

St GILES C of E (Aided) PRIMARY SCHOOL

Minutes of a Meeting of the Governing Body

Held on Wednesday, 23rd November 2016 at 8:00 pm at the School

- Present:** Mrs Marion Lott (Chair), Mrs Rebecca Barnard, Mrs Myra Boyce, Ms Katherine Brooke-Webb, Mr Paul French, Ms Helen Jones, Mrs Lynne Mulcare, Ms Fiona Price, Mrs Debra Turner, Canon John Twisleton and Mrs Alice Wintergold
- In attendance:** Mrs Kathy Jerbi (Clerk)
- Apologies:** Mrs Amanda Clarke and Mr Peter Whatling

The meeting was opened with prayer led by Mrs Lott.

1 **APOLOGIES for ABSENCE**

Apologies received as above – reasons accepted by Governing Body.

2 **URGENT MATTERS**

None

3 **DECLARATION of INTEREST (agenda items only)**

None

4 **MINUTES of the GB MEETING held on 21st SEPTEMBER 2016 and of the EXTRAORDINARY GB MEETING held on 20th OCTOBER 2016**

Both were agreed as being a true record & signed by the Chair.

5 **MATTERS ARISING from the MINUTES not covered elsewhere on the agenda**

Action 1: Review school Emergency Plan – completed

Action 2: Compile register of governor pecuniary interests & publish register on school website – completed

Action 3: Review Acceptable Use Policy – review underway

Action 1: Computing Committee

Action 4: Organise a literacy based governor visit – to be organised in Spring term

Action 2: Head/Chair

Action 5: Attend EFGB ratification meeting – completed

Action 7: Committee terms of reference to be circulated & published on school website – Mrs Jerbi is still awaiting Committee ToR from some Committee chairs before she can complete this task.

Action 3: Committee Chairs / KJ

Action 8: Update & circulate Committee membership list to governors & school office – completed

Action 9: Annual committee meeting attendance data to be updated on school website – Mrs Jerbi is still awaiting attendance data from some Committee chairs before she can complete this task.

Action 4: Committee Chairs / KJ

Action 10: Plan governor visit programme – yet to be actioned

Action 5: PPC Committee

Action 11: Governors interested in joining either WP to email their availability to LM; WP meeting dates to be set & circulated. Meeting notes to be circulated - completed

6 **SCHOOL IMPROVEMENT PLAN (SIP)**

The WSCC Link Advisor strongly recommended during her visit that we revise our SIP in light of 2016 pupil outcomes. In order to do this, Mrs Turner had to first re-visit the SEF to show 'evidence of impact' and 'areas for development', again advised by the Link Advisor. This has been completed & will be shared with teachers before being finalised. Governors asked that the SEF be circulated to them once finalised. The SIP will be completed before the end of this term.

Action 6: DT

Mrs Lott, who attended the meeting between the Head Teacher & the Link Advisor, stated that the advisor was very thorough. The LA have this year re-instigated this support, which has been lacking in recent years. Her next visit will be in January 2017.

7 **SAFEGUARDING**

Annual Safeguarding Report. Mrs Turner advised that she understood this statutory report should have been submitted to the LA in July & assumes that the previous Head Teacher would have done this. The Clerk was asked to verify this from previous meeting minutes. *[Subsequent to the meeting, the Clerk discovered*

from previous meeting minutes that submission of the Annual Safeguarding Report has annually been recorded at the November GB meeting for the last 3 consecutive years. There was no minute recorded in July 2016 to confirm this year's report has been submitted. She reported this to the Chair]. **Action 7: Head / Chair Child Protection Policy.** The WSCC 'Model Safeguarding & Child Protection Policy for Schools' has been revised & published. The PPC Committee were asked to review this at their next meeting & bring to the GB to adopt.

Action 8: PPC Committee Ofsted Safeguarding Document. All staff have been made aware of changes to the Ofsted 'Keeping Children Safe in Education' document during CPD. There are no issues currently at St Giles.

8 PUPIL PREMIUM

There are currently 5 children in receipt of Pupil Premium funding on roll: 1 x FSM, 3 x Ever 6, 1 x LAC. Therefore our Pupil Premium Grant (PPG) is very low. It is used for various activities (*more details in the Head Teacher's Report to Governors November 2016*). The PPG is not ring-fenced – it can be used for the good of all children – except funding for LAC. The SLT have to manage this funding tightly.

9 REPORTING to the GOVERNING BODY

a) Head Teacher's Report (*previously circulated*)

Governors expressed their appreciation of all the information contained in Mrs Turner's report. Mrs Turner elaborated on the development of the school's tracking system. She stated that staff have looked back at trends & how children have improved through EY, KS1 & KS2. Previously, data was being entered but not unpicked enough. Staff have looked at each cohort, whether children are at Age Related Expectations (ARE) and, if not, what can be done to rectify this. She referred to the grid on page 9 of the report, which highlights how many children in each cohort are not at ARE for combined reading, writing & maths. The percentage is quite high, & the class with the most is the class with the least experienced teaching & support staff. Staff have reacted well, targeting those children that need help in specific areas. This exercise has also initiated more professional dialogue between staff. Staff have had to work hard, but are seeing the benefits. This work is evidence that we acknowledge a dip in results last year & the action being taken in response. Staff governors stated that the team were left vulnerable with the departure of both Head Teacher & Deputy Head Teacher in the summer term, but now all teaching staff are being empowered with the skills to have the narrative about each child. They previously did not have details of each child's journey, now they do. To further improve, staff are in the process of producing pupil progress profiles for a small selection of children – 4 at different levels in each year group.

Governor questions & responses from Mrs Turner:

Q. are individual targets shared with the children?

A. yes, & agreed with the child.

Q. how does this happen?

A. an example given. The key is self-empowering the child. A focus may be given for the coming week, e.g. capital letters. The use of a generic marking code in the upper years is making a difference. Staff are sharing good practice more. Children are taken back to a level they understand & staff find a way to help them understand moving forward.

Q. have staff looked at cases where children were previously working at above ARE & now are not?

A. yes, & a 'more able' register is being completed.

Q. is there a chart of curriculum targets showing as & when the children reach their targets?

A. it's more holistic than a chart. Each week in their scheme of work, teachers record outcomes & next steps for learning. They record whether objects for learning are met, & by what percentage of the class. Those children that do not meet their objects for learning are given a more detailed learning plan. The amount of application has been significantly increased.

Governors noted that a lot of progress has been made & has provided a foundation to build on. They thanked Mrs Turner for her work on this, as well as her enthusiasm & direction in all things.

Mrs Turner took this opportunity to thank the GB for the opportunity of working at St Giles as Interim Head Teacher, which she has thoroughly enjoyed. She noted the outstanding support of the staff team.

Finally, governors noted the individual reports from the key stage leaders (*Appendix 1 of Head Teacher's Report November 2016*), which they found useful. They asked Mrs Turner to pass on their thanks to those staff.

b) Performance Management

The cycle of performance management for teachers is complete. TA's will be completed before the end of this term. Mrs Turner is having to conduct all interviews & reports as no other member of the SLT has the up-to-date training required. She will ensure that every member of staff receives a detailed appraisal report.

c) Committee Reports (*minutes previously circulated where applicable*)

i) Staffing. Have met twice. They prepared an advertisement for the teaching position that has become available & discussed the SENCo position which has also become available. The staff & Mrs Douch, substantive Head Teacher, are prepared to manage without a SENCo until the summer term, when it is hoped that Mrs Langley (current Elm class teacher) will take up the post 1 day per week. Two applications have been received for the teaching post, but deemed unsuitable by the Committee. Mrs Douch has someone in mind; otherwise we may be forced to go to an agency to fill the position for January. Governors asked if we will re-advertise the post – not at present. We will need to answer to parents very soon as to teaching arrangements for January.

ii) Premises and Health & Safety. Minutes have been circulated. We are currently managing without a Premises Officer due to the position remaining vacant. The longer we are without someone, the worse conditions will get. The one application we received was deemed unsuitable. Governors discussed whether we might get a better response for the position if we changed the hours to mornings only, instead of the split shifts at present. With the Christmas holidays imminent, we need to make provision in case of problems caused by freezing weather. This is to be taken back to the Committee Chair. The GB discussed the risks of 'lone working'. Staff to be reminded of the policy on lone working as soon as possible, & the Committee to review the policy in due course. *[Subsequent to the meeting, Mrs Mulcare reported that Lone Working is covered in the H&S Policy approved by the FGB in November 2015, therefore will be reviewed as part of that policy in due course].* **Action 9: DT**
iii) PPC. Not met.

iv) Finance. Have met. Mrs Mulcare reported that there is concern that we will not reach the end of year within budget & that we need to ensure we do not end the year in deficit, which is why the Committee have denied the recruitment of a replacement TA to cover maternity leave. Mrs Mulcare explained that the biggest impact on the budget is staffing – 87% of current budget. The LA will intervene if this percentage reaches 90%. The recommended healthy percentage is 75%. The LA recommendation would be to reduce from 5 classes to 4.

Governor questions & responses from Mrs Mulcare:

Q. what about the staff cost savings made by the loss of our experienced Head Teacher, our Deputy Head Teacher & the employment of an NQT?

A. at present we still have 5 experienced teachers on the Upper Pay Scale (UPS).

Q. what is the rationale of employing the replacement teacher for Elm class (both job-share teachers for this class have resigned) on a temporary contract until July 2017?

A. this gives us the flexibility to reduce to 4 classes from September 2017 if we need to. Both the job share teachers leaving are UPS.

Mrs Mulcare also stated that we are under pressure from possibly having to employ agency staff to cover the class from January, which will be more costly. We have one more term of the current budget. We cannot re-organise classes mid-year.

Q. will an agency provide a long-term teaching placement?

A. yes.

Q. can we judge the quality of the teacher they offer?

A. yes.

Long term decisions cannot be made until the substantive Head Teacher is in place (January). But Mrs Mulcare stated it would be irresponsible not to make governors aware of the current position.

Q. how much might any deficit be?

A. the Committee are trying really hard to keep within the budget.

Mrs Mulcare informed the GB that the government review of funding has been delayed, therefore per pupil funding will remain at the same level for 2017-18. With our current forecast of pupil numbers, our forecast budget next year will be £7000 less than this year. So not only are we having to be careful this year, it looks likely that next year will also be very difficult. The GB discussed general WS funding difficulties. At a recent WS consultation with Head Teachers, some proposed protest actions, which governors felt were unacceptable. WS representatives made it clear that they expect redundancies.

The Finance Committee suggest that the school look at using parent volunteers more to allow TA's more time to work with children.

Mrs Lott used this opportunity to state that she has received notification from the PTA Chair proposing to withdraw PTA financial support of Forest School & swimming activities. Their rationale is that they have been providing this support from funds received from the sale of the school minibus some years ago & have more than paid out this amount. Mrs Lott has responded to the PTA Chair expressing her concern, as both activities are for the general enrichment of the children's education. It will be down to the new substantive Head Teacher to continue this dialogue with the PTA next term.

Parent governors asked whether a compromise could be reached with regards to covering the TA maternity leave, perhaps increasing the hours of existing TA's to provide cover. The reply was that all TA's are already working as much as they can, so this is not a possibility.

- v) **ICT** has not met.
- vi) **Worship & Ethos** has not met
- vii) **Working Party** minutes have been circulated; nothing to add.

d) Treasurer’s Report

Nothing to report.

e) PTA Link Report

The PTA have done very well with fund-raising from the first 2 events of the year. Governors were asked to support the Christmas Fair & contribute towards the Governors’ Raffle.

f) Governor’s Visits

None.

g) Complaints received under Section 409 of the Education Act / Racist Incidents

None.

10 CHAIR’S ACTIONS

None

11 AOB

- Governors discussed hosting a staff tea party to thank Mrs Turner & to say goodbye to staff leaving. Date to be confirmed.
- The Clerk pointed out that several governors’ term of office will be ending imminently:
 - Mrs Mulcare, LA Governor, 30th November – Mrs Mulcare has informed the LA that she is willing to stand for another term as LA Governor. Her appointment is due to be discussed at a WS CLC meeting on 29th November. *[Subsequent to the meeting, confirmation was received by the Clerk of the CLC’s approval of Mrs Mulcare’s re-appointment. Acceptance of the nomination to be agreed by the GB at next meeting].* **Action 10: KJ**
 - Mrs Lott, Foundation Governor, 2nd December – Mrs Lott has submitted her application to the Diocese to stand again as Foundation Governor. *[Subsequent to the meeting, Mrs Lott received confirmation of her re-appointment with effect from 10th November 2016].*
 - Mr French, Foundation Governor (Diocesan Appointment), 2nd December – Mr French has not yet decided whether he will nominate himself to stand for another term.
 - Mrs Boyce, Staff Governor, 31st December – an election will need to be held amongst the staff to elect a staff governor. The GB agreed that this should be advertised to the staff this term, with a closing date for nominations of 4th January 2017. **Action 11: KJ / Head**
- Mrs Lott also confirmed that she has submitted an application to the Diocese from Mr Stephen Hitchen to stand as Foundation Governor (Diocesan Appointment) to fill the vacant position on the GB. *[Subsequent to the meeting, Mrs Lott received confirmation of Mr Hitchen’s appointment with effect from 10th November 2016].*

DATE and TIME of NEXT MEETING

Wednesday, 18th January 2017 at 8.00pm

The meeting closed at 10.10 p.m. with a prayer led by Canon Twisleton.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	5	Complete review of Acceptable Use Policy	Computing Committee	FGB mtg 18Jan
2	5	Organise a literacy based governor visit	Head/Chair	FGB mtg 18Jan
3	5	Committee terms of reference to be circulated & published on school website	Committee Chairs / Mrs Jerbi	FGB mtg 18Jan
4	5	Annual committee meeting attendance data to be updated on school website	Committee Chairs / Mrs Jerbi	FGB mtg 18Jan
5	5	Plan governor visit programme	PPC Committee	FGB mtg 18Jan

6	6	Circulate finalised SEF to governors	Mrs Turner	16Dec
7	7	Ensure Annual Safeguarding Report has been submitted to LA	Head / Chair	16Dec
8	7	Review revised WS Model Safeguarding & CP Policy' & bring to GB	PPC Committee	FGB mtg 18Jan
9	9) c) ii)	Policy on lone working to be circulated to staff	Mrs Turner	Immediately
10	11	Ensure approval of Mrs Mulcare's nomination as LA governor appears on FGB agenda	Mrs Jerbi	FGB mtg 18Jan
11	11	Staff governor election to be held	Mrs Jerbi / Head	4 Jan

Signed as being a true and accurate account of the meeting:

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Date:

Name: Mrs Marion Lott **Position:** Chair of the Governing Body