

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

Date: Wednesday 5th July 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
 Fr Dan Henderson (DH) ex-officio Associate Vicar
 Nnamdi Udezue (NU) Foundation Governor
 Lesley Hurst (LH) Foundation Governor & Vice Chair
 Matt Greenall (MH) Parent Governor from September 2017– observing

only

Iain Parks Partnership Deputy

Clerk: Diana Dickinson (DD)

Apologies: No apologies

Absent: Katy Hiles(KH) – Parent Governor

Quorum: 14 out of 15 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	7:08pm start Prayer Taken by DH.
2.	Apologies and absences No apologies received. KH is absent.
3.	Agree Minutes of FGB Meeting May 9th 2017/Matters Arising/Action Log No matters arising. Keeping Children Safe in Education – CB asked those governors who have read the first 20 pages to sign.
4.	Governing Body Membership: <ul style="list-style-type: none"> • Governors End of Term/Resignations: Christine Bartley (Foundation), Louise Everington(Foundation), Katy Hiles(Parent), Julie Newnham(Co-opted staff)

Item	Discussion and Decisions
	<ul style="list-style-type: none">• New Parent Governor appointed- Matt Greenall – starting in September, welcome, he is here to observe for this meeting. He introduced himself; he works in international health. Governors introduced themselves.• Foundation Governor Vacancies - CB and DH are meeting a couple of candidates in the next few days.• Co-Opted Staff Governor – CB noted that the resignation of the co-opted staff governor gave an opportunity for a constitutional review to decide whether to continue with a co-opted staff governor in addition to the nominated staff governor. At the time of reconstitution, it was decided to add a co-opted staff member as we had a teaching staff governor and non-teaching staff governor at the time which we wanted to retain. CB noted that the Diocese had commented however that we should ideally have reduced our governing body membership further.
5.	<p>School Improvement Plan – Progress against targets (see HT Report) SATS results – headlines</p> <p>SIP. TC said that much has been done. The SIP document shows progress colour coded.</p> <p>IP gave a summary of the year's results in SATs and key data. The tests and assessments fall into the following categories: Early Years, KS1, Phonics and KS2. EY data 1% above national</p> <p>Last year we performed badly in Phonics at 53% compared to 81% national level. This year we scored 86% which looks likely to be 6% above the national average. This is a result of targeted work in year 1. CB noted this is a positive outcome as a result of the focus on improving results over the past year.</p> <p>KS1 SATs – children did better in the test than the teacher assessments. We are in line with the national level in reading, 10% above national level in writing and 8% above national level in maths.</p> <p>KS2 SATs. The results are shown in terms of progress and attainment. There is some discussion between the DfE and STA about how progress will be shown. IP explained that there are a number of moveable factors. Our attainment is higher but we are generally measured on progress which is not known yet. The aim is for a progress score of 0 but anything between -3 and 3 is good. Summary of attainment levels:</p> <ul style="list-style-type: none">• 81% reading + 10% national• 79% writing (above national)• 77% maths (above national) <p>Our average on the three scores is 73% which is well above what the Government says is needed for entry to secondary schools.</p>

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	<p>Summary is that we have done well in three stages. For KS2, however, we cannot be sure of the full picture until the progress measure is decided. We should know the position in the next couple of weeks. In principle they look really good.</p>
6.	<p>Draft School Vision</p> <p>TC showed the two vision statements which had been developed and discussed:</p> <p>“Within a joyful, inclusive and caring Christian environment our school family will embrace challenge, celebrate achievement, inspire a love of learning and enjoy life in all its fullness”</p> <p>or</p> <p>“Inspiring a love of learning and enjoying life in all its fullness”.</p> <p>The general view of governors was that the second one is preferred. The reference to enjoying life in all its fullness is linked to the Church of England’s Vision for Education i.e. ‘a good education must promote life in all its fullness’.</p> <p>The Vision is to fulfil this statement through the application of the four key values which will remain the same ie Achieve, Care, Joy and Worship. The Ethos committee has defined in more detail what they mean and looked at the impact they will have on our children. TC says that the new vision will be distributed to all parents, staff and prospective staff as close to September as possible. It will be finalised before the prospectus is published ahead of the tours for prospective parents in November.</p> <p>CB reiterated the importance of the role of the GB in the development of the vision statement and therefore recommended that the FGB should have fully considered this before it is finalised. Actions:</p> <ul style="list-style-type: none">• Governors take it away and think about it and aim to finalise at the meeting in September.• Amend Achieve to Achievement so that grammar is correct (there is currently a mixture of verbs and nouns in the core values.
7.	<p>Governing Body Succession Planning</p> <p>The objective of this item is to agree the structure for Governing Body and Leadership Arrangement for 2017/18.</p> <p>OM summarised the meeting between OM, AW and EL on 26 June to discuss possible governance structures.</p> <p>AW – the process has been to work out the jobs that need doing and get a high level structure once workload agreed. This results in Chair/VC committee. AW feels that there is a long way to go as there are a lot of jobs and work still to be done. There will be more reliance on a clerk in the new structure.</p>

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	<p>EL – not sure how much work the chair role entails as CB has done it so well. The GB want to ensure that a new chair is not left with too much to do and without support. Aim to make committee meetings fewer and shorter. The key areas identified were: Finance, H&S, Personnel, Premises, Learning and Ethos, Policy (Clerk?), Performance Data, Safeguarding, Dedicated Academisation specialist.</p> <p>CB said that a new structure must ensure that the challenge role is not lost. LE suggested that Finance could be a 15 minute agenda item on every FGB. AW said another approach could be once a year finance review which is done in more depth.</p> <p>TC asked do you envisage more FGBs and fewer committee meetings – ad hoc/project lead committee meetings? This was agreed.</p> <p>CB referenced the NGA delegation planner which outlines the key roles of the GB and how they can be delegated. IP says that the act of challenge must not be lost and must be demonstrated and recorded.</p> <p>CS suggested that the Teaching and Learning Committee benefited from meetings where more than one governor can discuss and challenge the information presented from staff. The information can be detailed and technical. AW says could have eg three people attached to T&L. CB noted that feedback at various governor forums suggest that GBs are trying different structures to address the same issues we face but so far there has been no perfect model identified. It is a matter of working out what is best for us. CB also urged governors to attend more local governor forums including the Governor Conference as it is a useful forum which offers shared knowledge and networking opportunities.</p> <p>Is there a local school which has changed their GB structure? Downs may have and also secondary schools operate much more like the structure suggested by AW EL and OM.</p> <p>However, AW says the key issue will be getting people to step up to fulfil the main three roles. TC says we are suggested a management committee of three but we have to name a Chair of governors. OM agreed that the model will not work without someone willing to be Chair.</p> <p>EL thinks it could be more attractive if a governor has a specific role so they are clear about their contribution– he has found this through his safeguarding role.</p> <p>LH asked if we should be trialling something new before the next Ofsted. TC says Ofsted could be a number of years. It could be 2018 but could be 2022 therefore it cannot be the reason to delay anything. CB was asked about her involvement as Chair with committees. She explained that she has only sat on every recent committee because of the number of new governors but previously she had only been a regular member of the Resources Committee.</p> <p>It is essential to check quorate requirements from NGA and terms of reference for each</p>

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	<p>committee before restructuring.</p> <p>LE explained that personnel, premises and finance are very linked so there would have to be good communication if they were separated. TC suggests a small resources committee, a small T&L committee and individuals responsible for other things. Clerk would have to chase up documents. CB said this will mean more reading is necessary before meetings and papers must be out a week before each FGB which is the statutory requirement anyway.</p> <p>GC thought that some aspects of the work must be done by committee. CS said that some schools only have three committee meetings per year. All agree that there will be a need to plan and communicate and draw on each other's help in-between meetings.</p> <p>GC – need to rethink the number of hours necessary for clerk. However the school pays for the clerk and this is a key budgetary issue.</p> <p>OM, AW and LH are potentially willing to be involved in taking leadership roles going forward (LH is happy to stay as a Vice Chair). Succession planning is noted as essential.</p> <p>Action: LH will go through the NGA delegation planner to ensure that all roles and responsibilities are covered. OM, AW and LH to meet with CB before the end of term to progress the GB structure and leadership.</p>
8.	<p>Training Attended and Feedback</p> <p>CB said it was important to look at the LA record of training and to also ensure that on-line training is recorded.</p> <ul style="list-style-type: none">• LH, CS and CB: Diocesan governors' conference.• CB: LA Gov conference last weekend. Good information sharing opportunity, Estelle Morris had some interesting points about how structures have changed. Academies can often become silos and not widely networked which is detrimental.• CB: Chair and Vice Chair forum. A recent Ofsted-inspected school said that it was good to have everything in one place available for the inspectors, eg VLE access. Also an exit questionnaire is suggested to help with high staff turnover or teachers leaving the profession in B&H.• JF: Induction part one and part two. Learning walk and being in school.• NU: Headteacher appraisal and objective setting.
9.	<p>Diary Dates</p> <p>Six FGB dates are agreed for 2017/2018</p> <p>25th September 2017</p> <p>14th November 2017</p> <p>17th January 2018</p> <p>12th March 2018</p>

Item	Discussion and Decisions
	8 th May 2018 4 th July 2018
10.	<p>Committee Reports:</p> <p>Teaching and Learning – 16th March 2017 Ethos and Pupil Wellbeing – 21st March 2017 Resources – 25th April 2017: Outdoor Space Update (Confidential) looking at funding. The Outdoor Space Meeting is Tues 18 July at 8.30pm</p> <p>No questions</p>
11.	<p>Governor Visits (See Governor Visits book)</p> <p>Action: GC volunteered to be the Early Years visits governor which involves making three visits during to year to assess progress.</p> <p>All visits since the last meeting are recorded in the red Governor visits book which is kept in the School Office.</p>
12.	<p>Exclusions</p> <p>None.</p>
13.	<p>Racial incidents</p> <p>None.</p>
14.	<p>Grace taken by DH.</p> <p>Date of Next Meetings: 25th September 2017 Finish time 9pm</p>

Date...25th September 2017.....

Chair signature

Action Points log

	Action	Person	Timescale
1.	Governors to make comments on Vision and Core values.	All	By next meeting
2.	Amend Achieve to Achievement in Core Values.	TC	asap
3.	Go through the NGA delegation planner to ensure that all roles and responsibilities are covered.	LH	Asap and before action 4

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4.	A further meeting will be arranged to progress the GB structure and leadership.	AW/OM/LH/EL/CB	Before September FGB meeting
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