

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BODY MINUTES

FULL GOVERNING BODY		DATE:	13th October 2014
CHAired BY: Jane Lucas (JL)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Shelia Watson (SW) Jo Smith (JS) Jane Fitt (JF) - part Mark Gilborson (MG) Jane Lucas (JL) Meg Privett (MP) Nick Partridge (NJP) Lynne Askew (LA) Jade Kent (JK) Sally Knowles (SK) Craig Jamieson (CJ) Glenn Greed (GG) Owen Golightly (OG)			
APOLOGIES: Nick Pring (NP). JF had sent apologies for the first part of the meeting.			
Absent without apology:			

Agenda Items	
1	<p><u>Opening Prayer</u></p> <p>1. Opening Prayer taken by MG.</p>
2	<p><u>Apologies and sanctions of absence.</u></p> <p>1. NP had sent apologies as he was unable to attend due to work commitments.</p> <p>2. JF had advised she would not be able to attend the first part of the meeting.</p> <p>3. JS advised she needed to leave the meeting early – it was therefore agreed to discuss items 11 and 15 earlier in the meeting to ensure JS could be present for them.</p>

<p>3</p>	<p><u>Declarations of Interest & Correspondence</u></p> <p>1. No declarations of interest.</p> <p>2. JL has received confirmation from the Department for Education (DfE) that the school has until October 29th to submit the documentation requested regarding the on-going complaint.</p>
<p>4</p>	<p><u>Minutes and matters arising from last meeting (7.7.14)</u></p> <p>1. The minutes for both Part 1 and Part 2 of the meeting were agreed as accurate and signed by the Chair.</p> <p>2. Re item 8.1 – Ethos Group. MG advised that he and TB are in the process of liaising with a colleague who will be assisting in setting this up.</p> <p>3. Re item 12.4 – Review of Complaints Policy. JL advised that her intention had been to link the review of this policy with the joint staff/governor complaints training that had been scheduled for September. However, this had to be postponed until February as the training time had to be allocated to Maths. JL will now review in February. This will also allow time for the current complaint to hopefully have been resolved, and the GB to include any learning points into the review process.</p> <p>4. The GB also agreed the Part 2 minutes from the 29.9.14 Full GB meeting as accurate and these were signed by the Chair. Part 1 minutes from the 29.9.14 will be agreed at the next Full GB meeting.</p> <p>5. It was noted that copies of the Part 2 minutes agreed today will be included in the documentation submitted to the DfE regarding the complaint.</p>
<p>5</p>	<p><u>Complaints Update</u></p> <p>1. JL advised that one of the two complaints had recently reached the end of the complaints process and been heard by a Governor Panel. This had been managed well, and a way forward was agreed with the family.</p> <p>The GB agreed to enter Part 2 for JL to update them on the other complaint.</p> <p>The GB then agreed to return to Part 1.</p> <p><i>(JF joined the meeting)</i></p>
<p>11</p>	<p><u>Policies</u></p> <p>1. <u>Pay Policy</u>. JS advised that the GB needed to adopt the updated version. This year, schools have been advised that they do not need to use the set leadership scale points. JS recommended that the school keeps these scale points as these have been consulted on with the unions at a local level, DCC Payroll is set up to pay according to these points and they are understood widely. JS also advised that a paragraph confirming pay scales for the Assistant Heads has been added (last year this was not required as the school did not then have anyone holding this post). JS is waiting to receive information on TLRs (Teaching & Learning Responsibilities) and once received, will add this into the policy.</p> <p>MG asked if the pay for assistant heads had been budgeted for. JS confirmed this to be the case. The GB noted that budgeting for salaries is more difficult now as there is no longer a set pay progression followed by all.</p>

	<p>JS proposed that the GB adopt the new version of the Pay Policy. The GB formally agreed to do so.</p>
<p>15</p>	<p><u>Election of Chair and Vice-Chair of Governors</u></p> <p>1. The GB unanimously elected JL as Chair of Governors in line with the agreed election process until the first meeting of the Autumn term 2015.</p> <p>2. The GB unanimously elected JS as Vice-Chair of Governors in line with the agreed election process until the first meeting of the Autumn term 2015.</p>
<p>6.</p>	<p><u>Headteacher Report and data summaries analysis</u></p> <p>1. The report and supporting documents had been circulated to governors ahead of the meeting.</p> <p>2. JF asked if there was any correlation between the dip in reading achievement and the introduction of the Bug Club. TB advised that the data is not a 'dip' in the achievement of current pupils but reflects the levels that new pupils are working at. The Bug Club is not connected to this and has been used in school since St. Martin's opened. TB has discussed data results with the head of another new school who advised that the data there rose and fell until the school was full and had stabilised.</p> <p>3. GG raised that the HT report stated that the results of the Parent Survey had been published on the website, but that he had been unable to locate it. TB advised that the school had experienced a number of problems with email this week and it may have been that the staff member responsible for the website had not received the email from Tania asking for this to be uploaded. Action: TB to ensure that these are published online.</p> <p>GG raised that he does not find it easy to find some documents on the school website and queried if it would be possible to look at improving navigation on the site. TB advised that the company who created the website would be able to make changes and could add a new section for 'School Documents' if this would help. Action: GG to consider what improvements would be helpful and to liaise with TB regarding these.</p> <p>JL advised that she is in the process of writing the information on governance at St. Martin's for the website. This will be uploaded once complete.</p> <p>4. SW referred to the recent changes made to classes, which means that Katie Maz (KM) is now leading the Forest School sessions for all classes, and asked how this has been working. TB advised that it has been working well. Children who were in KM's class previously have been moved into other classes where there is a critical mass of children who are able to make better choices about their behaviour and learning. Classes for these year groups are now calmer and more focussed. It has meant that the Year 6 class is now very full. However, Steph Harvey (SH) who is teaching this class has stated that as long as she has sufficient Teaching Assistant (TA) support, she is happier to have a large class. The GB were advised that last year, Year 6 grew the least.</p> <p>JF asked if there had been any feedback from parents on the class changes. TB advised that one parent had expressed concerns, but this had been talked through and the concerns were able to be resolved.</p> <p>SK advised that the children she teaches have loved being with KM and that TAs have commented that they feel they are learning a great deal from KM.</p> <p>5. TB informed the GB that after this school year, the number of places in the nursery will be</p>

shrunk back to what they had originally been planned to be. This means that this will be the last year when the school has an increased income from nursery fees. TB proposed that the school purchase a yurt for the Forest School. This would have a proper floor and wood burner stove (with safety covers) to ensure it can be used as an outdoor classroom throughout the year. The GB agreed that this purchase would be progressed and agreed between TB and OG, who was recently appointed Lead Governor for Finance.

MG asked if the yurt could be let out to other schools at all. TB advised that it would be used by St. Martin's during term-times, but it may be possible to look at letting it during holidays once it is in place.

6. TB also proposed that the school purchase more ipads for the older classes as it is possible to purchase an app which means that SATs can be undertaken directly on the ipads. This would reduce costs incurred with paper copies. Again, the GB agreed that this would be discussed and agreed by TB and OG on their behalf.

7. TB presented the Summer data grids. She advised that she and JL had attended an OfSTED briefing which advised schools not to use average points scores any more as it could 'mask' some children. Therefore, TB is re-designing the data grids to show numbers of children who are significantly below national expectations, slightly below national expectations, meeting national expectations, slightly above national expectations and significantly above national expectations. The GB noted that it is this data which informs the School Improvement Plan (SIP) and informs identification of priorities to address. TB did comment that as new children arrive at the school, priorities may need to be reviewed depending on the needs of those new to the school. TB advised that following last year's focus on writing there have been significant improvements in achievement. It is hoped that the same will be achieved with the focus on maths and reading in this year's SIP.

8. The GB discussed the 'Perspective Lite' data. This is a Devon analysis of data comparing the school with other similar schools locally and nationally ('similar' in this document meaning 'similar numbers of FSM (Free School Meal) children'). The picture at St. Martin's is a generally an upward trend. The Year 2 Phonics data does not look very positive but this is because a number of new children started part way through the year (including three who arrived the week of the test) and did not pass the test. A lot of children also joined Year 2 in-year who were struggling with their reading.

The data shows that St. Martin's is growing its children from the bottom up – the nursery is extremely successful and data for those children who have been with the school since beginning Reception is very positive. Key Stage 2 results normally reflect the school's work with children over the course of four years, but St. Martin's KS2 results include children who may have been at the school for only a short period of time. The data fluctuates hugely depending on who arrives.

The highest score relates to writing (showing the children to be above floor levels and national expectations) – this has been externally moderated so it is known to be accurate.

The poorest score relates to children achieving Level 4B+ in reading, writing and maths. However, levels of progress made data shows some children who have progressed by at least two levels which is very positive.

9. Parent Questionnaire. Overall these results were very positive. Out of 78 replies, only one stated that they would not recommend St. Martin's. TB has made a number of attempts to contact the parent to discuss this, but has not had a response. TB has spoken with the child in this family, who has said they are happy in school. The GB noted that TB has followed up any concerns or issues raised directly with the parents, and details of actions are included at the end of the questionnaire results.

<p>7.</p>	<p><u>School Improvement Plan (SIP)</u></p> <p>1. The draft SIP was discussed in detail at the recent Teaching & Learning Committee meeting (see minutes 23.9.14). The draft SIP has also been circulated to all governors ahead to today's meeting. JL proposed that the GB formally approve the plan. This was seconded by JF and agreed by all.</p> <p>2. Governor monitoring teams were agreed for all action points on the SIP.</p> <p>3. The GB were reminded that SIP monitoring is underpinned by the document 'Cycle of SIP Monitoring at St. Martin's', alongside the Monitoring Form to be completed after engagement with the staff team.</p> <p>4. Actions for this term were discussed and agreed as follows:</p> <ul style="list-style-type: none"> • Governor monitoring teams to agree questions for staff teams • Governor monitoring teams to make contact with staff teams directly after half term – this can be via email or a meeting – and submit their initial questions. • Governor teams to complete the Monitoring Form following responses to questions and send these to Clerk to collate by the end of the Autumn Term • JB to send out collated Monitoring Forms to T&L Committee to discuss at their meeting on 13.1.14. JB to add this to the meeting agenda.
<p>8.</p>	<p><u>Admissions (Main school and Nursery)</u></p> <p>1. The Admissions Committee, and JK in particular, have been working to ensure that the school's Admissions policy is correct and as per DCC and Diocesan guidance. NJP and MP attended the recent Admissions Roadshow to receive latest guidance and timelines. The policy needs to be sent to the Diocese by 31st October as part of the consultation process. There are a few outstanding points to confirm. The GB agreed that the Admissions Committee would finalise the policy, and JB will then send to the Diocese. The GB thanked JK and the Committee for their work on this.</p> <p>2. NJP advised that the timeline for submitting the policy to the Diocese next year will be shorter and will need to be agreed at the final summer Full GB meeting to ensure it can be sent by 1.10.15 as required. Action: JB to ensure that this is included in the agenda for the 13.7.15 meeting.</p>
<p>9.</p>	<p><u>Reaffirm arrangements for the Box Family regarding visiting the memorial tree</u></p> <p>1. It was agreed in October 2013 that the GB would reaffirm arrangements on an annual basis to ensure that subsequent governors will be aware of what had been agreed. Following the death of Jackie Box, who was a TA at the school, a memorial tree was planted. Her family are welcome to arrange with the school to visit the memorial tree at any time. SW advised the GB that monies from the collection at the funeral, and raised from a recent fun run held in Jackie's memory, have been paid into the Jackie Box Memorial Fund bank account. Some of this will be used to buy birthday and Christmas presents (further to financial support already agreed) for Viensyen, the child sponsored in the Philippines.</p>
<p>10.</p>	<p><u>Questions to Committees</u></p> <p>1. All governors had been sent the draft minutes from the recent meetings of the T&L and Resources Committee meetings.</p> <p>2. Resources Committee - TB updated the GB regarding a quote for increased CCTV coverage at the school. This is likely to be extremely expensive and the GB will need to consider benefits versus cost.</p>

	<p>3. Teaching & Learning – JL asked about the statement that meeting the National Curriculum requirements regarding Humanities was in process. TB explained that the teaching of History in the new curriculum is very prescriptive and does not fit with St. Martin’s being a constantly growing and changing community, or how teachers plan lessons to reflect this. TB advised that if questioned on this, the school would need to explain that taking a thematic approach is more appropriate for St. Martin’s and that the school must priorities what is right for its children.</p>
<p>12.</p>	<p><u>Annual Housekeeping Tasks</u></p> <p>1. A number of documents which require annual review and agreement had been circulated to the GB prior to the meeting for their consideration. The following were agreed for another year:</p> <ul style="list-style-type: none"> • 'Key Information for Governors September 2014' • GB Code of Practice • GB Cycle of Work • All Committee and Lead Governor Terms of Reference. <p>A number of actions relating to these documents were agreed:</p> <ul style="list-style-type: none"> • JB to draft an amendment to the 'Key information for Governors' to highlight that apologies can be accepted but not necessarily sanctioned • JB to place 'Agree cycle of work' on the next Pay Committee meeting agenda. Once this has been agreed, this is to be added into the main GB Cycle of Work document. • JB to ensure that the first Full GB meeting of the Spring Term identifies termly work required from the Admissions Committee. As the school nears capacity, work for this Committee will increase as appeals may need to be heard. <p>2. The GB noted the following:</p> <ul style="list-style-type: none"> • The title of Lead Governor for T&L and School Improvement has now been amended to Lead Governor for School Improvement Planning. NJP will hold this role. • OG has been appointed Lead Governor for Finance • SK is now Joint Lead Governor for Safeguarding and SEN with SW. <p>3. The GB thanked JB for organising the work of the GB.</p>
<p>13.</p>	<p><u>Establish Pay Appeals Committee</u></p> <p>1. The GB discussed that in order to hear any pay appeals fairly, it would be best to establish a separate Pay Appeals Committee. This is because currently the 2nd Committee which would usually undertake this work is mainly staffed by governors who also sit on the Leadership & Teachers' Pay Committee and would have been involved in the original pay decision. The GB agreed that the Pay Appeals Committee will have a membership of all governors, excluding those who sit on the L&T Pay Committee or who are employed by the school. The draft Terms of Reference were agreed. Action: JB to print copy of Terms of Reference for Full GB office file.</p>
<p>14.</p>	<p><u>Governor Training & Development</u></p> <p>1. JK advised that due to a work commitment she is not able to attend the Governors Update session on 15.10.14. Any other governor who would like to attend in her place was advised to contact JB.</p> <p>2. GG attended the Babcock run New Governors course. He found the opportunity to meet other new governors useful and feels that he now has a better understanding of the GB's responsibilities. He noted that it is key for the GB to be clear on what information it must</p>

	<p>publish and ensure it does so. Action: JB to check GB is meeting requirements on this.</p> <p>GG also advised that there had been some discussion as to whether governors should have school-based email addresses rather than using their personal ones. This would ensure that GB work can be kept clear and separate. Action: TB will explore whether this could be arranged.</p> <p>3. GG also attended the Headteacher Appraisal training. GG advised that the training had identified for him a number of questions about the process. Since attending the training, he has liaised with governors to clarify information and questions ahead of the appraisal and now feels better prepared.</p> <p>4. Following discussions at the 29.9.14 Full GB meeting regarding succession planning, the GB were reminded that they need to complete the 'aspirations' section and bring this to the next GB meeting in December. Action: JB to send framework document to JK.</p>
16.	<p>Discussion: 'How has this meeting benefited our children?'</p> <p>The GB felt that this meeting had benefited the children at the school in the following ways:</p> <ul style="list-style-type: none"> • The meeting has made the GB more informed and focussed • It has been agreed that TB can proceed with purchasing a yurt as an outdoor classroom • Work teams have been assigned to the action plans on the SIP so that monitoring work can begin. It is positive that governors were enthusiastic about adopting an area to monitor. • Understanding the data more clearly highlights areas which the school and GB need to focus on. • Governors have expanded their knowledge through attending training • The GB has made clear their support for TB – governors felt that this is one of the best things that the GB can do for the children

ACTIONS FROM THIS MEETING		
<u>Action</u>	<u>Person responsible</u>	<u>Date to be completed by</u>
1. Inform Babcock LDP and the Diocese of results of Chair and Vice-Chair elections	JB	23.10.14
2. Ensure that results of the Parent Survey are published on the school website	TB	23.10.14
3. Consider improvements for the school website and liaise with TB re implementing these.	GG	1.12 14
4. Discuss and agree purchase of yurt for Forest school	TB & OG	13.12.14
5. Discuss and agree purchase of iPads for older children	TB & OG	13.12.14
6. Governor Teams to undertake SIP monitoring work detailed in 7.4	All governors	As per Monitoring Cycle
7. Finalise Admissions policies and send to JB	JK	23.10.14
8. Send Admissions Policy to the Diocese	JB	29.10.14
9. Add 'agree Admissions Policy' to 13.7.15 Full GB agenda.	JB	1.7.15

10. Draft an amendment to the 'Key information for Governors' to highlight that apologies can be accepted but not necessarily sanctioned	JB	6.12.14
11. Place 'Agree cycle of work' on the next Pay Committee meeting agenda. Once this has been agreed, this is to be added into the main GB Cycle of Work document.	JB	18.11.14
12. Ensure that the first Full GB meeting of the Spring Term identifies termly work required from the Admissions Committee.	JB	16.1.14
13. Print copy of Pay Appeals Committee Terms of Reference for office file.	JB	6.12.14
14. Check that the GB is meeting requirements on information it needs to publish	JB	6.12.14
15. Explore whether governors can be allocated school-based email addresses.	TB	6.12.14
16. Send JK succession planning framework document	JB	7.11.14

Questions raised by Governors.

- MG asked if the pay for assistant heads had been budgeted for.
- JF asked if there was any correlation between the dip in reading achievement and the introduction of the Bug Club.
- GG asked if it would be possible to look at improving navigation on the school website.
- SW asked how the change to KM being full-time in Forest School was working.
- JF asked if there had been any feedback from parents on the class changes.
- MG asked if the yurt could be let out to other schools at all.
- JL asked about the statement in the T&L minutes that meeting the National Curriculum requirements regarding Humanities was in process.

SUMMARY OF DECISIONS

- **The GB agreed to adopt the new version of the Pay Policy**
- **The GB elected JL as Chair and JS as Vice-Chair**
- **The GB agreed that TB and OG could progress the purchase of a yurt for use as an outdoor classroom**
- **The GB agreed that TB and OG could progress the purchase of more ipads**
- **The GB agreed the Admissions Policy**
- **The GB reviewed and agreed the documents listed in item 12.1**
- **The GB agreed the Terms of Reference and membership for the Pay Appeals Committee**

Next meeting: Monday, 8th December 2014, 5.30pm-7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: