

# St GILES C of E (Aided) PRIMARY SCHOOL

## Minutes of the Governing Body Meeting

Held at school on Thursday, 7<sup>th</sup> May 2015 at 8:00 pm

- Present:** Mrs Marion Lott (Chair), Mrs Myra Boyce, Ms Katherine Brooke-Webb, Mrs Wendy Colville, Mrs Joanna Francis, Mr Paul French, Mrs Lynne Mulcare, Mrs Alison Nicholson, Ms Fiona Price, Mrs Claire Todd, Canon John Twisleton and Mr Peter Whatling
- In attendance:** Mrs Kathy Jerbi (Clerk) and Mr Scott Reece (Deputy Head Teacher)
- Apologies:** Mrs Amanda Clarke and Mrs Rachel Mackenzie

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 MEETING HELD on 12<sup>th</sup> March 2015**

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

### 5 **MATTERS ARISING from the MINUTES**

Item 5 – Mrs Francis & Mrs Lott have not yet had an opportunity to propose to other locality schools the possibility of a shared training session. Mrs Lott has since found out that WS will provide a free training session provided a minimum of 15 governors are in attendance. **Action: JF/ML**

Item 7 – the teaching staff have been asked to complete a Staff Suitability Declaration.

Item 7 – Mrs Clarke yet to prepare a précis of the guidance document on Disqualification by Association. **Action: AC**

Item 9 - Proposed Instrument of Government was sent to the Diocese for approval. It was returned with a few minor wording amendments & a query regarding the Trustees. Mrs Lott has responded directly. Once DBE approval is received, the Clerk will forward the approved Instrument to WSCC for adoption. **Action: KJ**

Item 11, c, iv - Recent 'near miss' involving a child & a car has been communicated to parents & on-going traffic problems in the lane to school have been discussed by the PPC Committee.

Item 11, c, v – the PPC Committee is exploring ways in which we could raise the profile of our school.

### 6 **SCHOOL IMPROVEMENT PLAN 2015-16**

*(documents entitled 'School Improvement Plan Review 2014-15' and 'School Improvement Plan 2015-16' were circulated to governors prior to the meeting & are attached to the minutes)*

Mrs Francis thanked everyone involved in the INSET Day SIP work. First, we reviewed last year's SIP, considered the actions taken as well as data, & looked at our strengths & weaknesses. This information all fed into forming the new SIP for 2015-16. Four main areas are:

- Assessment of the new curriculum – a lot of work is being done on this & we hope it to be complete by the end of this academic year.
- English
- Behaviour – we are not concerned with behaviour in the classroom, which is good, but with behaviour when children are moving around the school & the respect for school property. This in part is being tackled by the development of the 'teams' within the school community & the opportunity to earn team points.
- The Curriculum – in particular, to plan & teach the new curriculum in years 2 & 6, which so far have continued with the old curriculum as required by their SAT's tests. Also, to work on the role of a curriculum co-ordinator.

## 7 **SMSC (Spiritual, Moral, Social & Cultural Education) / BRITISH VALUES**

Mrs Francis gave a short PowerPoint Presentation covering the following areas of this high-profile current topic:

- What is SSMC?
- Why the changes?
- DfE departmental guidance
- The DfE's fundamental British values
- Fundamental British values in primary schools
- Demonstrating democracy in primary schools

Here Mrs Frances showed photographs of the children enjoying the 'School Election' held on 7<sup>th</sup> May to coincide with the country's General Election. Mrs Francis also gave examples of how the school demonstrates the 4 key judgements.

Other slides included:

- The Ofsted framework
- Ofsted & SSMC
- The role of the GB

Mrs Frances also gave examples of opportunities in school for the children's spiritual, moral, social & cultural development. She feels the school are already doing a lot of work which covers SMSC, but staff will be meeting week beginning 11<sup>th</sup> May to discuss which areas they need to work on further.

Governors suggested making links with other schools to give children an opportunity to socialise with pupils from different religious, ethnic & socio-economic backgrounds.

Mrs Francis finished by tabling a DfE advice document entitled 'Promoting fundamental British values as part of SMCS in schools'.

Mrs Lott thanked the school staff for the large amount of work already completed in this area.

## 8 **CATERING PROCUREMENT**

*(A document from the Summer Term 2015 Governor Briefing Papers entitled 'Primary Phase Catering Procurement' was circulated prior to the meeting & is attached to minutes.)*

The current WS catering arrangements end on 31<sup>st</sup> July 2015 & whilst WS are in the process of getting tenders for the new contract, we need to decide whether we wish to continue to be part of a centrally arranged catering procurement or make our own arrangements. After a brief discussion, the **GB agreed to remain part of a WS centrally arranged catering procurement.**

## 9 **OFSTED UPDATE**

Mrs Frances brought to the attention of the GB recent information she has received on changes to Ofsted Inspections from September 2015. Main points to note:

- Ofsted will contract directly with inspectors rather than use contractors.
- There will be a new single Common Inspection Framework for all EY settings, maintained schools & academies, independent schools & further education providers.
- Shorter 1 day inspections will be introduced for 'good' schools every 3 years.
- If the inspector feels a school's judgement may have changed, either for the better or worse, he may call for a full section 5 inspection.
- Schools judged 'good' at their last section 5 inspection will no longer be subject automatically to a full inspection every 3 to 5 years.
- The new framework & handbook is expected before September.

Governors feel these changes are quite significant for 'good' schools. So much information about the school is now available on-line that inspectors will come with their own ideas & visit purely to seek confirmation. The notice period of visits will remain the same.

## 10 **REPORTING to the GOVERNING BODY**

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

Pupil numbers have dropped by 2. We hope that all 22 places offered in Reception for September 2015 will be taken up. We will lose 17 from year 6 at the end of year, plus another 3 pupils that we know of to the private sector. Whereas we had expected next year would be a bulge year, it is now not looking as good as we had hoped.

The new Premises Manager is working out very well.

Mrs Frances pointed out that as previously reported, we have made the decision to move away from Mid Sussex Active & buy into a NEARS Sports package. This will cost less & therefore give us increased sports funding for spending in school.

Mrs Frances tabled copies of the Ofsted School Data Dashboard now available on the Ofsted website. This is accessible data for prospective parents.

### **b) Performance Management**

Have not met.

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

**i) Curriculum** – have not met

**ii) Staffing** – have not met

**iii) Premises and Health & Safety.** Undertaking a review of the Health & Safety Policy, to be presented to GB for approval in due course. Mr Whatling is to attend governor training on Health & Safety. The Committee has obtained 2 quotes for 4 solar panels on the roof – one from WSCC, the other from a local firm. The local firm has also quoted for a whole roof of solar panels, which would produce more electricity than we could probably ever use. We will get a proper survey & full quote from them, as well as possibly speak to other local schools they have worked for.

**iv) PPC** (*minutes of meeting held 23<sup>rd</sup> April have been circulated*) Main items discussed: Complaints Policy, Walk to School Week, Home/School Agreement, raising the profile of the school.

**v) Finance.** Have finalised the budget for 2015-16 (*'May 2015 Budget Report to FGB – Final' was circulated prior to the meeting*). The total income figure is as we know it to be so far. Pupil Premium income & expenditure have been shown as required. 'Admin' & 'Premises' figures both include staffing costs. **The GB approved the 2015-16 Budget Proposal.** Mrs Mulcare to forward it to WSCC. She thanked Mrs Francis and the Bursar, Mrs Holman, for a lot of work in compiling the budget. Governors agreed that we need to get the message out that the school has space for more pupils.

**vi) Worship & Ethos** – have not met

**vii) ICT** – have not met

### **d) Link Governor Report**

Nothing to report.

### **e) Treasurer's Report**

Nothing to report.

### **f) PTA Link Report**

Mrs Boyce reported that the PTA is busy preparing for the May Fayre. They have had a change of focus running smaller, more frequent events, which raised £400 last term.

### **g) Governor's Visits**

The next PPC Committee meeting will schedule focused governor visits.

### **h) Complaints received under Section 409 of the Education Act / Racist Incidents**

None.

## **11 CHAIR'S ACTIONS**

None

## **12 AOB**

- Mrs Colville reported that Haywards Heath Lions would like to contribute £500 to Mrs Todd's fund-raising appeal for a defibrillator at school. Mrs Todd will complete a sponsored parachute jump later in May. We wish her well.
- Mrs Boyce informed the GB of a forthcoming enrichment week, beginning 18<sup>th</sup> May, on Healthy Living. An article appeared in the village magazine, children have been visiting the local nursery school & will be selling cakes at the village cake sale. They will be taking part in a 'skip' for the British Heart Foundation & various speakers will be coming into school.
- Governors suggested that we capitalise on the successful 'School Election' by sending photos and a report to the Mid Sussex Times.
- Mrs Lott reported that the term of office for staff Governor Mrs Todd is shortly to end. This 'staff' governor position is going to be replaced by a 'co-opted' governor position under the new constitution when it comes into force. The GB therefore decided to leave the position vacant until the new constitution comes into effect, when it can 'appoint' a person with the skill set decided by the GB to be required to help the GB to be more effective.

### **DATE and TIME of NEXT MEETING**

Thursday, 25<sup>th</sup> June 2015 at 8.00pm

The meeting closed at 9.40 p.m. with a prayer led by Canon Twisleton.

**ACTION POINTS:**

<b>ITEM NUMBER:</b>	<b>DETAILS OF ACTION</b>	<b>RESPONSIBILITY</b>	<b>DUE DATE</b>
5	Propose to other locality schools the possibility of a shared training session	Mrs Frances/Mrs Lott	FGB mtg 25June 2015
5	Prepare a précis of the guidance document on Disqualification by Association	Mrs Clarke	FGB mtg 25Jun 2015
5	Proposed Instrument of Government to be sent to WSCC for approval once DBE approval received	Kathy Jerbi, Clerk	Asap