

# St GILES C of E (Aided) PRIMARY SCHOOL

## Minutes of a Meeting of the Governing Body

Held on Wednesday, 21<sup>st</sup> September 2016 at 8:00 pm at the School

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

**In attendance:** Mrs Kathy Jerbi (Clerk)

The meeting was opened with prayer led by Mrs Lott.

Mrs Lott welcomed new Foundation Governor Mrs Rebecca Barnard and new Interim Head Teacher Mrs Debra Turner to the Governing Body.

*(Mrs Jerbi in the Chair for the start of the meeting.)*

### 1 APOLOGIES for ABSENCE

None received.

### 2 ELECTION of CHAIR and VICE-CHAIR of the GB for 2016-17

All Governors were invited to self-nominate for the positions of Chair & Vice-Chair of the GB prior to the meeting.

One self-nomination was received for the position of Chair from Mrs Marion Lott. Mrs Lott withdrew from the meeting & was duly elected to the position by the GB, to serve tenure of 1 year starting immediately. Mrs Lott returned to the meeting & was thanked for taking on this role.

For the position of Vice-Chair, no self-nominations were received prior to the meeting. Mrs Clarke, previously Vice-Chair, stated that she is not able to succeed Mrs Lott as sole Chair & for this reason has not nominated herself. She would be happy to assist until clearer succession planning has been established. The GB discussed how the roles of Chair, Vice-Chair & other governors could be developed to more evenly share the workload. Mrs Lott stated that she will interview each governor individually over the coming weeks to establish how they see their governor role developing & what could be done better. The GB agreed it would be useful for Mrs Clarke to stand again for the position of Vice-Chair whilst this succession planning takes place. Mrs Clarke was duly elected to the position of Vice-Chair by the GB, to serve tenure of 1 year starting immediately. Mrs Clarke was thanked for taking on the role.

*(Mrs Lott took over as Chair of the meeting)*

### 3 URGENT MATTERS

**Emergency Plan.** Mrs Turner advised the GB of the statutory requirement for a school to have an Emergency Plan. Schools would normally adopt the LA model version; the WS version has changed considerably from the one we have in place. Staff have collated the necessary information to personalise the WS version to our school, resulting in a 59 page document. This requires approval of the GB. We are currently compromised as the Plan is not in place & we have a residential visit due to take place imminently. Mr Whatling, Chair of the Premises, H & S Committee, volunteered to read through the document & highlight any areas of concern. **The GB approved adoption of the WS Emergency Plan personalised to St Giles C E Primary School, subject to it being checked & signed off by the Premises, H & S Committee.** *Action 1: PW*

### 4 DECLARATION of INTEREST (agenda items only)

None.

Mrs Jerbi tabled 'Register of Business (or Pecuniary) Interest' forms for all governors to complete. She then collated these to prepare a register, required to be published on the school website. *Action 2: KJ*

### 5 MINUTES of the MEETING HELD on 13<sup>th</sup> July 2016

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

## 6 MATTERS ARISING from the MINUTES

Action 1: Review of Acceptable Use Policy – to be actioned this term

**Action 3: Computing Committee**

Action 2: Organise a literacy based governor visit – to be actioned this term

**Action 4: DT/ML**

Action 5: Circulate Staffing Committee minutes to governors – actioned by Mrs Price / Mrs Jerbi. They apologised that confidential pay review information was circulated in error.

## 7 HEAD TEACHER RECRUITMENT UPDATE

Mrs Lott has shown 4 potential candidates around the school, all of whom commented on the lovely atmosphere at school, the excellent attitude to learning & the learning environment, both inside & outside. We do not yet know if any have applied for the position. Closing date is 30<sup>th</sup> September. The advertisement is on the WSGfL & Diocesan website. Not extended to East Sussex or Surrey websites. The school cannot afford the TES or recruitment agencies. Governors expressed concern that we have left it too late to advertise further afield & may lose out on applicants. Mrs Lott to find out from WS whether any applications yet received.

The Clerk reminded governors that there will be an Extraordinary meeting of the GB on 20<sup>th</sup> October at 8pm to ratify the recruitment panel's decision following the interview process. **Action 5: all**

## 8 IMPACT STATEMENT 2015/16 and PUPIL PREMIUM 2016/17

*(Reports circulated prior to the meeting)*

**Impact Statement 2015/16.** Governors felt that not all statements in the 'Impact' column of the report are indeed impacts of Pupil Premium spending. Mrs Turner suggested adding an additional column to the report entitled 'Actions'. Mrs Turner confirmed that this information is published on the school website, meeting the statutory requirement.

**Pupil Premium 2016/17.** This plan for the current year's spending needs further development. Mrs Turner has met with Mrs Holman, Bursar, & asked for the hourly rate of LSA & LM to be further broken down into the rate per minute. Staff are looking for value for money, as well as impact of PP spending. Governors asked how interventions are assessed & whether PP funding must be used solely for the benefit of the children entitled to it. Mrs Turner replied that PP funding for LAC must be used solely for that child; other funding can be used for 'opportunities for all.' Mrs Turner recommended that governors may wish to look at a report entitled 'The Pupil Premium: Next Steps' published by the Sutton Trust, which contains some very good recommendations. <http://www.suttontrust.com/wp-content/uploads/2015/06/Pupil-Premium-Summit-Report-FINAL-EDIT.pdf>. It has been found that using the fund to pay for school uniform & trips does not have a big impact. Mrs Brooke-Webb stated that offering to pay for these is intended to encourage parents to apply for PP. We need to make sure that families know about PP. The funding is allocated to schools based on eligible children on roll in the October & January censuses. The 2016/17 plan is provisional & a work in progress; Mrs Turner will provide a more detailed plan to the GB in due course. It needs to be further developed to acknowledge evidence & impact of PP spending. **Action 6: DT**

## 9 SCHOOL IMPROVEMENT PLAN

*(Report entitled 'School Self-Evaluation Summary Sheet Summer 2 2016' circulated prior to the meeting)*

Mrs Turner stated that she found the key areas of the school's existing SIP do not correlate with the key Ofsted action points. She proposes that in developing the plan, our key Ofsted action points should be considered & the plan developed from there. She began this process with the staff at the INSET Day on 5<sup>th</sup> September. All staff have contributed. Mrs Turner has brought the information altogether to present to the GB for feedback, as well as providing her own evaluation. She has looked for evidence of strengths – clear success criteria is needed to define that.

Key Area 1 – Assessment – has a long way to go. Teachers are very familiar with their classes, but the new expectation has a big focus on whole school accountability.

Key Area 2 – School Organisation

Key Area 3 – Sharing of Information

Key Area 4 – Behaviour/Playtime – this is behaviour for learning. It is about children's understanding of their learning, being autonomous.

Key Area 5 – Computing

Mrs Turner reiterated that using these 5 Ofsted headings in the SIP, as well as in her Head Teacher's report to governors, makes it clear where each action sits in the Ofsted framework for external advisors or inspectors.

Mrs Lott thanked Mrs Turner for the huge amount of work she has put in to this SEF. Mrs Turner, in turn, praised the staff team that helped her to produce the report.

## 10 APPROVAL of EDUCATIONAL VISITS 2016/17

The GB noted that the Emergency Plan needs to be in place (see item 3) before any off-site educational visit can be approved. **The GB gave provisional approval for educational visits arranged by the school throughout the academic year 2016/17 to take place, with the caveat that the Emergency Plan is put in place.**

## 11 MEMBERSHIP of COMMITTEES

New governors asked how they can find out what is involved with each Committee in order that they can decide how to put their skills to best use. They were recommended to look at the Terms of Reference for each Committee. It was agreed that each Committee Chair send their revised Terms of Reference to Mrs Jerbi, who is to ensure they are all posted on the school website & circulate them to all governors.

**Action 7: Committee Chairs / KJ**

Committee membership was briefly reviewed, with new governors being allocated to Committees and year group links confirmed. Mrs Jerbi to update the list & circulate to all governors & the school office.

**Action 8: KJ**

Mrs Turner expressed concern that there appears to be no governor or Committee responsible for unpicking data & tracking. Mrs Lott told her of the historical annual data review meeting, in which governors were invited to take part. Mrs Turner suggested this should happen termly, rather than annually. Mrs Lott stated the expectation by governors that data will be presented to the GB by the HT.

Governors briefly discussed the Committee structure; some concerns raised that with a large number of Committees work gets repeated. But experienced governors stated that we have a good structure of Committees, which are effective & make good use of their time. Items that arise that are outside the terms of reference of a particular Committee are passed on to the relevant Committee.

Mrs Jerbi asked for Committee Chairs to send annual meeting attendance data 2015-16 to her, in order that she can update the school website as required.

**Action 9: Committee Chairs / KJ**

Mrs Turner suggested the GB may wish to join 'The Key' – she recommends this useful tool

<https://schoolgovernors.thekeysupport.com/>

New governors asked what they should be doing and how much involvement they should have with their designated year groups & curriculum subjects. The PPC Committee will be discussing a new governor visit programme which will guide governors

**Action 10: PPC Committee**

Mrs Turner suggested governors search the internet for 20 standard questions for governors to ask curriculum subject leaders.

Mrs Lott stated that it is important for new governors to attend governor training courses, both for guidance on their role & to network with governors from other schools, which is very useful.

The Clerk reminded governors to let her know of any training they do undertake, in order that she can continue to maintain a record of governor training.

## 12 REPORTING to the GOVERNING BODY

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

No questions or additional comments.

### b) Performance Management

In abeyance.

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

**i) Staffing** – has not met. The vacant position of Premises Officer is currently being advertised, closing date is 30<sup>th</sup> September. The GB discussed advertising of this position & expressed concern that local people do not appear to be aware that we are looking for someone.

**ii) Premises and Health & Safety** – have met twice, minutes to be circulated shortly. It has reviewed its Terms of Reference *(previously circulated)*, no significant changes. **The GB approved the revised P&HS Committee Terms of Reference as attached to minutes.**

**iii) PPC** – has not met.

**iv) Finance** – has not met.

**v) Worship & Ethos** – In addition to the regular meeting to organise themes for Friday Worship, there had been a meeting between the teachers & leaders of the Friday assemblies to discuss ways to improve the children's involvement. Following this the teachers & leaders had been joined by Heather from WCCM & Catherine Older to review how Christian meditation is being practiced in school & discuss how this may be developed.

**vi) Working Party** – Mrs Lott reminded governors that the working party was set up due to concerns over our falling roll numbers & budget. She is keen that we continue to focus on a strategy to combat this with the forecast numbers looking worse; although long-term decisions cannot be made until a permanent Head Teacher is in post, we need plans to be in place for when he/she arrives. There is also now the issue of the proposal to bring the village pre-school onto the school site. The GB decided that this issue should be looked at by a separate working party. It was pointed out that new Foundation Governor Mrs Barnard is a member of the Pre-School Committee, &, as such, may face a conflict of interests. It was agreed that it would be inappropriate for Mrs Barnard to sit on the working party considering the pre-school. The Clerk advised that Mrs Barnard should declare her interest at the start of any meeting where the pre-school is on the agenda & she could be

asked to withdraw from that part of the meeting if need be.

*Working Party – Strategy* – needs to meet again soon. Open to any governor. Interested governors should email their availability to Mrs Mulcare, who will set a meeting date & circulate to all. She will also forward notes from previous meetings to the new governors.

*Working Party – Pre-School* – Mrs Lott, Mrs Francis & Mrs Mulcare met with the Pre-School Committee on 20<sup>th</sup> July 2016. Mrs Mulcare gave a brief resume of what was discussed. The pre-school are very interested in the proposal to bring them onto the school site. It would benefit both us & the pre-school. Mrs Francis spoke of models at other schools. No decision has yet been reached as to the management model we will use. The pre-school are keen to maintain their independent identity. One possibility is to have a pre-fab building in the school grounds, ideally on the playing field. This is not owned by the school, but by WSCC, so would need researching, as would the need for planning permission, etc. Ideal timing – to be in place for September 2017. Next steps – the pre-school to come back to us with current running costs; us to speak with WSCC to explore the field/pre-fab option.

Governors asked who would fund this project. Mrs Lott stated that there is a DfE initiative to provide wrap-around care, so maybe this is the perfect time to explore this. If we are to provide a building it will need to be used as much as possible. If we can offer 8am to 6pm care it will make us attractive. The pre-school is threatened by the fact that in its current location it cannot offer the required new 30 hour provision.

This working party also needs to meet as soon as possible. As above, any interested governor should email their availability to Mrs Mulcare in order that she can schedule a meeting & notify all governors.

**Action 11: all / LM**

#### **d) Treasurer's Report**

Nothing to report.

#### **e) PTA Link Report**

Mrs Boyce reported that the PTA Committee has restructured & has a good, bigger group of members. They have met with Mrs Turner already. Activities are being organised. Parent class representatives are being established.

#### **f) Governor Visits**

Nothing to report.

#### **g) Complaints received under Section 409 of the Education Act**

Nothing to report.

### **13 CHAIR'S ACTIONS**

None

### **14 CENTRAL STORAGE of FGB & COMMITTEE MINUTES**

The Clerk expressed concern over whether or not all GB & Committee meeting minutes are stored centrally at the school, both electronically & in hard copy. Moving forward, it was agreed that the school would establish a 'Governor' folder on the school's hard drive; all Committee minutes should be emailed to Mrs Jerbi, who will be responsible for emailing these & GB minutes to the school office, where staff will save them in the new 'Governor' folder. Mrs Jerbi will continue to pass signed hard copies of minutes to Mrs Turner, who will make them available for public viewing as appropriate.

### **15 AOB**

**School Website Audit Document.** Mrs Lott brought to the attention of the GB this document which was included in the WSCC Autumn 2016 Governance Briefings. Mrs Turner confirmed that Miss Murray, ICT Subject Leader, is actioning the list to ensure we are compliant with statutory requirements. There is to be staff training on updating the school website – Mrs Mulcare asked to be informed when this is to take place.

**Sport.** Parent governors asked what is happening in school with regards to sport provision. Mrs Turner responded by informing the GB of the recently completed parent questionnaire, where sport appeared on the 'wish' list, along with music & revamping of the library. Strengths came out as pastoral care, ethos, communication & quality of teaching & learning. She stated that parents need to appreciate that we have just 7 teachers, all with areas of responsibility, so just do not have the capacity to provide more. A senior member of staff has been replaced by an NQT. Parents do not see PE lessons which are happening in school every day. There has been a huge increase in sport provision since the instigation of the Sports Funding. We just need to communicate this to parents. Parent governors reported there is a positive vibe amongst parents about the improvement in communication in general.

*(Mrs Barnard left the meeting at this point, 10.15pm)*

**Accredited Clerk.** Mrs Jerbi reported to the GB that, sponsored by another school, she has recently been successful in completing the WS Accredited Clerk programme.

**Resignation.** Mrs Alison Nicholson will be resigning from the GB with effect from 1<sup>st</sup> November. Mrs Lott thanked her for her time & dedication & presented her with a gift. Mrs Nicholson stated that she has very much enjoyed serving the GB & will continue to support the school.

**DATE and TIME of NEXT MEETING**

EFGB – Thursday, 20<sup>th</sup> October 2016 8.00pm

FGB - Wednesday, 23<sup>rd</sup> November 2016 at 8.00pm

The meeting closed at 10.20 p.m. with a prayer led by Canon Twisleton.

**ACTION POINTS:**

<b>ACTION POINT NUMBER</b>	<b>MINUTE ITEM NUMBER</b>	<b>DETAILS OF ACTION</b>	<b>RESPONSIBILITY</b>	<b>DUE DATE</b>
1	3	Review school Emergency Plan	Mr Whatling	26Sep
2	4	Compile register of governor pecuniary interests & publish register on school website	Mrs Jerbi	asap
3	6	Review Acceptable Use Policy	Computing Committee	FGB mtg 23Nov
4	6	Organise a literacy based governor visit	Mrs Turner / Mrs Lott	FGB mtg 23Nov
5	7	Attend EFGB ratification meeting	All	20Oct 8pm
6	8	Provide more detailed PP spending plan for 2016-17	Mrs Turner	FGB mtg 23Nov
7	11	Committee terms of reference to be circulated & published on school website	Committee Chairs / Mrs Jerbi	FGB mtg 23Nov
8	11	Update & circulate Committee membership list to governors & school office	Mrs Jerbi	FGB mtg 23Nov
9	11	Annual committee meeting attendance data to be updated on school website	Committee Chairs / Mrs Jerbi	FGB mtg 23Nov
10	11	Plan governor visit programme	PPC Committee	FGB mtg 23Nov
11	12c (vi)	Governors interested in joining either WP to email their availability to LM; WP meeting dates to be set & circulated. Meeting notes to be circulated.	All / Mrs Mulcare	asap

**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