

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL
GOVERNING BOARD MINUTES

FULL GOVERNING BOARD		DATE:	2016
CHAired BY: Owen Golightly (OG)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Shelia Watson (SMW) Meg Privett (MP) Owen Golightly (OG) Mel Turl (MT) Sheena Wright (SW) Ian Norton (IN) Caren Flicker (CF)		Rev Lythan Nevard (LN) – prospective governor Dominic Morgan (DM) – prospective governor	
APOLOGIES: Declan McGowan (DMG) – received after the meeting			
Absent without apology:			

Agenda Items	
1	<p><u>Opening Prayer & Welcome</u></p> <p>1. Opening Prayer taken by LN. 2. OG welcomed all to meeting.</p>
2	<p><u>Apologies and sanctions of absence.</u></p> <p>1. Apologies from DMG were received after the meeting.</p>
3	<p><u>Declarations of Interest & Correspondence</u></p> <p>1. No declarations of interest. 2. No correspondence.</p>
4	<p><u>School Improvement Plan (SIP)</u></p> <p>1. The draft SIP 2016-21 had been circulated to governors prior to the meeting. The SIP is based on the actions identified in the SIP Report 2014-15 and the outcomes of the joint GB/Senior Leadership Team (SLT) Visioning Session. This SIP details both the school's vision for the next five years and more detailed work for the next two years. Each of the SIP areas</p>

links with the OfSTED areas. The key focus is ensuring children are ready to learn and designing a curriculum with the children in which they are engaged and curious about. The SIP demonstrates that the school has high aspirations for every child despite the challenges of high numbers of children with SEN, high numbers of Pupil Premium children and high numbers of families where there are barriers to learning.

The SIP also acknowledges the need to meet the demands of the new curriculum in the Foundation Stage by having an earlier focus on Phonics and writing. Staff will ensure that this increased curriculum focus will not mean that children have any less of a rich and 'magical' Early Years experience.

2. Governors discussed the current approach to governor monitoring of the SIP and work involved in this. The following governor monitoring teams were agreed:

- Leadership & Management – OG and SMW (also DM if appointed)
- Quality of Teaching, Learning & Assessment – MP and CF
- Personal Development, Behaviour and Welfare – IN (and LN when appointed)
- Outcomes for Pupils – IN (and LN when appointed)
- EYFS – SW and DMG

OG asked how TB envisaged the monitoring work being carried out by the schools that St. Martin's is planning to undertake more partnership working with. The schools will jointly monitor and evaluate the success of the partnership.

3. OG queried whether the wording 'fit for purpose' in relation to the aims regarding the assessment model was aspirational enough. This was discussed and it was agreed that this would be removed from the plan with the resulting phrase better reflective of the school's aims.

The GB formally agreed to approve the contents of the SIP.

Action: Clerk to send out Autumn term Governor SIP Monitoring Record. TB to arrange for action plans for each area to be sent to governors.

5 Minutes and update on actions from Full GB Meeting 18.7.16 and Admissions Committee meeting 20.9.16

1. Parts 1 and 2 of 18.7.16 Full GB Minutes agreed as accurate by the Full GB and signed by the Chair.

2. Actions update:

- Action 5 – not all governors have completed and returned the NGA Skills Audit.
Actions: JB to resend, and governors to return asap. CF to collate results and present findings at Full GB meeting on 5.12.16.
- Action 9 – staff will be trialling Perspective Light initially. Governors will receive training when trials complete.

All other actions completed.

3. Admissions Committee minutes approved and actions confirmed as completed. JB confirmed that in-year applications are retained and that the draft 2018-19 Main School Admissions policy was submitted to Devon County Council (DCC) and the Diocese by the required date.

6 Headteacher Report, End of Year Data Analysis and Self-Evaluation Statement

1. This had been circulated to governors prior to the meeting. Governors discussed these

documents in small groups before submitting questions to TB.

DM asked how 2014-15 attendance figures compared to 2015-16. Attendance at St. Martin's is an improving picture, with last year's average attendance higher than 2014-15. The school continually works hard to encourage good attendance but has recently had several cases of unauthorized absence due to holidays and parental disagreement regarding provision for their child. This led to two children being reported as Missing from Education. One has now returned to school, the other is now being educated elsewhere. DCC is currently awaiting the outcome of a legal case before it determines whether it will issue fines for unauthorized absences.

SMW asked how many traveller children attended St. Martin's at the moment. Currently, there are three.

DM asked what the school's attendance target was and how this was set. Current target is 96.8%. This has been set specifically for this school in conjunction with the Education Welfare Officer (EWO).

2. CF noted that the 2015-16 data showed that non-Pupil Premium Year 3 children were less able at writing than Pupil Premium children and asked if TB had identified the reasons for this. The Pupil Premium children in that year group are very able and there are a high number of non-Pupil Premium children who have SEN.

The GB discussed the challenge the school has to ensure that all families who are eligible for Pupil Premium complete the form in the Foundation Stage and Key Stage 1 since universal free school meals were introduced for these ages. The school is arranging a magic show for children in Foundation Stage and KS1, where parents will be invited to complete the forms with staff. Any family who completes the form will receive a 'goodie bag' and teddy bear for their child. It is hoped that this will be a sufficient incentive for parents. The cost of the show and goodie bags will be very small compared to the amount of funding the school could potentially receive. Currently there are a number of discrepancies where older children are in receipt of Pupil Premium but their younger siblings are not.

OG asked if Pupil Premium funding is discussed with families during the Reception home visits. MT confirmed that it was but raised that it is important for it to be raised sensitively.

3. OG asked what the current split between boys and girls was in school and whether this was more of an issue than in previous years. Previously, the school has been very boy-heavy. Currently there are 223 boys and 183 girls.

SW noted that the school has a creative curriculum and asked what other evidence the school has for how it addresses the gap in achievement between girls and boys. Actions taken to address this are evidenced within the SIP Report and the SIP action plans. KS1 data shows boys' achievement is improving, although governors noted that continually changing cohorts presents particular challenges for the school. Boys who were in Reception last year have been receiving interventions to accelerate their progress.

SW asked if the school has identified specific areas in which boys need to improve. Writing has been a particular challenge, and interventions have been tailored to address this.

SW asked how the school encourages a positive attitude towards writing higher up the school. The curriculum has been designed to create exciting and inspiring experiences to engage children. The quality of writing in Years 3 and 4 is excellent but less secure in Years 5 and 6. Again this has been identified as being due to changing cohorts and the children not having been at St. Martin's for very long.

SMW asked whether marking feedback is consistent. TB confirmed that consistency across books is a key focus across the staff team. The school's 'Noticing and Naming' marking policy

is embedded across the school and evidence of this has been clear in book scrutiny.

4. TB talked through end of year data with the GB:

EYFS - TB informed governors that MT has put in place an innovative and exciting curriculum which is not reflected in the 2015-16 data. The data was impacted by the high number of staff changes in the unit due to maternity leave and one staff being on long-term sick leave. However, the average point score for the school has increased due to the higher number of children achieving 'exceeding'.

Year 1 Phonics – results were very strong, with the school achieving above national and Devon results. 84% of the cohort passed.

Year 2 Phonics – of those who did not pass at Year 1 only one child did not pass in year 2.

Key Stage 1 data (end of Year 2). Data trends show strong results in all areas. 50% of children had been with St. Martin's since Reception.

Reading – children achieving 'expected' were higher than Devon and national results.
Writing – children were above national and Devon results for both expected and greater dept.
Maths – children achieving 'expected' were above national and Devon results.

Since 2013, in KS1 results, the school has shown steady improvements each year in all areas.

KS2 results. This year's results were the first under the new curriculum and standards. Test results were scaled, with 100pts = 'expected' standards.

The GB were advised that many children achieved 98 and 99 and so only just missed meeting the expected standard.

Reading – the number of children meeting expected standard was significantly below national results. Governors were informed that it was necessary to take into account the short amount of time the school has had with this cohort to improve their outcomes. Governors were informed that other children still achieved higher results in different schools but it was important to note that many children at KS2 at St. Martin's have moved around many times and had very chaotic lives which has impacted greatly on their learning.

Maths – again, a significant number of children achieved a scaled score of 97-99 but the number of children who achieved 100 was very low. A clear plan has been put in place to improve results.

Summary

- Last year, 85% of pupils had SEN needs and this year's Year 6s also have significant SEN. This will present real challenges for staff.
- The trend at St. Martin's is continuous improvement with excellent EY results.
- For progress, St. Martin's is considered to be above floor targets.
- The greater depth achievements are a result of the curriculum being thematic and immersive for children – it provides rich, exciting themes which inspire and engage children.
- Non SEN children continue to perform well, which demonstrates that the school is ensuring that the high levels of children with SEN do not impact upon others.

5. CF asked how many Gifted & Talented (G&T) children are in school and how they are assessed. 3% of children are G&T. Children are categorized as G&T after Year 2 if they are performing above national expectations. The school is planning to create a 'Potential G&T' register for children in Nursery – Year 1.

	<p>6. SW asked if there were any other challenges the school is facing and what is in place to address these. There is currently some very challenging behaviour in school which can disrupt other children's learning. The school has strategies in place to support these pupils and ensure disruption to others is minimal. Governors were advised that it was important to note that St. Martin's are working with some challenging children who other schools would not have managed.</p> <p>7. MP noted that SEN funding has been reduced and asked how the school can support children appropriately if the school is unable to fund the number of Teaching Assistants required. OG advised that this has been discussed at Resources Committee. TB was encouraged by the Committee to plan staff that are required to meet children's needs and funding for this will be considered at that time. It will be necessary to review how best Pupil Premium money can be spent to ensure eligible children are supported.</p> <p>St. Martin's is currently working towards being listed as an Inclusion School, which will be an acknowledgement of how the school supports children with SEN.</p> <p>8. TB has met with Alan Betts (AB) from Babcock to discuss the SEF, who felt that it told the narrative of St. Martin's appropriately.</p>
<p>7.</p>	<p><u>Governance</u></p> <p>1. The GB agreed to reconstitute to 12 governors with the following composition:</p> <ul style="list-style-type: none"> • 2 staff governors (including the headteacher) • 2 parent governors • 1 Local Authority Governor • 7 Foundation Governors <p>Action: Clerk to liaise with Governor Support and the Diocese to produce a new draft Instrument of Government. Place item on next Full GB agenda to agree this, the process for appointing LA governors and to set the date for reconstitution.</p> <p>2. TB has attended a meeting with the Diocese and Headteachers from Withycombe Raleigh CE Primary and the Otter Federation Schools (Tipton and Feniton) to discuss continuing to work collaboratively. The Diocese is supportive of the schools working in partnership and has encouraged increased working with other schools further to this. The four schools have agreed that they wish to ensure strong partnership working between themselves first before extending the partnership.</p> <p>3. It was confirmed that Marian Marks has been appointed as the adviser for TB's appraisal. OG is in the process of obtaining dates.</p> <p>4. CF attended the Finance for Governors course. The impact of attending this has been an increased understanding of both financial systems in schools and governor responsibilities. CF also gained an insight into how other schools' processes work which could be helpful to explore at St. Martin's. Action: Clerk to place 'CF Finance Training feedback' on next Resources Committee meeting agenda to share information relating to other schools.</p>
<p>8.</p>	<p><u>Governing Board 'Housekeeping Documents'</u></p> <p>1. The contents of the 'Key Information for Governors 2016' document was noted by the GB.</p> <p>2. Governors had received all Committee and Lead Governor Terms of Reference prior to the meeting. The GB approved all these again as well as membership changes detailed in them.</p> <p>3. The GB reviewed and approved the GB Annual Cycle of Work again. JB raised that there is</p>

a new model Annual Cycle of Work from Babcock. **Action: Clerk to check current cycle against new model.**

4. Governors present have all reviewed and re-signed their Declaration of Business Interest forms. Governors present have also all completed the annual Safeguarding declaration form.

5. Governors present all signed to state that they had received and read the updated version of Keeping Children Safe in Education.

Actions: Clerk to ensure that DMG and new governors when appointed also sign and complete the above forms.

9. Policies

1. Supporting Pupils with Medical Needs

This has been amended to reflect the provision of emergency inhalers in school. The policy was agreed by the GB. There are a few outstanding queries regarding day to day management of the inhalers. **Action: Clerk to liaise with staff member who leads on medical issues to finalise policy.**

2. Pupil Behaviour, Discipline, Anti-Bullying and Exclusion

This has been amended to ensure it reflects issues covered by the latest DfE guidance. The GB approved the amended version.

3. Safeguarding & Child Protection

SMW has reviewed the new model policy to ensure that it meets requirements from the Keeping Children Safe in Education document. Reference to domestic abuse has also been added. The GB discussed there is a need to ensure the school is addressing the issue of the impact domestic abuse has and agreed a number of actions to address this. **Actions: CF to obtain example domestic abuse policy for supporting staff, to be discussed at next Resources Committee meeting. Item to be added to next T&L Meeting agenda for governors to discuss strategies in place in school to support pupils who are living with domestic abuse and to consider amending Safeguarding policy to reflect this.**

4. Pay

This new model policy was reviewed by the Resources Committee. The pay scale for the Deputy Head post needs to be agreed and added to the policy – this will be discussed at the next meeting of the Leadership & Teachers' Pay Committee. The GB approved the policy.

5. Play

This is a new policy which reflects the Play Pod now being in use and the risk/benefit analysis which has been undertaken for the Play Pod. The GB agreed this policy. **Action: Clerk to add to Policy Review Schedule.**

SMW asked if there have been many accidents related to the Play Pod. There have only been very few. Governors were informed that the atmosphere of the playground is now much more positive with a real increase in collaborative play.

6. Flexible Working

This policy should have been reviewed by the Resources Committee but was omitted from the last meeting agenda in error. JB advised the GB that the current policy version is still the most

	<p>up to date version from HR One – therefore, no amendments are required. The GB agreed to approve the policy again.</p> <p><u>7. Admissions to the Nursery.</u></p> <p>This had been reviewed by members of the Admissions Committee. The policy required no amendments other than grammatical errors and was approved again.</p> <p>Actions: JB to update the Policy Review Schedule to show the policies above have been approved/adopted. JB to ensure updated versions of these policies are available as hard copies in the school office, and where appropriate, on the school website.</p>
<p>10.</p>	<p><u>Questions to Committees</u></p> <p>1. There were no questions to Committees.</p> <p>2. The issue of sub-standard render has now been resolved. The school will contribute £750 to the cost of replacing it with the more appropriate quality render.</p>
<p>11.</p>	<p><u>Part 2 – Update on outstanding complaint appeal</u></p> <p>1. This will be moved to the next Full GB meeting agenda.</p>
<p>12.</p>	<p><u>Elect Chair and Vice-Chair</u></p> <p>The GB followed its agreed process for electing both these positions and elected OG to the role of Chair and IN to the role of Vice-Chair until the end of the first meeting of the Autumn term 2017.</p>
<p>13.</p>	<p><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'</u></p> <p>1. Governors have the full narrative behind progress and achievement in school.</p> <p>2. Governors are confident in the detail and approach of the SIP and believe it forms a good foundation to work from.</p> <p>3. The SIP is child centred and focuses on achieving the best for the children at St. Martin's whilst safeguarding the unique qualities and high standards of the school.</p> <p>4. LN's application to be a governor is nearly complete – her appointment will further strengthen the school's involvement with the Church.</p> <p>5. Governors have clarity on how aspirational St. Martin's is for the children.</p> <p>6. The school is continuing to manage some very challenging children despite a reduction in resources because staff are committed to supporting children as much as they can. Exclusion is only considered as a very last resort.</p>

ACTIONS FROM THIS MEETING		
Action	Person responsible	Date to be completed by
1. Send out Autumn term Governor SIP Monitoring Record.	JB	15.10.16
2. Arrange for action plans for each area to be sent to governors.	TB & JB	21.10.16
3. Resend NGA Skills Audit to those governors yet to complete form., and governors to return asap. CF to collate results and present findings at Full GB meeting on 5.12.16.	JB	15.10.16
4. Complete and return skills audit forms to JB.	Governors	15.11.16
5. Collate skills audit results and present findings to GB.	CF	5.12.16
6. Liaise with Governor Support and the Diocese to produce a new draft Instrument of Government. Place item on next Full GB agenda to	JB	21.10.16
7. Check current GB Annual Cycle of Work against new model Cycle of Work	JB	28.11.16
8. Ensure DMG and new governors when appointed complete forms detailed in item 8.	JB	23.11.16
9. Liaise with staff member who leads on medical issues to finalise Supporting Pupils with Medical Needs policy.	JB	4.11.16
10. Obtain example domestic abuse policy for supporting staff and present at Resources Committee (provide copy to Clerk).	CF	11.11.16
11. Add Play Policy to Policy Review Schedule.	JB	21.10.16
12. Update the Policy Review Schedule to show the policies detailed in item 9 have been approved/adopted and ensure updated versions of these policies are available on the school internal wiki page and, where appropriate, on the school website.	JB	5.12.16

Items for Full GB Agenda 5.12.16

- Reconstitution: agree draft Instrument of Government and the process for appointing LA governors and set the date for reconstitution.

Items for Resources Committee Agenda 23.11.16

- CF Finance Training feedback

Items for Teaching & Learning Committee Agenda 15.11.16

- Discuss strategies in place in school to support pupils who are living with domestic abuse and to consider amending Safeguarding policy to reflect this.

Questions raised by Governors.

- OG asked how TB envisaged the SIP monitoring work being carried out by the schools that St. Martin's is planning to undertake more partnership working with.
- DM asked how 2014-15 attendance figures compared to 2015-16.
- SMW asked how many traveller children attended St. Martin's at the moment.

- DM asked what the school's attendance target was and how this was set.
- CF noted that the 2015-16 data showed that non-Pupil Premium Year 3 children were less able at writing than Pupil Premium children and asked if TB had identified the reasons for this.
- OG asked if Pupil Premium funding is discussed with families during the Reception home visits.
- OG asked what the current split between boys and girls was in school and whether this was more of an issue than in previous years.
- SW noted that the school has a creative curriculum and asked what other evidence the school has for how it addresses the gap in achievement between girls and boys.
- SW asked if the school has identified specific areas in which boys need to improve.
- SW asked how the school encourages a positive attitude towards writing higher up the school.
- SMW asked whether marking feedback is consistent.
- CF asked how many Gifted & Talented (G&T) children are in school and how they are assessed.
- SW asked if there were any other challenges the school is facing and what is in place to address these.
- MP noted that SEN funding has been reduced and asked how the school can support children appropriately if the school is unable to fund the number of Teaching Assistants required.
- SMW asked if there have been many accidents related to the Play Pod.

SUMMARY OF DECISIONS

- **The GB agreed to approve the School Improvement Plan for 2016-21**
- **The GB agreed to proceed to the next stage of reconstitution, and with a GB composition as detailed in item 7.1.**
- **The GB reviewed and approved all Committee and Lead Governor Terms of Reference, as well as its Annual Cycle of Work.**
- **The GB reviewed, amended and approved the following policies: Supporting Pupils with Medical Needs, Pupil Behaviour, Discipline, Anti-Bullying and Exclusion**
- **The GB agreed to adopt the following new model DCC policies: Pay, Safeguarding & Child Protection**
- **The GB agreed to adopt the new Play Policy**
- **The GB reviewed and approved the following policies: Flexible Working, Admissions to the Nursery**

Next meetings:

Annual GB Self-Review Session, Wednesday, 9th November 2016, 5.30-7.30pm

Full Governing Board, Monday, 5th December 2016, 5.30-7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: