

Final: Minutes of St Andrew's C.E. Primary Full Governing Body Meeting  
 Date: Monday 25<sup>th</sup> September 2017  
 Time: 19.00 – 20.55

Present:	Suzanne Cairns (SC)	Staff Governor
	Gordana Chapman (GC)	Parent Governor
	Trevor Cristin (TC)	Head teacher
	Jill Fairbrother (JF)	Foundation Governor
	Matthew Greenall (MG)	Parent Governor
	Ed Lawrence (EL)	Foundation Governor
	Oliver Mudge (OM)	Foundation Governor & Chair of Governors
	Coreen Sears (CS)	Foundation Governor
	Nnamdi Udezue (NU)	Foundation Governor
	Andrew Wealls (AW)	LA Governor & Vice Chair
In attendance:	Iain Parkes (IP)	Partnership Deputy, St Andrews Primary School
Clerk:	Rachel Robertson (RR)	
Apologies:	Lesley Hurst (LH)	Foundation Governor & Vice Chair
	Catherine Buchanan (CB)	Foundation Governor (new)
	Fr Dan Henderson (DH)	ex-officio Associate Vicar

Quorum: 9 out of 12 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<b>7.05 start</b> Prayer taken by TC
2.	<b>Apologies</b> LH, CB and DH sent apologies which were accepted.
3.	<b>Election of Chair and Vice-Chairs and agree terms of office</b> OM nominated for Chair and all agreed for term of one year. LH and AW nominated for Vice Chair and both agreed for a term of one year.
4.	<b>Governing Body Membership:</b> The Headteacher noted that although the GB is currently in a strong position, governors should bear in mind that the commitment required for the Chair and Vice Chair roles means they can be difficult for individuals to sustain in the long term. We as a GB should therefore always be looking to the future, continuing to develop and grow, and avoiding complacency.  Forthcoming end of term/ resignations: The Chair noted CS and AW will be leaving this year, so we will need to recruit a foundation and LA governor this year.

Item	Discussion and Decisions
5.	<p><b>Agree Minutes of FGB Meeting 5 July 2017 and Matters Arising</b></p> <p>The minutes of the FGB meeting of 5 July 2017 were agreed, with no outstanding actions or matters arising.</p>
6.	<p><b>Governance Structure Update</b></p> <p>Chair noted that discussions around alternative governance structures have been discussed over the previous year, and will continue to be ongoing in order to ensure we are optimising the governance structure.</p> <p>The GB agreed the committee structure offers most support and should remain in place. This will allow for more detailed analysis, scrutiny and challenge and individual governors to assume certain responsibilities within a team environment. Discussions from committee meetings is elevated to FGB meetings, using a template report with headline themes. This is to ensure all governors are familiar with each committee’s responsibilities, key issues, action plan, interventions, and progress. It was noted that effective committee reporting in FGB meetings is of the utmost importance going forwards.</p> <p>The GB discussed populating an annual governance plan using a template from the NGA, which AW circulated to all governors. Once populated, this planner will give committees more structure and support to facilitate planning within the committee meetings. It will also be a useful tool to demonstrate the issues we are challenging.</p> <p>Discussion around how the planner can be a “live” document. It was agreed that the document can be uploaded to the Current Key Documents section on VLE, and the Clerk will have responsibility of updating it when requested by governors.</p> <p>It was agreed that once the committee structures and chairs have been agreed, we can move forward with populating the document, which will be the reference point for the year’s work plan, and will determine what is in the SIP.</p> <p><b>ACTION: RR to put the Governance Planner as an item on every FGB meeting going forwards.</b></p> <p>The Chair suggested that a skills audit would be useful to identify any current skills gaps in the GB. FGB agreed the Chair will circulate 20 questions as per the governance handbook to the GB using a google form from which he will create a RAG rated spreadsheet to highlight skills gaps and drive recruitment.</p> <p><b>ACTION: OM to send skills audit questionnaire in form of Google Form to make a RAG rated spreadsheet for the next FGB.</b></p> <p><b>ACTION: Chair and Vice Chairs to review the Google Form spreadsheet document before the next FGB meeting on 14<sup>th</sup> November using a standard template from The Key/ NGA.</b></p> <p><b>ACTION: RR to send Coreen link for The Key</b></p> <p><b>ACTION: ToR required for all committees</b></p>

Item	Discussion and Decisions
7.	<p data-bbox="232 191 951 226"><b>Statutory / Non Statutory Annual Requirements</b></p> <p data-bbox="282 243 1081 279"><b>7.1 Agree Membership of Committees and Panels</b></p> <p data-bbox="232 296 971 331">The FGB agreed the following Committee members:</p> <ul data-bbox="282 348 1003 422" style="list-style-type: none"> <li>• MG to sit on Finance and Resource Committee.</li> <li>• CB to sit on T&amp;L Committee</li> </ul> <p data-bbox="232 443 1487 516">The Chair noted he may not be able to maintain his H&amp;S commitment in addition to the Chair role.</p> <p data-bbox="232 533 1487 642">It was noted that the Ethos Committee requires one more Foundation Governor (membership to comprise not less than 3 Foundation Governors), and this should be considered when recruiting new governors.</p> <p data-bbox="232 659 1487 732">There was discussion around the skills of governors and how this can be best used in Panels.</p> <p data-bbox="232 749 1487 858">It was agreed that due to his professional experience of disciplinary hearings, EL should sit on the staff discipline, dismissal, and staff grievance panels in place of Louise Everington.</p> <p data-bbox="232 875 1487 949">GB agreed to remove Kate Hiles, and OM from the appeals panels and Standing Complaints Committee adding MG, JF and CB.</p> <p data-bbox="232 966 1487 1039">The Headteacher noted that there has only been one staff disciplinary in the nine years he has worked at St Andrews, but GBs need to be prepared as this is a difficult process.</p> <p data-bbox="232 1056 1487 1089"><b>ACTION: RR to complete 2017/18 Panels membership document and upload to VLE</b></p> <p data-bbox="282 1142 891 1178"><b>7.2 Appoint 'Responsible' Governors</b></p> <p data-bbox="232 1194 1487 1268">The Chair noted the importance of identifying areas for which governors have responsibility - eg EL for Safeguarding.</p> <p data-bbox="232 1285 1487 1358">The GB discussed the Associate Governors who have responsibility for a specific area/skill, and noted how useful this has been for police and legal advice.</p> <p data-bbox="232 1375 1487 1449">It was noted that some responsibilities will change this year, and that appointments will be agreed through committees.</p> <p data-bbox="282 1501 1265 1537"><b>7.3 Register of Pecuniary Interests (Governors' signed forms)</b></p> <p data-bbox="232 1554 1417 1589">All governors present signed and returned Declaration of Interest forms to the Clerk.</p> <p data-bbox="282 1642 1000 1680"><b>7.4 GB Code of Conduct (governors to sign)</b></p> <p data-bbox="232 1696 1081 1732">All governors present read and signed the Code of Conduct.</p> <p data-bbox="282 1785 1143 1822"><b>7.5 GB Instrument of Government (governors to sign)</b></p> <p data-bbox="232 1839 1487 1913">The Clerk advised this is not a required agenda item unless the GB is considering a change in constitution.</p>

Item	Discussion and Decisions
8.	<p><b>School Vision Statement</b></p> <p>The Headteacher showed governors the newly agreed School Vision Statement booklet for prospective parents and explained once governors have approved it, consent will be sought from parents of children featured in photos, and it will subsequently be sent to print in time for half term.</p> <p>The Headteacher pointed out the branding and symbols used throughout the document, which will be mirrored in corridor displays in the school. He told governors that the teaching staff have given very positive feedback.</p> <p>Governors thought the booklet was very well presented and professionally designed. They agreed that good quality paper should be used to honour Dan Kaufman’s design work and contribution to the booklet.</p> <p><i>Governor asked what the cost of printing will be.</i></p> <p>The Headteacher said they have been quoted around £600 for 1500 copies, which should last for up to 15 years.</p> <p><b>The FGB agreed the content of the School Vision Statement Booklet</b></p> <p>The Headteacher asked if any governors will be available to attend the Prospective Parents Evening on 16<sup>th</sup> November 2017 to give a governors talk, and to explain the admissions process.</p> <p><b>ACTION: ALL to let TC know if you are able to attend the prospective parents evening on 16<sup>th</sup> November to meet new parents and explain admissions process.</b></p> <p><i>Governor asked whether governors are required for day tours for prospective parents.</i></p> <p>The Headteacher explained these are generally held in the mornings for a period of weeks. If governors are interested in attending, governors should speak to the office staff.</p>
9.	<p><b>Head Teacher</b></p> <p><b>9.1 Head Teacher Report</b></p> <p>The Headteacher noted that his report is briefer than in previous years in order to make impact higher and gives a clear picture of priorities.</p> <p><i>Governor asked whether the briefer format is better for the Headteacher.</i></p> <p>The Headteacher told the GB it is easier to prepare, and he is very confident it fulfils statutory requirements. He explained he no longer lists all school events, now just giving details of key events, which makes it a more purposeful document.</p> <p><b>9.2 SIP Progress / 17-18 Plan</b></p> <p>The Headteacher noted there are no issues to highlight and that good progress is being made. He explained that yellow sections are ongoing tasks that haven’t yet reached their conclusion, as planned. He is confident all areas will be covered with only expected outstanding tasks at the year end.</p> <p>The Headteacher highlighted the Maths Action plan which is being implemented by subject leaders. This is in response to the Ofsted Key Criteria that we need to improve subject</p>

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	<p>leadership. Subjects are now in the SIP and subject leaders have to come to the SLT to share their own improvements in their subjects. This means staff are taking responsibility for their own subjects, driving improvement plans themselves and measuring success through monitoring and analysis in order to demonstrate the action plan is effective.</p> <p>The Headteacher said this demonstrates the school's capacity to improve, as changes have been made in many areas in order to improve standards, including in leadership, achievement in English and phonics, and the ongoing maths work.</p> <p><b>9.3 SATS Update</b></p> <p>The Headteacher told the GB that SATS data are healthy, with good results in most areas. The most notable achievement being in phonics, which has improved more dramatically than we expected. We are now the second highest ranked school in the city, after achieving a poor ranking this this time last year.</p> <p>All key issues were addressed and the pressure now is to maintain those standards. KS1 is very sound, which may present a challenge with achieving required progress standards in future years. KS2's attainment is noticeably increased, with English still stronger than maths as it has been for a number of years.</p> <p>The Headteacher noted that the combined Reading Writing &amp; Maths score was very strong, with 72% of pupils achieving expected or above in all areas, while the national average is 61%.</p> <p>The Headteacher told governors the concern is now around progress in maths, in which children are now achieving expected results, but progress from KS1 to KS2 is lower than we would like, and still not as strong as reading and writing. Subject leaders John Atkinson and Sarah-Jane Challis spoke to the Teaching &amp; Learning Committee last week about the maths action plan, which has resulted in good progress already. Staff and children are engaging well in the action plan, and being able to demonstrate progress gives all those involved a real sense of purpose and focus.</p> <p>The Headteacher noted the level of influence fractions has on maths results with a very high proportion of questions being fraction based.</p> <p><i>Governor asked from which age fractions are taught.</i></p> <p>Halves are talked about in reception, and at some level they are taught in all year groups. The Headteacher stressed that all staff throughout the school years are invested in the action plan, and the intention is for all teachers to understand all year groups' teaching content.</p> <p><i>LA Governor asked whether the target tracker was used to identify whether the area of fractions is an issue.</i></p> <p>The target tracker was used, and staff were grateful for it being brought to their attention as a tool to use. It shows that the assessments are correct, and it was agreed we need to use the target tracker in the future.</p> <p>The Headteacher noted that AW's suggestion of using the target tracker is a good example of governor challenge. It is very useful to use data to demonstrate our assessments are correct, and it is also good that all teachers can see it is an issue that has been identified</p>

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	<p>for all children, and not that a certain type of child was experiencing issues. The action plan will result in making children more mastered and skilled mathematicians in the future.</p> <p><i>GB asked how will this be monitored, and when results will be expected.</i></p> <p>IP said the Target Tracker will show us any progress being made, and each three-yearly assessment should show an improvement in maths progress.</p> <p><i>Governor asked whether we could flag and identify issues through the Target Tracker before assessments.</i></p> <p>IP explained the Target Tracker should show real time progress in Maths attainment.</p> <p><i>Governor asked whether there is still a gender difference.</i></p> <p>The Headteacher said the lower maths attainment for girls is no longer the case, and that gender difference has been quite variable both ways, and in reverse in different age groups.</p> <p>The GB agreed we need to drill down into the disadvantaged data, as this will always be an issue and always has to be our priority.</p> <p><b>9.4 St Martins Update</b></p> <p>The Headteacher told governors that it has been really positive and interesting working with St Martins School while it has been under special measures. Staff at St Andrews have come away with very positive thinking, and it has proved to be a great opportunity for sharing new ideas. The LA and Deanery have made many positive comments and it has proved to be a very effective model. The Headteacher noted how brave and outward looking St Andrews GB was to commit to the scheme, and it has benefitted us as well as St Martins. The partnership will continue for a while before winding it down in July and looking to support another school, although this may not be for some time. It was noted IP works at St Martins there on a 2 day/week funded secondment.</p> <p><b>9.5 Exclusions</b></p> <p>None.</p> <p><b>9.6 Racial Incidents</b></p> <p>None.</p> <p><i>Governor asked whether families are continuing to take holidays in term time.</i></p> <p>The Headteacher told governors they are implementing a consistent policy, authorising holidays that for distinct and specific family reasons could not be taken at any other time. If there is no special reason, and/ or families are taking more time than is necessary, then we will fine families. It was noted that there are families of children with family overseas, and the school continues to offer support when there is an emotional aspect to a request. The number of notices of fines is gradually decreasing, and is on the lower side of average</p>

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	<p>within the city. The length of longer absences has a reduced as a result of fining, but there are more two to three day absences.</p> <p>The Headteacher also pointed out the school has been implementing the 48 hour sickness rule after vomiting, and further analysis of two day absences is required. Short absences have been noticed during the last weeks in December.</p>
10.	<p><b>Committee Reports</b></p> <p><b>10.1 Teaching and Learning – 4<sup>th</sup> July 2017</b></p> <p><b>10.2 Ethos and Pupil Wellbeing – 12<sup>th</sup> July 2017</b></p> <p><b>10.3 Finance and Resources – 20<sup>th</sup> June 2017</b></p> <p>No questions.</p> <p>The GB agreed meeting dates for the first Committee Meetings of the year:</p> <ul style="list-style-type: none"> <li>• Teaching and Learning - 7<sup>th</sup> November 2017</li> </ul> <p>It was noted the ASP will be out by 2<sup>nd</sup> October with a full data review on 7<sup>th</sup> November.</p> <ul style="list-style-type: none"> <li>• Ethos and Pupil Wellbeing - Wednesday 4<sup>th</sup> October at 0915</li> <li>• Finance and Resources - Tuesday 31<sup>st</sup> October, 0900 – 1100</li> </ul>
11.	<p><b>Safeguarding Update (EL)</b></p> <p>EL had a meeting at the end of last term, when an audit of safeguarding was carried out, and a review of Inset day staff training content, with emphasis on the Keeping Children Safe in Education 2016 safeguarding guidelines, which all staff and governors have read and signed.</p> <p>EL plans to have a further meeting now the training has taken place. He told governors there is now an electronic system (CPOMS) in place for staff to confidentially share information about safeguarding issues.</p> <p>IP explained the system allows different levels of access for different users, and is a very effective recording device, with alerts of new issues sent to staff via email. It can also run reports quickly and easily, and effectively shows the number and breadth of issues affecting the school community.</p> <p><b>ACTION: EL to continue collating safeguarding information and data and will present it at the next FGB.</b></p> <p>The Chair noted Safeguarding needs to be higher up the agenda for forthcoming FGB meetings.</p> <p>The Chair queried whether there is a list of Safeguarding Policies that need to be renewed.</p> <p><b>ACTION: EL to check which Safeguarding Policies are due for renewal</b></p>

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12.	<p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>• <b>Training Attended / update record for year</b></li> </ul> <p>Governors agreed the training record is complete for 2016/17, and that this document will close, and a new record to be made for this year.</p> <p>The Chair noted that the Diocese has increased training available in addition to that offered via the LA.</p> <p><b>ACTION: OM to circulate Diocese training opportunities to FGB</b></p> <ul style="list-style-type: none"> <li>• <b>Training events coming up</b></li> </ul> <p>Training booked/ agreed:</p> <p>OM – School development planning 26<sup>th</sup> September, and Head Teacher Appraisal 28<sup>th</sup> September</p> <p>MG – Governor induction in October.</p> <p>Working with stakeholders (parents and carers) 10<sup>th</sup> October.</p> <p>JF told the GB about the following training sessions:</p> <p>Understanding The BEEM 5<sup>th</sup> October</p> <p>Admissions – February 2018</p> <p>Budget - 2018</p> <p>The Chair noted he will aim to reduce the next FGB meeting to 1.5 hours.</p> <p><b>ACTION: DH, CB and LH to sign Code of Conduct and Safeguarding Policy at next FGB</b></p>
13.	<p><b>Grace</b></p> <p>Taken by TC.</p> <p><b>Date of next Full Governor Board meeting – Tuesday 14<sup>th</sup> November 2017 at 7PM</b></p>

Date.....

Chair signature .....

## Action Points log

	<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>
1.	Add the Governance Planner as an item on every FGB meeting going forwards.	<b>RR</b>	From next FGB meeting
2.	Send skills audit questionnaire in form of google form to all governors and create a spreadsheet highlighting skills gaps and requirements	<b>OM</b>	ASAP
3.	Chair and Vice Chairs to review document using standard template from The Key/ NGA before next FGB meeting	<b>OM/ LH/ AW</b>	14 <sup>th</sup> November
4.	Send CS link for The Key log in	<b>RR</b>	ASAP
5.	Amend Panel member document for 2017/18 as per agreed changes	<b>RR</b>	ASAP
6.	Sign Code of Conduct and Safeguarding Policy	<b>DH/ LH/ CB</b>	14 <sup>th</sup> November
7.	Let TC know if you are able to attend the prospective parents evening on 16 <sup>th</sup> November to meet new parents and explain admissions process.	<b>ALL</b>	ASAP
8.	Collate safeguarding information and data, and present at next FGB.	<b>EL</b>	7 <sup>th</sup> November
9.	Check which safeguarding policies are due for renewal/ ratification	<b>EL</b>	ASAP
10.	Circulate Diocese training opportunities to FGB	<b>OM</b>	ASAP