

THE GOOD SHEPHERD TRUST
ST ANDREW'S INFANT SCHOOL LOCAL GOVERNING BODY MEETING
October 2nd 2017
MINUTES

Present:	Chris Hyland, Chair (CH)	COP
	Jayne Venables (JV)	EHT
	Carol Trottier (CT)	HT
	Dr Andria Degia-Davies (ADD)	PA
	Catherine Knight (CK)	COP
	Claire Byus (CB)	ST
	Rev David Uffindell (DU)	Foundation
	James Southgate (JS)	PA
	Janet Elliot (JE)	COP
	John Williamson (JW)	LA
	Jon Neal (JN)	PA

Apologies: Dr Trevor Walker

In Attendance: Yvonne Morrisroe, Clerk to the Governors (YM)

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

1. Agenda meeting 2.10.17
2. Minutes FGB 26.06.17
3. Curriculum Committee meeting minutes 6.03.17
4. Governor visit report – extend problem solving in maths 13.07.17

Governor support and challenge highlighted

Action highlighted

Governor information highlighted

The meeting began at 19.05hrs

	TOPIC	RESP
1	<p>APOLOGIES FOR ABSENCE AND ACCEPTANCE Dr Trevor Walker. ACCEPTED. CH welcomed governors to the new school term.</p>	
2	<p>DECLARATIONS OF INTEREST a) None for this meeting.</p> <p>REGISTER OF INTERESTS and CODE OF CONDUCT Governors returned completed and signed Register of Interests and Code of Conduct forms. ACTION: outstanding forms to be returned to the school office marked for Clerk's attention by JV, ADD, CB, JN, TW.</p>	<p>JV, ADD, CB, JN, TW</p>

3	<p>CONFIDENTIALITY</p> <p>Governors should respect the confidence of those items of business that a governing body decides and not disclose what individual governors have said or how they have voted in a meeting.</p>	
4	<p>PROFESSIONAL ADVICE</p> <p>Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.</p>	
5	<p>MINUTES</p> <p>To confirm the minutes of the LGB meeting on 26th June 2017.</p> <p>Minutes of the LGB meeting on 26th June 2017 were confirmed as accurate.</p> <p>To note the minutes of the Curriculum Committee meeting on 6th March 2017.</p> <p>Note that ADD was omitted from list of Curriculum Committee meeting attendees.</p>	
6	<p>MATTERS ARISING FROM THE MINUTES</p> <p>To discuss matters arising and ensure all actions completed.</p> <ul style="list-style-type: none"> • Update re governor documentation. ACTION: CK to update school website with Register of Interests and serving governors. • Health and Safety review in July 2017 by JN. <ol style="list-style-type: none"> 1) Concern expressed about documentation on central register. All members of the school leadership team must be on register. Query raised regarding should GST members also be on the register. ACTION: CH to follow up with GST. 2) Site issues. Cf item 11 – Headteacher’s report, safeguarding. • Competency Framework for Governance Relates to how GST wants to organise LGB. ACTION: CH to follow up with GST. JE queried if a skills audit is necessary. CH confirmed that the most recent review had revealed no specific gaps in expertise. ACTION: Review of governor skills set. CH confirmed that the ideal number of governors in a Local Governing Board is 10. JE requested appropriate training for governors to ensure GST needs are met. ACTION: CH to follow up with GST. • New procedures for access to school MC wrote procedural notes for staff. CT confirmed this is being continued. • Financial contributions from families The previously agreement to increase the amount requested per term per family to £20 had not been done due to an oversight with HT handover arrangements, with apologies from CH and CT. This request will be postponed until September 2018. ACTION: Agenda item September 2018 LGB meeting. • Governor monitoring visits To note RL monitoring visit report for Maths extension. No comments or action items. • Assessment and communication re Y1 children. Cf item 9. 	<p>CK</p> <p>CH</p> <p>CH</p> <p>CH</p> <p>CH</p> <p>Clerk</p>
7	<p>GOVERNOR CHANGES AND ROLES</p> <ul style="list-style-type: none"> • Rebecca Lewis and Abby Andrews have resigned from the governing board and were thanked in absentia for their contribution. 	

	<ul style="list-style-type: none"> ACTION: David Uffindell has been requested to nominate a new Foundation governor. <p>Following governor roles were confirmed:</p> <table border="1" data-bbox="165 338 1358 580"> <tr> <td>Janet Elliot</td> <td>Early Years</td> </tr> <tr> <td>Andria Degia-Davies</td> <td>Oversight of governor visits</td> </tr> <tr> <td>Catherine Knight</td> <td>Website and communications</td> </tr> <tr> <td>James Southgate</td> <td>Liaison with GST</td> </tr> <tr> <td>Jon Neal</td> <td>Safeguarding</td> </tr> <tr> <td>John Williamson</td> <td>Premises</td> </tr> </table> <p>With 3 Parent Governors, it was agreed it would be useful to for new parents to be encouraged to join the governing body, subject to the GST's requirements.</p> <p>ACTION: CH to contact GST re their expectations for governor numbers and roles. ACTION: Changes in governor membership must be notified to DfE via Get Information About Schools (transition from EduBase on 15th September)</p>	Janet Elliot	Early Years	Andria Degia-Davies	Oversight of governor visits	Catherine Knight	Website and communications	James Southgate	Liaison with GST	Jon Neal	Safeguarding	John Williamson	Premises	<p>DU</p> <p>CH</p> <p>NS</p>
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<p>8</p>	<p>CHAIR'S ACTION</p> <p>Chair to advise governors of any emergency actions taken since the last LGB meeting and/or decisions which have a significant impact on the development of the school.</p> <p>None.</p>													
<p>9</p>	<p>RECENT DEVELOPMENTS</p> <ul style="list-style-type: none"> Update re onward progression in Y3 for 2018 and from 2019. <p>CH and JV attended a meeting with GST and Surrey County Council SCC in August regarding the onward progression of Y2 children and the possible links with Potters Gate. CH provided SCC with his assessment of needs regarding the current Y2 children.</p> <p>SCC confirmed its most recent projections do not indicate a long-term shortage of Y3 places locally which would justify a permanent expansion. SCC also subsequently confirmed that it does not plan to make any special arrangements for current Y2 children, and it is quite possible that a number will not initially be offered a place at South Farnham – possibly as many as 8 out of the current Y2 cohort of 28 children. As with Sept 2016, SCC Potters Gate if they could accommodate a few additional children (PG were asked if they could take 6 additional children, though this was not pursued).</p> <p>Applications for primary places open on 31st October 2017 until 15th January 2018. Parents will receive notification of confirmed places around Easter 2018.</p> <p>ACTION: CH to send a letter to parents to confirm SCC's position and re-affirm that the LGB cannot provide any reassurance beyond stating SCC's view.</p> <p>JV reported a series of meetings with GST to explore Potters Gate expansion in 2019. Both the Governing Body and Senior Leadership Team (SLT) at Potters Gate support expansion. GST and PG are still hoping to be able to open a PAN of 30 Y3 places in 2019 ie current Y1 class at St Andrew's will no longer have a route into South Farnham. Parents would need to state a preference for Potters Gate and commit to accepting a place, if offered.</p> <p>JV provided a copy of the proposed letter from GST to all parents to communicate this decision, signed by CEO of GST and Alex Tear, Diocese Director of Education.</p> <p><i>Catherine Knight joined the meeting at 7:40pm.</i></p>	<p>CH</p>												

JV confirmed that the PG admissions policy is due for publication in December, which will confirm that priority status will be given to St Andrew's children, though as with all admission policies, SEN and LAC children will need to be given a higher priority status. The PG admissions policy will be submitted for approval to the PG FGB on 29th November, prior to PG joining of the GST – expected to be with effect from 1st December 2017.

Governors asked:

- **What happens if a place is offered by Potters Gate and parents change their mind?**
CT stated that while parents cannot be forced to accept a place, Potters Gate would strongly promote the school and make visitors to open days aware that children from St Andrew's are en route to a Y3 place at Potters Gate.
JV stated that at open mornings at both schools, parents would be made aware of the choice, depending on the best option for the family, and that the logical route in Y3 was to Potters Gate.
CH reiterated that no guarantee of a place could be made.
- **JN asked if there would be a change in catchment area?**
CH confirmed that GST is responsible for St Andrew's admissions policy and that should reflect the change in the local catchment area. CH will also ask GST that St Andrew's admissions policy deals with a 3 year age gap for siblings.
- **JW asked if Potters Gate parents were aware of the proposed changes?**
JV confirmed that parents are happy to provide a route for St Andrew's children and have accepted the changes as a fait accompli.
- **JE queried the classroom space at Potters Gate and sources of funding?**
JV confirmed that GST is working to provide funding via the diocese (ie church land and church buildings), and other sources.
- **JS asked if St Andrew's children would be combined with PG children in Y3?**
JV confirmed that Potters Gate and St Andrew's children would be mixed together at Y3.

- GST and Guildford Diocese staff update

Peter Simpson, the CEO of the GST retired at Easter. His acting successor, Kate Evans, had been unavailable for some of term due to illness and an interim CEO, David Brown, was appointed just prior to the summer holidays.

The newly appointed Director of Education at Guildford Diocese is Alex Tear.

- Numbers on roll and class re-configuration

Note: CT will submit a full Headteacher's report at the 29th November meeting.

91 pupils on roll as of October 2017. 30 Robins, 33 Owls, 28 Kingfishers. 1 pupil moved to another infant school w/c 25th September.

Should the number fall to 90, classes may need to be changed to be comprised of children of mixed ages eg those with birthdays in August or September. The number of fulltime teaching posts would have to be decreased from 4 to 3 to ensure the school remains fiscally responsible. Staff are aware of the situation.

Six weeks' notice would be given prior to any changes in class composition.

CH

	<ul style="list-style-type: none"> No other current issues brought to governors' attention by clerk or governors. 	
10	<p>JOINT MANAGEMENT ARRANGEMENTS</p> <p>Presentation by Jayne Venables, Executive Headteacher.</p> <p>Copy of presentation attached to the Minutes.</p> <p>(NB Presentation not for external distribution because of the lack of context and commentary.)</p> <p>Governors' questions and comments:</p> <ul style="list-style-type: none"> CB asked what were the opportunities for future leadership roles? JV replied that these would expand in the future eg teachers to Phase Leaders, Phase Leaders to SLT. Working in two year groups only can limit a teacher who wants the experience of working in different year groups. CK asked if this structure would be shared with parents? JV confirmed that it would, in due course, be presented in an appropriate way but that it was important to understand that the leadership structure would evolve according to the needs of the two schools. She reiterated that the timetable for CT's attendance at St Andrew's needs to be very flexible. JW commented that the new structure provides access to a competent team with different strengths. <p>Notes:</p> <ul style="list-style-type: none"> Business Manager at Potters Gate (Jenny Binks) will take over Nick Scanlon's role at a time to be agreed between the schools. JB will run a budget for each school. JV confirmed that the parent contribution will go into the St Andrew's School Fund. CB pointed out that staff can now use the Potters Gate car park with a saving of £12 per week per teacher/staff. (The cost is currently split 50/50 between school and staff). St Andrew's staff are now able to benefit from after school activities at PG such as Boot Camp and Yoga class. <p><i>David Uffindell left the meeting at 8:25pm</i></p>	
11	<p>HEAD'S REPORT – Teaching and learning</p> <ul style="list-style-type: none"> Results from Y2 leavers <p>CT provided a summary of the Headteacher's report, which will be presented in full at the LGB on 29th November.</p> <p>Target setting: attendance is the same as last year at 97%, persistent absence is 3% compared to 6% last year.</p> <ul style="list-style-type: none"> Priorities: SEN, target groups and interventions <p>Provisionally six Pupil Premium children, which is an increase on previous years.</p> <p>Special Needs Register: SEN figure may change since there is a larger number of EHCP children; two YR children have joined with an EHCP. Mrs Beere is working with these children, who are also being supported by the SEN, Alexis Carpenter.</p> <ul style="list-style-type: none"> School meals: good uptake at 84%. Safeguarding training has been completed by every staff member and governor at St Andrew's and Potters Gate at a joint Inset Day in September. Y2 teachers have changed the curriculum slightly to reflect the class composition, and worked on this with staff at Potters Gate. Staff training is being undertaken jointly with Potters Gate when relevant. Y2 children visited Watts Gallery with their artwork on display and Y1 are due to visit on Wednesday 4th October. Farnham Schools Confederation is providing enriching activities for specific children. 	

Emma Smith hosted a pirate workshop, some children attended the Forest School outing with the aim that all will eventually be able to take part in an enriching activity. PTA money will be used to expand these activities. Sports Premium funding will be used for Outdoor Adventures Activities (OAA).

- 23 parents attended the Phonics Information evening run by Mrs Smith on 28th September, which was well-received by parents.
- The first PTA event was held in September with the AGM on Tuesday 2nd October.
- The first fire drill will be held on 5th October.
- Safeguarding: procedures implemented by MC are being continued ie front door is locked during the day, signage has been improved, staff challenge visitors and are present at the gate when children are in the playground. The school office has been moved to be next to the front door. Andrew Colley from the Diocese has been invited to visit to inspect the gate and door. It was suggested that push bar doors be installed for external egress, however there are national heritage issues. School is following procedures and has a paper trail of Ofsted. This is an ongoing issue.

ACTION: CH to contact CEO of GST to escalate/get advice on how we can proceed.

CH

Key priorities:

- Getting to know the children;
- Staff have joined Maths Mastery training, which was well-received;
- Carry out training at school so that by the end of the year the Maths Mastery approach is embedded in school.

ACTION: JE and CK to carry out governor visit for Maths Mastery training during the autumn term and follow up in the summer term.

JE/CK

- Outdoor learning: ongoing between the two schools, and keeping children active. Forest School teacher at Potters Gate will visit St Andrew's regularly.
- Quality First teaching: Mrs Beere and Alexis Carpenter (SENCO) are making SEN a priority in the classroom. CB commented that precision training is very effective with children. TAs at Potters Gate trained a year ago with dramatic results. A three-minute session is held with a TA every day with different strategies, different formats for results, and has proved very effective with children and a good use of the TA's time.
- Christian distinctiveness: CH confirmed that a SIAMs visit is due in 2019 (held every five years). TW will work with Andrew Partridge, his opposite number on the Faith Team at Potters Gate, to provide a shared plan across the two schools. TW will attend the 9th October Faith Team meeting at Potters Gate.

End of year results.

Favourable results compared to Surrey and nationally.

CH asked if there were any causes for concern?

CT replied that greater depth in Maths is lower than in other subjects. However, it is improving and should benefit from the Maths Mastery programme.

Greater depth in Reading is 7% lower than last year, but is a very small number.

In Writing, the curriculum is embedded resulting in strong results and better understanding by teachers about what is expected.

JE asked why the children's results are not released to parents? CT confirmed that every child receives a certificate but does not get individual scores, only "Working Towards the Expected Standard", "Working at the Expected Standard" and "Working at Greater Depth

	<p>within the Expected Standard”.</p> <p>CH asked what pupil data/forecasts will be available in November?</p> <p>CT confirmed that school will move to a new system in November, Pupil Asset, which is used by GST. Staff will be trained on this system on 9th November. Until transition is complete, end of year assessment data from the previous system will be used.</p> <p>Governors expressed concern about the long working hours for CT and JV and asked that they be made aware if workload became unmanageable.</p>	
12	<p>SCHOOL BUDGET</p> <ul style="list-style-type: none"> • Outturn for April to Aug-2017 <p>The estimate of the end of year position has not changed from the data provided in June ie £28,500 carried forward as of 1st September. No adjustments to the budget for the current year (September 2017 to August 2018). GST is still focusing on finishing last year’s data with no work on the current budget due to no significant changes.</p> <p>Diocese confirmed that rather than providing additional funding to St Andrew’s, any money would be put into the main fund for Potters Gate/St Andrew’s growth.</p> <ul style="list-style-type: none"> • Updates re 2017-2018 Budget <p>Budget will be closed in November and the first draft sent to GST.</p>	
13	<p>SAFEGUARDING</p> <p>ACTION: New entry procedures for staff to question visitors and not allow automatic entry.</p> <p>ACTION: Concerns re funding and single central register.</p>	CT CH
13	<p>POLICIES</p> <ul style="list-style-type: none"> • To note GST policies. <p>None provided by GST.</p>	
14	<p>ANY OTHER BUSINESS</p> <p>None.</p>	
15	<p>DATE OF NEXT MEETING AND FUTURE AGENDA ITEMS</p> <p>Full LGB in each term agreed:</p> <ul style="list-style-type: none"> • Wednesday 29th November 2017, 7:00pm • Wednesday 14th March 2018, 7:00pm • Wednesday 13th June 2018, 7:00pm. 	
16	<p>PART II BUSINESS</p> <p>To inform or discuss confidential matters under a separate agenda.</p> <p>No business to discuss.</p>	

Meeting ended at 9:05pm

Signed by the Chair of Governors _____

Date _____