases), ASIS (for alcohol related issues). • Information Sharing. <p>CPOMS software is coming in to the school, which will make it a lot easier for us to record a chronology of events with a child and to produce reports for Ofsted. It is accessible by everybody, with different access levels.</p> <p>EL asked who Sarah's deputy is. Currently Dave, but Charlotte Partridge and Ian are also trained and so it is likely to be them going forward. Amy (the pupil care coordinator) is also often involved.</p> <p>CB asked about peer to peer abuse. Sarah says there is training on this and electronic safety is also relevant, eg. Online, texting etc.</p> <p>GC asked about what happens if a child is moved to home education. TC explains there is a team that monitor this and we involve Social Services if required.</p> <p>EL asked about the Multi Agency Safeguarding Hub (MASH). Sarah explained that this is going to be re-named the 'Front Door For Families' which will merge MASH with the</p>

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	<p>early help. EL said that at training recently, there was mention of something that all governors should have read and also something to sign.</p> <p>It is the Keeping Children Safe in Education document and it is the first 20 pages that need to be read by all.</p> <p>ACTION - CBe to put Keeping Children Safe in Education document on VLE and all to read first 20 pages. All to sign at next meeting.</p> <p>ACTION – Sarah Chambers and KH to hand over to EL.</p>
6.	<p>School Improvement Plan (SIP) for 2017/18</p> <p>TC provided all a short summary document:</p> <ul style="list-style-type: none"> • Ofsted said '<i>Occasionally teachers do not set work at the right level in English or check on pupils' learning to move pupils on at the right time in lessons</i>'. TC confident this was a result of a one year dip and now they have evidence of having addressed this. • Ofsted said '<i>Subject leaders do not have enough time to undertake checks on learning</i>.' As outlined by Ian at the last meeting they are also confident this has been addressed. • Ofsted said '<i>Feedback in pupils' books not always provide clear guidance on how pupils can improve their work or acted on the advice given</i>'. They want to streamline a little what teachers <i>must</i> do. The key thing is that you have a policy that you follow and demonstrate consistent progress. GC asks what teachers are doing now? CS explained that her and AW have looked at it. Consistency was the hardest issue to tackle and to feel confident has been addressed. New staff in September will need to be monitored. • Ofsted said '<i>The SIP must be reviewed at every meeting and that results must speak for themselves</i>'. When setting the new one, staff have embraced new ways of working and ideas. They want to build on what we have, not putting too many new challenges in. We have done a lot of excellent work over last two years. <p>In terms of Pupil Outcomes:</p> <ul style="list-style-type: none"> • Quality of Teaching: in the second year of using target tracker, conversations around this are more refined. TC explained it will always be a challenge. Homework policy has gone to the Teaching & Learning committee and will be presented at the next Full Governing Body meeting. • Phonics: TC said they hope to achieve 80% plus (last year 53%) in upcoming results. Reading scores were good, just not the phonic, so more emphasis on phonics was needed. However they will need to keep an eye on the balance of all elements of reading skills. • School leadership: TC explained that there are due to be changes in the school staff and over next the 4/5 years there is likely to be completely a new leadership team. TC feels that there are strong staff and a number of people who could take on leadership roles. There is a 3 year plan to get a structure that will fit the expanded school, with a mix of existing staff and new staff. • School ethos: the school vision is to be ready for September. Assessment of Religious Education (RE) is something still to work on. CB points out that there is due to be lots

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	<p>of new material from the Dioceses coming out. TC explained that this material is good, but is vast and only focuses on Christianity. For this reason they have not rushed to use it. AW asks whether it is taught just like any other subject. TC explained that in Church Schools it is a core subject, inspected by the Dioceses. The Dioceses inspects the whole RE curriculum, but do not provide learning material for the other faiths. CB said there is a new vision document that the Ethos Committee will need to be aware of. The Dioceses says that all parts of the community actually show Christian values, so Church of England schools don't have a monopoly on Christian values and as such need to show evidence of being '<i>deeply Christian</i>'.</p> <p>CB asked about the School Evaluation Form document. TC explained that he and Ian are drafting one at present and it will be ready for governors to see at the September meeting.</p> <p>CB asked about phonics; why are we stating in the SIP that we are aiming to achieve above national average? Why put a higher target for year one? TC said he feels 'being in line' with National Average covers the target he has put in the SIP, considering they are coming from a low starting point. CB challenges this.</p>
7.	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Draft Budget 2017/18 • School Fund Audit • Changes to National Education Funding and Impact on St Andrew's <p>LE explained that she has taken the Bursars full report and highlighted areas of interest for Governors to note:</p> <p>There has been an increase in funding of £1210000, but we have higher levels of needs. £76000 is for increased intake, but nonetheless there is an increase in funding which is good.</p> <p>Staffing is the most expensive thing, up by £82000 due to increase in teachers to cover additional form. Economies of scale are starting to show which is good and there is a decrease in Teaching Assistant (TA) costs from last year (TC has looked at effective use of TAs). There is an increase in administration costs as we have a new medical welfare officer and increased hours and seniority for the bursar.</p> <p>Non staffing costs have seen a £13000 increase due to setting a more realistic agency staff budget of £8000 plus £4000 for a smart board.</p> <p>There is an assumed £5000 increase in lettings; however they must always be careful not to over assume this.</p> <p>The increase in donations needs checking out.</p> <p>The last financial year brought forward a surplus of £31000. At the end of this year we are hoping for a £36000 surplus, indicating that we are basically balancing the books, with the economies of scaled from the expansion has really helping.</p> <p>Last year funding was top sliced by £32000 by the Local Authority, this year we have lost £11000.</p>

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	<p>LE explained that the surplus is hard to predict; in the 3 year plan we thought we would be at zero surplus this year. AW points out that it is more of a reserve and is a drop in the ocean considering the total spend. LE confirmed that the surplus cannot be taken away due to the needs of other schools.</p> <p>AW asked what happens when staff are off? TC explained that the school gets insurance for teachers as you have to have someone in front of a class, and therefore can't for support staff. It is therefore useful to have some funds set aside for support staff who are off. TC explained that you can only claim for agency staff after 2 weeks absence.</p> <p>EL asked what 'other income' refers to? LE said is it breakfast club, GTP income (money for students from university), high needs, pupil premium and pupil premium plus funding.</p> <p>GC asked about the possibility of expanding breakfast club as parents keep asking. TC said they are not considering this at present.</p> <p>LE said that we should be able to balance the books for this year.</p> <p>We have a school bank account not held by council used for such things as school uniform, photos etc., which has to be audited every year. This audit has just taken place and as of the end of the financial year 2016, there is a surplus of £6700 available to spend. The bursar is looking to move to Local Authority system for this account which will make it easier to use.</p> <p>Governors discussed news in the press about the new national funding formula and considered why this hasn't been felt by St Andrews. The economy of scale from the expansion, careful management of funds to date and the surplus were considered to be some explanation. Governors considered what communication to parents there ought to be around this issue? TC explained that there are various models around but they don't really all fit with this school and therefore wouldn't want to promote them in the public domain.</p> <p>TC said that the funding formula is continually changing with the upcoming general election creating more uncertainty. We are currently stable, but it is hard to predict the future, therefore all agreed to simply signpost publicly available information to parents as required.</p> <p>TC explained that with the expansion there is naturally a bigger turnover of staff, but that this can allow more flexibility when considering the cost of replacement staff.</p>
8.	<p>Latest Governance Guidance from Ofsted/DfE</p> <p>CB took governors through the powerpoint presentation. There are three changes at the beginning of the year:</p> <ul style="list-style-type: none">• Improving Governance• New Governance Handbook• New Competency Framework

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	<p>The Government has just given bodies the chance to vote off a difficult governor although there is no guidance as to what circumstances would give rise to this yet. They are encouraging governors to put this in their Code of Conduct when it comes out.</p> <p>The Ofsted report on governance says that the key thing is regular self evaluation, professional support and training, being aware of roles responsibilities and accountability and transparency. Being familiar with data is also key. The Ffnancial structure needs to meet strategic priorities. Evidence of collaboration is also key and we have good examples of that through our work with St Martin's.</p> <p>A skills audit should cover essential skills, additional skills and skills that at least someone on the board should have. The key functions of a governing body have stayed the same, with the only new thing being holding executive leaders to account.</p> <p>ACTION – CBE add governance handbook to VLE</p>
<p>9.</p>	<p>School Partnerships</p> <ul style="list-style-type: none"> • St Martin's Partnership Update <p>TC said they have had joint staff meetings, with Ian, Isabelle and Jo going in to St Martin's. We need to ensure that Ian's costs are accounted for going forward. There is still the possibility of losing Ian to promotion elsewhere at which point we would look to use a secondment from another deanery school for a year. We wouldn't want to plan partnership work with St Martin's beyond that for now. CS asked about Ian's role in pupil progress meetings? TC explained that that is why we would need someone at deputy level if replacing him.</p> <ul style="list-style-type: none"> • Academy Programme Update (Confidential) <p>CB updated that the free school was given the go ahead for St Clements. Therefore there will now be a Multi Academy Trust (MAT) but not till next year now, giving a better chance to plan. This really represents the best outcome that there could have been, taking the urgency away. AW asked who else will likely be in that MAT? It will likely be the free school, St Nicholas and St Mary, Bishop Otter Academy Trust.</p> <p>One governor said they had been approached by a parent indicating that we were missing out on funding by not entering a MAT now. It was confirmed that such funding is not available, so they can be fed back to that parent.</p>
<p>10.</p>	<p>Admissions 2017 Reception Allocation</p> <p>CB takes governors through the main figures. There has been a big drop in applications from St Andrew's Church attendees, from 10 to 3. There were 30 Foundation places given and 60 community places. The furthest distance under category 13 was 853m from the school. There are likely to be 4 applications to defer to next year.</p> <p>There has been a dip in applications across the board this year due to population numbers, felt by all schools.</p>

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11.	<p>Committee Reports:</p> <ul style="list-style-type: none"> • Headteacher's Report Noted by all. • Teaching and Learning- 16th March 2017 • Ethos and Pupil Wellbeing- 7th February 2017 • Resources – 7th March 2017: Outdoor Space Update (Confidential) <p>The organisation that was going to fund the artificial pitch are no longer going to do this. Tesco's is a possibility for funding through their charitable donations.</p> <p>ACITON - GC to look into the possibility of assistance from Sport England, Starfish charity (through St Andrews church), the Breadsticks Foundation and to talk to OASIS about the funding they received and how they acquired it.</p>
12.	<p>Governor Training:</p> <ul style="list-style-type: none"> • Membership of The Key Online Governor Support/Training CB has sent around joining instructions today. All are encouraged to use it. • Feedback on Training Attended EL fed back on safeguarding training. CB fed back on local leaders of governance training. • Summer Term Training Schedule: http://www.beem.org.uk/ 14/15 2017 June school finance training; JF is interested in attending. JF also going on upcoming governor induction training. NU is going on the Head Teacher appraisal training in June. • Diocese Training Schedule – Conference Saturday June 9th Crawley Conference in June 10th.
13.	<p>Governor Visits</p> <ul style="list-style-type: none"> • Visits Made by Governors GC did a learning walk. JF observed the SATS process. CS sat in on interviews for the medical officer post, LE sat in on two interviews and OM did a health and safety visit.
14.	<p>Exclusions One for one day.</p>
15.	<p>Racial incidents None</p>
16.	<p>Grace taken by TC. Date of Next Meetings: Tuesday 16th June 6.30pm (Extraordinary FGB Meeting) and Wednesday 5th July 7pm (FGB) 9:12pm finish</p>

Date...5th July 2017.....

Chair signature

Action Points log

	Action	Person	Timescale
1.	Put Keeping Children Safe in Education document on VLE and all to read first 20 pages. All to sign at next meeting.	CBe All	Asap By next meeting
2.	To hand over safeguarding to EL.	KH and Sarah Chambers	By next meeting
3.	To look into the possibility of funding assistance from Sport England, Starfish charity (through St Andrews church), the Breadsticks Foundation and to talk to OASIS about the funding they received and how they acquired it.	GC	