

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

Date: Tuesday 14<sup>th</sup> November 2017

Time: 19.05 – 21.09

Present:	Catherine Buchanan (CB) Foundation Governor Trevor Cristin (TC) Head teacher Jill Fairbrother (JF) Foundation Governor Abby French (AF) Staff Governor (maternity cover) Matthew Greenall (MG) Parent Governor Fr Dan Henderson (DH) ex-officio Associate Vicar Lesley Hurst (LH) Foundation Governor & Vice Chair Oliver Mudge (OM) Foundation Governor & Chair of Governors Coreen Sears (CS) 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:	Gordana Chapman (GC) Parent Governor Nnamdi Udezue (NU) Foundation Governor Ed Lawrence (EL) Foundation Governor

Quorum: 10 out of 13 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<p><b>7.05 start</b></p> <p>Prayer taken by DH</p> <p>Introductions for the benefit of the new governors, CB and AF.</p>
2.	<p><b>Apologies</b></p> <p>NU, GC, and EL sent apologies in advance which were accepted.</p>
3.	<p><b>Agree Minutes of FGB Meeting 25<sup>th</sup> September 2017/Matters Arising/Action Log</b></p> <p>The minutes of the FGB meeting of 25 September 2017 were agreed, with no matters arising.</p> <p><b>Outstanding Actions:</b></p> <ul style="list-style-type: none"> <li>▪ Code of conduct etc to be signed by DH CB and LH after the meeting.</li> </ul> <p><b>ACTION: RR to organise access to VLE and any other logins required, The Key and NGA for AF</b></p>

<p>4.</p>	<p><b>Safeguarding Update (EL)</b></p> <p><b>4.1 Update</b></p> <p>In EL's absence OM gave the Safeguarding update on his behalf.</p> <p>EL had a very useful update meeting with the SENCO Sarah Chambers (SC). EL was very positive about SC's response and the evidence with which he was presented and felt confident that safeguarding is very well managed at the school. The only staff development requirement identified is that some staff require more training around the new Child Protection Online Management System (CPOMS). More meetings are planned with SC and EL around DBS requirements and the new child protection policy</p> <p><b>ACTION: OM to post EL's Safeguarding Report to VLE</b></p> <p>The Headteacher stressed the importance that all governors know that Sarah Chambers (SENCO) is the school lead for safeguarding. He noted that all staff at the school are made aware of this and that there are signs throughout the school reinforcing this important message.</p> <p>The GB discussed whether visitors at the school are receiving a copy of the safeguarding procedures when they arrive (fire procedures etc).</p> <p><b>ACTION: EL to find the visitor's safeguarding document for use going forwards</b></p> <p><b>4.2 Safeguarding training for FGB (agree timescale to complete mandatory training)</b></p> <p>The Chair told governors that Rose Wisdom and the Diocese have suggested more governors should attend the Diocese safeguarding training.</p> <p>Four governors have signed up for the training, and all governors are to have completed the safeguarding training provided by the Diocese or LA by the end of the academic year. It was noted that this is an area Ofsted may challenge.</p> <p>The Headteacher recommended the quality of Rose Wisdom's training, and noted it is now of at least equal quality to the training provided by the LA.</p>
<p>5.</p>	<p><b>Statutory/ Non Statutory Annual Requirements</b></p> <p><b>Appoint 'Responsible' Governors</b></p> <p><b>5.1 Health and Safety- Matt Greenall</b></p> <p>The Chair thanked MG who volunteered to take responsibility for H&amp;S at the last Resource Committee meeting.</p> <p><b>5.2 Safer Recruitment- Coreen Sears</b></p> <p>CS noted that although she has attended the safer recruitment training, she wasn't aware she was the lead in this area. The GB were told that the Headteacher and IP have also attended the training and one of them will always be on an interview panel.</p> <p><b>ACTION: CS to repeat safer recruitment training.</b></p> <p><b>ACTION: OM and JF to attend next available safer recruitment training session.</b></p> <p><b>5.3 Equalities and SEND- vacant</b></p> <p>The GB discussed the remit of this role, and the Chair advised a document from The</p>

	<p>Key suggests it is similar to the safeguarding role, although is more around gathering facts and presenting that to the Board, and having dialogue with the SENCO.</p> <p>He told the Board that as such, EL is willing to take on the role if no one else came forward.</p> <p>Further discussion around how this should be structured, and whether all committees should have a responsibility for SEND, with the responsible governor having an oversight of all the issues, and dialogue with the SENCO.</p> <p><b><i>FGB agreed CB will take responsibility for SEND aspect of the Equalities and SEND role.</i></b></p> <p>The GB discussed the name of the role, and agreed that “Inclusion” would cover all aspects of both SEND and equalities. It was noted that a different governor would be required to be responsible for disadvantaged pupils, who do not fall under the inclusion umbrella (PP etc) for which teacher Laura Ovník is the coordinator.</p> <p><b><i>The FGB agreed that AW will have responsibility for disadvantaged pupils</i></b></p> <p><b>Approve Terms of Reference</b></p> <p><b>5.4 Teaching and Learning</b></p> <p><b><i>The FGB approved the T&amp;L Committee Terms of Reference.</i></b></p> <p><b><i>ACTION: T&amp;L Committee to sign off Terms of Reference in next committee meeting.</i></b></p> <p><b>5.5 Resources</b></p> <p>The Resource Committee Terms of Reference were signed off in their meeting of 31<sup>st</sup> October 2017.</p> <p><b><i>The FGB approved the Resource Committee Terms of Reference.</i></b></p> <p><b>5.6 Ethos and Pupil Well-Being</b></p> <p><b><i>The FGB agreed to sign off all committees’ terms and references</i></b></p>
6.	<p><b>6.1 Governing Body Effectiveness – Skills Audit Summary</b></p> <p>The Chair presented the Skills Audit Summary and asked whether the FGB have views regarding where we ideally want to position ourselves numerically for each skill set, and whether a score of 3 for a skill is good enough.</p> <p>Discussion around the difference between having knowledge and experience of an area of work, and what is reasonable to expect from Governors as opposed to educators with respect to some areas of expertise. It was agreed that some governors may have underestimated, and therefore downgraded their levels of skill in some areas.</p> <p>Discussion around which areas are scoring lower, and the FGB agreed a governor with experience of education policy would be a very beneficial addition to the FGB.</p> <p>It was agreed the skills audit also highlights some training needs, and although governors agreed training cannot provide experience of an area of expertise, it was agreed all governors should seek training in areas that are lower scoring. It was noted governors are likely to be questioned around SEND and PP by Ofsted.</p>

## 6.2 Governing Body Membership:

### ▪ Foundation Governor Vacancies

FGB discussed which the skills that would be most useful for the open foundation governor position. It was agreed that a governor with experience in HR and policy would be most useful.

It was noted that the Diocese provides a training course for governors' role as an employer which is around HR / legal information.

DH told the FGB that the position currently has been advertised in the church and through the PCC. The FGB agreed it would now be useful to advertise in a more targeted way.

**ACTION: RR to update governors board outside school**

**ACTION: OM to contact DH to start foundation governor recruitment process.**

## 7. Governance

### 7.1 Ofsted

The Chair told the FGB he attended the Chairs' Hove partnership meeting last week where there was discussion around Ofsted, and they offered to hold a training/ open evening for 3 governors from each school to share experiences/ challenges / best practice around Ofsted readiness.

**ACTION: OM to circulate email regarding governors' interest in attending the Hove Partnership Ofsted Readiness Training.**

It was noted that the LA also provides ready for Ofsted training

The chair stressed it is vital all policies are accurately dated with the latest review date and uploaded to the correct locations. RR will be working on updating the policy review and locating the most recent versions of policies, and all committees are to review the policies for which they have responsibility.

### 7.2 20 Questions

The Chair explained this document came out of the new government framework, and is designed to highlight areas where we cannot demonstrate evidence.

FGB agreed that Chair and Vice Chairs are to meet to identify any areas within the 20 Questions that we cannot demonstrate evidence of. These would then become priorities moving forwards and discussed at next FGB.

### 7.3 Annual Planner (VLE)

The Chair asked the FGB whether they find the new Annual Planner document useful. The FGB agreed is it very useful, and it will be left on VLE as a live document, and reference point for all governors.

### 7.4 Strategic Plan

The Chair noted that the school should have a strategic plan, and this is something Ofsted will look, and will help the school/ GB focus on key issues. The Chair circulated an example strategic plan and explained the document's structure and headings.

The Chair asked for volunteers to contribute to the first draft of the strategic plan, which

	<p>should seek stakeholder feedback – ie from parents/ pupils. MG and CS volunteered.</p> <p><b>ACTION: OM to organise strategic plan action plan with MG and CS</b></p>
<p><b>8.</b></p>	<p><b>Head Teacher</b></p> <p><b>8.1 Head Teacher Report</b></p> <p>The Headteacher gave a full report under item 8.3.</p> <p><i>Regarding the Headteacher’s report, governors asked how long children are on the waiting list for school counselling.</i></p> <p>The Headteacher explained this varies hugely depending on the level and urgency of needs of the child, and stressed if a child is in crisis, they will not have to wait for counselling. Other forms of therapy are also available for some children, and some of those on the list may no longer require counselling.</p> <p>He explained the school counsellor has been with the school for 8 years and knows the children and families well. The school has annual ongoing agreement with Dialogue who set a yearly fee that covers all supervision required. The counsellor also sometimes has “pop in” sessions for children.</p> <p>The Headteacher circulated a copy of the new school prospectus to governors, and noted he has already hosted prospective parent tours and circulated leaflets. There are 12 tours before Christmas which are all fully booked. There is also a prospective parents evening on Thursday.</p> <p><b>8.2 SIP Progress/SATS update</b></p> <p>See item 8.3</p> <p><b>8.3 School Categorisation update</b></p> <p>The Headteacher told the FGB that he met with School Adviser, Geoff Lloyd to go through the school categorisation process, which is a new LA strategy to get an in depth knowledge of schools.</p> <p>A first draft report has been produced, where St Andrews gained the highest of three categories “self-improving and sustaining”. 11 staff and 15 children were involved with interviews, and there was a successful learning walk during which 15 classrooms were visited.</p> <p>Key strengths included:</p> <ul style="list-style-type: none"> <li>▪ Led well with the potential to be outstanding</li> <li>▪ Pupils are positive about the school</li> <li>▪ Good knowledge within the Senior Management Team</li> <li>▪ Good early progress from the new Governing Board</li> <li>▪ High level of emotional care and well-being</li> <li>▪ Very strong learning walk very strong</li> <li>▪ Strong middle leaders</li> <li>▪ Excellent behaviour and really positive learning behaviour</li> <li>▪ Excellent Early Years provisions</li> <li>▪ Relationships between staff, and staff and children</li> <li>▪ Marking and feedback – strongly in line with school policy</li> </ul>

Areas of development included:

- More measurable targets to judge things by.

We need to measuring actions rather than the results of actions that are in place. The school is currently revising the maths plan to build in quantitative measures.

- Middle leaders

Geoff Lloyd will return in March 2018 to give a coaching session for relevant staff which will put them in a strong position.

- Fractions and maths
- SPAG
- Learning environment

Although the quality of the school's learning environment was praised, we need to find a solution of finding a balance between a celebrating children's work and displaying relevant learning based materials.

The Chair noted that from a governor's perspective this was a really positive experience, and the children looked genuinely engaged and positive.

All agreed that the points raised were valid and useful.

The Headteacher explained the categorisation report needs to tie in with the School Self-Evaluation Form /Summary Sheet (SEF). He circulated a copy of the SEF to each governor for their reference, and explained the priorities are constantly being adjusted, unlike the SIP in which we have already completed some priorities.

The Headteacher proposed that in order to streamline information, and clarify priorities going forwards, he will review the updated SEF/ and SIP at the first FGB meeting of each term, and will present a longer Headteacher report at the second meeting of each term.

***The FGB agreed with the Headteacher's proposal and agreed this will be a useful tool to agree what we need to do to be an outstanding school.***

**ACTION: RR to amend agendas/ clerk work planner to show a SEF/ SIP review in the agenda of the first FGB meeting, and a Headteacher report in the second FGB meeting of each term.**

#### **8.4 Feedback from Ofsted Health and Safety**

No specific feedback was provided by Ofsted as this was a survey rather than an inspection, but the Inspector enjoyed their day and the preparation work was very worthwhile and staff were positive about using the experience as an opportunity to sharpen our skills in an Ofsted Inspection situation. The Headteacher said it was hugely encouraging to watch the staff's reaction, who were all incredibly positive and cooperative.

#### **8.5 Exclusions**

None

#### **8.6 Racial Incidents**

None

<p>9.</p>	<p><b>Review of Pupil Performance</b></p> <p><b>9.1 Raise online SATs Results/ Ofsted Dashboard (TC and IP)</b> Covered under committee update.</p> <p><b>9.2 Areas for Improvement, Actions and Expected Outcome</b> Covered under committee update.</p>
<p>10.</p>	<p><b>School Partnerships</b></p> <p><b>10.1 St Martin’s Partnership Update (TC and IP)</b> The Headteacher told governors that St Martins have published their Ofsted report which is graded “Good” which was the target outcome of the project. He noted that IP has done a large amount of effective work at St Martins, where a substantive Headteacher is now in place, and the school is now moving forward effectively and confidently. Although we will continue to work closely with their new headteacher Alexander Wingham, in the future, the partnership will be lighter touch until the end of the academic year, when it will come to an end.</p> <p><b>10.2 Confidential</b> See confidential minute</p> <p><b>10.3 Hove Partnerships Update (OM)</b> The Headteacher told the GB that last week’s Hove Partnership meeting focussed on the federation of schools pre-academisation. The aim of federation is for schools to be able to share resources and work collegiately providing funding benefits. There was discussion around the challenge of us finding schools with which to federate as we are a Diocese VA school and whether federation would be in St Andrews’ best interests, taking into account our high level of partnership work, and potential governance issues. <b><i>The FGB agreed St Andrews will not seek to go into federation with other schools.</i></b></p>
<p>11.</p>	<p><b>Committee Updates:</b> In addition to committee minutes being circulated, committee chairs gave feedback about their committees’ work using a new report template in order to give a fuller and more comprehensive account of their activities and achievements to the FGB.</p> <p><b>11.1 Teaching and Learning</b> The Committee Chair (AW) told the GB that the majority of work has been analysing the SATs data, and a deep dive into KS2 data last week. Points discussed by the FGB included:</p> <ul style="list-style-type: none"> <li>▪ Issue of progress in maths, especially for the middle attainers.</li> </ul> <p>The Committee Chair explained that many children who now fall into this category were previously receiving SEN support but have now moved out of the SEN support category, so this skews their aggregate progress. He noted there are various activities around addressing the issue of fractions teaching throughout the school, and the first inset day</p>

of 2018 will be solely focussed on this theme.

*A governor challenged whether the tools exist to pick up these issues.*

The Committee Chair said that the Target Tracker has effectively identified some issues, and the Committee will use it to look at areas like English to see if works effectively as a tool going forwards.

- The Maths culture within the school may be an issue, as many children identify negatively with their mathematical ability. This will be a focus going forwards.
- Focus on Gifted and Talented pupils with coordinator Sermin Salih is an area which has not previously been prioritised
- Potential focus on KS1 reading.

The Headteacher explained this was noted during the self-evaluation consultation. However, although KS1 data was slightly behind the national average, the progress of that cohort was rapid, as they achieved lower in year 1, and only 53% in the reception phonics test.

### **11.2 Ethos and Wellbeing**

There have been no further meetings since the last FGB meeting, and the next meeting will be on 22<sup>nd</sup> November 2017.

### **11.3 Resources and Finance**

The Resource and Finance Committee chair (JF) presented a verbal report to the FGB. Key points included:

- MG was appointed as the H&S rep.

MG will organise H&S walkabouts and there is a proposal of a H&S audit for end of January 2018.

No recent H&S incidents to report although following two very unfortunate accidents on the Trim Trail, it is not being used as much. However, subsequent H&S inspection found there was proper supervision in place and the equipment was up to standard.

- Confidential Discussion regarding Capital Development
- Policies:
  - Charging and Remissions policy updated and agreed
  - Premises Management policy reviewed and agreed.

The FGB agreed that the new committee report template is a useful reporting tool, which will give the FGB confidence that all key items are being covered, as well as an opportunity for meaningful challenge and scrutiny.

It was noted that most focus has been on the gaps and challenges being addressed by committees' work, and the FGB agreed each report should also contain an item of celebration going forwards.

## **12. Review/ ratify policies:**

### **12.1 Financial Scheme of Delegation**

***Approved***

### **12.2 Data Protection Policy/ 12.3 Freedom of Information Policy**

The Chair noted that in respect of the two above policies, the school needs to ensure it is compliant with the GDPR coming into effect in May 2018, so further time and

	<p>resources need to be used in order to carefully prepare compliant policies, possibly seeking external advice.</p> <p><b>ACTION: JF to add Data Protection Policy and Freedom of Information Policy to next Resources committee meeting agenda.</b></p> <p><b>12.4 Child Protection Policy</b></p> <p><b><i>FGB agreed and signed off the updated child protection policy.</i></b></p> <p><b>12.5 Model Pay Policy</b></p> <p><b>ACTION: OM and JF to finalise Model Pay Document with details of the school's name.</b></p> <p>The Headteacher recommended that the FGB should agree with the Brighton &amp; Hove LA Policy, which we have always done historically. FGB agreed.</p>
<p><b>13.</b></p>	<p><b>Admissions Arrangements 2019/20</b></p> <p>JF volunteered to lead admissions arrangements. MG volunteered to assist JF.</p>
<p><b>14.</b></p>	<p><b>Governor Training:</b></p> <p><b>14.1 Feedback on Training Attended</b></p> <ul style="list-style-type: none"> <li>▪ MG - has attended training including governor induction, stakeholder training (summary circulated). He is attending H&amp;S training on Thursday 16<sup>th</sup> November.</li> <li>▪ CB - booked on five training courses including data training on 6th December, Safeguarding and governor induction.</li> <li>▪ DH – data training next week</li> <li>▪ AW – attended the LA governance strategy training.</li> <li>▪ JF – booked on new to governor training (Diocese) and Safeguarding training next week</li> <li>▪ CS – will repeat safeguarding training</li> <li>▪ OM – training attended includes the school development plan training &amp; HT appraisal training. He is booked on next week's safeguarding.</li> </ul> <p>The Chair reminded the FGB to keep looking at training available on the BEEM, and encouraged governors to attend any training they feel they require, or that would support the work of their committee.</p> <p><b>Autumn Term Training Schedule: <a href="http://www.beem.org.uk/">http://www.beem.org.uk/</a></b></p>
<p><b>15.</b></p>	<p><b>Governor Visits</b></p> <p>Governors were reminded to sign their name in the red governors' visit book each time they visit the school on governor related business, as this will provide a log for Ofsted's reference.</p> <p>The FGB discussed whether governors are visiting as much as in the past, and the Chair and Headteacher noted how many times governors have recently been in the school with committee related work, and it was agreed all visits should be recorded. The Headteacher stressed governors are always welcome to visit the school. JF told</p>

	<p>the FGB she is booked on a school tour.</p> <p>The FGB agreed that it is positive that we have moved on from class-linked governors as this didn't provide a consistent level of governor support for all classes.</p> <p><b>ACTION: ALL governors to sign the red governors visit book when visiting school for school work/ support.</b></p>
16.	<p><b>AOB (items only agreed in advance)</b></p> <p><b>16.1Governors' email addresses</b></p> <p><b>ACTION: ALL to email RR with their preferred email address to ensure the distribution list is up to date</b></p> <p><b>16.2Sign Code of Conduct, Safeguarding Policy and Declaration of Interests (DH/ LH/ CB)</b></p> <p>DH, LH and CB all reviewed and signed the above documents, and handed in a signed declaration of interests form to the clerk.</p>
17.	<p><b>Grace</b></p> <p>Taken by Fr.DH</p> <p><b>Date of next Full Governor Board meeting – Wednesday 17<sup>th</sup> January 2018 at 7PM</b></p>

Date.....

Chair signature .....

**Action Points log:**

	<b>Action</b>	<b>Responsible</b>	<b>Timescale</b>
1.	Organise access to VLE and any other logins required, The Key and NGA for AF	<b>RR</b>	ASAP
2.	Post EL's Safeguarding Report to VLE	<b>OM</b>	ASAP
3.	Find the visitor's safeguarding document for use going forwards	<b>OM</b>	ASAP
4.	Repeat safer recruitment training.	<b>CS</b>	As/ when possible
5.	Attend next available safer recruitment training session	<b>OM &amp; JF</b>	ASAP
6.	T&L Committee to sign off Terms of Reference in next committee meeting	<b>T&amp;L Committee</b>	Next T&L Comm meeting
7.	Update governors board outside school	<b>RR</b>	ASAP
8.	Contact DH to start foundation governor recruitment process	<b>OM</b>	ASAP
9.	Circulate email regarding governors' interest in attending the Hove Partnership Ofsted Readiness Training.	<b>OM</b>	ASAP
10.	Organise strategic plan action plan with MG and CS	<b>OM</b>	ASAP
11.	Amend agendas/ clerk work planner to show a SEF/ SIP review in the agenda of the first FGB meeting, and a Headteacher report in the second FGB meeting of each term.	<b>RR</b>	ASAP
12.	Governors with links/ contacts to any local football clubs to pass details of contacts to JR in order to request a letter of support.	<b>ALL</b>	ASAP
13.	Add Data Protection Policy and	<b>JF</b>	ASAP

	Freedom of Information Policy to next Resources committee meeting agenda.		
<b>14.</b>	Finalise Model Pay Document with details of the school's name	<b>OM/JF</b>	ASAP
<b>15.</b>	Governors to sign the red governors visit book when visiting school for school work/ support.	<b>ALL</b>	ONGOING
<b>16.</b>	Email RR with their preferred email address to ensure the distribution list is up to date	<b>ALL</b>	ASAP