

FULL GOVERNING BOARD MEETING
March 13. 2017

MINUTES

Present:	Kristian Aldridge (KA)	COP
	Abi Andrews (AA)	COP
	Claire Byus (CB)	ST
	Monique Clark (MC)	HT
	Ben Collins (BC)	COP
	Andria Degia-Davies (ADD)	PA
	Janet Elliot (JE)	COP
	Bridget Harrison (BH)	COP
	Chris Hyland, Chair (CH)	COP
	Catherine Knight (CK)	COP
	Rebecca Lewis (RL)	FA
	Jon Neal (JN)	PA
	James Southgate (JS)	PA
	Trevor Walker (TW)	FA
	John Williamson (JW)	LA

Apologies: None

In Attendance: Alison Dudley, Clerk to the Governors (AD)
Peter Simpson, CEO, Good Shepherd Trust (GST) (PS)
Revd David Uffindell, Rector St. Andrews Parish Church (DU)

The following papers had been circulated to governors ahead of the meeting:

1. Agenda meeting 13.03.17
2. HT report spring term 2017
3. Minutes FGB 03.11.16
4. Minutes FGB 21.11.16
5. Minutes EGM 10.01.17
6. Self-Evaluation Summary (SEF)
7. Short reports from the supported peer review programme
8. GST/St. Andrews scheme of delegation

Governor support and challenge highlighted

Action highlighted

Governor information highlighted

The meeting began at 1900hrs

	TOPIC	RESP
1	APOLOGIES FOR ABSENCE AND ACCEPTANCE (<i>statutory</i>) No apologies had been received ahead of the meeting and none was noted.	

2	<p>DECLARATION OF INTEREST (<i>statutory</i>)</p> <p>a) Update regarding governors' Register of Business Interests forms – noted that KA, AA, BH, RL, CK, JN, TW still to submit data. CH to follow up separately with ADD and JS</p> <p>b) No governor declared an interest in any specific agenda items at this meeting.</p>	CH
3	<p>MINUTES (<i>statutory</i>)</p> <p>Minutes of the following meetings were confirmed as accurate:</p> <ul style="list-style-type: none"> FGB 21.11.16 EGM 10.01.17 – NB agreement that these remain confidential until further notice. CH to advise 	CH
4	<p>MATTERS ARISING FROM THE MINUTES (<i>statutory</i>)</p> <p>Actions from previous meetings were considered completed, with the following exceptions:</p> <p>FGB meeting on November 21st 2016</p> <p>2. (a) Outstanding Register of Interests forms: KA, AA, JE, BH, RL, CK, JN, TW. NS to follow up</p> <p>5. FGB 28 June:</p> <ul style="list-style-type: none"> Prevent training – missing certificates CB, TW, BC. NS to follow up Governors' details to be uploaded onto EduBase NS to follow up Signed codes of conduct have been received from: AA, CB, JE, BH, CH, RL, CK, JW. Those outstanding to be followed up - NS Discussion re <i>proprietary information</i> and the obligation on governors to use school email addresses to provide permanent record of email exchanges with eg third parties. Governors questioned timeliness and efficiency to having both personal and school email addresses i.e.. Agreement that MC speak to Ben Snedden (BS) about adding an alert function to governors' private addresses. MC to take forward <p>7. HT Report</p> <ul style="list-style-type: none"> Safeguarding: BC and JN handover still progressing – to be updated. BC/JN to complete SEND: BH and AA handover complete Health & Safety – BC to circulate review plan from latest H&S visit <p>10 Safeguarding</p> <ul style="list-style-type: none"> Keeping Children Safe in Education (September 2016) Governors agreed to use <u>Disqualification by Association</u> (DbA) forms – NS to follow up <p>17 Governor training - JE and AA to do safeguarding training</p> <p>EGM on January 10 2017</p> <p>All actions complete.</p>	<p>NS</p> <p>NS</p> <p>NS</p> <p>NS</p> <p>MC</p> <p>BC/JN</p> <p>BC</p> <p>NS</p> <p>JE, AA</p>
5	<p>THE GOOD SHEPHERD TRUST AND HOW WE WILL OPERATE</p> <p>CH re-capped/updated governors on the outcome of consultation relating to admissions arrangements for South Farnham school.</p> <p>1. Following the school's academisation and joining the GST on March 1st 2017, CH handed over to PS, who set out the revised status of St Andrew's GB, as part of the GST. He explained the role of the GB as a local</p>	

<p>governing body (LGB) and its importance, in particular in matters pertaining to knowledge of the school, its children and wider community.</p> <p>2. Reconstitution:</p> <ul style="list-style-type: none"> a. PS explained the reconstitution of St Andrew’s GB, a normal part of amalgamation into a MAT; b. Explanation that the new LGB is that of a committee of GST; c. Noted that PS will be writing to all governors in due course, to establish level of interest in continuing to serve on the LGB; d. Noted that, technically, all incumbents are appointed by the GST; e. Noted that terms of (new) office continue from where they are – this to ensure that the same term is not shared by all governors and that they do not therefore finish on the same date; f. Noted that local authority (LA) governors do not sit on the LGB of MAT but that, under a different designation, any LA wishing to continue to serve would be welcome to do so – the key thing is to get/keep good people on the LGB; g. Governors’ attention was drawn to Scheme of Delegation Appendix 2 re LGB; h. Governors noted areas of responsibility as they relate to the trust, the LGB and the HT respectively; i. Noted that under the constitution (p5) LGB require a minimum: <ul style="list-style-type: none"> i. 1 x staff ii. 2 x parents iii. 1 x head teacher j. Discussion re the difference between the LGB <i>having regard to</i> and <i>following</i> the GST. Noted that in some cases, the LGB may wish to invite officers of the GST to assist the LGB in its duties e.g. with the search and appointment of a new HT; k. PS sought assurance from the GB that they understood/accepted everything which had been set out? GB confirmed they did. <p>3. Noted an induction workshop to be provided by Kevin Gawley (KG) for the LGB. KG is responsible for LGB training/briefing – CH confirmed KG has already been in touch and a training session will be arranged;</p> <p>4. Discussion re current committee structure with Resources and PP&P – noted that GST is not prescriptive about how LGB perform their functions, but usual is to have 3 areas of focus:</p> <ul style="list-style-type: none"> a. Effectiveness (c/f. PPP) b. Efficiency (c/f. Resources) c. Full local governing body (FLGB) - c/f. FGB. (CH expressed a strong preference for combined meetings i.e. 2 meetings per term, each incorporating committee and FGB business. This way, all business is covered with all governors invited to attend). <p>5. Noted that PS has announced his retirement, effective from April 1. 2017. His (interim) successor is Kate Evans (KE), Principal Officer: The Good Shepherd Trust. KE will continue until a permanent appointment is made;</p> <p>6. Discussion re replacing MC’s successor:</p> <ul style="list-style-type: none"> a. GB and PS offered their thanks and congratulations to MC. b. CH noted that in looking for MC successor, it was unlikely the appointment would be offered to an incumbent HT, simply because the salary expectation would not be in line with any offer which could reasonably be met by SA. 	<p>CH</p>
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	<p>c. Noted that any candidate applying would need to hand in notice to existing school end May 2017.</p> <p>d. Noted that whatever the shape of SA for the future, it will almost certainly be linked to Potter’s Gate school (PG). To that end, discussions had been held between MC; CH; Jayne Venables (JV), HT of PG; Joe Little (JL), Chair of PG GB; and Carol Trottier (CT), Deputy HT of PG. Potential candidates for the role HT at SA had been raised, including discussion around the possibility of a suitable candidate from PG being put forward. Governors noted JV’s reported and “understandable concern” regarding the potential impact on both of the schools of such a move..</p> <p>e. Noted that target date for resolution 31.03.17</p> <p>f. TW asked if JV would potentially act in role of interim executive HT and, if so, for how long? PS estimated 2 years by which time he’d hope there would be a Farnham <i>hub</i> comprising PG, SA and Waverley Abbey (WA), and other local CoE schools.</p> <p>g. BC raised timing and content of recruitment advert. Noted the start of the school summer term is April 18. 2017. Agreement to post ad. before the end of term for duration 1 month. Interviews would be in the week 1 of May 2017.</p> <p>h. PS to meet JV w/c. March 20. 2017, to take further the discussion vis-a-vis potential candidates from the PG teaching team. JW was keen that ad. be posted anyway.</p> <p>i. All agreed due process would be followed.</p> <p>7. PS told governors PG currently has a room (designated IT suite) which is not used full-time. Whilst pointing out that no additional funding for basic need would be available in the short term, PS said that SCC could/would provide funding were additional provision in a <i>bulge</i> year anticipated;</p>	CH/MC
6	<p>CHAIR’S ACTION (<i>statutory</i>)</p> <p>Chair advised governors of the following emergency actions taken since the last FGB meeting:</p> <ul style="list-style-type: none"> - He had agreed to MC’s request to close the school for 1 day in January, because the heating had broken and the school was too cold. 	
7	<p>HEADTEACHER REPORT (<i>statutory</i>)</p> <p>A copy of the HT had been made available to governors ahead of the meeting, but had since been updated. Hard copies of the newest data were therefore circulated at the meeting.</p> <p>Governors noted there is currently 3 children in the school registered SEN Governors noted there is currently 1 child in the school registered EAL. This will impact data as they have joined Year 2.</p> <p>Governors sought assurance that interventions were in place.</p> <p>MC said they were but added she was unsure, given the particular circumstances, whether these would be sufficient to close the attainment gap for the children in questions, when set against national expectation.</p>	

	Governors discussed the importance of tracking particular groups. MC noted that a Y1 group had been identified and a meeting had been planned for w/c. March 20 to set up a monitoring format for this group.	
8	<p>COMMITTEES, NOMINATED GOVERNOR/OTHER REPORTS (<i>statutory</i>)</p> <ol style="list-style-type: none"> 1. Governors noted receipt of the minutes of Resources Committee meeting on November 03. 2016 2. BC summarised highlights of the meeting (with particular reference to financial performance up to period 10) as follows: <ol style="list-style-type: none"> i. Noted a reduction in the number of children coming through the school relates to a concomitant reduction in income; ii. There are reserves brought forward and these will cover the impact of the reduced income this year, but not beyond this year. <p>CH said this highlighted the importance for LGB to attend all meetings – there would be a lot of big decisions to come, with;</p> <ol style="list-style-type: none"> iii. £81k of reserves at the start of April 2016 iv. A projected overspend, ie in-year deficit in 2016-17, of £45k v. Likely reserves carried forward of only £36k <ol style="list-style-type: none"> 3. RL fed back on the highlights of the March 6. 2017 Curriculum and Pupil Progress Committee meeting – minutes to be circulated in due course. 4. Discussion re virtual school training – ADD volunteered. Liaise with MC 	RL ADD/MC
9	<p>FINANCE AND SCHOOL BUDGET 2016-2017 AND 2017-2018</p> <p>This was covered at item 8</p>	
10	<p>ADMISSIONS 2017-2018 AND 2018-2019 (<i>statutory</i>)</p> <ul style="list-style-type: none"> • 2017-18 admissions update on numbers and proposals – noted that the final number of applications will be known and published April 2017 • 2018-19 admissions policy and change to PAN of 30 – noted that from 2019 admissions will be determined independently of the local authority and waiting lists will also be managed independently by the school. 	
11	<p>POLICIES (<i>statutory</i>)</p> <p>Governors noted that the Staff Code of Conduct had been circulated by MC.</p>	
12	<p>RECENT DEVELOPMENTS</p> <p>The governing body discussed implications arising from the <u>Babcock 4S</u> spring term clerks' briefing which had been attended by AD.</p> <ol style="list-style-type: none"> 1. <u>Update on responding to complaints</u> – as per the document <i>Best Practice Advice for School Complaints Procedures 2016</i> file:///C:/Users/User/Downloads/c--apps-as5-babcock-cms-Clerks Briefing Spring 2017 kc 24-1-2017-1037.pdf in particular <ol style="list-style-type: none"> i. p. 5 which sets out the legal requirement for a distinct policy to be published on the school's website, rather than simply a guidance document for parents. ii. Also noted the recommendation vis-a-vis 3rd party providers of services on the school premises. 2. <u>Schools national funding formula</u> – all invited to feed back by 22nd March https://www.gov.uk/government/consultations/schools-national-funding-formula-stage-2 3. <u>Pupil premium (PP) strategy</u> – the importance of the website having a strategy and governors understanding the impact and outcomes of PP. 	

	<p>4. <u>Budget-setting for 2017-18</u></p> <ul style="list-style-type: none"> i. Understanding that this is a challenge for some schools ii. Governors were updated/reminded that agreeing a deficit budget is not an option for governing bodies iii. Governors noted that schools must plan to balance their budget and make decisions accordingly iv. Governors noted that staff restructuring courses will be put on, subject to demand <p>5. Governors noted DfE publication Competency Framework for Governance. Noted that the non-statutory guidance outlines current DfE thinking on the essentials of effective governance, regarding knowledge, skills and behaviours. And expectation that governing bodies should be mindful of these competencies, in recruiting governors and in shaping the development and training priorities for governance in their school</p> <p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance.pdf CH to take up training in the above with GST.</p>	CH
13	<p>SAFEGUARDING</p> <p>MC said new guidance required that a governor now be LAC (looked after children) trained.</p> <p>ADD volunteered to undertake this.</p> <p>Noted that AA has now completed her induction programme and safeguarding training.</p> <p>FGB attended/completed safeguarding training immediately after the main part of the meeting.</p>	ADD
14	<p>GOVERNORS CONSIDERED...</p> <p>What they had done at the meeting to improve the education for the children:</p> <ul style="list-style-type: none"> - Challenged HT re interventions in place for children with SEN and EAL - Challenged HT re structures in place for tracking children's progress, and committed to attending school to see in action - Discussed and agreed profile and schedule for appointing a new HT, such that stable, sustainable leadership could be delivered in a way which respects the constraints of the budget, without compromising the outcomes for the children - Participated in safeguarding training 	
15	<p>DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS (Statutory)</p> <p>Dates of next meetings to be advised.</p>	CH
16	<p>PART II BUSINESS (statutory)</p> <p>No confidential matters were discussed under a separate agenda.</p>	

The meeting closed at 2100

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

Governors should respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting.