

MAIN SET OF MINUTES

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

Date: Monday 12 March 2018

Time: 19.05 – 20.50

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

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

Item	Discussion and Decisions
1.	7.05 start Prayer taken by TC
2.	Apologies NU, DHe and JF sent apologies in advance which were accepted.
3.	Conflicts of Interest LH notified the FBG of her status as trustee of the Bishop Otter Academy Trust (BOAT); AL informed the FGB of his having links to the three entities of BOAT, St Nicholas & St Mary CE Primary School and St Andrew's CE Primary School.
4.	4.1 Agree Minutes of FBG Meeting 17 January 2018/Matters Arising/Action Log The minutes of the FGB meeting of 17 January 2018 were agreed, with no matters arising. The Chair informed the FBG that he had circulated a document to all governors, taking

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	<p>the form of an OfSTED overview and scene setter, with planning and reference points. The Chair added that the OfSTED inspection could happen at any moment and it was good to see link governors fully engaged with the school.</p> <p>LH asked that the school website be amended, with information about the Diocese Board of Education (DBE) appointing the (eight) Foundation Governors.</p> <p>ACTION – TC to amend school website with DBE Foundation Governor appointment correction.</p> <p>4.2 Outstanding Actions:</p> <p>ACTION – Teaching & Learning Committee Chair to review Key Stage 2 girls data on mathematics at next meeting, to assess reasons for underperformance.</p> <p>The Chair confirmed that all actions had been completed.</p>
5.	<p>Safeguarding Update (EL)</p> <p>5.1 Single Central Record (SCR) – Report / review date</p> <p>EL informed governors that he and the Chair had carried out an SCR monitoring visit to the school on 21 January. EL gave details of what had been looked at and questioned, including:-</p> <ul style="list-style-type: none">• all checks had been undertaken on a range of staff;• Disclosure and Barring Service (DBS) checks on governors, volunteers and clubs (there were some gaps, which would be verified with the local authority);• agency staff (all staff had been vetted, demonstrated by a robustly completed spreadsheet);• hire of staff who had worked abroad (the school demonstrated a robust checking system);• administrative errors (all duly recorded and logged with plans to address them);• security of records ('J' Drive – TC confirmed that this could be accessed remotely);• security breaches (what action was taken by the school to deal with such incidents);• testing of data (EL and the Chair carried this out, everything was fine);• school trips (helpful information was readily available, with layers of safeguarding in place). <p>The Chair added that both he and EL had looked at some agency forms, to see that checks had been carried out. The Chair raised the issue of parents helping on school trips. AF stated that teachers were always with parents on trips.</p> <p>TC informed the FBG that he and Sarah Chambers had not been able to undertake booked safeguarding training on 5 March, as the course had been cancelled due to adverse weather conditions. Rescheduled training would take place in May, to be confirmed in writing by the local authority.</p>
6.	<p>Academisation (CONFIDENTIAL)</p> <p><i>Text covering discussion of this item appears in a separate confidential annex to this main set of minutes.</i></p>

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7. Committee Reports

7.1 Teaching & Learning (AW)

AW drew attention to:-

- The particular challenge of mathematics (the T&L Committee would have more mathematics data available from Target Tracker at its next meeting)
- A review of the special fractions week
- Spending time with more able children
- Plans to carry out a learning walk in the first half of next term (AW and CB)
- Quality of Teaching (confidence that monitoring was robust and accurate)
- Criteria (a look on how this was checked)
- Gifted and Talented
- Pupil Premium (to be put on the T&L agenda)

7.2 Resources (MG)

Outside Space (Confidential)

(Note - text covering part of the discussion of this item appears in a separate confidential annex to this main set of minutes.)

MG also drew attention to questions on the school field being put to parents in a survey last week. TC added that there had been 123 responses to these questions, with 90% in favour of putting in a 3G surface but also that trees, bushes and other green areas should be preserved. TC stated that, although the number of those objecting was very small, MG had agreed to meet them and listen to their input and concerns.

Health & Safety

MG stated that the school had had the H&S audit, with the local authority being satisfied that St Andrew's was operating a safe environment; adding that a further visit will be conducted to sign off on small number of issues identified.

Finance

MG stated that at the last Committee meeting the school business manager had produced a full report, showing that a funding surplus was expected at the end of the financial year; also a general positive budget picture. MG added that the Committee had reviewed major surplus/deficits in different budget lines.

Admissions

MG drew attention to the healthy number of applicants for school places in September 2018. MG confirmed that the school had sent the foundation place rankings list to the local authority.

Staffing

MG gave an update on the school staffing situation, providing details of one member of staff, Sue Jackson, who had sadly passed away; also of absences on long term sickness and maternity leave. One school leader has recently announced she will also take maternity leave and on this last point, TC added that he planned to recruit a full time replacement and to deploy the returning staff member in a different role.

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	<p><i>Training</i></p> <p>MG highlighted a very interesting update given on Continuing Professional Development (CPD), particularly on its positive impact. TC stated that this was due to the style of delivery and commented that a lot was going on to develop staff.</p> <p><i>New Governor</i></p> <p>MG drew attention to an update given on the appointment of a new Foundation Governor. The Chair confirmed that the FBG was now awaiting a final decision by the Diocese on this appointment.</p> <p>7.3 Ethos (GC)</p> <p>GC drew attention to:-</p> <ul style="list-style-type: none">• School gates (effect on disabled children's access)• Medical policy (use of room, subject to a lot of transit, for children to have time to themselves)• Discovering talents (events this week)• Gifted & Talented and More Able (range of activities)• School trips (a parents' survey had been positive about the number organised and the costs – there was help from the school given to disadvantaged families)• Families in Need (provisions for school holidays, clubs and food supply – this was not a major problem for the school)• Curriculum changes (a draft was awaited) <p>Governors asked about the distinction between gifted & talented and more able; in terms of how the school identified them and tracked their progress. AL stated that there were government definitions of these terms; also that more time would be spent at the next Teaching & Learning Committee meeting on the issue of how the more able children were tracked. Governors welcomed the undertaking by this Committee to lead a discussion on gifted and talented children.</p>
8.	<p>Policies – review and agree distribution of policies</p> <p>The Chair stated that all school policies had now been tidied up and where they had been allocated; with some requiring FBG approval. The Chair commented that responsibility for respective policies could be divided up between the Committees; who had authority to merge similar ones if appropriate. TC added that most policies were now on the school website.</p> <p>The Chair highlighted that the majority were statutory in nature and sat on a compliance tracker. The Chair asked governors to draw attention to those which could not be accessed for whatever reason.</p> <p>The Chair noted the FBG's agreement to the proposed policy allocation and delegation of policies to relevant committees.</p>
9.	<p>Head Teacher Report</p> <p>The Headteacher covered the key points of:-</p> <ul style="list-style-type: none">• The sadness and feeling of loss experienced by the school, at the news of a valued and long standing member of staff (Sue Jackson) passing away. TC added that DHe had been particularly appreciated for his support at the funeral.

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	<ul style="list-style-type: none"> • The school had joined the Sussex Coast Teaching School Alliance (SCTSA) and would be involved in the planning group next term. TC highlighted in particular the school's participation in a mathematics project, alongside 12 schools. TC added that, with academisation being a live issue, being isolated was a mistake and being involved in the SCTSA would alleviate this concern. • The Partnership, with the work of AL being valuable in this regard. TC added that this would be built on, which was giving the school a fresh perspective. St Andrew's looked to continue this relationship in the future, which amounted to a strategic engagement. • The school budget. TC commented that St Andrew's settlement would be tight this year, meaning that careful consideration would be given to whether or not replace staff departures. TC stated that, nevertheless, the school was in a good position and anticipating a strong settlement; but still cautious given the situation would not become any easier. TC expected that the school would be able to set a balanced budget. <p>Governors asked how much the surplus amounted to. TC expected that this would be about £50K; with future demands on funds including a 2% pay rise for teachers with no addition resources to pay for this increase. TC acknowledged the huge benefit to the school by receiving the expansion funding.</p>
<p>10.</p>	<p>School Improvement Plan (SIP) review</p> <p>TC drew attention to the building in of an analysis of impact into this document. TC highlighted the amount of evidence which had been Red, Amber and Green (RAG) rated – with few Reds which were mostly worship related.</p> <p>Governors asked about the Ethos section, whether the Red rating for Christian distinctiveness had been challenged. TC stated that this had been discussed, with the next stage being a parents' survey.</p> <p>The Chair noted that a number of Amber rated items fed into the new SIP. TC stated that in some cases final confirmation from data was being sought about what had been done; with some being carried forward. TC agreed to provide a new SIP for the next meeting of the FBG.</p> <p>ACTION – Provision of new SIP - TC</p>
<p>11.</p>	<p>Exclusions</p> <p>TC confirmed that none had been made.</p>
<p>12.</p>	<p>Racial Incidents</p> <p>TC confirmed that none had occurred.</p>
<p>13.</p>	<p>Governors</p> <p>13.1 Visits Made by Governors</p> <ul style="list-style-type: none"> • Reception learning walk – GC • Health and Safety walk, Audit and Admissions – MG • Lent full school assembly – CS • Special Educational Needs and Disabilities (SEND) learning walk on 22

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	<p>February – CB</p> <ul style="list-style-type: none"> • SCR review of 21 January – EL and OM • Governors' Conference of 3 March – OM and AW <p>13.2 Training Feedback</p> <ul style="list-style-type: none"> • Safeguarding (May) – CB • Admissions appeals (cancelled) – MG. TC noted that he would ask the Diocese trainer for some coaching on appeals. • Safeguarding (booked) – GC. The Chair drew attention to the Diocese safeguarding training course scheduled for late May.
14.	AOB – None
15.	<p>Grace</p> <p>Taken by TC</p>
16.	Date of next Full Governor Board meeting – Tuesday 8 May 2018 at 7PM

Date... 8.5.2018

Chair signature 

Action Points log:

	Action	Responsible	Timescale
1.	TC to amend school website with DBE Foundation Governor appointment correction.	TC	By next meeting of the FBG
2.	Contact with SNSM Chair of Governors to arrange a Q&A session	OM	By next meeting of the FBG
3.	Provision of new SIP	TC	For next meeting of the FBG