

St GILES C of E (Aided) PRIMARY SCHOOL

Minutes of the Governing Body Meeting

Held at school on Thursday, 24th September 2015 at 8:00 pm

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

The meeting was opened with prayer led by Mrs Lott.

Please note: items do not appear in the same order as on the agenda.

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

1 **APOLOGIES for ABSENCE**

Apologies received as above – reasons accepted by Governing Body.

3 **ELECTION of CHAIR for 2015/16**

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

4 **ELECTION of VICE-CHAIR for 2015/16**

No self-nominations were received prior to the meeting. Once clarification was given to Mrs Amanda Clarke by the Clerk that although her children have now left the school she can see out her term of office as parent governor, Mrs Clarke volunteered to continue in the role of Vice-Chair. Mrs Clarke withdrew from the meeting & was duly elected to the position of Vice-Chair by the GB, to serve tenure of 1 year starting immediately. Mrs Clarke returned to the meeting & was thanked for taking on the role.

Governors held a brief discussion about succession planning, noting that terms of office for several experienced governors expire in 2016. To be discussed in more depth at a future meeting (*see item 2 below*).

Governors also noted that Mrs Wendy Colville's term as foundation governor has ended; she is willing to stand again for another term, this is yet to be approved by the Parochial Church Council & the Diocese.

(Mrs Lott took over as Chair of the meeting)

8 **SPECIAL NEEDS UPDATE**

(A document entitled 'SEN Policy based on the SEN&D Code of Practice 2014' was circulated to governors prior to the meeting.)

Mrs Tracy Self, SENCo, joined the meeting at this point to update the GB on the Special Needs Policy & its implementation. She stated that because of the large amount of change to the SEN Code of Practice last year & the uncertainty as to what the impact of this would be, the policy was not reviewed until staff knew the implications of this. Mrs Self has researched SEN policies from other schools that have recently been Ofsted inspected & updated our policy accordingly in line with statutory changes. Mrs Self proceeded to highlight some of the changes made to the policy. There were no questions from the GB, but it thanked Mrs Self for her work on this. **The GB approved the revised SEN policy as presented.**

Mrs Self tabled the current SEN register & learning mentor list to the GB (names excluded). Ten children (in red) are on the register (1 EHCP, 9 SEN support), but many more are receiving support for specific issues, some on-going, others on an ad hoc basis.

Governor questions & responses from Mrs Self:

Q. are there more children on the list than usual?

A. there seem to be more children with specific issues rather than global needs. Support provision is given in

more areas than before.

Q. do the parents of all children on the list know that their children are receiving support?

A. letters to parents are currently being sent confirming the support children are receiving, but it shouldn't be a surprise to any parent as it will have been discussed at previous meetings.

Mrs Francis pointed out that 5 children out of the cohort of 14 in year 6 are on the SEN register – this could have big implications for next year's SAT's results. A lot of work has already been put in with this cohort in year 5.

Governors commented that the long SEN list reflects the quality of care taken of the children by the teaching staff.

(Mrs Self left the meeting at this point, 8.50pm)

4 URGENT MATTERS

None

5 DECLARATION of INTEREST (agenda items only)

None.

2 ADOPTION OF NEW CONSTITUTION

The new constitution approved by the GB in March 2015 is now in effect, meaning we have a vacancy for a co-opted governor, the idea being to provide skills we are lacking as a GB. Governors agreed a need to re-visit strengths & weaknesses of the GB & to explore what the GB needs going forward, especially if academisation is to go ahead at some point. The Clerk advised that associate members with specific skills can be appointed to sit on specific committees. Governors also noted that with a limited church congregation it can be difficult to get foundation governors with local knowledge & an intimate knowledge of our school. The GB agreed to dedicate the January 2016 GB meeting to self-assessment, both for the current time & for 2017, when a number of current governors may have left having completed their terms of office. **Action: all**

Dates of future GB meetings for the year were proposed & agreed as follows: Wednesday 18th November 2015, Wednesday 20th January 2016, Wednesday 9th March 2016, Wednesday 4th May 2016, Wednesday 22nd June 2016 (*please note the day change from Thursday to Wednesday*).

Canon Twisleton took this opportunity to mention Education Sunday at the Church on 24th January 2016, when the ~~Arch~~-Deacon will be speaking. He hopes to get the children involved.

6 MINUTES of the MEETING HELD on 25TH JUNE 2015

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

7 MATTERS ARISING from the MINUTES

Mrs Lott has not completed actions 1 & 3, & therefore Mrs Mulcare has not been able to complete action 2. These to be resolved. Mrs Lott told the GB that she intends to attend a Diocesan training session on 'Why Become An Academy?' & invited other governors to do the same – there are various dates. **Action: ML**

9 SATS – KS2 / EARLY YEARS

(Mrs Francis tabled a print out from the West Sussex (WS) EPod entitled 'Key Stage 2 Summary – All Pupils')
Mrs Francis explained that this report shows our results compared to County & National averages. Our figures appear in red if below average. She explained that one child in the cohort had SEN. That child made very good progress but did not reach level 4. Three children in the cohort had specific needs, which equals 18% of the cohort. The level 5 maths result is very low at 24%, but a number of children were very close to reaching level 5, which is frustrating. In the SPAG tests (Spelling, Punctuation and Grammar), our children achieved very well in the grammar, but struggled with the spelling. Staff are looking at that in more detail & ways to move forward.

Governor questions & answers from Mrs Francis:

Q. is progress recognised?

A. yes, the 'Cohort for 2 Levels Progress' figures are good – 100% for writing & maths. Children from a variety of levels, 1, 2 and 3, moved up 2 levels, which is good. This shows how well staff are managing children at all levels.

Q. is there need for concern over science results?

A. this is not a test, but based on teacher assessment. The figures may be in red because of the absence of a national figure.

The GB congratulated the staff on the results.

(Mrs Boyce tabled a printout entitled 'SDR Summary Data – Foundation Stage Profile – All Pupils Development (Prime)' along with explanatory notes & a breakdown of the cohort.)

Main points to note: 12 children in the cohort, therefore each child represents 8%; 7 children are summer born, therefore develop more slowly; percentage reaching GLD (Good Level of Development) is 33.2%, significantly lower than previous years. Mrs Boyce pointed out that it is hard to evidence the fact that children can do what is expected. Staff have to leave them to act independently. Pressure is being put on identifying children early as having SEN, rather than letting them learn at their own pace. Transition from EY to year 1 is managed carefully.

Questions from governors & answers from Mrs Boyce:

Q. do you think all schools act the same?

A. yes, there is a lot of moderation between local schools.

Q. do these results make you change things?

A. staff feel under pressure to make changes, and will do even more so if the results are similar next year with a larger cohort – 21 children.

Q. will we see a similar pattern in year 1?

A. Mrs Francis answered that we need to be aware of the needs in this cohort & that the phonics tests are not too far away.

The GB thanked Mrs Boyce for her report.

10 PUBLICATION of GOVERNORS' DETAILS on the SCHOOL WEBSITE

(Copy of an item from the Governor Briefing Papers Autumn 2015 entitled 'Information for the publication of governor's details and the register of Interests' was circulated to governors prior to the meeting)

Mrs Lott highlighted from the paper the new statutory requirements for information about governors that should be included on the school website. Mrs Francis had prior to the meeting circulated a register of attendance at GB meetings for the academic year 2014-15, which governors confirmed is correct. This to be published.

Action: JF

The clerk to provide Mrs Francis with details of governor appointment dates etc. & register of pecuniary interests for publication.

Action: KJ

11 ASSESSMENT UPDATE

(Mrs Francis tabled document 'Year 3 programme of study')

Mrs Francis used year 3 maths as an example to show the GB how the new assessment system works. Assessment is based on the programme of study provided by the curriculum. Mrs Francis demonstrated the tracking system & new assessment system that the staff have developed, stating that transition from the old to new systems will make it hard to compare year on year.

Governor questions & responses from Mrs Francis:

Q. what data will Ofsted inspectors see?

A. Raise-on-line, so it will be difficult for them to make comparisons too.

Q. how often is the new tracking/assessment completed?

A. it is on-going; enables staff to see where to target work.

Mrs Lott thanked Mrs Francis & the staff for the enormous amount of work put into developing a new assessment process, poorly supported by WS.

12 OFSTED UPDATE

Mrs Francis advised the GB of the following highlights from a recent Ofsted update:

* Every 3 years for "Good" schools

* One Inspector only, one day

* No requirement for format of documentation (SEF)

* Two judgements – Is the school continuing to be a good school?

* Is safeguarding effective?

* If more evidence needed it will be converted to a full inspection (Section 5)

* Starting hypothesis is that the school remains good and school leaders will have to demonstrate that the school is still good, where there are areas for development and how the school is tackling those.

* Activities will include observations, discussions with pupils, staff, governors and parents

* Schools will receive half a day's notice

* Safeguarding – gathering evidence about the effectiveness of safeguarding – not just statutory requirements but all aspects of safeguarding

* Ofsted will "do everything we can to remove the pressure for schools to get ready for inspection – we want to see what you do daily for all of your pupils."

* 80 pilots – emphasis on leadership and its impact, greater emphasis on current progress for groups of pupils in the school (they will look at all year groups), impact on the culture of the school, safeguarding as a golden thread throughout the school, a brand new judgement – personal development, behaviour and welfare, importance of developing pupils' knowledge understanding and skills in all aspects of the curriculum and across the key stages not just in English and maths

* Website very important to access information beforehand

Mrs Francis pointed out that safeguarding has a significantly higher priority & said she will talk more about this

at the next FGB meeting, as well as reviewing the Child Protection policy.

Action: JF

13 **SCHOOL IMPROVEMENT PLAN**

(included in the HT report)

The focus recently has been on developing assessment as discussed in item 11, as well as on planning.

14 **APPROVAL OF EDUCATIONAL VISITS 2015-16**

The GB gave blanket approval for educational visits planned by the staff to enhance the children's learning to take place throughout this academic year.

15 **REPORTING to the GOVERNING BODY**

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

Mrs Francis reported that overall we are 3 pupils down on this time last year, which will affect the budget. There were no questions from governors.

b) Performance Management

Have not met.

The GB approved the appointment of Mr Jim Pearson as School Improvement Partner for this academic year.

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

i) Curriculum – disbanded

ii) Staffing – have not met

iii) Premises and Health & Safety – have not met

iv) PPC – have not met

v) Finance & ICT – have met with IT company JSPC re the supply of computer services as we are not happy with the current arrangement with Capita. JSPC can offer much the same service, probably better, at two thirds of the price. Mrs Holman, Bursar, has given 6 months' notice to Capita, as required, to terminate their contract. It is our intention to switch to JSPC with effect from the end of March 2016. They have provided good service supporting network problems that we have encountered recently & they work with a lot of other local schools. The Committee supports the school's decision on this.

vi) Eco School – have not met

vii) ICT – see v)

viii) Worship & Ethos – have not met

d) Link Governor Report

(advertisement & booking form for the Diocesan Annual Conference for Governors circulated prior to the meeting)

Mrs Lott confirmed that she hopes to attend this conference on 10th October & encouraged other governors to attend.

Diocesan training already highlighted in item 7.

e) Treasurer's Report

Nothing to report.

f) PTA Link Report

Mrs Boyce reported that the PTA have a large committee this year. They raised approximately £9,000 last year, which is fabulous. The school has a long wish list for spending the funds raised. Forthcoming events include a quiz night & the Christmas Fair, to be held on Saturday 5th December.

g) Governor Visits

The PPC Committee are discussing a new way of linking governor visits with the SIP. The Committee will communicate this to governors once set up.

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

One formal complaint has been received by the GB. Mrs Lott has asked Mrs Clarke to Chair a Complaints Panel to hear the complaint. Mrs Jerbi to clerk the panel & offer advice.

Mrs Francis received a further complaint in July, but, having responded, has heard no more from the complainant in a formal capacity, so assumes the matter is closed.

17 **CHAIR'S ACTIONS.** None

18 AOB

- Mrs Francis advised the GB that both members of support staff for the locality CIC have resigned & that admin is currently being dealt with by the Executive Board. The CIC will be advertising for a new project manager & admin assistant on temporary contracts until August 2016 – the funding is in place for this.
- The Clerk distributed annual declaration of pecuniary interest forms, which governors completed & signed (see item 10).

DATE and TIME of NEXT MEETING

Wednesday 18th November 2015 at 8.00pm

The meeting closed at 10.30 p.m. with a prayer led by Canon Twisleton.

ACTION POINTS:

ITEM NUMBER:	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
2	Think about GB strengths & weaknesses, what skills are needed ahead of dedicated session	All governors	FGB mtg 20Jan
7	Provide draft structure of proposed potential NEARS locality academy to Mrs Mulcare	Mrs Lott	FGB mtg 18Nov
7	Consider financial implications for our school of above proposed draft academy	Mrs Mulcare	FGB mtg 18Nov
7	Write to Mrs Ann Holt with the question 'what are the financial implications for our school in joining an academy?'	Mrs Lott	FGB mtg 18Nov
10	Attendance register at GB meetings for the academic year 2014-15 to be published on school website	Mrs Francis	immediately
10	Provide Mrs Francis with details of governor appointment dates etc. & register of pecuniary interests for publication.	Mrs Jerbi	FGB mtg 18Nov
12	More information on safeguarding & a review of the child protection policy to be presented to governors	Mrs Francis	FGB mtg 18Nov