

**ST MARTIN'S CE PRIMARY & NURSERY SCHOOL**

**GOVERNING BODY MINUTES**

<b>FULL GOVERNING BODY</b>		<b>DATE:</b>	<b>13<sup>th</sup> July 2015</b>
<b>CHAired BY: Glenn Greed (GG)</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
Tania Beard (TB) Shelia Watson (SW) Jane Fitt (JF) Jane Lucas (JL) Jade Kent (JK) Sally Knowles (SK) Glenn Greed (GG) Owen Golightly (OG) Nick Partridge (NJP)		Mel Turl (MT) – prospective governor	
<b>APOLOGIES:</b> Jo Smith (JS), Mark Gilborson (MG), Meg Privett (MP)			
<b>Absent without apology:</b>			

<b>Agenda Items</b>	
<b>1</b>	<p><b><u>Opening Prayer &amp; Welcome</u></b></p> <p>1. Opening Prayer taken by SW.</p> <p>2. GG welcomed all to the meeting.</p>
<b>2</b>	<p><b><u>Apologies and sanctions of absence.</u></b></p> <p>1. JS, MG and MP had all sent apologies, which were sanctioned by the GB.</p>
<b>3</b>	<p><b><u>Declarations of Interest &amp; Correspondence</u></b></p> <p>1. No declarations of interest.</p> <p>2. The GB discussed the Devon Primary SCITT staffing proposals for making provision for having necessary funds in place to cover redundancies if required. It was noted that it is unlikely that redundancies will be made, but arrangements need to be in place 'just in case'. The GB voted in favour of supporting these arrangements.</p>

<p>4</p>	<p><b><u>Minutes and matters arising from last meeting (18.5.15)</u></b></p> <p>1. These were agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. All actions from the last meeting were confirmed to have been completed.</p>
<p>5.</p>	<p><b><u>Approve purchase of sheds</u></b></p> <p>1. Sheds for the storage of PE equipment and playtime equipment are required so these can be kept separate. OG had reviewed the three quotes obtained prior to the meeting – all were similar in terms of cost and delivery but one company (Harris Timber) was able to install the sheds during the summer holidays, and was the preferred option. OG recommended that the GB approve purchase from the latter, which was agreed by all.</p>
<p>6.</p>	<p><b><u>Parents/Carers Section</u></b></p> <p>1. At the Annual Self-Review session, the GB discussed how best to use this part of the agenda. It was agreed that there would no longer be a regular agenda item. Instead, the parent governors would review the notes and outcomes from the Parents Forum meetings on a regular basis and bring any relevant issues to the attention of the GB when required. <b>Action: Parent Governors to notify the Clerk at least two weeks in advance of Full GB meetings if an item is required to be added to Full GB agendas.</b></p> <p>2. TB proposed that parent governors could be involved in the analysis of the Parent Questionnaire results. These will need to be to be discussed at the next Full GB meeting. <b>Action: JB to add 'Parent Questionnaire Results analysis' to next GB meeting agenda. OG to liaise with TB to review results.</b></p>
<p>7.</p>	<p><b><u>Headteacher Report and data summaries analysis</u></b></p> <p>1. These documents had been circulated to governors ahead of the meeting. Key points of discussion were as follows:</p> <ul style="list-style-type: none"> <li>• <u>Impact of St. Martin's becoming a teaching school with student teachers in classes e.g. how would this work during an OfSTED inspection.</u> TB advised that during an inspection students would not be required to teach classes. If a class is not seen to be making progress, then the usual teacher would resume full teaching. Being a teaching school means that the school also meets OfSTED requirements regarding working in partnerships. JF asked how many student teachers would be in school in the Autumn term. There will be two in year 1 and one in Year 2. JK asked if the school was able to select which students would be at St. Martin's. Students are allocated to schools, but visit the school prior to starting so that all can meet each other.</li> <li>• <u>The school's involvement with the wider community e.g. Trinity School.</u> NP asked how the school will be involved as Trinity progresses. TB advised that she is providing support to them as a new school, but this will reduce once the Headteacher is appointed. A GB is in place now. It was agreed that St. Martin's had benefited from the support provided when it was being established, TB is now offering this in turn.</li> <li>• <u>Cranbrook Education Campus.</u> GG asked if it will open new year group classes during the school year if numbers mean this is required. This will be decided during the school year. NJP asked if St. Martin's will be directed to go over PAN if pupil numbers increase. TB confirmed that it would not be – the PAN will be strongly defended by Devon County Council, who are also dealing with all aspects of appeals.</li> <li>• <u>Level 3 Reading data.</u> JF noted that very positive progress has been made. The</li> </ul>

	<p>Accelerated Reader programme has made a big difference within Key Stage 2. A significant number of pupil have made six months progress in only three months and in particular, pupils' inference and deduction abilities have improved.</p> <ul style="list-style-type: none"> <li>• <u>'Life without Levels'</u>. This is the last time that data will be represented by levels. JF asked if there will be increased focus on the new system at staff meetings. Information and training will be carried out within Phases, with some training already delivered by Babcock. It was noted that teaching and learning at St. Martin's has always been about 'mastery' so the requirements of the new curriculum are not new to staff. JF asked if the 85% benchmark was being retained. TB advised that the benchmark for 2015-16 will be set at 85%, but the emphasis will be on looking at progress made. Progress at St. Martin's can already be evidenced as very good, with children making above expected progress. In Year 6, some children have made four levels of progress during KS2. Within the group of children who have been with St. Martin's since it opened, 100% achieved Level 4 in all areas, except one child in Maths, who has specific difficulties.</li> <li>• The overall outcome for EYFS (Early Years Foundation Stage) children was that they were achieving above the expected level development. 85% of Year 1 children passed their Phonics test. SW asked how many children did not pass the Phonics test. This was nine children. MT explained that those children came into Year 1 at 'emerging' and were receiving additional support and intervention.</li> <li>• Greater numbers of Year 2 children reached higher levels. This year, 61% children achieved the higher level 2A in reading, compared to 30% last year. 48% achieved 2A in writing, compared to 27% last year. In Maths, 52% achieved 2A, up from 20% last year. This was agreed to be an incredible set of results.</li> <li>• <u>Security within school</u>. JK referred to the section of the Headteacher report which detailed the work being funded by the Diocese to increase the security at school and asked if staff were safe enough. The premises have now been made more secure with additional CCTV and panic buttons, and those who work alone on the school premises (TB and the caretaker) have undertaken risk assessments to ensure plans are in place to address any potential situations of risk. This has arisen from recommendations made by the independent investigator commissioned by the GB to investigate a complaint. The GB discussed how best they could support TB in the future as TB had felt that governors should have been more involved in these works and been in more contact with her regarding the situation. It was agreed that there also needed to be recognition that due to work and other commitments, governors may only check their governor emails weekly, meaning they will not always respond immediately. <b>Actions: (1) Chair and TB to discuss which governor could provide pastoral support to TB when required (2) If there is an urgent matter/document requiring governor attention the school will send a text asking them to check email (3) JB to check that the school text service has all governor mobile numbers.</b></li> <li>• <u>Restructuring of the administration team</u>. GG noted that the admin team would be providing a presentation to the staff team during the inset day in September and asked what the aim of this would be. The administration team has recently been restructured, a Business Manager has been appointed and there have been changes to personnel too. The aim of the presentation will be to improve understanding of the different roles within the team and to work on creating good relationships between staff and administrators, so that the admin team becomes part of the learning environment. MT commented that she had felt it had been very beneficial when the new Business manager had spent some time in classes in her first week in school.</li> </ul>
8.	<b><u>Discuss new OfSTED framework and 'Excellence for All' documents – identify any actions required.</u></b>

	<p>1. GG recommended that all governors should read this document. JF asked if it was possible that St. Martin's would receive one of the shorter inspections, and whether those undertaking the shorter inspections were able to deliver an outstanding judgement. It is possible that a shorter inspection would be undertaken at St. Martin's but if the inspectors feel that the school should be re-considered as outstanding then this will trigger a full two day inspection within the following twelve months. An outstanding judgement could then be awarded if appropriate. GG noted that the framework links to specific safeguarding inspection documentation. <b>Action: TB, SW and the Family Advocate to review this, and make links where required to the Safeguarding audit document.</b></p> <p>2. The 'Excellence for All' documentation includes a useful self-evaluation document for schools, part of which (section 1C) concerns governance. <b>Action: Place item on next agenda to plan a comparison of the GB's current self-review document and the Excellence for All evaluation – consider whether this should be undertaken by Lead Governor for School Improvement or by a small working party.</b></p> <p>The 'Keys to Success' replaces the previous TISP (Targeted Intervention &amp; Support Programme) arrangements. Schools will be notified whether they are a 'Keys to Success' school when the data results are published.</p> <p>The GB discussed that next year's Year 6 pupils will need a lot of support to reach expectations. There will be two teachers to accelerate progress for this year group. This will be as follows: mornings – Steph Harvey plus a parallel teacher, afternoons- parallel teacher.</p> <p>There is a big contrast in ability amongst the Year 3 and 4 pupils – some are very able, and some will need a lot of support.</p>
<p>9.</p>	<p><b><u>Self-Evaluation Statement (SES)</u></b></p> <p>1. The current version was written at the time of the SIAMS inspection. TB is meeting with the Senior Leadership Team this term to write an updated version and to update the data within it. It will then be shared with governors. <b>Action: Place SES on October Full GB meeting agenda.</b></p> <p>JF asked whether the SLT structure was working well. TB confirmed that it was.</p>
<p>10.</p>	<p><b><u>Complaints</u></b></p> <p>1. <u>DCC recommendations document.</u> OG had drafted a response to this, confirming which actions have been taken by the school and its processes for managing complaints. <b>Action: Send to DCC.</b> The GB also discussed that it wished to seek a response from DCC regarding the legal advice it provides, and what should happen/who should take responsibility when the DfE does not uphold the advice given to schools by its legal team. <b>Action: OG to draft and send this enquiry.</b></p> <p>2. GG has identified some areas within the Complaints policy which could benefit from some further clarification and will amend the policy to ensure the process is clear. The GB also agreed to amend the policy to include a section on how the school would manage vexatious complainants, since it currently only addresses vexatious complaints. It was agreed that there would be a need to define 'vexatious' clearly. NJP confirmed that he had reviewed the school's policy against the DCC model policy which has just been published and that the school's policy was in-line with the model. <b>Action: (1) GG to amend Complaints policy and send to GB in draft form for consideration (2) JB to add 'agree updated Complaints policy' to first Full GB meeting of the year.</b></p> <p>3. There are currently two complaints in process. The GB agreed to enter Part 2 to discuss how these were being managed.</p>

	The GB then returned to Part 1.
11.	<p><b><u>Policies</u></b></p> <p>1. The GB approved the Grievance and Disciplinary policies, which had been reviewed at Resources and recommended for approval at this meeting. <b>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.</b></p>
12.	<p><b><u>GB Meetings Schedule for 2015-16</u></b></p> <p>1. The GB approved the schedule of meetings for 2015-16, although it was noted that dates still need to be confirmed for the Admissions Committee meetings in September and January/February. <b>Action: Liaise with Committee members to agree meeting dates.</b></p>
13.	<p><b><u>Agree 2015-16 Headteacher Appraisal Panel and identify any training needs.</u></b></p> <p>1. It was agreed that JS, GG and MP would form the appraisal panel – these governors have undertaken appropriate training already.</p>
14.	<p><b><u>Questions to Committees</u></b></p> <p>1. There were no questions to Committees.</p>
15.	<p><b><u>Governor Training &amp; Development</u></b></p> <p>1. Admissions (MP) – the draft 2017-18 policy will be sent to schools by the end of term. This needs to be reviewed by the Admissions Committee with feedback to the GB.</p> <p>2. Children in Care (SW) – Children in care can often have SEN, and there should be a dedicated teacher with responsibility for this group of children. It was confirmed that at St. Martin's this is TB. Action: TB to ensure that the website states that she has responsibility for this.</p> <p>3. Exeter Consortium Governance event (SW &amp; JS) – Exeter Consortium have proposed joint training events for governors from different schools. One of the speakers at the event was Brenda Steele – JS proposed that the GB purchase a training session from Brenda with the focus on developing governance to a more strategic level.</p>
16.	<p><b><u>Confirm Register of Business Interests reviewed and signed.</u></b></p> <p>1. The new format forms have been circulated to governors, completed and signed. <b>Action: JB to ensure this information is added to the school website in September.</b></p>
17.	<p><b><u>Formal thanks to governors leaving the GB.</u></b></p> <p>1. JF and NP's terms of office have finished and therefore they are leaving the GB. JK is leaving to take up a new job and JL is leaving due to other commitments. The GB gave their sincere thanks to them all for their commitment to the school, their support and all they have contributed during their time as governors. It was agreed that they would all be much missed.</p>
18.	<p><b><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'</u></b></p>

	<p>The GB felt that this meeting had benefited the children and contributed to the Christian distinctiveness of the school in the following ways:</p> <ul style="list-style-type: none"> <li>Acknowledging the fantastic effort put in by the staff to support and improve the children's progress. It was agreed that JS would write on behalf of the GB to the staff to thank and commend them on all their hard work.</li> </ul>
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<b>ACTIONS FROM THIS MEETING</b>		
<b>Action</b>	<b>Person responsible</b>	<b>Date to be completed by</b>
<b>1. Parent Governors to notify the Clerk at least two weeks in advance of Full GB meetings if an item is required to be added to Full GB agendas.</b>	<b>Parent Governors</b>	<b>On-going</b>
<b>2. OG to liaise with TB and new Parent Governor to review results of Parent Questionnaire.</b>	<b>OG</b>	<b>30.9.15</b>
<b>3. Discuss which governor could provide pastoral support to TB when required</b>	<b>Chair &amp; TB</b>	<b>ASAP</b>
<b>4. Check that the school text service has all governor mobile numbers.</b>	<b>JB</b>	<b>15.9.15</b>
<b>5. Text governors if a matter/document requires their immediate attention</b>	<b>TB/admin staff</b>	<b>On-going</b>
<b>6. Review safeguarding aspects of OfSTED framework and make links where required to the Safeguarding audit document.</b>	<b>TB, SW and CF</b>	<b>30.9.15</b>
<b>7. Send response to DCC recommendations to DCC.</b>	<b>JB/OG</b>	<b>20.7.15</b>
<b>8. Send enquiry to DCC re provision of legal advice.</b>	<b>OG</b>	<b>20.9.15</b>
<b>9. Amend Complaints Policy as discussed and send draft to GB.</b>	<b>GG</b>	<b>30.8.15</b>
<b>10. Update Policy Review Schedule to show Grievance and Disciplinary policies have been approved. Place correct copies in file in office.</b>	<b>JB</b>	<b>15.9.15</b>
<b>11. Liaise with Admissions Committee members to agree meeting dates for September and Jan/Feb.</b>	<b>JB</b>	<b>30.8.15</b>
<b>12. Add information from Declaration of Business Interests to school website.</b>	<b>JB/IT technician</b>	<b>30.9.15</b>
<b>13. Write letter of thanks to staff for their amazing effort and work.</b>	<b>JS</b>	<b>20.7.15</b>

**Agenda items for next meeting**

- Parent Questionnaire Results analysis
- Plan comparison of the GB's current self-review document and the Excellence for All evaluation – consider whether this should be undertaken by Lead Governor for School Improvement or by a small working party.
- Discuss Self-Evaluation Statement
- Agree updated Complaints Policy

**Questions raised by Governors.**

- JF asked how many student teachers would be in school in the Autumn term.
- JK asked if the school was able to select which students would be at St. Martin's.
- NP asked how the school will be involved as Trinity progresses.
- GG asked if Cranbrook Education Campus will open new year group classes during the school year if numbers mean this is required.
- NJP asked if St. Martin's will be directed to go over PAN if pupil numbers increase.
- JF asked if there will be increased focus on the new assessment system at staff meetings.
- JF asked if the 85% benchmark was being retained.
- SW asked how many children did not pass the Phonics test.
- JK asked if those working in school were safe enough.
- GG asked what the aim of the admin team presentation during inset was.
- JF asked if it was possible that St. Martin's would receive one of the shorter inspections, and whether those undertaking the shorter inspections were able to deliver an outstanding judgement.
- JF asked whether the SLT structure was working well.

**SUMMARY OF DECISIONS**

- **The GB voted in favour of supporting the Devon Primary SCITT staffing proposals for making provision for having necessary funds in place to cover redundancies if required.**
- **The GB agreed the purchase of two sheds as detailed in the quote supplied.**
- **The GB approved the following policies: Disciplinary and Grievance**
- **The GB approved the meetings schedule 2015-16.**

**Next meeting: Monday, 19<sup>th</sup> October 2015, 6.15-8.00pm**

**Please note: this meeting will be preceded by staff presentations on the School Improvement plan areas 5.00-6.00pm. At 6.00pm a photographer will be taking photos of all governors for the board in the reception lobby.**

**Signed as accurate by the Chair: .....**

**Name of Chair: .....**

**Date: .....**