

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

Date: 21st November 2018

Time: 7pm – 9pm

Present:                    Oliver Mudge (OM)                    Foundation Governor & Chair of Governors  
                                 Fran Beckett (FB)                    Foundation Governor  
                                 Catherine Buchanan (CB)            Foundation Governor  
                                 Sue Coleman (SC)                    Local Authority Governor  
                                 Matthew Greenall (MG)              Parent Governor  
                                 Abigail French (AF)                 Staff Governor (maternity cover)  
                                 Lesley Hurst (LH)                    Foundation Governor & Vice Chair  
                                 Andrew Lincoln (AL)                 Consultant Partnership Head, St Andrews  
                                    Primary School

Clerk:                      Clare Bennett (CBe)

Apologies:                Gordana Chapman (GC)              Parent Governor  
                                 Jill Fairbrother (JF)                Foundation Governor  
                                 Fr Dan Henderson (DH)            ex-officio Associate Vicar  
                                 Ed Lawrence (EL)                    Foundation Governor  
                                 Nnamdi Udezue (NU)                Foundation Governor

Absent:                     None

Quorum: 7 out of 13 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<b>Prayer</b> Taken by AL
2.	<b>Apologies / Introductions</b> Apologies received from NU, , JF, DH, EL and GC. OM noted the legitimate reasons given but expressed disappointment at the late notice in most instances and re-iterated for the minutes how important attendance is, noting how the FGB is only just quorate on this occasion. <b>Action: OM to email all governors emphasising the importance of attendance at FGB and of the importance of giving good notice for any absence.</b>  <b>Welcome to Sue Coleman</b> All those in attendance introduced themselves and gave a warm welcome to SC.
3.	<b>Conflicts of Interest</b> There are no new conflicts to disclose.

Item	Discussion and Decisions
4.	<p><b>Agree Minutes of FGB Meeting September 2018/Matters Arising/Action Log</b></p> <p>Action point 4: LH is waiting to hear from Rose Wisdom from Dioceses Governance about possible changes to the Instrument of Government. Action carried forwards in actions section.</p> <p>Page 4 –spelling of ACTION needs to be amended.</p> <p>With the above changes, the minutes were agreed.</p> <p><b><i>AL and AF leave the meeting.</i></b></p> <p>Confidential minutes were circulated and agreed with small amendments on page 2.</p> <p><b><i>AL and AF return to the meeting.</i></b></p>
5.	<p><b>2017/18 Data Review / School Categorisation</b></p> <p>AL talked through the key results:</p> <ul style="list-style-type: none"><li>❖ The Phonics results were good; on or around the national picture (although this is a lower level of attainment than previously). The Key Stage 2 results were however lower than we would have hoped given the progress made in this area. AL confirmed that the internal data was well moderated. One key driver is therefore to get reading at Key Stage 2 back up to the national average.</li><li>❖ The biggest key driver coming out of the results however is improvements required in maths and that this needs to be the schools key priority with respect to the School Improvement Plan (SIP)</li></ul> <p>OM explained the narrative that has led to this position in maths in the school: In 2015/16 maths data indicated the start of a deterioration in results however when this was discussed at the time, it was felt this was an anomaly yea, A review of data indicated Girls had not performed as strongly as expected which had never happened before. This was followed by disappointing maths results in 2016/17 again. Following this, triangulation activitie and QLA took place and progress and SATs performance within fractions was identified as the key issue. This led to a lot of work carried out around building a fractions project and action plan, which did seem to have a good impact, which included a fractions week and further focus on Fractions Given the success with Phonics improvements in EYFS following disappointing results, the school were confident their response to Maths was appropriate and would be a success. AL said that use of question level analysis can help identify what are the consistent trend areas from the past and this then needs to be used to inform where we are going in the future.</p> <p>FB highlighted that Brighton &amp; Hove as a whole has a difficulty with progress in maths.</p>

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	<p>AL said that the Teaching &amp; Learning committee have started looking at this issue and Geoff Lloyd came in to school for the school categorisation project.</p> <p>OM talked through the Know your School report process and highlighted the next steps that were agreed. Overall, we felt the school was in the Green Category. With the new highly experienced Head Teacher joining, we have the capacity to be a self-improving school.</p> <p>AL explained that the school didn't have a designated maths lead as the previous lead left the school in July 2018, therefore it has been agreed that Sarah Jane is going to be the interim Senior Management Team (SMT) lead on maths and that she and the team that work with her have ongoing support. New Head Teacher Sophie Thomas has strong links in Sussex (and beyond) that will also help with that. AL further highlighted his own previous experience as a maths lead and as such his focus will be maths on the two days he is in the school for the Spring Term</p> <p>The Full Governing Body (FGB) challenged the proposal to add yet more work to Sarah Jane's portfolio. AL said that through this period of time she is the only real option to take on this work and it is important that there is someone taking on the maths lead role at this time. This will be reviewed in the Spring term with the new HT and alternative management structure will be evaluated as part of a broader leadership review.</p> <p>AL explained that the school is a year to 18 months behind other local schools in adopting a whole school maths mastery approach. The school is currently piloting Maths Mastery in Y4 through the Sussex Teaching School Alliance. Positive impact is already being identified. Therefore it is important to provide necessary resources to the school to roll this out throughout the school as a key priority, investing additional resources as necessary. AL said that consistency across the classes is an issue, for example varying learning walls and levels of appropriate challenge</p> <p>The FGB asked for clarification around the stated lack of resilience and stamina for children in maths and AL explained that staff felt that marks are being lost by children not getting to the end of the test. The FGB pointed out that there are some children opting not to choose the more challenging options and that some children do not feel challenged enough. AL said that work on the growth mind-set is especially important for high performing children.</p> <p>AF said that feedback from staff indicates that children are asking them to spend longer on maths and the most vocal voice in the pupil voice was actually the most able mathematician.</p>

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	<p>The FGB noted school could potentially be vulnerable given the three year decline in Maths Progress. Evidence of responding quickly to this identified need to improve maths results is paramount. AL said that the key thing is to show the right response and planning and Sophie Thomas' background in maths will help, along with a clear narrative of past performance and plans moving forwards.</p> <p>Jeff Lloyd has offered to come in to the school for two days in December to help support the team through with analysis and planning. . Governors will attend that meetings on 6<sup>th</sup> December to support the planning and response. .</p> <p>All agreed to additional spending on Maths Mastery with key costs coming from consultancy support, CPD and additional resources. Full details of which AL will provide when available for financial approval. The FGB highlighted that it will be essential to ensure any external consultants are of the highest quality and that their credentials are validated before they are engaged and that we are not merely sharing mediocrity.</p>
6.	<p><b>SIP Update/Revised SIP</b></p> <p>AL talked through the initial draft of the Maths SIP, which needs to be a conclusive and expertly written, including key measures of success and how these will be measured and when. He said tthe initial draft will require further fine tuning in consultation with Sophie Thomas, SLT and Governors on the 6<sup>th</sup> of December and beyond. There are 3 key strands:</p> <ol style="list-style-type: none"><li>1. For all year groups to be working in or around the national standard; aiming for 85% of children in each year group at the national level or above and 25% at the in depth level.</li><li>2. All teachers to be trained in delivering Maths Mastery.</li><li>3. Rapid progress for every year group.</li></ol> <p>The FGB challenged how rapid progress will be evidenced. AL said that this will be done by using each child's starting point at the beginning of a year compared to their individual end point. This progress will be delivered through the mastery curriculum and Governors, the SMT and Jeoff Lloyd will scrutinise this more closely.</p> <p>AL highlighted that although maths is clearly a priority, it is absolutely essential to also keep reading and writing standards monitored closely too. AL said that a consultant had come in to school to provide CPD and training to all Staff in the use of high level texts to improve reading and writing, without losing the enjoyment of reading. Al Jameson (Literacy Lead) is on board which is a really good thing as he has done some great work with Hove Juniors.</p> <p>The FGB highlighted how we should be pleased to see how the FGB and the school has responded so quickly to these results. AL said that there have been learning walks taking place today with more scheduled for this week. He said that a close look at the books will be completed before Christmas in order to get a really clear picture of or our exact position</p>

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	<p>and to evidence where we are good and where we aren't. The FGB said that they were pleased with the emphasis on realism and the importance of knowing exactly where we are and understanding the reasons for it then being a springboard to move forward.</p>
7.	<p><b>Governance / Strategy</b></p> <p>Governors asked if there is any self-reflection to be made around the decisions made by FGB in the past with regard to results. It was noted that initial analysis to the results was that they were an anomaly, then that it was down to issues with fractions now has become a serious concern.</p> <p>OM emphasised that the main message for tonight is the urgency with which to move forward on this.</p> <p>SC asked if there is the ability to look at data for trends. OM said that when Iain Parks worked at the school he was very on top of this area of work. AL said that we did have detailed knowledge of the statistics, but that this didn't really translate into actions. What the statistics did confirm is that there weren't big differences between the classes, but that it is a general approach problem.</p> <p>OM said that we need to have a strategic statement in the school and a 3 year plan. Governance is about strategic direction and as such there is a need to articulate that quickly. Once Sophie Thomas starts in January that will be a good time to start thinking about writing that statement quickly, and ensuring that everyone agrees with it and buys into it. OM pointed out that the reality has been that the FGB has had a lot of other business to deal with in this last year. A key agenda item for the next FGB we will be to set the strategic planning direction, with that communicated by Easter. AF agreed that everyone would find that helpful.</p> <p>OM said that he would also like to propose completing an FGB self-review exercise, to ensure the governance structure is aligned with that strategic planning and that committees are considered to ensure optimal impact on school improvement and pupil outcomes. SC agreed she is happy to take a lead on the review based on her experience in other schools.</p>
8.	<p><b>Head Teachers Report</b></p> <p>All agreed that they have read this report and that no particular questions arose from it, praising AL for the report.</p> <p>AL provided an update on Parent Link, saying that they are still collating comments from parents but have received all the percentages. All noted that pupils and parents view the school so positively, that this can lead to complacency. MG said that many parents are most keen to see their children happy and safe. The FGB noted that whilst this is the case, if asked if how they feel about a drop in Ofsted review, parents would undoubtedly be very disappointed. AL said he is confident that standards can be improved without altering the ethos of the school.</p>

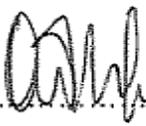
Item	Discussion and Decisions
	<p>The FGB asked about the introduction of appraisals for Teaching Assistants (TAs) and how this has been received. AL said that this has actually been seen as a positive thing, as they actually feel more valued as members of the teaching team. It is about their development and valuing them and that they have actually been seeking it rather than feeling challenged by the process. The FGB asked how TAs have felt about it being completed by teaching staff and AF said that she hasn't heard any bad feedback in this regard. The FGB emphasised the need to keep a continued eye on how it is received, especially given the fact that support staff have not always felt included in past. OM highlighted that it needs to be linked to the strategy planning and resources moving forwards.</p> <p>AL said that he has yet to receive the report on the poverty exercise but has chased it.</p>
9.	<p><b>Exclusions – AL</b> None</p>
10.	<p><b>Racial Incidents – AL</b> None</p>
11.	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Resources (JF/SC) – Update (finance, resources and H&amp;S audit outcome)</b></li> </ul> <p>MG said that they have waited a long time for the Health &amp; Safety audit report, which was completed in January. We received the highest level of assurance from the Local Authority, but there is a little more to be done on working at height to add to the risk assessment and a few corrections on the Health &amp; Safety policy.</p> <p>SC said that she wished to share the latest budget statement, a document that the business manager pulls together every month. The object of that exercise is to try to predict the end of year position. SC said that if everything stays the same there will be a £100,000 underspend by end of year (from a budget of approximately £2 million).</p> <p>AF – highlighted how much lower maths spending is compared to SPAG and English. When looking at the break down of curriculum expenditure, all noted that very little has been spent on the maths department and AL confirmed lessons have been learnt from that. SC said that we can carry forward 8% of our budget, but that if you have a plan it is possible to persuade the Local Authority to carry forward more.</p> <p>SC asked what 'general resources' covers. AL explained that it is simply all materials used to teach.</p> <p>MG provided an update on the plans to improve the school field. We did not get the funding we had hoped for (Weston Anniversary Fund) and therefore the next step is about going to planning application and then the Football Association.</p> <ul style="list-style-type: none"> <li>• <b>Ethos (GC) / FB regarding Parent Teacher Association (PTA)</b></li> </ul>

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	<p>In GC's absence OM provided the ethos update. The new SIAMS framework on the agenda and structuring how we are going to approach that. They are looking at setting up a meeting with Mandy Watson to help coordinate discussion about SIAMS planning. That meeting is due to be set up quite quickly. The committee has also recently updated a number of policies.</p> <p>FB explained that she had attended the AGM of the PTA to see how they see their relationship with governors and how it could be improved. She said that it is a small group who feel slightly disappointed with the lack of support they receive but are very keen. They are hugely keen to work with the FGB but don't feel they know the FGB at the moment. In the past the Headteacher had been responsible for feeding back to the PTA what the governors are doing. In future the FGB will need to think about whether the Headteacher is still the best person to send that message, as the interface between the two groups is key. FB said that the PTA is planning their own website, some within the board challenged if this was a good idea and perhaps wonder if the PTA can be incorporated into the school website. All agreed that they would benefit from seeing the PTA Newsletter.</p> <p><b>Action point: FB to request the PTA newsletter is circulated to the FGB.</b></p> <p>FB said that there is a feeling amongst the PTA that there are ideas for spending that never seem to happen.</p> <p>AL confirmed that the amount raised for each class will be spent on books this year.</p> <p>All agree that the dialogue about how to work closer together would be appropriate to start in January.</p> <ul style="list-style-type: none"> <li>• <b>Teaching &amp; Learning</b></li> </ul> <p>OM said that most points of interest from this committee have really been covered earlier in the meeting. He said that as part of their policy review, the Local Model Pupil Premium policy has been adopted and the updated one put up on website.</p> <p>AL said that the Pupil Premium report will be finalised next Friday and SC pointed out that the sports premium should go up on the website too.</p> <p><b><i>AL leaves the meeting</i></b></p>
12.	<p><b>Safeguarding update (EL) – also embedded in HT Report</b></p> <p>OM said that Jeff Lloyd was very positive about safeguarding as a whole in the school and EL's role in safeguarding is rigorous and he refreshes his training. There are however a few procedural processes to sort out and to make sure office staff are ensuring all visitors are aware of safeguarding policy when in the school. getting safeguarding messages where they need to be.</p> <p>AL said that Sarah Chambers (SENCO) does regular safeguarding reviews and that all schools adopt the model Brighton and Hove safeguarding policy. SC said that the LA model lettings policy has recently been updated and she will send to MG.</p> <p><b>Action Point: SC to send MG the new Local Authority Lettings Policy</b></p>

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	<p>The Single Central Record audit has been completed and OM and EL have been through some files to confirm that all relevant documents are included. SC said that central records and recruitment checks are where many schools are routinely falling down. SC said that a checklist is best.</p> <p><b>Action Point: SC to look at the school checklist and check if it meets required standard</b></p> <p>SC pointed out that safeguarding checks must also be carried out on contractors. OM confirms that lunch providers have given their evidence of their safeguarding procedures.</p> <p>OM encouraged anyone who can to do NSPCC safeguarding training to do so.</p>
13.	<p><b>Recruitment</b></p> <ul style="list-style-type: none"><li data-bbox="228 762 1494 1136">• <b>School Business Manager</b> A new School business manager has been appointed; Anita Simbi. SC explained that they had received 15 applications and interviewed 3. Anita is currently working in a school and has a lot of school and finance experience, is qualified AAT and was a strong candidate who answered the interview questions well, scoring the highest out of the applicants. As Anita can work 32 hours a week, she will be able to cover some Health &amp; Safety work, taking some responsibilities from Dean and Dave. She is currently covering some sick leave at the moment, so this gives an opportunity to do a hand over with Verity. She also has line management experience.</li><li data-bbox="228 1188 1494 1297">• <b>Staff Governor</b> CBe confirmed that she is taking forward staff governor recruitment and the new official staff governor will be announced before Christmas.</li><li data-bbox="228 1350 1494 1497">• <b>Clerk (OM)</b> With CBe leaving all agree to advertise asap, but that January is likely to be the best time to do this. CBe confirmed that she is happy to continue in the role until a replacement is secured.</li><li data-bbox="228 1549 1494 1881">• <b>Foundation Governors</b> OM said that there are two people interested at present. Meilssa Moore is a Church goer at St Andrews and is an infant teacher at Deepdene School. She also one child at school, and one joining in 2020. All noted that it might be nice to have non parent or someone from a different church, whilst also acknowledging her teaching experience is good and how helpful it would be to have KS1 and 2 experience on the Teaching &amp; Learning committee. All asked what approach has been taken to reach out for Foundation Governors from other churches and backgrounds.</li></ul>

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	<p><b>Action Point: LH to take forward with DH reaching out further to attract Foundation Governors.</b></p>
14.	<p><b>Panels</b> OM talked through the proposed Panel make up and all agreed.</p>
15.	<p><b>Financial Scheme of Delegation – agree revised changes</b> Due to low attendance the correct version of this needs to be emailed to all members to ratify at the next FGB. <b>Action Point: CBe to email Financial Scheme of Delegation to all members for ratification at the next FGB.</b></p>
16.	<p><b>Governor Expenses Policy – revised policy to be shared and agreed</b> Due to low attendance this needs to be emailed to all members to ratify at the next FGB. <b>Action Point: CBe to email the Governor Expenses Policy to all members for ratification at the next FGB.</b></p>
17.	<p><b>Governors - visits made / Training Attended / Booked in</b> FB, OM, LH, JF and CB attended Newick Primary (Sophie Thomas currently head) to look at quality of Teaching at the School. The purpose was to look at Learning Environment within her school. Governors spent a couple of hours at the school looking at learning walls, pupil books and observing lessons for each year group. OM, LH, CB and EL attended Know your School day with Jeff Lloyd MG and OM attended the open evening for perspective parents. MG has attended meetings with Dean about Health &amp; Safety. LH and OM met with the Head Teacher (performance objective setting) FB attended PTA meeting  CB is booked on safeguarding training. MG is booked on ASP training. FB – various training courses booked</p>
18.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Education Health and Care Plan (EHCP) – Application.</b> See confidential minutes.</li> <li>• <b>Banking OM</b> All agree to add SC as another signatory to Governor bank account. Board questioned whether we need internet banking for a Governor due to possible lack of controls so we agreed to keep the existing methods in place.</li> </ul>

Item	Discussion and Decisions
	<b>Action Point: CBe to write up a separate set of minutes that can be taken to the bank.</b>
19.	<b>Grace Meeting concluded at 9:20pm</b>

Signed: 

Oliver Mudge  
 Chair of Governors  
 Date: 22/01/2019.  
**Action Points log**

	Action	Person	Timescale
1.	Conflict of Interests forms to be completed and provided to clerk.	All outstanding	By next FGB (carried forward)
2.	Code of Conduct – to read and be ready to sign confirmation.	All governors who have yet to do this.	By next FGB (carried forward)
3.	Keeping Children Safe - to read and be ready to sign confirmation.	All governors who have yet to do this.	By next FGB (carried forward)
4.	To email all governors emphasising the importance of attendance at FGB and of the importance of giving good notice for any absence.	OM	Directly after meeting
5.	To request the PTA newsletter is circulated to the FGB.	FB	By next FGB
6.	To send MG the new Local Authority Lettings Policy.	SC	By next FGB
7.	To look at the school safeguarding checklist and check if it meets required standard.	SC	By next FGB
8.	Continue exploring ways of reaching out further to attract new Foundation Governors.	LH & DH	Ongoing
9.	To email Financial Scheme of Delegation to all members for ratification at the next FGB.	CBe	By next FGB

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<b>10.</b>	To email the Governor Expenses Policy to all members for ratification at the next FGB.	CBe	By next FGB
<b>11.</b>	To look into internet banking.	JF	By next FGB
<b>12.</b>	To write up a separate set of minutes that can be taken to the bank to add a signatory.	CBe	By Christmas
<b>13.</b>	To plan an EHCP meeting with Ronnie Burfield alongside Sarah with a governor to attend too.	OM	By Christmas
<b>14.</b>	LH to get feedback on changing Instrument of Government	LH	Next FGB