

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BODY MINUTES

<u>FULL GOVERNING BODY</u>		DATE:	18th May 2015
CHAired BY: Jo Smith (JS)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Shelia Watson (SW) Jo Smith (JS) Jane Fitt (JF) Mark Gilborson (MG) Jane Lucas (JL) Meg Privett (MP) Jade Kent (JK) Sally Knowles (SK) Glenn Greed (GG) Owen Golightly (OG)			
APOLOGIES: Nick Partridge (NJP), Nick Pring (NP)			
Absent without apology:			

Agenda Items	
1	<u>Opening Prayer & Welcome</u> 1. Opening Prayer taken by MG. 2. JS welcomed all to the meeting.
2	<u>Apologies and sanctions of absence.</u> 1. NJP and NP had sent apologies which were sanctioned by the GB.
3	<u>Declarations of Interest & Correspondence</u> 1. No declarations of interest. 2. One of the teaching assistants has written to the GB to request unpaid leave to attend the wedding of a close family friend, as they have a key role in the ceremony. The GB agreed to approve leave for the two days to attend the wedding itself. It was agreed that these types of request will be considered on a case by case basis.

<p>4</p>	<p><u>Minutes and matters arising from last meeting (16.3.15)</u></p> <p>1. Parts 1 and 2 were agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. Actions remaining as outstanding or in progress are as follows:</p> <ul style="list-style-type: none">• OG's draft response to the DCC recommendations needs to be reviewed with TB and other governors prior to sending• Governor biographies have been collated and JB now needs to ensure these are placed on the website• A few SIP Spring Visit reports are outstanding and need to be sent to JB as soon as possible <p>3. It was agreed that the GB would review how the Christian distinctiveness of the school has impacted upon GB business in six months time.</p>
<p>5</p>	<p><u>Parents/Carers Section</u></p> <p>1. JF spoke to several parents who were attending assembly. They enjoyed attending Collective Worship and seeing their children receive their awards. One parent whose children joined recently was very pleased with the relationships teachers have created with their children in a short space of time, and also commented that their youngest was already acting more independently as a result of attending the nursery.</p> <p>2. JF raised one issue she had been made aware of with TB, but TB was already addressing this.</p>

6 Headteacher Report and data summaries analysis

1. This had been circulated to governors ahead of the meeting. Governors discussed the documents in small groups before discussing positives, challenges and questions as a whole. Key points of discussion were as follows:

- The data for children who have been in school for two or more years is very positive and shows clearly what the school can do for children when they are with them for a length of time.
- Spelling, Punctuation and Grammar (SPAG) results appear very poor. TB explained that this is an area that cannot be improved in a short space of time and to achieve well in the test, children require a good grounding in Phonics and writing. Without that secure grounding, it is very difficult to progress quickly. With the number of children who have arrived without this secure grounding, it has been important to focus resources on where the biggest differences can be made for the children.
- JL asked how many children took KS2 SATs. 32 took the SATs, three were dis-applied (two of whom only joined in Year 6, the other joined in Year 5 and has specific needs).
- Predictions for next year's Year 6 results are not so positive, since currently 65% of those children are not meeting age related expectations. Plans have been put in place to address this, and to progress the children as much as possible. TB advised the GB that the new OfSTED framework states that a school can have a dip in achievement for one year and still be judged as good, as long as there are clear strategies in place to address the dip.
- MP asked for more information on plans to have a Year 5/6 class next year, to be taught by one of the recently appointed teachers. This will be a class of the most able pupils. The new teacher demonstrated at interview that they were very good at promoting diverse thinking and progressing able students.
- Current staffing plans are for one of the newly appointed teachers to team teach Year 6 with Steph Harvey. Holly Brown will teach a Year 4 class with Emma Palmer. Steph Harvey will be the Lead SENCo, with Emma Palmer and SK as SEN Phase Leaders.
- MG noted that in some areas, Pupil Premium (PP) pupils are performing better than non-PP pupils and suggested that the school try and apply what is making the difference to these children across the school. TB credited this to the work of their teacher Gabby Davis, who has been focussing on supporting speech and language development, as well as the children's personal, social and emotional abilities, enabling them to move forward.
- OG asked how the school can ensure that improvement happens consistently across all groups. This will happen through teachers being very aware of all the children in their class, and knowing what support is required by each child to enable them to achieve their best.
- OG reflected on differences produced from a 'good' teacher compared to one who might be 'coasting'. Differences can be seen in class data, and research shows that if children receive 'good' teaching every day, the results are outstanding. TB is confident that recent appointments made have the potential to teach outstanding lessons. Lesson observations to monitor this will be key, to ensure that this potential can be sustained. MG commented that he had been part of the appointment process and had witnessed rigorous debate between those on the panel around selecting only applicants who were best for the role.

<p>8.</p>	<p><u>SIAMS (Statutory Inspection of Anglican & Methodist Schools)</u></p> <p>1. The school recently had its SIAMS inspection and was judged as outstanding, which the GB felt was well-deserved. TB gave thanks to MG for the huge amount of work and support he gave to the process. JL stated that she had been very proud to have been a part of the inspection process. The inspector had commented that the 'Thoughts/Memories' document (staff and governor comments on how the Christian distinctiveness of the school makes St. Martin's different) had really brought the school alive for him. He had also commented that the response from TB and the staff to the pre-inspection briefing had been the best he has ever seen (out of 600+ inspections undertaken). TB stated that the inspector had really engaged with the school and read all the documents and information provided before the inspection. MG had been pleased to see that suggestions for improvements recently made regarding RE teaching had been taken on board by the teachers and implemented into their lessons within such a short space of time. JS commented that the inspector had been very impressed with the children and their confidence to speak with him and question him.</p> <p>2. Identified points requiring actions were:</p> <ul style="list-style-type: none">• Developing RE teaching further, to take it from 'good' to 'outstanding'• Developing a whole school plan and strategic vision for RE (there had not been time for this previously)• Exploring and giving greater consideration to teaching of the Trinity <p>3. The school will not be inspected for another five years. TB has arranged to commission the inspector to undertake an interim 'mini-SIAMS' inspection in two and a half years to review and assess the school's performance.</p>
<p>9.</p>	<p><u>Actions from recent complaint</u></p> <p>1. OG has drafted a response to the DCC recommendations for suggested actions. Actions: OG to discuss with TB and then forward to GB for review.</p> <p>2. The original complaint was heard by the independent panel of governors and is now closed. The DfE have written to confirm that the school's new Complaints policy meets all requirements, and that it is happy with the actions taken by the school in relation to the matter.</p> <p>3. Iain Grafton, who has been commissioned to manage the remaining complaints from the complainants has had discussions with both the DfE and the complainants to agree terms of reference for his work. He will be proceeding with investigating 2-3 out of the outstanding five complaints identified by the DfE. JL will remain the point of contact from the GB for Iain and will continue to monitor costs incurred by this investigation. Action: JB to send the complainants and IG the school's new Complaints policy.</p> <p>4. It was agreed that statistics for complaints will be provided to the GB regularly. A new complaint has just been received further to those described in 9.3.</p> <p>5. The GB agreed to ensure it works to minimise the burden placed on TB from any work arising from complaints.</p>

<p>10.</p>	<p><u>Agree criteria for appointing Local Authority Governors</u></p> <p>1. NP, the current LA governor, has decided not to re-apply for the role when his term of office ends in August this year. The GB is required to approve its criteria for appointing to this post. The model criteria used by DCC had been circulated to governors prior to the meeting, and it was agreed that these would be used with no amendments required. Action: JB to confirm to Governor Support these criteria have been approved.</p> <p>2. JS proposed that she transfer to being the LA governor, as the appointment process for a Co-opted Governor (her current post) is quicker and more straightforward. The GB agreed this. Action: JB to send JS application form to DCC.</p> <p>3. There are already three governor vacancies, with with more to be filled when JF, JL and NP step down at the end of the summer term. JB confirmed that the Diocese and also SGOSS (who match volunteers to school governor vacancies) have been advised of these vacancies. JK suggested that the vacancies also be advertised in the school newsletter and Facebook page. Parent governor elections to fill JF's post will be held after half term.</p>
<p>11.</p>	<p><u>Review New Governor induction process documents</u></p> <p>1. No changes were identified as being required to the documents.</p> <p>2. The GB discussed whether to appoint one governor to act as mentor to all new governors or to have different mentors each time. It was agreed that the Chair will continue to allocate a mentor to each new governor. Action: Any governor not comfortable with acting as a mentor to contact JS.</p>
<p>12.</p>	<p><u>For Questions to Committees</u></p> <p>1. JF commented that it had been very useful to have the Family Advocate attend the last T&L meeting – it was a very informative session, and Caren was able to explain her role and safeguarding processes in school. The new online monitoring system is proving to be very effective.</p> <p>2. JS asked if parents are aware of plans to fine parents/carers of children who are persistently late to school. This information will be included in the school newsletter. Concern was expressed that this could affect the more vulnerable families, but it was clarified that the school is able to make the decision on whether to fine or not on a case by case basis. Only persistent lateness without reasonable cause will be fined. Written warnings will be sent first, and fines will be issued and enforced by DCC.</p> <p>3. GG referred to the Alcoa Funding Bid and asked whether the school would be able to budget for any of it should the bid be unsuccessful. Some of it would be possible with the existing budget.</p> <p>4. SW asked when the outdoor classroom (yurt) would be in place. It is hoped it will be installed by the end of the term.</p> <p>5. JS asked if interim appraisal meetings went well. TB confirmed that they did.</p>

13	<p><u>Governor feedback from training/events attended</u></p> <p>1. MP and JK had attended an Exeter Consortium training event on RAISEonline. This was informative but will not be relevant to St. Martin's as RAISEonline currently shows end of key stage data and Year 1 Phonic results for a significantly smaller group than are currently at St. Martin's. RAISEonline should become meaningful for this school from Autumn 2015. Action: TB & JB to arrange a RAISEonline governor session in December 2015.</p> <p>2. GG attended a Diocese-run course on Church Values in schools, which considered the question of how schools evoke values and Christian distinctiveness. GG reported that it had been a very useful course with helpful exercises, as well as a providing an opportunity to hear how other schools evoked distinctiveness e.g. Bibles are given to children when they start in Year 3 so they have them throughout school, as opposed to as a leaving gift at the end of Year 6.</p>
	<p><u>Review procedure for electing Chair and Vice-Chair</u></p> <p>1. The GB agreed that no changes to the procedure were required and approved it for another year.</p>
	<p><u>Elect Chair</u></p> <p>1. The GB discussed that it is essential for secure leadership to be in place. Currently, the GB does not have a governor able to take on the role of Chair for a full year. The GB agreed to elect a Chair until the last meeting in December 2015. JS nominated herself as Chair and left the room. JL proposed that the GB elect JS as Chair. SW seconded this. All governors were in agreement. GG nominated himself as Vice-Chair and left the room. JL proposed the GB elect GG as Vice-Chair. MG seconded this. All governors were in agreement.</p> <p>JL gave her thanks to JS for being Acting Chair of Governors for the last half term.</p>
14.	<p><u>Discussion: 'How has this meeting benefited our children and developed the Christian distinctiveness of the school?'</u></p> <p>The GB felt that this meeting had achieved this in the following ways:</p> <ul style="list-style-type: none"> • the suggestion from GG re Year 3 being given Bibles will add to the Christian distinctiveness of the school • the involvement of governors in the SIAMS inspection was very positive • new staffing appointments will be very beneficial to the school • hearing about the children's performance means governors recognise improvements and are aware of those areas still needing further improvement • the work undertaken by the Family Advocate is having a huge impact on the children and families of the school, as well as freeing up time for TB • electing a Chair and Vice Chair for the governors and discussing recruitment of governors will ensure a solid leadership base

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

1. Discuss draft response to DCC recommendations with TB and then forward to Full GB	OG	1.7.5
2. Send IG and complainants current Complaints Policy	JB	25.5.15
3. Confirm with Governor Support that LA governor criteria have been agreed.	JB	25.5.15
4. Send Governor Support JS LA governor application form	JB	25.5.15
5. Contact JS if not comfortable with being a mentor to new governors.	All governors	25.5.15
6. Place 'Review the impact of the school's Christian distinctiveness on GB business' on future agenda	JB	January 2016

Questions raised by Governors.

- JL asked how many children took KS2 SATs.
- MP asked for more information on plans to have a Year 5/6 class next year, to be taught by one of the recently appointed teachers.
- OG asked how the school can ensure that improvement happens consistently across all groups.
- JL asked if TB was happy with the School Business Manager appointment.
- JF asked if the school will need to recruit more teaching assistants next year.
- JS asked if parents are aware of plans to fine parents/carers of children who are persistently late to school.
- GG referred to the Alcoa Funding Bid and asked whether the school would be able to budget for any of it should the bid be unsuccessful.
- SW asked when the outdoor classroom (yurt) would be in place.
- JS asked if interim appraisal meetings went well.

SUMMARY OF DECISIONS

- **The GB agreed to approve the procedure for electing Chair and Vice-Chair of Governors for another year**
- **The GB agreed to elect Jo Smith as Chair of Governors until the last meeting in December 2015**
- **The GB agreed to elect Glenn Greed as Vice-Chair of Governors until the last meeting in December 2015.**

Next meetings:

Monday, 6th July 2015, 5.30-7.30pm – Annual Full GB Self-Review Session

Monday, 13th July 2015, 5.30-7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: