

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

Date: 4<sup>th</sup> July 2018

Time: 6:30pm – 8:30pm

Present:	Oliver Mudge (OM)	Foundation Governor & Chair of Governors
	Fran Beckett (FB)	Foundation Governor
	Catherine Buchanan (CB)	Foundation Governor
	Gordana Chapman (GC)	Parent Governor
	Trevor Cristin (TC)	Head teacher
	Louise Everington(LE)	Foundation Governor & Vice Chair
	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
	Coreen Sears (CS)	Foundation Governor
	Nnamdi Udezue (NU)	Foundation Governor
	Andrew Wealls (AW)	LA Governor
In attendance:	Andrew Lincoln (AL)	Consultant Partnership Head, St Andrews Primary School
Clerk:	Clare Bennett (CB)	
Apologies:	Ed Lawrence (EL)	Foundation Governor
Absent:	None	

Quorum: 15 out of 16 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<b>6:30pm start</b> <b>Prayer</b> Taken by DH.
2.	<b>Conflicts of Interest</b> No new issues raised.
3.	<b>Apologies</b> Ed Lawrence.
4.	<b>Agree Minutes of FGB Meeting /Matters Arising/Action Log</b> A meeting with St Mary's school and St Nicholas' school has been arranged for around a week after the school start in September to discuss working together. A quick update at the next FGB will be included on the agenda.

Item	Discussion and Decisions
	<p>The Governor financial account is now set up and in use.</p>
5.	<p><b>End of Year – Safeguarding Update - SENCO</b></p> <p>Sarah reads report through.</p> <p>High stats as we continue to be a popular choice for those children with additional needs. Financial implications to that getting harder to manage.</p> <p>Higher level of needs/support in relation to SEN support. Good classes and acoustics for those hard of hearing. Facilities of school lend themselves to those with additional needs.</p> <p>Some children where teachers argue children are too near threshold and shouldn't remain at the school, but as a team argue that they should stay on.</p> <p>Lower maths result came from two particular children.</p> <p>Writing groups affected by staff sickness.</p> <p>CB took a learning walk and confirmed happy with what seen.</p> <p>Rising level of children with English as an additional language – have been a number of sessions for those children and their parents.</p> <p>Big increase in diagnosis (esp in Year 2) of autistic spectrum children.</p> <p>We have three free counsellors – which is high for a Primary School.</p> <p>Main thing of note from the budget is that we have a high level of HCP children.</p> <p>High level of adopted and LAC.</p> <p>AW asked about the council's 'Autism friendly' mark. Would be nice to get that to show the work that we do. Sarah explained that we are looking to get a staff member trained to do this.</p> <p>FB asked about the high ability disadvantaged. Sarah they are not on our SEN register. They are achieving well in this school. Trevor confirmed they are monitored and fed back each term, was a focus of T&amp;L committee.</p> <p>AL explained that the disadvantaged are also mapped to standard children.</p> <p>FB said that across B&amp;H those children are often swept up in SEN.</p> <p>OM asked about whether any predictions can be made for the future given rise in numbers. TC not really, depends on choice of parents. But there are some children already within the school diagnosed, so we are in control of what we are asking for as already doing.</p> <p>TC explained there are sometimes spikes. There was a spike in the past and Christine and TC wrote to council and did get some additional funding. But numbers levelled out.</p> <p>Sarah – trend is at least 2 coming into reception. TC benefiting in early diagnosis, so at least know when they enter school, rather than surprised later.</p>

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	<p>CS asked if there is a point that a school can say we can't cater for their needs.</p> <p>TC morally admissions, argue that funding not enough. Can flag to council but there is no funding available, is a case of highlighting how difficult it is without sufficient high level funding.</p> <p>EL was in doing safeguarding review and audit. Sarah said it has been good working with EL this year on SEN.</p>
6.	<p>JF – Finance and resources update.</p> <p>Outdoor space – TC has submitted the application for the pitch, doesn't include floodlights as we are awaiting to hear if needs planning permission. Educated guess is that we will need planning. £8500 cost for planning. Want to get FGB opinion about going ahead. Getting out of Governor funds. Pre planning already gone through. Architects are large part of cost – ecological searches etc.</p> <p>Patcham High doing something similar – AW pointed out – can liaise with them, economies of scale – Julien to follow up as he is leading that project.</p> <p>£50000 sitting in governors pot. Other fund in HSBC is around £11/12000. LH doesn't completely deplete funds then.</p> <p>Risk is laying out £8500 for planning and then don't get planning. But feedback has been that it is highly supported. Will need to consider how to give message to local community. Planning consultant thought we had a strong case. FGB voted unanimously to go forward.</p> <p>Year end and budget all submitted and agree by Local Authority. Should be having some more conversations with the PTA about their fund raising so as not to cross purposes. Find out their strategic plans. OM highlighted that closer working between Governors and PTA is a hot topic across B&amp;H.</p> <p>Admissions update – two appeals for reception places – last week one pulled out – only one left – appeal hearing yesterday, didn't go in our favour. Person in question was at the top of the Foundation list and we strictly speaking had a space. Problem is that there is a child in reception who may need to sit reception again – have support from various parties – but final decision hasn't come yet.</p> <p>6 Key stage two places offered out have all been accepted.</p> <p>2 Year six places filled.</p> <p>1 in year two and 1 in year four – both accepted.</p> <p>Health and safety – had a fire officer visitor – £4500 to replace a large number of emergency light bulbs replaced or batteries replaced. Verity trying to get a bulk discount. This highlights that we need account for this in future budgets. MG pointed out that new ones should be more eco and cost less in energy. FB asks how urgent it is. Report was done in Oct 17 but wasn't highlighted. Making investigations as to urgency, levels etc.</p> <p>Feedback is that we should have more discussions with Dean the caretaker (MG to take forward) around upcoming issues that he can see.</p> <p>Can look at generating income from charge for clubs who use the school (TC said not if cost passed to children).</p> <p>Can look at an 8am-8pm provision – but is a big piece of work.</p> <p>Recruitment – all teaching posts for September now filled.</p>

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	<p>AW T&amp;L                      GC joined as did 3 visits to early years. Impressed with degree to which those children who enter reception chaotic were ready to enter year 1.                      Phonics results have jumped enormously – hard work all year. Early years results also improved by around 5% AL.                      PP children – monitored progress of those children and interventions made.                      Growth mindset work is ongoing to see it fully embedded and benefits coming through.                      Maths has been a focus of this committee all year following results from previous year. Eg. Fractions week. Monitoring subject leadership. Next meeting look at gifted and talented week – discovering talents week.                      RAG rating for interventions has been particularly helpful. Might look at doing that for gifted and talented next year. Geoff Lloyd was impressed at our approach.</p> <p>GC Ethos                      Planning for next year made up most of latest meeting.                      Introducing different experience for worship. Have a service at All Saints and do a joint service.                      DH now have guidelines and questions we are answering – SIAMS.</p>
7.	<p><b>Model Complaints Procedure</b></p> <p>Only real changes since last version are contact details.                      MG raised issue of 3<sup>rd</sup> party – defer some responsibilities to LA – although they are overrun                      FGB all in agreement.                      CB to update policy and put on website.</p>
	<p>Teachers leave</p>
8.	<p><b>Recruitment</b></p> <p>Advert went live Monday. Thanks to all for responding to clerks emails. Dates circulated. Panel meeting on 18<sup>th</sup> July to discuss content of interview day. JF and OM met with 7 teachers to get their views-really good meeting. Themes was to mirror what we have for ethos and values, but bring TA and teaching community together as there is a divide there presently. Could get more value from TAs if manage those relationships better. Met student council – brilliant meeting. Beyond crazy requests. Want strict, firm but fair, discipline. Drafted into recruitment pack that has gone out. Governors feel those were reflected well in the letter.</p> <p>How to handle candidates who want to visit. TC can show them around – agreed by SPA, Panel not receive any feedback from him and not involved with candidates prior to their interview.</p> <p>23<sup>rd</sup> July is interview day. Pushing for a strong Christian leader – not relax that approach</p>

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	<p>unless needed.</p> <p>New LA governor – Sue been nominated – got policy and finance experience. FGB unanimously vote to appoint her.</p> <p>CB to follow up on appointment.</p>
<p><b>9.</b></p>	<p><b>Dates</b></p> <p><b>All agree</b></p>
<p><b>10.</b></p>	<p>Head Teachers Report</p> <p>Governors felt good report. No questions raised.</p>
<p><b>11.</b></p>	<p>No exclusions, No racial incidents.</p>
<p><b>12.</b></p>	<p>AOB</p> <p>Pinaki email. – pupil numbers decline. Invited to engage in the conversation.</p> <p>Still have high levels of applications to places – so sympathetic but don't feel need to partake in that discussion at present.</p>
<p><b>13.</b></p>	<p>Hove partnerships meeting – not high attendance</p> <p>Interesting meeting – Maggie at bi0lingual school would like to do a peer review. Agreed it could be a useful task to bench mark.</p> <p>Put self evaluation on plan for beginning of next year.</p>
<p><b>14.</b></p>	<p>Visits:</p> <p>OC – looked at governors book – around 150 governor visits to school over the year – well done.</p> <p>GC asks if it is helpful. AL different types of visits. From ofsted perspective see putting into practice. Teachers attending committee is a hugely positive thing, and seen more positively by teachers too.</p> <p>Nnamdi leaves.</p> <p>TC – targeted and purposeful visits are good, takes preparation. Learning walk around phonic validated work going on.</p> <p>Training:</p> <p>FB – done her two intro to governor training. Partnership forum for governors (on how</p>

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	governors can have an impact on disadvantaged children). Ofsted – how we engage with pupils and holistic approach, pastoral care with learning interventions. OM and MG online safer recruitment training.
15.	OM – thanked everyone for their commitment and work over the year. TC does goodbyes to AW and CS.  CS says goodbye to TC.

Date...18<sup>th</sup> September 2018

Chair signature ... *Oliver Mudge*....

### Action Points log

	Action	Person	Timescale
1.	Send the governors email list again to NGA.	CBe	Asap
2.	To notify Julien Rutler of continued appointment for a further year. To notify Matt Rance that his term has ended. To discuss stepping down with Colleen White.	CB	
3.	Discuss recruitment of further Foundation Governors with DH.	CB	
4.	Find some formal wording on guidance to employers for giving time to governing.	CBe	
5.	Provide a safeguarding update for each Full Governing Body.	KH and Sarah Chambers	For 9 <sup>th</sup> May meeting