

MAIN SET OF MINUTES

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

Date: Tuesday 17th January 2018

Time: 19.05 – 21.30

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 (DHe) ex-officio Associate Vicar Lesley Hurst (LH) Foundation Governor & Vice Chair Oliver Mudge (OM) Foundation Governor & Chair of Governors Nnamdi Udezue (NU) Foundation Governor Ed Lawrence (EL) Foundation Governor Andrew Wealls (AW) LA Governor & Vice Chair Gordana Chapman (GC) Parent Governor
In attendance:	Andrew Lincoln (AL) Partnership Consultant & School Leader, St Andrews Primary School
Clerk (temporary):	David Harvey (DHa)
Apologies:	Coreen Sears (CS) Foundation Governor

Quorum: 11 out of 13 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	7.05 start Prayer taken by DHe
2.	Apologies CS sent apologies in advance which were accepted.
3.	3.1 Agree Minutes of FGB Meeting 14th November 2017/Matters Arising/Action Log The minutes of the FGB meeting of 14 November 2017 were agreed, with no matters arising. 3.2 Outstanding Actions: ACTION: RR to organise access to VLE and any other logins required, The Key and NGA for AF ACTION: OM to post EL's Safeguarding Report to VLE

MAIN SET OF MINUTES

	<p>ACTION: EL to find the visitor’s safeguarding document for use going forwards</p> <p>ACTION: CS to repeat safer recruitment training.</p> <p>ACTION: OM and JF to attend next available safer recruitment training session.</p> <p>ACTION: T&L Committee to sign off Terms of Reference in next committee meeting.</p> <p>ACTION: RR to update governors board outside school</p> <p>ACTION: OM to contact DH to start foundation governor recruitment process.</p> <p>ACTION: OM to circulate email regarding governors’ interest in attending the Hove Partnership Ofsted Readiness Training.</p> <p>ACTION: OM to organise strategic plan action plan with MG and CS</p> <p>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.</p> <p>ACTION: JF to add Data Protection Policy and Freedom of Information Policy to next Resources committee meeting agenda.</p> <p>ACTION: OM and JF to finalise Model Pay Document with details of the school’s name.</p> <p>ACTION: ALL governors to sign the red governors visit book when visiting school for school work/ support.</p> <p>ACTION: ALL to email RR with their preferred email address to ensure the distribution list is up to date</p> <p>The Chair confirmed that all actions had been completed, with the exception of OM and JF attending the next available safer recruitment training.</p>
<p>4.</p>	<p>Safeguarding Update (EL)</p> <p>4.1 Single Central Record – Report / review date</p> <p>4.2 Date for Spring Review</p> <p>EL drew attention to his visits to the school, noting that a safeguarding pamphlet (now laminated) was retained in the front office. Staff had undertaken to show this pamphlet to all visitors, which contains all relevant safeguarding information. EL added that this was available for other staff to see, such as contractors, canteen and <i>ad hoc</i> staff.</p> <p>EL confirmed that he had arranged a visit to the school to review the Single Central Record on 26th January at 09.00 hours. The Chair added that he would also attend this session.</p> <p>EL asked all governors to say whether they had attended up to date safeguarding training – NU, CS and JF gave this confirmation. EL noted that the safeguarding audit had been completed at the end of the last academic year. EL stated that he intended to attend safeguarding workshops; the headteacher stated that he and Sarah Chambers (SC) would be doing refresher training in February.</p>
<p>5.</p>	<p>Inclusion – Linked Governors Update</p> <p>5.1 CB</p>

MAIN SET OF MINUTES

	<p>CB spoke of her role as Special Educational Needs & Disabilities (SEND) and Pupil Premium link governor and the report of her visit (meeting with SC) now posted on the Virtual Learning Environment (VLE). CB highlighted discussion with SC on the school ethos for every child, SEN attendance in step, the increase in English as a Foreign Language (EAL) admissions (30 in Reception); the Ethnic Minority Achievement Service (EMAS) (offer of translators); the school SEN team working below capacity (full cover was however in place and the team was coping well); the increase in autism spectrum disorder (ASD) or condition (ASC) diagnosis (there was a rising awareness of this issue, with training in place); rising demand for pastoral support; SEN pupils intervention and support (training being given to teaching assistants (TAs)).</p> <p>CB asked if there was anything lacking – SC stated that more support with numeracy would be helpful.</p> <p>CB stated that SC was doing more literacy interventions, with iPads being used effectively in Years 5 & 6.</p> <p>CB confirmed three follow up action points – (1) to meet with SC once a term; (2) assess Target Tracker support of SEND pupils on 22 February; (3) talk with the school about its provision for more able pupils.</p> <p>Governors noted that there was a change in the demographic on the autism diagnosis issue; also that this was increasing over the years. CB responded that there was now better diagnosis of the condition, leading to improved awareness.</p> <p>The headteacher spoke of other schools transparency with data on the Education, Health & Care (EHC) plans, confirming that St Andrew's was very approachable on taking in SEND children and not turning them away; adding that not all children would stay on the SEND register. The headteacher stated that the school had never disputed an EHCP (or statement), just those that were presented without funding.</p> <p>ACTION – CB to post Additional Educational Needs policy on VLE</p> <p>5.2 AW</p> <p>AW spoke of a discussion by the Teaching & Learning Committee about disadvantaged pupils, where there had been a look at PP statistics and progress numbers; which were in line with expectations.</p>
6.	<p>Governing Body Membership</p> <p>6.1 Governor Terms Expiring before next FGB meeting (EL AND Jason Tingley)</p> <p>EL has agreed to extend his term of office as a foundation governor.</p> <p>The Chair confirmed that Jason Tingley has agreed to continue as Associate Member.</p> <p>6.2 Update on Foundation Governor vacancy / Recruitment (OM)</p> <p>The Chair informed the FBG that he had identified and met (with DHe) a candidate for the foundation governor vacancy – Fran Beckett – who has extensive experience working in senior roles in (CEO, Chair) for various Charities and Christian organisations. The Chair described her as enthused about joining the board and would meet the headteacher on 20 January to discuss this application further and await views.</p>
7.	<p>Governance</p>

MAIN SET OF MINUTES

7.1 Strategic Plan – Update (MG)

MG referred to his having circulated a plan, which contained two main phases. The first would look at the context (what had been done; the current situation and where matters were going; covering structural and intake). MG would write all this information up to develop a consultation plan to set out recommended next steps.

The Chair commended this exercise as being a worthwhile process, to demonstrate to staff, parents and others what the governing board was doing. The Chair emphasised the importance of not rushing the exercise, but completing it thoroughly to produce a better document.

Governors felt that stakeholders should be engaged on the current provisions; setting out a process for determining lists of points.

MG stated that the four values of the school would appear in the plan as broad headings; for the rest of the plan to show how governors were working towards them.

The headteacher commented that, as a starting point, a look should be taken at what was in place at the moment and the basic underlying direction of the school, for which there was a lot of material already.

The headteacher advised against over surveying people, noting that for example one had been done in the autumn on school trips; asking the question whether these were too expensive. The headteacher also referred to a report on the church school and a dip in parents valuing the school ethos. As a result, the school had been more pro-active, saying more about the benefits of collective worship which was a major part of life at St Andrew's.

ACTION – MG to speak to the headteacher about this data material (using it to update the draft plan)

7.2 Ofsted – Hove Partnerships Governor / Ofsted (MG / OM)

MG stated that discussion at the most recent Partnership meeting had been about governors' roles in OfSTED inspections. This was on the basis of information provided by the local authority (LA) about a number of recent inspections of schools in the city. MG suggested that there be a sub group of governors convened to focus on being OfSTED ready.

The headteacher welcomed this idea of broadening knowledge but cautioned against duplicating the work going on in the Committees, e.g. Teaching & Learning on data.

The Chair commented that it would be good to have high level headline points in one live document; which would be continuously updated in one place, setting out what governors were doing.

The headteacher commented that OfSTED inspections were now very quick, with very little time available to make an impact. It would be good to have such a concise summary in place.

ACTION – Committee Chairs to convene a round table discussion on how to take this OfSTED governor readiness document forward.

7.3 Policies

The Chair noted that the policies review process would now be tidied up, by use of the

MAIN SET OF MINUTES

	<p>compliance tracker facility on the 'Key', by half term. This would ensure all policies would be stored in one central place, with reminders going out to governors as and when reviews were due. The Chair noted too that the school website needed to be up to date with regard to policies.</p>
8.	<p>Head Teachers Appraisal – Report (OM / AW)</p> <p>(Note – for this item, TC, AL, AF left the room at 19.45, returning at 20.10 hours)</p> <p><i>Text covering discussion of this item appears in a separate confidential annex to this main set of minutes.</i></p>
9.	<p>General Data Protection Regulation (GDPR) update</p> <p>The Chair emphasised the importance of the school being ready to implement this regulation on time, due to take effect on 25 May 2018. The Chair noted that every organisation would be bound by it, including schools and was an updated version of the Data Protection Act. The Chair commented that governors should start to think about the process, with their role being about seeing that data was being managed correctly by the school. The Chair asked that the Resources Committee take on the task of monitoring this issue.</p>
10.	<p>Committee Reports</p> <p>10.1 Teaching & Learning (AW)</p> <p>AW highlighted the key points of mathematics performance, issues pre-empted by Target Tracker, fractions week and subject leadership. CB stated that the Committee had reviewed mathematics landscape, interactive work, active learning approach, gifted & talented or more able children strategy, PP data (concern about PP/non PP writing progress results).</p> <p>10.2 Resources (JF)</p> <p>JF drew attention to the key points of a health & safety audit due on 1 February, no H&S incidents to report, finance review, appointment of the new school business manager (receiving LA help & support in the role), successful bank reconciliation, LA electricity charge refund (£2K), staffing update (departures and new appointments), continuous professional development (CPD) and admissions data.</p> <p><i>Outside Space (Confidential)</i></p> <p><i>Text covering discussion of this item appears in a separate confidential annex to this main set of minutes.</i></p> <p>10.3 Ethos (GC)</p> <p>GC drew attention to the previous meeting of the Committee, speaking about the key points of the group functioning well (more inclusive of parents), discussion of an anti-bullying report (the Chair raised the issue of anti-bullying week taking place every year), school demographics (deprivation levels had not changed), children's survey (complaints that they did not do enough exercise), the going ahead of growth mind set, a new lead on Personal Social Health & Economic (PSHE) education appointed and a diversity visit to other churches.</p>
11.	<p>Head Teacher</p>

MAIN SET OF MINUTES

11.1 Head Teacher Report

The Headteacher gave a presentation covering the key points of:-

staffing changes (appointment of AL as Partnership Consultant, who would develop other members of staff, Sarah Jane on data and Verity Perry as school business manager, departure of Sarah Robertson);

benefit of partnership with St Martin's (by February the picture would be clearer where the partnership was going);

school improvement process (spring review – outcomes rather than actions);

SIP evaluation (summer 1 – see how successful);

SIP 18/19 (key points based on the OfSTED framework);

the Self Evaluation Form (SEF – feeding in the school story, on where it was now);

the 2018/2019 plan (a rationale setting out what success would look like).

The Headteacher confirmed that there had been no exclusion or racial incidents.

Phone Mast

DHe explained that the Parochial Church Council (PCC) was looking at the possibility of using St Andrew's Church tower as a phone mast and installing a base station, having been approached by the company Net Solutions with such a request for this preferred location. He had carried out research on the issue, on which a decision would be taken in three months. A public notice exercise had been carried out with no responses. The PCC had now to decide whether to approach parents and invite responses.

Governors recommended the PCC be as open as possible and carry out this approach with parents.

The Headteacher continued with his presentation, highlighting:-

Half term holiday review (the LA was consulting schools about having the two week autumn half term break in 2019. The headteacher stated that this was not a big issue for the school and noted that King's School and Cardinal Newman had gone back on the agreement to have this two week break in 2018. The Headteacher recommended that the school stick with the agreement (i.e. keep to having the two week break in the autumn of 2018), believing that it was not damaging for the children).

BOAT (Bishop Otter Academy Trust)

The headteacher spoke of the launch event invitation and desirability of having governors attend this event. If academisation was pursued, this would be the most likely route the school would take.

Sussex Coast Teaching School Alliance (SCTSA)

The headteacher informed the FBG that the school had been approached by the TSA to join as a partner. The core function of the TSA would be to provide training, that which was formerly supplied by the LA school improvement service. The headteacher explained that the TSA was based in Brighton & Hove, with a primary school approach. The headteacher stated that there would be a yearly membership fee of £500 and proposed to the FBG that the school join. The headteacher suggested that

MAIN SET OF MINUTES

	<p>two governors meet with Helen Horsley, head of Benfield Primary School and the Teaching School for more information.</p> <p>Governors questioned whether the school had the capacity to be involved in this initiative. The headteacher believed that St Andrew’s could lead in some areas and require support in others. The headteacher added that the school’s relationship with St Martin’s was being scaled back and so needed fresh opportunities for staff to branch out. If the school joined now, it would have the ability to shape the structure of the TSA; membership would also be mutually beneficial. The headteacher believed that, overall, the TSA would bring a more coherent approach to CPD. The Chair agreed to meet Helen Horsley, as requested.</p>
<p>12.</p>	<p>Governors</p> <p>12.1 Visits Made by Governors</p> <p>GC reported having made a visit to the school on Reception tracking.</p> <p>12.2 Training Feedback</p> <p>The Chair reminded governors that he had sent round an LA update on training.</p>
<p>13.</p>	<p>AOB – None</p>
<p>14.</p>	<p>Grace</p> <p>Taken by Fr.DHe</p> <p>Date of next Full Governor Board meeting – Monday 12th March 2018 at 7PM</p>

Date.....

Chair signature

MAIN SET OF MINUTES

Action Points log:

	Action	Responsible	Timescale
1.	CB to post Additional Educational Needs policy on VLE	CB	
2.	MG to speak to the headteacher about this data material (using it to update the draft plan)	MG	
3.	Committee Chairs to convene a round table discussion on how to take this OfSTED governor readiness document forward.	AW/JF/GC	
4.	Teaching & Learning Committee Chair to review Key Stage 2 girls' data on mathematics at next meeting, to assess reasons for underperformance.	AW	