

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BODY MINUTES

FULL GOVERNING BODY		DATE:	16th March 2015
CHAired BY: Jane Lucas (JL)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Jo Smith (JS) Jane Fitt (JF) Mark Gilborson (MG) Nick Pring (NP) Jane Lucas (JL) Meg Privett (MP) Jade Kent (JK) Sally Knowles (SK) Glenn Greed (GG) Owen Golightly (OG) Nick Partridge (NJP) Shelia Watson (SW)			
APOLOGIES:			
Absent without apology:			

Agenda Items	
1	<u>Opening Prayer & Welcome</u> 1. Opening Prayer taken by MG. 2. JL welcomed all to the meeting.
2	<u>Apologies and sanctions of absence.</u> 1. None.
3	<u>Declarations of Interest & Correspondence</u> 1. No declarations of interest. 2. An application for a school place has been received and agreed for a statemented pupil.

	<p>Interviews for the 1:1 support required will take place this week.</p> <p>3. Asset Management Plan training will be provided by Richard Power from the Diocese. Dates for this will be arranged for the Resources Committee.</p>
4	<p><u>Minutes and matters arising from last meeting (2.2.15)</u></p> <p>1. Parts 1 and 2 agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. MG confirmed that it had been agreed that the collection from the civic service held at the school would be donated to the school for purchasing Bibles for Year 6 leavers. This has raised £350. A further £100 was given to the school to cover expenses, and TB and MG have agreed that this would also be put towards purchasing the bibles.</p> <p>3. Paul Thomas is the school's new Primary Adviser. The TISP (Targeted Intervention and Support Programme) process has now been disbanded, and has been renamed as 'Excellence for All'. Paul Thomas is expected to meet with TB next term.</p> <p>4. Most governors have now checked and sent in a revised biography of themselves for the website. JB still to collate – this has been delayed due to other clerking work required in relation to the on-going complaint. Thanks were given to JB for the amount of work she has put in regarding the complaint. Action: JB to collate biographies and ensure that this is placed on the school website.</p>
5	<p><u>Parents/Carers Section</u></p> <p>1. JF has spoken to two new parents, one of whom stated they were 'absolutely delighted' at how their child is settled and with the support that has been received. The other parent was also very happy with how their child had settled.</p>
6	<p><u>Headteacher Report and Data Analysis</u></p> <p>1. This had been circulated to governors ahead of the meeting. It was noted that due to the short length of this term, it has only been five weeks since the last Headteacher report. TB acknowledged that the data does not look good, but advised that she has spoken to teachers and checked books. TB has noted that teachers have been cautious in their judgements and is certain that children will be on track by the end of term of Summer half-term.</p> <p>TB is in the process of undertaking paired lesson observations. To date, seven classes were judged as outstanding, two good and two requires improvement. Some great work and progress was observed in children's books. JL asked how TB's judgements are monitored. OfSTED judgement criteria are used as the basis for lesson observations and TB speaks to the children and looks at their books. Formal observations are undertaken in pairs. In the summer, Paul Thomas will be involved in the lesson observations.</p> <p>TB has increased the focus on Pupil Premium children and those who have been with the school for two or more years as well as on ensuring teachers recognise their accountability for these children. Teachers are required to be very clear on which children fall into these groups, and how many are working below, at or above national expectations, and if below how this is being addressed. Teachers are now using a document to record interventions identified as necessary, with two and four weekly reviews.</p> <p>The GB agreed to enter Part 2 to discuss some details of the lesson observations.</p> <p>The GB then agreed to return to Part 1.</p>

2. JL asked about possible impacts upon St. Martin's when the new school opens, in relation to data. The GB noted that St. Martin's data has never been a true reflection of the teaching in school, since it has retained the historical data from Clyst Honiton and has also been fully accountable for the results of all children regardless of how long the child has been at St. Martin's. Therefore, incorrect judgements could be drawn. The new school will be opening with only Nursery, Reception, Year 1 and Year 7 and therefore will only have EYFS data available in the first year.

NP asked whether many prospective parents ask about the school's data. TB advised that hardly any have asked, though some have asked for copies of the OfSTED report. JL noted that it is key for the school to focus on retaining its 'good' judgement from OfSTED.

TB advised that it had not been possible to obtain some data for the GB due to the administrative team being short-staffed and the amount of work that they are required to undertake. The GB acknowledged that the extremely high mobility places huge pressures on the administrative team and asked TB to pass on their thanks to them.

NJP asked whether there will be opportunities for Year 6 pupils to spend some time at the new school prior to moving up to Year 7. TB confirmed that arrangements for this are already in place.

JL asked if there was anything else governors could/should be doing to support the school regarding data. It was agreed that governors must be very clear on the story of St. Martin's and on what the school can do for children when they have been in the school for a significant period of time. Based on data alone, TB believes that if OfSTED visited, the school would be on the cusp of being judged as requiring improvement. However, if previous predictions are met, then the children will meet national expectations for Year 2 Level 2, Year 1 Phonics and EYFS requirements. The school will also be about to meet floor targets for Year 6, but considering this year floor targets have increased from 65% to 85% this is a huge achievement. If these predictions are achieved, then it will clearly demonstrate that the progress made at St. Martin's is excellent.

3. Governors were reminded that School Pupil Tracker online training will be held at school on 16th April, 5.30-6.30pm.

7. Formally agree Budget 2015-16

1. JL, OG and TB met with the Senior Finance Officer from DCC this morning, and consequently a number of changes have been made since the Resources Committee looked at the budget. DCC are trying to agree a funding formula to allow for growth, but which will not necessitate any money being 'clawed-back'. Growth funding of £125 000 is no longer being provided to the school.

OG advised that the budget needs re-working and a document created to show what the school needs to spend. This document will need to sit with the budget. If DCC is not able to fund this, then the school will need to prioritise what it will be able to manage without. The proposed budget changes will need to be considered by SFIG (Schools Finance Issues Group). OG raised that there is a need to look at the impact of rapidly rising pupil numbers combined with having the whole school open when not all classrooms are in use. The GB agreed that it would not be possible to agree the budget until these revisions had been agreed. JS asked what the legal time frames were for agreeing the budget. The GB agreed to delegate responsibility for approving the budget to the Resources Committee, and the budget will be approved at the Committee's next meeting on 6th May. **Action: TB to confirm with School Finance Officer that this time-frame meets legal requirements.**

2. JS asked whether the lack of agreement over the budget could impact upon staff recruitment. OG felt that as long as the school can evidence its need for funding then there

	<p>should not be any negative impact.</p>
<p>8.</p>	<p><u>Determine main school Admissions Policy 2016-17</u></p> <p>1. The school's draft policy was returned from DCC and Diocese following the consultation period with some questions for consideration and some minor changes to titles. JK reviewed this with TB and the policy is now ready to be sent back to DCC. The GB agreed to approve ('determine') the policy. Action: JB to send policy to DCC by 1.5.15.</p> <p>GG asked whether the over-subscription criteria was in the order it is applied. It was confirmed that it was, and that this is a nationwide agreed priority list.</p> <p>2. JB is in the process of arranging some training for the Admissions Committee on appeals. Action: Admissions Committee to familiarise themselves with policy and check dates when appeals need to be held. It was agreed that the work arising for governors and the Clerk from appeals will need to be monitored to ensure that no capacity problems arise. JF asked whether the school increases its pupil numbers if oversubscribed or whether those children will go onto a waiting list. It was confirmed that the usual procedure is for those children to be added to a waiting list, although in particular circumstances, DCC can direct a school to go over PAN.</p>
<p>9.</p>	<p><u>Complaints Policy & Procedures</u></p> <p>1. <u>Complaints Policy.</u> Thanks were given to MP for the significant amount of work she has put into drafting this policy. MP raised that there had been some conflicting guidance with the DfE documents, and some further clarity would be helpful. Action: JS to revise draft policy and ensure clarity of procedure. It was agreed that JS would email the revised policy to governors and there will be a very short meeting on 26th March at 5.30pm to approve it. The policy can then be sent to the DfE.</p> <p>2. <u>Acceptable Behaviour Policy.</u> JS had drafted this based on a variety of personnel model policies. JK asked whether the same terminology had been used across the two policies and the 'I Have A Concern' leaflet. Action: JS will check this when revising the Complaints policy. The GB agreed to adopt this policy. Action: JB to add this to the school's Policy Review Schedule and ensure it is on the school website, plus a hard copy in the office.</p> <p>3. <u>'I Have A Concern' leaflet.</u> JF had drafted this leaflet, using the contributions and notes from the discussions about this document at the joint staff/governor complaints training session. Actions: JF to add a link to the Acceptable Behaviour policy. The GB approved the leaflet subject to this change being made. It was agreed that this leaflet would be available in the foyer area and would also be included in pupil starter packs.</p> <p>4. <u>Agree Terms of Reference for Joint Governor Panel with Willowbrook School.</u> In line with the DfE's requirements for handling the on-going complaint, St. Martin's GB is to enter into a formal collaboration with the GB of Willowbrook School. Terms of Reference for this have been drafted and need to be agreed by both governing bodies. Once agreed, this means that Willowbrook GB will have a shared legal responsibility for the complaint. The panel will be made up of governors all from Willowbrook and an independent clerk will clerk the meeting. The complainants have not yet confirmed whether they are able to attend the meeting. Action: JB to contact the complainants if no response received by 17.3.15.</p> <p>NJP asked about how the joint Terms of Reference could impact upon the Willowbrook GB. JL advised that the panel meeting marks the end of the process regarding the original complaint. If a new complaint is made regarding the the process of the panel meeting then Willowbrook GB will share responsibility for responding to this. The DfE are concerned only with ensuring that process has been followed and not with the decisions of the panel.</p>

The draft Terms of Reference had been circulated to the GB prior to the meeting. It was agreed that the wording would be amended to “...in accordance with the complaint policy in place at the time of the complaint”. The Terms of Reference were then approved. **Action: JB to amend and email to Willowbrook GB.**

JF asked if the panel would make a decision on the complaint on the day of the panel meeting. JL confirmed that that is the usual procedure. It was noted that the purpose of the panel meeting is to look at the procedure that was followed and not to re-investigate the complaint.

TB informed the GB that she has been advised that she should ensure that a union representative attends the panel meeting with her. She is in the process of arranging this.

5. Agree Terms of Reference for Independent Investigator for outstanding complaints. The DfE has directed that the further complaints identified need to be investigated. Iain Grafton (IG) has been commissioned to investigate these independently. Prior to starting any investigation work IG will agree Terms of Reference with both the DfE and the complainants. The draft Terms of Reference for commissioning IG had been circulated to the GB prior to the meeting and these were agreed.

The GB discussed issues regarding funding IG's work and how this could impact upon the school if costs escalated. DCC is providing £500 towards costs. IG will submit a monthly costs spreadsheet to JL and JL will ask IG to notify her when costs are nearing £500. The Diocese has stated it is unable to provide any financial support. SW will write on behalf of the GB in her role as ex-officio and ask if this can be re-considered in view of the amount of time and support TB has provided to the Diocese in setting up the new school. GG asked if there was a timespan for completion of the work. This will be clearer once the Terms of Reference have been agreed with the complainants and DfE. The GB agreed that whilst they remain very aware of possible impacts on the school, this work must be undertaken and paid for in order to resolve the complaint.

6. Response to DfE/DCC complaint investigation and next steps. DCC had commissioned a Learning Review following the on-going complaint, which contained questions and recommendations for the school to consider. MP has started work on responses to these. **Action: OG to write a response.**

10. Feedback from Governors Visits Week and Learning Walk

1. A number of governors had attended the Learning Walk and provided the following comments:

- The walk was a very useful exercise
- Provided a consistent view of the school
- Showed all rooms were presented differently
- Valuable for teachers who can be too busy to visit other classrooms during the school day
- Better than individual visits

2. Teachers were asked to describe how seeing other teachers' practice will impact or change their own practice. TB had noted that outstanding responses had been written by those teachers whose lessons have been judged as outstanding or good.

3. Other governors undertook visits at other times and these were very positive. The GB discussed how classrooms show how Church teaching works well alongside class teaching. Each classroom has a collective worship area with displays relating to the Christian values. Children are able to explain the values in an age-appropriate way. JF noted that it was evident that a great deal of pride was taken in these displays.

4. Action: All governor monitoring teams to send JB their visit reports on the Governor

	Monitoring Form by 14.4.15.
11.	<p><u>SIAMS: Plan how governors can assess how the Christian distinctiveness of the school impacts upon governor business and analyse what difference this makes.</u></p> <p>1. Action: Governors to reflect on this and bring their contributions to the next Full GB meeting. JB to add to the next meeting agenda.</p> <p>2. JK asked how often SIAMS is undertaken. An inspection is expected in the summer term.</p>
12.	<p><u>Questions to Committees</u></p> <p>1. There were no questions to Committees.</p> <p>2. JL provided an update from the Succession Planning group. They will meet later today. JL informed the GB that due to a combination of other commitments and personal reason she is resigning as Chair of Governors with immediate effect and will resign from being a governor at the end of the summer term. JL will remain the point of contact for the management of the complaint. A new Chair will be elected at the next Full GB meeting. In the meantime, JS as Vice-Chair will be Acting Chair.</p> <p>The GB expressed their huge thanks to JL for all the work and support she has given to the GB and the significant impact she has had on strengthening governance at St. Martin's. It was agreed that JL will be greatly missed when she resigns.</p>
13	<p><u>Governor feedback from training/events attended</u></p> <p>1. NJP had attended the SEN Babcock training and found this very informative. It had clarified for him the workload of the SEN team and the challenges there are in working with the huge amount of change that has happened since the SEN Code of Practice changes took effect. It also provided NJP with an insight into the DAF forms and the differences between support provided in school and support which requires applications for additional funding.</p>
14.	<p><u>Discussion: 'How has this meeting benefited our children?'</u></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"> • Governors wanting to be the best governors they can be is beneficial for the children • Governors have seen the focus being placed on Pupil Premium children and those who have been in the school for two or more years. • Lesson observation outcomes have been informative • The feedback and input from the Learning Walk demonstrates the involvement of the governors with the school, and their input into strategic planning. • Developing the 'I Have A Concern' leaflet and policies to manage complaints and acceptable behaviour is good for both parents and children. • Considering support and links with the new school is good for the children and the wider community.

<u>ACTIONS FROM THIS MEETING</u>		
<u>Action</u>	<u>Person</u>	<u>Date to be</u>

	<u>responsible</u>	<u>completed by</u>
1. Collate governor biographies and ensure that this is placed on the school website.	JB	6.5.15
2. Confirm with School Finance Officer that this time-frame meets legal requirements.	TB	26.3.15
3. Familiarise themselves with policy and check dates when appeals need to be held.	Admissions Committee & Clerk	20.4.15
4. Revise draft Complaints policy and ensure clarity of procedure.	JS	24.3.15
5. Check terminology consistent across Complaints and Acceptable Behaviour policies and Concerns leaflet.	JS	24.3.15
6. Add Acceptable Behaviour policy to Policy Review Schedule and ensure copies are on school website and in school office.	JB	17.4.15
7. Add a link to the Acceptable Behaviour policy into the 'I Have A Concern' leaflet.	JF	26.3.15
8. Contact complainants re panel meeting if no response received by 17.3.15.	JB	18.3.15
9. Amend Joint TORs as described in item 9.4. and email to Willowbrook School.	JB	20.3.15
10. Write response to DCC Learning Review recommendations/questions.	OG	18.4.15
11. Assess how the Christian distinctiveness of the school impacts upon governor business and analyse what difference this makes.	All governors	11.4.15
12. Send Admissions Policy to DCC	JB	26.3.15
13. Send JB SIP monitoring visit reports using the Governor Monitoring Form.	All governor teams	14.4.15

Items for the next Meeting agenda

- SIAMS: Plan how governors can assess how the Christian distinctiveness of the school impacts upon governor business and analyse what difference this makes.

Questions raised by Governors.

- JL asked how TB's lesson observation judgements are monitored.
- JL asked about possible impacts upon St. Martin's when the new school opens, in relation to data.
- NP asked whether many prospective parents ask about the school's data.
- NJP asked whether there will be opportunities for Year 6 pupils to spend some time at the new school prior to moving up to Year 7.
- JL asked if there was anything else governors could/should be doing to support the school regarding data.
- JS asked what the legal time frames were for agreeing the budget.
- JS asked whether the lack of agreement over the budget could impact upon staff recruitment.

- GG asked whether the over-subscription criteria was in the order it is applied.
- JF asked whether the school increases its pupil numbers if oversubscribed or whether those children will go onto a waiting list.
- JK asked whether the same terminology had been used across the Complaints and Acceptable Behaviour policies and the 'I Have A Concern' leaflet.
- JF asked if the panel would make a decision on the complaint on the day of the panel meeting.
- GG asked if there was a timespan for completion of Iain Grafton's complaints work.
- JK asked how often SIAMS is undertaken.

SUMMARY OF DECISIONS

- **The GB agreed to delegate responsibility for approving the budget to the Resources Committee, and the budget will be approved at the Committee's next meeting on 6th May.**
- **The GB agreed to adopt the Acceptable Behaviour policy.**
- **The GB approved the 'I Have A Concern' leaflet.**
- **The GB approved the Joint Governor Panel Terms of Reference for the formal collaboration with Willowbrook School**
- **The GB approved the Terms of Reference for Iain Grafton to independently investigate the outstanding complaints.**

Next meeting: Monday, 18th May at 5.30-7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: