

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

FULL GOVERNING BOARD		DATE:	18th July 2016
CHAired BY: Owen Golightly (OG)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Jo Smith (JoS) Meg Privett (MP) Owen Golightly (OG) Ian Norton (IN) Caren Flicker (CF) Declan McGowan (DM) Chris Gunningham (CG) Judith Stephens (JS)		Rev Lythan Nevard (LN) – prospective governor Steph Harvey (SH) – Assistant Head (part)	
APOLOGIES: Nick Partridge (NP), Mel Turl (MT), Shelia Watson (SMW), Sheena Wright (SW)			
Absent without apology:			

Agenda Items	
1	<p><u>Opening Prayer & Welcome</u></p> <p>1. Opening Prayer taken by LN.</p> <p>2. OG welcomed all to the meeting, especially DM, CG and JS, who have recently been appointed as Foundation Governors and LN who is in the process of applying to be a Foundation Governor.</p>
2	<p><u>Apologies and sanctions of absence.</u></p> <p>1. Apologies had been received by NP, MT, SMW and SW. These were all sanctioned by the GB.</p>
3	<p><u>Declarations of Interest & Correspondence</u></p> <p>1. No declarations of interest.</p> <p>2. No correspondence.</p>

<p>4</p>	<p><u>Minutes and actions update from last meeting (16.5.16)</u></p> <p>1. These were agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. Actions update:</p> <ul style="list-style-type: none"> • OG has written to the DfE regarding the process for managing the outstanding complaint and discussions are ongoing. • TB informed the GB that PlayPod training is accredited by Skills Active. • The SIP Review Day has been held, and was attended by governor teams as per the timetable. • OG has finalized the GB Impact Statement (see item 7.2) • Development of leadership roles in the GB will be discussed further in the Autumn term. Action: OG to email GB in September to ask for confirmation of anyone interested in taking on a leadership role. • The Finance policy signatories sheet has been signed by all required staff members. • Policy work from the meeting has been completed and the policy review schedule updated. • Resources Terms of Reference now include CF. • All governors have now been given their ID cards. • Use of mobile phones information has now been added to the GB Code of Practice which will be discussed and agreed in September.
<p>5.</p>	<p><u>Headteacher Report, data analysis and Self-Evaluation Statement</u></p> <p>1.1 <u>Headteacher Report and Data Analysis</u>. This had been circulated to governors ahead of the meeting. Governors discussed the information in small groups before putting questions to TB.</p> <p>1.2. LN noted that it was shocking to read of the numbers of children in school who are not meeting expectations due to the impact on their learning from domestic violence in the home. TB advised that the impact on learning is huge which is why the school has invested some of the Pupil Premium money in SAFE training for six members of staff along with workshops to support children who are experiencing these issues. For those identified children in the Early Years Foundation Stage, increased nurture support is being provided and staffing has been increased for the Year 1 classes for the first half the 2016 Autumn term to accelerate these children's learning.</p> <p>DM asked how the school identified children who were experiencing domestic violence at home. The school usually becomes aware from disclosures from children. CF informed governors that parents can be reluctant to accept the impact the violence is having on the children. TB informed the GB that the school is also helping them maximize their potential for learning through creating quiet spaces that the children can work in or have some time with staff if needed.</p> <p>1.3. JoS noted that teaching of Maths has had to be more formulaic in order for children to meet expectations of the new curriculum and asked whether, given that this does not sit with the ethos of St. Martin's, it has been difficult to motivate staff to teach in this way. SH advised that staff remain motivated and that it had been accepted that this approach had been necessary for Year 6 children this year in order for them to pass the new test, given the rise in expectations and increased difficulty of the test material. Children currently lower in the school will be able to learn reasoning inline with the St. Martin's approach, together with more formulaic methods, as they have more learning time before they will take the tests.</p> <p>JoS asked why there had been inconsistencies between the test scores and the teacher assessments in Maths. SH advised this was as a result of the new curriculum standards, which were introduced when Year 6s had only two years before their tests. Sample tests used by the</p>

school did not match the content/level of the actual tests which meant children were not as well prepared as they could have been.

Further to this, the GB noted that the assessment system also required children to meet all interim standards and they were not considered to be at expected standards if this was not the case. Previously the pass mark had been 45%, this year it was 55%. A high proportion of this cohort was also assessed as below expectations at the end of Year 2. However, TB is expecting progress data to be extremely positive, although the DfE has not yet provided any clarity on how progress data will be scaled.

TB advised the GB that standards at St. Martin's have definitely been raised and provided the example that qualitative evidence of this can be seen in the Year 2 writing books, and has also been confirmed by the Literary Adviser.

1.4. LN referred to the splitting of Year 6 into Willow and Elm and asked if this had worked well. SH explained the background to this decision i.e. to support and meet the needs of the high intake of children with SEN needs who were at that time in year 4, they were all taught in one class (Willow). Other children had large gaps in their learning e.g. one child who had arrived in Year 3 without being able to read letters. The school acquired additional funding for three skilled Teaching Assistants to support three pupils, but the impact of how closely SH and the three TAs worked together improved the learning of all children in Willow. This was a unique cohort with a high percentage of very vulnerable children. The improvements in progress and attitudes to learning support that this was the correct approach to take.

TB advised that there is a high level of SEN need in the current Year 5 and planning is in progress to apply for additional financial support to meet their needs. OG asked how managing this amount of SEN impacts upon the staff. Staff have to work incredible hard – they provide a great deal of emotional support to children. Having TAs in class means that if a child is struggling, the TA is able to take the child out of the classroom and support them elsewhere which enables the rest of the class to learn with minimized disruption. The level of support required can impact upon the emotional well-being of the staff. Currently, supervision support is being provided to staff from Matt Jones from the Behaviour Support Team but clinical supervision is in the process of being set up in partnership with CAMHS (Child & Adolescent Mental Health Services). CAMHS will train St. Martin's staff to provide supervision in-house, and regular supervision sessions will be timetabled. Some HLTAs (Higher Level Teaching Assistants) are also being trained to provide teaching cover in-house if a member of staff needs some time out of the classroom.

1.5. OG noted that attendance incentives are positive and asked whether any further strategies for encouraging good attendance were being planned. The GB discussed having an attendance award noticeboard in the hall. CF advised that the incentives have not been running sufficiently long enough yet to analyse whether they are having an impact but this will be reviewed in the Autumn term.

1.6. MP noted that children had achieved higher scores in writing than in reading, and asked whether the writing scores related to handwriting or content. The writing tests relate to content and are teacher assessed. However, to get a good level of achievement at KS1, there are certain handwriting targets children must meet.

1.7. Governors noted the huge improvement in attitudes to learning across the school as detailed within the report. This is hugely significant for St. Martin's and demonstrates how the school supports progress.

1.8. Self-Evaluation Statement. TB confirmed that this will be updated with the new data, and that the governance section has been completed and included. The SES is not published on the website, but the annual School Improvement Report is published each Autumn.

	<p><u>2. Format of Headteacher Report.</u> It was noted that the GB is responsible for determining the format of the information provided to them by the Headteacher. The GB discussed that in order to have a full understanding of the work of the school and the achievements and progress made a comprehensive report, such as currently provided by TB, is required. Those particular aspects assessed by OfSTED are all covered within the current format. OG encouraged all governors to ensure they contribute fully to discussion of the report, through better challenge and questioning.</p> <p>The GB agreed that TB should provide her reports in the same format but that they will commit to more in-depth questioning of its contents.</p>
<p>6.</p>	<p><u>Feedback from joint Senior Leadership Team (SLT) and GB Visioning Session</u></p> <p>1. This session was led by Kelly Newland and the GB and SLT were asked to use the structure of a tree to focus their work as follows:</p> <p>Roots – Being the Best We Can Be ethos Trunk – Christian values at St. Martin’s Branches – What the school is currently working towards Tips of branches – Longer term plans</p> <p>OG felt that everyone who had attended had been open to working collaboratively, and the session had been positive and productive. JoS stated that KN’s skills in coaching and keeping the focus of those attending was very helpful. The long-term plans are very aspirational e.g. for St Martin’s to lead the way in innovative educational practice. The plans from this session will be incorporated into 2,3,4 and 5 year plans for the school. The planned community visioning event in the Autumn will provide the opportunity for pupils, staff, parents and the wider community to contribute to these plans.</p> <p><i>(SH left the meeting)</i></p>
<p>7.</p>	<p><u>Governance</u></p> <p>1. <u>Update on plans for reconstitution.</u> Action: Place this on October Full GB agenda.</p> <p>2. <u>Impact Statement.</u> OG had finalized this, with contributions from the GB. The GB approved the Impact Statement. Actions: JB to do the following: - circulate to the GB - publish on website - add to GB Cycle of Work (to be formally agreed at the annual GB Annual Self-Review Session in July)</p> <p>3. <u>HT Appraisal 2016-17.</u> The GB agreed to ask Tracy Hannon to act as the external adviser to this. Action: OG to send request to TH. IN agreed to act as the third panel member for the appraisal, together with SW and MP. Action: JB to update HT Appraisal Panel Terms of Reference.</p> <p>4. <u>GB Skills Audit.</u> This had previously been postponed until all new governors were appointed. Action: JB to send out NGA Skills Audit and to place analysis of completed forms on October Full GB agenda.</p> <p>5. <u>Agree Meetings schedule 2016-17.</u> This had been circulated to the GB prior to the meeting. The date for the Admissions Committee meeting to review the draft 2018-19 policy was agreed and added to the schedule. The GB formally agreed the schedule of meetings for 2016-17. It was also agreed that OG would join the Admissions Committee. Action: JB to add OG to Admissions Committee Terms of Reference.</p>

	<p><u>6. Term dates change 2016-17.</u> In order to undertake joint inset with two other schools, the GB agreed that the staff would return a day earlier (3rd January) than previously agreed and the school will finish a day earlier at the end of the summer term. The GB approved these term date changes.</p> <p><u>7. Training/events attended and impact analysis.</u> MP attended Admissions Code training and has completed her report for this. MP advised that there have not been any changes to the Code but that the training provided a reminder of the GB's responsibilities within the Admissions process, especially as a Voluntary Aided school. The GB discussed the timeline for reviewing the draft 2018-19 policy which will be sent to schools in the summer. The policy will be reviewed by the Admissions Committee in September before being sent to the Diocese and DCC by the 1st October for the consultation period. The Full GB must then determine the policy by 28th February.</p> <p><u>8. Responsibility for training impact analysis.</u> JB advised that GBs must ensure that they not only consider the impact of any training undertaken but also to regularly review longer term impacts, whether changes to practice have been required and if so, the outcomes of this. The school will be using a package from Perspective Light to record and analyse staff CPD – TB proposed this be used by governors as well. Governors would be responsible for inputting their own training information. Action: TB to check whether Perspective Light automatically schedules reviews of the impact training has on practice. JB to add this to September Resources Committee meeting for further discussion. JB to add a termly review of GB training impact analysis to the GB Cycle of Work. TB to invite governors to joint training session with SLT.</p> <p><u>9. Terms of Reference.</u></p> <p><u>9.1. Lead Governor for Safeguarding.</u> New model TORs for this role have been produced. These were discussed at the last Teaching & Learning Committee meeting. The GB agreed to accept the Committee's recommendation and approved these. Separate TORs for a Lead Governor for SEN and Inclusion have also been published – these will be discussed at the T&L Committee Meeting in September, together with the recommendation that schools have two Lead Governors for Safeguarding to share the workload and assist succession planning.</p> <p><u>9.2. Terms of Reference for the Leadership & Teachers' Pay Committee.</u> These were reviewed at the last Committee meeting and the GB agreed to accept their recommendation and approved these. Action: JB to update TORs with 2016-17 meeting dates. JB to place 'Agree additional Committee members' on October Full GB agenda.</p> <p><u>10. GB Delegation of Functions.</u> A draft of proposed amendments was circulated to the GB prior to the meeting. The GB agreed to approve these amendments.</p>
<p>8.</p>	<p><u>Review decision on parent's license to be on the school premises.</u></p> <p>1. The GB agreed to enter Part 2 to discuss this.</p> <p>The GB returned to Part 1. The GB agreed that it would take advice from the Health & Safety Officer at Babcock before proceeding with its decision.</p> <p>Action: OG and TB to liaise with Babcock and to then notify the parent of the decision.</p>
<p>9.</p>	<p><u>Policies</u></p> <p><u>9.1. Finance Policy amendments.</u> Having taken guidance from the Finance team at Devon County Council, the non-pupil funds section has now been updated to include the Jackie Box Memorial Fund. The GB approved these amendments.</p>

9.2. Supporting Pupils with Medical Needs. This was reviewed by the Resources Committee in conjunction with Nenny Wright (SENDCo) to ensure it was inline with current DfE guidance. The GB agreed to add the defibrillator to the list of equipment covered by school insurance, although it was noted that the insurance only covers school staff who have been trained to use it. This caveat will be included in the policy. The GB noted it should also sit with the SEND policy and therefore will become the responsibility of the T&L Committee and primarily the Lead Governor for SEN, although the Lead Governor for H&S will also be involved in future policy review. **Action: JB to update policy review schedule to reflect this.** The GB approved the updated version.

9.3. Special Educational Needs and Disabilities (SEND). This was reviewed previously by the T&L Committee and the SENDCo but needed approval from the Full GB. The GB approved the updated policy.

9.4. Pupil Behaviour, Discipline, Anti-Bullying & Exclusion. This was previously reviewed by the T&L Committee but should have been approved by the Full GB. JB advised that DfE guidance also states the school needs to include in its policy how it would manage a number of different aspects of pupil behavior. These are not currently covered in the school's policy. The GB agreed to approve the policy in its current format but agreed it will be updated in the Autumn to ensure it meets DfE requirements. **Action: JB to place 'Revise Behaviour Policy' on T&L September agenda.**

The GB is now also aware that they are required to write a statement of Behaviour Principles to inform the writing of the policy. **Action: T&L Committee to discuss and create this statement in September.**

9.5. Redundancy. This was reviewed by the Resources Committee. No changes have been made. The GB agreed to approve the policy again.

9.6. Home-School Agreement. There is no longer a statutory requirement for schools to have an agreement in place. The GB discussed the value of having a Home-School agreement and agreed that it serves as a framework for working with the children and parents, so all are clear on what is expected from pupils and parents, and what the school will provide. Currently the agreement is sent out to parents when children join the school, and parents and children are expected to sign (if age-appropriate for the child to do so) and return it. The GB agreed that it could be used more as a reference point when communicating with parents e.g. at exclusion meetings and its use should be better monitored/discussed by the GB. The GB agreed that the school would continue to have an agreement in place but with the following changes:

- Home-School Agreement to be sent out when a child joins the school but with the covering statement that by joining St. Martin's, parents and children are agreeing to adhere to the agreement. No signature will be requested.
- The Home-School Agreement may be referred to if the school needs to meet with parents, and parents/children may then be asked to sign the form as an indication of their willingness to work with staff and move forward in line with the ethos of St. Martin's.

9.7. Support Staff Appraisal Scheme. This should have been reviewed at the recent Resources Committee meeting but had not been included in the agenda in error. JoS as Lead Governor for Staffing reviewed this prior to Full GB and advised no changes were required. The GB agreed to approve the policy again.

Actions: JB to amend policies to reflect the above decisions, update the policy review schedules and ensure correct policy versions are on school website and/or internal policies wiki page.

<p>10.</p>	<p><u>Finance</u></p> <p>10.1. Approve quotes for building of Nurture Pod. Planning for the Nurture Pod is on hold whilst funding is considered. Action: Place on September Resources Committee agenda.</p> <p>10.2. Amend signatories for Jackie Box Memorial Fund. TB informed new governors that Jackie was a TA with a son at the school who passed away. There is a memorial tree in the school grounds which, with prior arrangement, the family can visit when they choose. A fund was set up in her memory which is used to support a child in the Philippines. Due to GB membership changes, signatories on the account need to be amended. The GB agreed that CG and IN would be new signatories, along with JB and SMW. Mark Gilborson and JoS will be removed as signatories for the account. Action: JB to liaise with CG and IN to arrange this.</p> <p>10.3. Approve adjusted 2016-17 Budget. Some adjustments and virements have been made to the 2016-17 Budget (see Resources Committee minutes 22.6.16). The GB agreed to approve these.</p>
<p>11.</p>	<p><u>Questions to Committees</u></p> <p>1. <u>Resources</u>. MP asked for an update on ventilation system for the kitchen. This is being addressed by Brigid Thompson, School Business Manager. Action: JB to place as item on Resources Committee September agenda and to ask BT to provide an update.</p> <p>2. <u>Leadership & Teachers' Pay</u>. The minutes from this meeting had not been circulated in time for governors to read prior to this meeting. JoS provided a verbal report from the meeting and informed the GB that recent teaching observations and book evidence assessed 100% of teaching as good or outstanding (40% outstanding) with all teachers on track to meet their targets. This is hugely positive.</p> <p>3. No other questions to Committees.</p>
<p>12.</p>	<p><u>Formal thanks to governors leaving the Governing Board.</u></p> <p>1. NP and JoS are resigning from the GB due to work/personal commitments. NP was unable to attend the meeting but a gift and card of thanks will be given to him from the GB. JoS was thanked for the huge amount of work she has undertaken as a governor and the support she has provided to the school. JoS was valued greatly as a governor and will be much missed.</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. LN is now part of the school and will be joining the GB. She has taken her first service and has been part of the planning of next term's Collective Worship.</p> <p>2. TB's Headteacher report is very important and tells the stories behind the data. The report has shown that the right processes are in place.</p> <p>3. The Visioning Evening was an example of the GB and SLT working together, with the Christian values of the school at its centre.</p> <p>4. New governors have joined the GB and been welcomed.</p> <p>5. The Home-School Agreement, which upholds the school's ethos and values, will be used more in discussions with parents and children.</p> <p>6. The discussions around the Medical Needs policy will ensure that the school is able to</p>

support children appropriately.

ACTIONS FROM THIS MEETING		
Action	Person responsible	Date to be completed by
1. Email GB in September to ask for confirmation of anyone interested in taking on a leadership role.	OG	19.9.16
2. Circulate GB Impact Statement to governors, publish on website and add as work item to GB Cycle of Work.	JB	19.9.16
3. Email TH request to be HT appraisal external adviser.	OG	7.9.16
4. Add IN to HT Appraisal Panel TORs	JB	19.9.16
5. Send out NGA Skills Audit to GB.	JB	2.9.16
6. Add OG to Admissions Committee TORs.	JB	19.9.16
7. Identify whether Perspective Light automatically schedules reviews of training impacts	TB	20.9.16
8. Add termly review of GB training impact analysis to the GB Cycle of Work.	JB	12.9.16
9. Invite governors to joint Perspective Light training session with SLT.	TB	When arranged.
10. Update Pay Committee TORs with 2016-17 dates.	JB	19.9.16
11. Liaise with Babcock re parent's license to be on the school premises and notify parent of decision.	TB & OG	5.9.16
12. Update policy review schedule to show Supporting Pupils with Medical Needs reviewed by T&L Committee	JB	12.9.16
13. Liaise with CG, IN and Natwest to amend signatories for Jackie Box Memorial Fund.	JB	10.10.16
14. Amend policies to reflect the decisions in item 9, update the policy review schedules and ensure correct policy versions are on school website and/or internal policies wiki page.	JB	10.10.16

Items for October Full Governing Body Meeting Agenda:

- Plans for reconstitution of GB
- Results of GB Skills Audit
- Agree Committee & Lead Governor Terms of Reference
- Agree additional members for Leadership & Teachers' Pay Committee

Items for September Resources Committee meeting agenda:

- Discuss governor use of Perspective Light software for recording training and impact analysis.
- Discuss possible funding for building of Nurture Pod.
- Receive update from School Business Manager regarding possible ventilation system in kitchen.

Items for September Teaching & Learning Committee meeting agenda:

- Review new TORs for Lead Governor for SEN & Inclusion
- Consider recommendation for GB to have two Lead Governors for Safeguarding
- Discuss and create statement of Behaviour Principles to inform policy.
- Update Pupil Behaviour, Discipline, Anti-Bullying & Exclusion policy to ensure it is inline with DfE guidance.
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Questions raised by Governors.

- DM asked how the school identified children who were experiencing domestic violence at home.
- JoS asked whether, given that that formulaic teaching does not sit with the ethos of St. Martin's, it has been difficult to motivate staff to teach in this way.
- JoS asked why there had been inconsistencies between the test scores and the teacher assessments in Maths.
- LN asked if splitting the Year 6 children into two classes had worked well.
- OG asked how managing the high level of SEN needs impacts upon the staff.
- OG asked whether any further strategies for encouraging good attendance were being planned.
- MP asked whether the writing scores related to handwriting or content.

SUMMARY OF DECISIONS

- **The GB agreed for TB to continue to provide Headteacher Reports in the current format and to commit to more in-depth questioning of its contents.**
- **The GB approved the following: GB Impact Statement 2016-17, GB Meetings Schedule 2016-17, changes to the Spring and Summer 2017 term dates.**
- **The GB agreed to ask Tracy Hannon to act as external adviser for TB's HT Appraisal.**
- **The GB agreed for IN to join the HT Appraisal Panel.**
- **The GB approved the following Terms of Reference: Lead Governor for Safeguarding, Leadership & Teachers' Pay Committee.**
- **The GB agreed that OG would join the Admissions Committee.**
- **The GB made a decision regarding the review of the parent's license to enter the school premises but will take advice from Babcock LDP before proceeding.**
- **The GB approved the amendments to the Delegation of Functions.**
- **The GB approved the following policies: Finance, Supporting Pupils with Medical Needs, SEND, Pupil Behaviour, Discipline, Anti-Bullying & Exclusion, Redundancy, Support Staff Appraisal Scheme.**
- **The GB agreed to continue to have a Home-School Agreement.**
- **The GB agreed to remove Mark Gilborson and JoS from being signatories on the Jackie Box Memorial Fund account, and to add CG and IN as signatories.**
- **The GB approved the adjusted 2016-17 Budget.**

Next meetings:

Rearranged GB Self-Review Session – Thursday, 15th September 2016, 5.30-7.30pm

Scheduled Full GB - Monday, 10th October 2016, 5.30-7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: