

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BODY MINUTES

FULL GOVERNING BODY		DATE:	2nd February 2015
CHAired BY: Jane Lucas (JL)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Jo Smith (JS) Mark Gilborson (MG) Jane Lucas (JL) Meg Privett (MP) Nick Partridge (NJP) Jade Kent (JK) Sally Knowles (SK) Glenn Greed (GG) Owen Golightly (OG)			
APOLOGIES: Sheila Watson (SW), Nick Pring (NP), Jane Fitt (JF)			
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. NP, JF and SW had all sent apologies. 2. Craig Jamieson (CJ) has resigned from the Governing Body (GB) due to personal and work commitments. He is hoping to re-join the GB in the future. The GB formally noted their thanks to CJ. The GB discussed that another governor will need to undertake Headteacher Appraisal training to replace CJ on the Headteacher Appraisal panel. This may be MP.
3	<u>Declarations of Interest & Correspondence</u> 1. No declarations of interest.

	<p>2. The GB agreed to enter Part 2 to discuss some items of correspondence.</p> <p>The GB then returned to Part 1.</p>
4	<p><u>Minutes and matters arising from last meeting (8.12.14)</u></p> <p>1. Parts 1 and 2 were both agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. Governors Quiz. The quiz raised £45.00, which has been paid into the Jackie Box Memorial Fund. MG has asked for the collection to be held at the civic service for the Chair of East Devon Council (to be held at St. Martin's) to go towards paying for the Year 6 Bibles. This was agreed – it is likely that the collection will cover the costs of purchasing the Bibles.</p> <p>3. Due to Lynne Askew's resignation, there are now only four governors in the Admissions Committee. The GB agreed that if governors from the Committee cannot staff an appeals hearing, then a governor from outside the Committee can join the panel. Action: JB to add this to the Admissions Committee Terms of Reference.</p>
5	<p><u>Parents/Carers Section</u></p> <p>1. TB summarised key issues that have been raised at the Parents' Forum in the last school newsletter. This included actions that have been taken to resolve concerns as well as positive feedback.</p> <p>2. The information on the GB written by JL should be on the school website shortly.</p> <p>3. It was agreed that short biographies for each governor would be uploaded to the website. Action: JB to send out existing biographies – all governors to check and amend if they wish.</p> <p>4. The action to ensure photos of all governors are on the board by reception is still outstanding. Action: NJP to help JB to complete this.</p> <p>5. A new parent attending collective worship for the first time told MG that they were amazed at how well-behaved and attentive the children were.</p>
6	<p><u>Headteacher Report and data summaries analysis</u></p> <p>1. This had been circulated to governors ahead of the meeting. JL thanked TB for the high quality of data and information provided to the governors. The analysis also includes responses from teachers to questions raised by TB regarding actions needed to improve achievement in certain areas.</p> <p>2. The key point is that those children who join the school in the nursery or Year 1 are achieving well and are above national expectations. This contrasts with the results of the older children, where data is less secure. However, governors noted that in the current Year 6, only five out of thirty pupils have been with the school for two or more years. There are concerns regarding some of those five children, one of whom has particular difficulties with Maths and is significantly below national expectations.</p> <p>3. The school's projected results for Summer 2015 shows that the school is doing everything it set out to do in the School Improvement Plan (SIP), and is also addressing needs identified by OfSTED e.g. supporting the more able pupils to achieve more. In Year 2, the school is on track for 27% of children to achieve Level 3 in maths and writing and 29% of children to achieve Level 3 in reading. The school is still working towards achieving similar results for Key Stage 2.</p>

	<p>4. TB advised that due to current OfSTED criteria, although St. Martin's will continue to aspire to become an 'outstanding' school, it will not be able to be judged as such for the foreseeable future.</p> <p>5. TB had discussed the governors proposal that the school should not set targets below floor levels with the Senior Leadership Team (SLT). The SLT felt that to set a target for 100% of KS2 pupils to achieve floor targets when this was unachievable devalued the point of setting targets. The GB acknowledged the difficulty of the target effectively being 100% with only 5 pupils, meaning that each pupil is 20% and one not attaining floor targets meant 80%. JS suggested that target should be 85% not 100% which will mean the situation changes as more children become part of this group.</p> <p>6. MG acknowledged that even with excellent staff and processes in place, it will be a long journey to achieve 'outstanding'. He raised that it was therefore important to celebrate the school's successes within its context, and in particular the passion and commitment demonstrated by teachers.</p> <p>7. OG noted that the data shows real extremes in pupil achievement and progress as well as a diversity of pupil backgrounds, and queried whether the GB fully appreciated the difficulties teachers have managing these diverse extremes both when teaching the children and working with parents. TB confirmed that it could be very challenging, especially for new teachers. Some families have many anxieties and issues at home, and for those who have not chosen to move to Cranbrook, the anxieties may have been further amplified by the move. Teachers have been asked to provide case studies to tell the context in which children in their classes are learning, and these will be included within the school's Self-Evaluation Statement (SES).</p> <p>8. It was noted that the new school in Cranbrook is due to open in September 2015, but with a limited intake to begin with. This will mean that large class sizes in Key Stage 2 could become a problem at St. Martin's, which may compound existing difficulties.</p> <p>9. There are concerns regarding the quality of the work in books of the two Year 3/4 classes, as these do not show progress as well as in other parts of the school. To address these concerns, informal action plans are in place as appropriate. Improvements have not been as rapid as required, but it is hoped that the new teacher who will start with one of these classes at Easter will be able to accelerate progress made.</p> <p>10. The GB had all received copies of the proposal for St. Martin's to join the Exeter Consortium. This involves no longer being part of the Clyst Vale Local Learning Community. TB explained that the approach of Exeter Consortium is more in-line with the ethos of St. Martin's and the quality of services will be more appropriate for St. Martin's needs. The GB formally agreed the move to join Exeter Consortium.</p>
<p>7.</p>	<p><u>Self-Evaluation Statement (SES)</u></p> <p>1. TB revisits and updates this document approximately once a month. It sets the context and shows the development of St. Martin's from three classes to twelve. It explains that the RAISEonline data does not tell the story of the school, and that cohort sizes for data are constantly changing. St. Martin's has the highest inward mobility rate in the country. The SES shows that the school has driven up standards in writing, and celebrates the quality of learning and achievement. The school overall judges itself as 'good', with the exception of the Early Years Foundation Stage, which is graded as 'outstanding'. It was noted that younger children are more able to take on the St. Martin's ethos more quickly – older children have different behaviours more embedded and it takes longer for them to adjust. TB will be working with Paul Thomas (an adviser from Babcock LDP) to ensure that the SES tells the St. Martin's story as effectively as possible.</p> <p>2. St. Martin's have applied to be a pilot Primary school in a local initiative to improve Maths.</p>

	<p>This has been used at an Exeter secondary school with proven success.</p> <p>3. Teachers are working to show impacts on specific groups.</p>
<p>8.</p>	<p><u>SIAMS (Statutory Inspection of Anglican & Methodist Schools)</u></p> <p>1. TB and MG attended a SIAMS course recently. Overall, the school is meeting SIAMS requirements, but like other Church schools, needs to improve RE teaching. TB shared the RE Action Plan which has been created with the GB. TB confirmed that the school now provides the required number of hours of weekly RE teaching.</p> <p>2. In preparation for a future SIAMS inspection, TB and MG will be drawing on RE narratives of school in locations around and in the school site e.g. today, MG spoke with Katie Maz about stories where children had encountered/expressed spirituality in the Forest area. All teachers will be asked to provide short examples of this so these can be talked through with the SIAMS inspector.</p> <p>3. Action: JB to place on the next Full GB agenda: 'Assess how the Christian distinctiveness of the school impacts upon governors meetings? What difference does it make?'</p>
<p>11.</p>	<p><u>Policies</u></p> <p>1. Both the Finance and the Governors Allowances & Expenses policies have already been reviewed by OG as Lead Governor for Finance during the last Resources Committee meeting. The reviewed policies were then circulated to the Full GB prior to this meeting. The GB approved these policies again.</p> <p>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, and where appropriate, on the school website.</p>
	<p><u>Formally agree school session times and term dates</u></p> <p>1. The school has recently been trialling some different lunch times to better meet the needs to the pupils. Parents were informed of these changes and their feedback was requested. JL asked if there had been any feedback from parents and whether the new times were working. No negative responses have been received and lunchtimes have been working better. The new times are as follows:</p> <p>Phase 1: 11.45am -12.45pm Phase 2: 12.15pm -1.00pm Phase 3: 12.30pm - 1.00pm (with a longer mid-morning break)</p> <p>TB did advise that Phase 3's lunch time may be increased by ten minutes (and mid-morning break reduced by the same amount) as half an hour could sometimes make things rushed if morning lessons over ran at all.</p> <p>JL proposed that the GB approved these lunch times. NJP seconded this. The GB approved the changed times.</p> <p>2. TB shared the proposed term dates for 2015-16. These were approved by the GB and will now be placed on the school website.</p>
<p>12.</p>	<p><u>Questions to Committees</u></p>

	<p>1. There were no questions to Committees.</p> <p>2. JB recently sent out a list of those SIP monitoring areas for which monitoring forms had not yet been received. These need to be completed as soon as possible as the GB is soon entering the second phase of the monitoring cycle. Governors also need to ensure that they have made appointments with their lead members of staff for Governors Visits week. Action: JB to liaise with NJP to ensure all forms received.</p> <p>3. JL updated the GB on the first meeting of the Succession Planning Group. They have produced 'Readiness for Leadership' forms for each of the GB leadership positions. The groups will meet next month.</p> <p>4. The GB looked at progress made on the actions from the 29.9.14 GB self-review meeting:</p> <ul style="list-style-type: none"> - JL and TB still to arrange a time to discuss a more strategic approach from the GB - Paul Thomas is the school's new Phase Adviser. Action: JL to arrange some training for the T&L Committee on SIP monitoring. - The profile of the GB amongst parents continues to be discussed and worked upon. - GB information for the website is complete and just needs to be uploaded. - Photos of governors will be put up by JB and NJP - The Succession Planning Group has now been established and work is in progress.
	<p><u>Discuss proposal for MG to sit as an Associate Governor on new school Governing Body</u></p> <p>1. MG has been working closely with those involved in establishing the new school in Cranbrook. It was proposed that MG act as a link person between the two Governing Bodies, through being an Associate Governor. This would involve his attending 2-3 meetings at the new school each year. The GB agreed with this proposal.</p>
<p>13</p>	<p><u>Governor feedback from training/events attended</u></p> <p>1. JF had provided her notes and the hand outs from the Governors Update course she had attended – these were circulated to the GB. Governors were in particular referred to a document which outlined the changes to what OfSTED inspectors were seeking to see from governors. It was noted that there is a new focus on tolerance and respect for people of all faiths (or those of no faith), cultures and lifestyles to prepare young people for life in modern Britain. Action: JB to circulate recent guidance on British values in schools.</p> <p>2. In reference to the expectation for governors to be aware of and understand the information in the data dashboard on the OfSTED website, TB reminded the GB that this is not used as a reference point by St. Martin's at the moment. This is because the data on it is from 2013-14 and therefore is in no way relevant to the present data of the school. When the school is more stable, this will be a more useful source of information.</p> <p>3. The recent Consortium course was affected by the recent local travel disruption, but JS shared that a key point was that governors should be continually evaluating how money is spent, and assessing how it raises standards in school. There was also discussion around the significant advantages of employing a Business Manager in larger schools.</p>
<p>14.</p>	<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 understand the planned actions for improving RE teaching • governors engaged with the joint staff and governors complaints training prior to the meetings • governors have learned how the school is working to close gaps in achievement

- focussing on the SES and judgements improves understanding

ACTIONS FROM THIS MEETING		
Action	Person responsible	Date to be completed by
1. Amend Admissions Committee TORs as per 4.3	JB	14.2.15
2. Send out existing biographies to governors. All governors to check, amend if necessary and return to JB.	JB/GB	4.3.15
3. Ensure all governor photos on Reception board.	JB & NJP	10.3.15
4. Update Policy Review Schedule and school website to show that the Finance and Governors allowances & expenses policies have been reviewed and approved.	JB	14.2.15
5. Ensure all SIP Governor Monitoring Forms received.	NJP and JB	14.2.15
6. Arrange SIP monitoring training from Paul Thomas	JL	25.2.15
7. Circulate DfE guidance on British Values in schools	JB	14.2.15

Questions raised by Governors.

- OG queried whether the GB fully appreciated the difficulties teachers have managing these diverse extremes both when teaching the children and working with parents.
- JL asked whether there had been any feedback from parents on the new lunch times and whether the changes were working.

Items for the next Full GB Meeting Agenda

- Assess how the Christian distinctiveness of the school impacts upon governors meetings. What difference does it make?
- SIAMS

SUMMARY OF DECISIONS

- The GB agreed that the school will leave the Clyst Vale Local Learning Community and join the Exeter Consortium.
- The GB approved the Finance and Governors Allowances & Expenses policies.
- The GB approved the changed lunch break times.
- The GB approved the 2015-16 term dates.
- The GB agreed that MG would act as an Associate Governor on the new school Governing Body

Next meeting: Monday, 16th March 2015 at 5.30-7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: