



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

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

Time: 6:00m – 8:30pm

Present: Oliver Mudge (OM) Foundation Governor & Chair of Governors  
 Fran Beckett (FB) Foundation Governor  
 Catherine Buchanan (CB) Foundation Governor  
 Jill Fairbrother (JF) Foundation Governor  
 Matthew Greenall (MG) Parent Governor  
 Fr Dan Henderson (DH) ex-officio Associate Vicar  
 Lesley Hurst (LH) Foundation Governor & Vice Chair  
 Ed Lawrence (EL) Foundation Governor

In attendance: Andrew Lincoln (AL) Consultant Partnership Head, St Andrews Primary School

Clerk: Clare Bennett (CBe)

Apologies: Gordana Chapman (GC) Parent Governor  
 Sue Coleman (SC) Local Authority Governor  
 Abby French (AF) Staff Governor (maternity cover)  
 Nnamdi Udezue (NU) Foundation Governor

Absent: None

Quorum: 8 out of 12 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<b>6:00pm start</b> <b>Prayer</b> Taken by DH.
2.	<b>Election of Chair and Vice-Chairs and agree terms of office</b> Oliver Mudge was nominated for Chair and Governors voted in favour. Lesley Hurst was nominated for Vice-Chair and Governors voted in favour. <i>(As EL had got delayed, his vote was taken over the telephone by the clerk)</i>
3.	<b>Apologies</b> Gordana Chapman, Sue Coleman, Abby French and Nnamdi Udezue all gave apologies.

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	<p><b>Introductions</b></p> <p>As Sue Coleman has given apologies, there were no new governors to introduce. <i>EL arrived.</i></p>
4.	<p><b>Statutory/ Non Statutory Annual Requirements</b></p> <ul style="list-style-type: none"> <li>• Conflicts of Interest All Governors present completed their forms. <b>ACTION:</b> All those outstanding to be returned to the Clerk, either via the Governors tray in the school office, or at the next meeting.</li>   <li>• Agree Membership of Committees and Panels - Statutory and Non Statutory OM will step out of the Resources Committee leaving membership as follows: SC, JF, MG. OM will attend the Teaching and Learning Committee as necessary, as CB may need some additional support. Otherwise membership is as follows: Membership of the Ethos Committee is as follows:</li>   <li>• Appoint 'Responsible' Governors MG will continue to lead on Health and Safety. CB will lead on Special Educational Needs. EL will lead on Safeguarding.</li>   <li>• GB Code of Conduct (governors to sign) All Governors who had read the document signed to confirm. <b>ACTION:</b> All those who had not yet read the document to read it by the next meeting and be ready to sign confirmation.</li>   <li>• Keeping Children Safe <b>ACTION:</b> All governors who have not yet read this, to do so and be ready to sign confirmation at next meeting.</li>   <li>• GB Instrument of Government (governors to sign) Read by Governors. Governors noted that Point 8 says that 'There is a trust related to the school of which the trustees are the incumbent and the two Church wardens'. All agreed that this needs looking into. <b>ACTION:</b> LH to draft desired changes and CBe to find out how to implement them.</li>   <li>• Reminder of Governor Information to be Published on the School Website All governors noted the briefing on this. AL said that he has had a meeting with some</li> </ul>

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	staff members who are keen to take forward improvements to the school website and how it is used to pass on information to parents and carers.
5.	<p><b>Agree Minutes of FGB Meeting July 2018/Matters Arising/Action Log</b> Noted and agreed. OM is meeting the Chair of Governors for St Nicholas and St Mary CE Primary on 20<sup>th</sup> September 2018.</p>
6.	<p><b>Governing body membership</b></p> <ul style="list-style-type: none"> <li>• Foundation Governor vacancy</li> </ul> <p>Governors considered using the exercise around altering the Instrument of Government to consider if 9 Foundation governors on the board are actually necessary. JF feels that the Resources Committee has enough members however CB would appreciate more members in the Teaching &amp; Learning committee. LH pointed out that as the school grows in size there might be a need to strengthen the ethos.</p> <p>All agreed to keep it at 9 foundation governors and as such recruitment of a new member is required.</p> <p><b>ACTION</b> DH and OM to take forward recruitment to fill the foundation governor vacancy.</p>
7.	<p><b>Head Teacher report</b></p> <p>AL explained that the school is inevitably a different place since the departure of Trevor Cristin and the arrival of a large number of new staff. However he felt it has been a good start, with an Inset Day focusing on Safeguarding training and Brighton &amp; Hove Autistic Spectrum Condition training. They did some good ice breaker exercises which helped everyone get to know each.</p> <p>There are 11 new staff, 5 of which are Teaching Assistants, and Suzanne Cairns returns from maternity leave. One of the new teachers is a Newly Qualified Teacher and initial feedback has been good.</p> <p>In relation to Premises matters, the far gate is now opened for exiting the school to ease congestion. This has improved things, but there can still be a bottle neck, but there is a limit to what can be done about that. Governors noted that following the school expansion there are still more children to join which will make congestion worse.</p> <p><b>Further discussion covered in Confidential Minutes.</b></p> <p>AL said that it is now his second week in the role and he has introduced a staff weekly bulletin, which he will make sure Governors get it too.</p> <p>The school website has all required statutory information on it, but he is looking into improving it to reflect what the children do, with a mind to prospective parents in particular.</p>

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	<p>Year 5 children are on their second day of their Isle of White residential trip. Unfortunately they couldn't go on the boat trip due to the poor weather, but they are having a good time and completing a blog with updates. Governors noted that it is good that the school supports those children who can't afford these trips.</p> <p>AL said that he has thanked all the staff for their support throughout the Head Teacher recruitment process. Governors asked about staff moral around the recruitment. AL said that some staff, especially senior management have expressed the view that they would have liked more involvement but that the main thing to highlight is how all staff have been very supportive. AL explained that in actual fact the atmosphere around school has been calm considering all the staff changes.</p> <p>AL said that feedback from parents regarding his Week Ahead sheet was about the absence of Faith Focus item, which he will be putting on the website.</p> <p>AL said that he also wants to improve the VLE, which is well used by Governors, but not necessarily by staff.</p>
<p><b>8.</b></p>	<p><b>Governing Body Self Review</b></p> <p>All agree this is a good idea.</p> <p><b>ACITON:</b> OM to email SC to see if she has some advice on how to proceed with a full Self Review of the Board.</p> <p>Governors wanted to raise the issue of how Governor attendance at Full Governing Boards and Committee meetings is handled. Governors acknowledged how unfortunate the low attendance at this meeting is, especially given the difficult decisions being made. It was noted however that sometimes emergencies or other essential things arise which prevent someone from attending. Providing meeting dates ahead, having adult conversations around it and working together to plan ahead is the best approach. Governors suggested the use of something like WhatsApp to increase the sense of governor community. Governors also noted that previously they had often been quite protected from what information they received, but with all the changes taking place, this could offer a fresh opportunity to develop that sense of governor community.</p> <p>Each committee chair will need to deal with attendance at their meetings and there are processes to be followed if there is serious absence at the Full Governing Body.</p>
<p><b>9.</b></p>	<p><b>School Improvement Plan for 2018/19 school year</b></p> <p>OM explained that he is seeking the boards agreement to align the School Improvement Plane with the school year rather than the financial year, with a view to doing so for September 2019. This will need discussion with Verity regarding the financial but AL</p>

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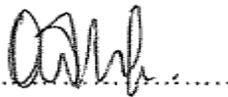
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	highlights that it would assist the Head Teacher in making strategic decisions. All agree to that approach.
11.	This item was moved up the agenda to discuss before AL leaves the meeting.  <b>Racial incidents and Exclusions</b> No incidents to report.
<b>AL leaves the meeting</b>	
10.	<b>Head Teacher recruitment</b> <i>See Confidential Minutes</i>
11.	<b>Governors</b> <ul style="list-style-type: none"> <li>• Visits Made by Governors – nothing noted as so early in the term.</li> <li>• Training Attended / Booked in – nothing noted.</li> </ul>
12.	<b>AOB</b> None.
13.	<b>Grace 20:15</b> <b>Next meeting 21st November 2018 at 7 PM</b>

Date 21<sup>st</sup> November 2018

Chair signature



### Action Points log

	Action	Person	Timescale
1.	Conflict of Interests forms to be completed and provided to clerk.	All outstanding	By next FGB
2.	Code of Conduct – to read and be ready to sign confirmation.	All governors who have yet to do this.	By next FGB
3.	Keeping Children Safe - to read and be ready to sign confirmation.	All governors who have yet to do this.	By next FGB

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<b>4.</b>	To draft desired changes to the Instrument of Government and find out how to implement them.	LH and CBe	By next FGB
<b>5.</b>	To take forward recruitment to fill the foundation governor vacancy.	DH and OM	
<b>6.</b>	Full Self Review of the Board	OM to email SC	