

# COOMBE ROAD PRIMARY SCHOOL

## Minutes of the Full Governing Body

Meeting date: 3 July 2018

Meeting time: 5.00–6.55pm

Present: Ray Williams (RW – Chair), Gillian Burns (GB), Peter Freeman (PF), Vicky Phillips (VP – Head Teacher), Mick McDaid (MMcD), Rowan Milsted (RM), Chris Piper (CP), Mo Marsh (MM), Nargis McCarthy (NM), Efchari Kapoli (EK), Anne Meadows (AM)

In attendance: Melanie Arnold (MA - Clerk), Clare Burcombe (CB)

Quorum: The meeting was quorate

Item	Discussion and decisions	Action
1	<p><b>Welcome, apologies and declarations of interest</b></p> <p>The Chair introduced the meeting. Governors welcomed the news that Her Majesty's Chief Inspector will pay an informal visit to the school on 13 July.</p> <p><b>a) Apologies:</b> There were no apologies.</p> <p><b>b) Declarations of interest:</b> There were none for this meeting.</p>	
2	<p><b>Governor matters</b></p> <p>a) <b>Departing Governor:</b> Governors noted the resignation of co-opted Governor, Kiran Eyre. The Chair has written to thank him for his contribution. Governor Support is aware of the vacancy and an advert for a replacement has been placed on the Council's website. Governors noted also that GB's term of office is due to end in November. All agreed to seek candidates and to review the situation at the next meeting.</p> <p>b) <b>Election of Chair 2018-19</b> (The clerk took the Chair for this item): Governors noted that RW is resigning the Chair this summer, although he will remain as a co-opted Governor for the remainder of his term. The clerk reported that a nomination had been received for PF to succeed him. PF was willing to accept the nomination and left the meeting to allow a vote to take place. There were no other nominations and Governors unanimously elected PF as Chair for 2018-19. PF was invited to return to the meeting.</p> <p>c) <b>Election of Vice Chair/Committee Chairs:</b></p> <ul style="list-style-type: none"><li>• <b>Education and Learning Committee</b> – Governors nominated GB as Committee Chair for 2018-19. There were no other nominations and she was elected unanimously. This would be subject to the outcome of discussions about the role of the Committee in the coming year (see item 9 below).</li><li>• <b>Resources Committee</b> – Governors nominated CP to Chair the Committee for 2018-19. There were no other nominations and he was elected unanimously.</li><li>• <b>Vice Chairs</b> – Governors agreed this should be on the agenda for discussion in the autumn term.</li></ul>	<p>All</p> <p>MA</p>

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	<p>d) <b>Link Governors and committee members:</b> Governors agreed MA to add this to the agenda for the first meeting of next term. Pending this, MMcD will take responsibility for GDPR and MM will cover PSHE. MMcD expressed an interest in joining the Resources Committee for next year.</p>	<p><b>MA</b></p>
<p>3</p>	<p><b>Head Teacher’s report</b> (<i>standing item</i>)</p> <p>Governors received the Head Teacher’s report. Discussion included:</p> <p><b>Quality Assurance:</b> VP reported that Quality Assurance of books had been completed by all teaching staff, who found the whole staff approach very useful. There had been a successful learning walk with the Schools Partnership Adviser (SPA), who observed that the overall school environment was a positive one. VP will circulate the SPA’s report. Several teachers are involved in work with the Sussex Coast Teaching School Alliance (SCTSA). Governors asked who was leading the Alliance. VP confirmed that it was Benfield Primary School.</p> <p><b>Training:</b> Governors asked what the progress had been on developing middle leaders. VP confirmed that the SPA had been booked to deliver training in September.</p> <p><b>Recruitment/staffing:</b> VP outlined recent staffing changes, including arrangements to cover KS2 Lead responsibilities following the retirement of the current postholder. Governors noted that these arrangements and award of TLR2a had been approved by Pay Committee on 26 June. They also noted the appointment of a data input assistant to start in September to support the data analysis work of the Assistant Head Teacher and VP.</p> <p><b>Partnership:</b> VP informed Governors that the Unity Partnership (UP) had been dissolved. Coombe Road is now part of the Aspirational Partnership for Leadership and Learning (APLL). Governors asked which schools were included. VP said they are: Coldean, Cottesmore, Woodingdean, Carden, Moulsecoomb, St John the Baptist, St. Joseph’s, Westdene, Homewood College and Longhill. Governors observed that this was a large partnership and asked what the criteria are for inclusion. VP explained that it was a not a geographical partnership, rather that APLL Heads had a shared vision of education going forwards. Governors felt this was an interesting development, and asked for it be on the agenda for a more detailed discussion at the Full Governing Body (FGB) in September. VP will circulate the minutes of the first APLL meeting before the next FGB.</p> <p><b>Current progress:</b> Governors asked if the overall picture was good and VP confirmed that it was. They wondered whether Target Tracker had space for more academically able children. VP said she will review the data and report to Governors.</p>	<p><b>VP</b></p> <p><b>MA</b> <b>VP</b></p> <p><b>VP</b></p>

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	<p><b>Next steps:</b> Governors asked when the KS2 SATs results were expected. VP confirmed that this would be in the coming week and she will send the figures to Governors once she has them.</p> <p><b>Attendance:</b> Governors accepted the current attendance of 95.7%, noting it is 0.3% below the national figure. They asked if there was any improvement in absence for holidays. There had not been, and Governors observed that it cost less to pay the fine than to pay to go away during school holidays. They agreed that the key problem to focus on is persistent absence. Governors asked how the school dealt with frequent lateness. VP explained that the school meets with the parents to reinforce the message about the impact on a child’s learning and behaviour. Governors noted that although there is a fine for absence, it is not possible to fine for lateness.</p> <p><b>Behaviour:</b> VP will circulate data to Governors once it is complete.</p> <p><b>Child protection and safeguarding:</b> Governors agreed that the Chair should write to the local authority expressing concerns that support in the case of one child had not yet been forthcoming.</p> <p>RM left the meeting at 6pm.</p> <p><b>PAT dogs:</b> VP reported that the Assistant Head Teacher had a risk assessment in place, and had written to inform parents and to check on children’s allergies.</p> <p><b>KS1 and KS2 summary:</b> Governors noted the teacher assessments of children’s performance. They asked VP to circulate the analysis and agreed this as an item for the next FGB.</p> <p>Governors commented that VP has had a challenging year and thanked her for her work. They observed that the school was now ‘outward’ looking, evidenced by the work with organisations like SCTSA and the Partnership.</p>	<p>VP</p> <p>VP</p> <p>RW</p> <p>VP</p>
4	<p><b>Unity Partnership update</b> (<i>standing item</i>)</p> <p>This Partnership has been dissolved and replaced by APLL, as highlighted in the Head Teacher’s Report, item 2 above.</p>	
5	<p><b>Governor monitoring visits</b> (<i>standing item</i>)</p> <p>Governors noted that RW had reported on Health and Safety to the Resources Committee on 26 June. He had also been pleased to meet some of the parents at the Welcome for New Reception Parents event.</p> <p>Governors were reminded about the Dance Festival on 18 July.</p>	

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6	<p><b>Disadvantaged pupils – Pupil Premium</b> (<i>standing item</i>)</p> <p>The Chair reported that the recent Governance Partnership Forum focused on outcomes for disadvantaged pupils. Brighton and Hove is below the national figure for closing the gap. Governors agreed they should review the disadvantaged data in more depth next term.</p>	
7	<p><b>General Data Protection Regulation (GDPR)</b></p> <p>Governors noted that GDPR had been discussed in depth at the Resources Committee on 26 June and that all the relevant documents were now on the school website. The Data Protection Officer for the school is Nigel Watson, Deputy Head, Coldean Primary School.</p> <p>Governors reviewed and approved the Data Protection Policy. They discussed the difficulties relating to using mobile devices to access school documents. The Council policy does not allow remote access to email unless an individual signs a document allowing the Council to wipe the whole device if it is lost. There is no solution to this currently and Governors felt the restriction made it difficult to share information electronically.</p>	
8	<p><b>Governor training</b></p> <p><b>Training report:</b> Governors reviewed the report and acknowledged the considerable amount of training attended by Governors.</p> <p><b>Safeguarding training:</b> The annual staff training is on 3 September at 9am. All Governors are welcome to attend.</p>	
9	<p><b>Governor meetings</b></p> <p>a) <b>Meetings calendar 2018-19:</b> Governors raised two concerns in thinking about meeting dates:</p> <ol style="list-style-type: none"> <li>1. Preparation of progress data: Pupil Progress meetings at the school are not held until near the end of term. As a result, the proposed dates for Education and Learning Committee (E&amp;L) meetings did not allow sufficient time to prepare data for Governors. Governors agreed that in future, meetings in the first half of term would review data for the previous term, rather than the current term.</li> <li>2. Duplication of discussion: Governors felt that data reviewed at E&amp;L, was also often discussed in detail at the following FGB. Suggested solutions included: <ul style="list-style-type: none"> <li>• Revise E&amp;L terms of reference to focus on curriculum, RAP and relevant policies, with FGB covering data issues.</li> <li>• Dissolve E&amp;L, with all of the Committee’s responsibilities being</li> </ul> </li> </ol>	

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	<p>covered by FGB. Subject presentation sessions could be organised to take place prior to FGB meetings.</p> <p>Governors agreed that the first FGB should take place on 26 September. As well as housekeeping, MA will add progress reporting and committee structure and responsibilities to the agenda. A meetings timetable will then be prepared that takes account of the outcome of the discussions.</p> <p>b) <b>Pros and cons of paperless meetings:</b> Following the discussion about GDPR and use of mobile devices (under item 2 above), Governors agreed to continue with paper-based meetings for the present.</p>	<p><b>MA</b></p>
10	<p><b>Items for approval/information</b></p> <p>a) <b>Minutes and actions of the previous meeting:</b> Governors agreed the minutes of the meeting on 21 March 2018. Actions had been completed or are on the agenda, with the exception of:</p> <p>Item 5 - UP: this action is no longer relevant (see item 2 above). Governors asked what was happening about Maths work within the Partnership, given that UP no longer existed. VP reported that the work is still being done, and the Maths Policy is being rewritten to reflect this. Governors asked if VP could arrange a presentation on maths.</p> <p>b) <b>Revised budget 2018-19:</b> PF reported that the budget revision was reported to Resources Committee. He confirmed that the budget had been signed and is on track so far.</p> <p>c) <b>Committee reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Education and Learning</b> – Governors accepted the minutes of E&amp;L on 12 June 2018 as the Committee’s report. GB reported an inspiring presentation from Kate Folley on art.</li> <li>• <b>Resources</b> – Governors accepted the minutes of the Resources Committee on 26 June 2018 as the Committee’s report. This included discussion of the first set of independently signed-off accounts for the PTA. Governors said JS had done a great job in initiating the PTA, and would like to see more parents involved in running it.</li> <li>• <b>Pay</b> – Governors accepted the minutes of the Pay Committee on 26 June 2018 as the Committee’s report.</li> </ul> <p>d) <b>Policies for approval or noting:</b></p> <ul style="list-style-type: none"> <li>• <b>Complaints procedure</b> – VP will update the policy and Governors agreed MA to add to the agenda for review in September.</li> </ul>	<p><b>VP</b></p> <p><b>MA, VP</b></p>

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	<p><b>e) Collaboration agreement:</b> Governors agreed that they would approve the collaboration agreement with Moulsecoomb for this year, pending any future discussions with Bevendean.</p>	
11	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• <b>Apprenticeships:</b> Governors wondered whether it was possible to make use of an apprentice, given the levy paid by the school. They understood that if an apprentice is employed, good quality training and support will need to be provided and the school will have to pay to top up any additional costs. Governors asked VP to see if APLL could consider whether there was a way to take advantage of apprenticeships.</li> <li>• <b>Electoral services:</b> The Council is seeking a meeting with VP about using the school as a polling station. Governors agreed that the Chair should be involved in the discussion.</li> <li>• <b>Thanks:</b> Governors formally thanked the Chair for his work in leading Governors over the last three years and for his contribution to the recent successful Ofsted inspection.</li> </ul> <p>The meeting ended at 6.55pm</p>	<p><b>VP</b></p> <p><b>VP/RW</b></p>
12	<p><b>Date of next meeting:</b> Wednesday 26 September 2018 5pm</p>	

Signed .....

(Chair)

Date .....