

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

<b>FULL GOVERNING BOARD</b>		<b>DATE:</b>	<b>21<sup>st</sup> March 2016</b>
<b>CHAired BY: Owen Golightly (OG)</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
Tania Beard (TB) Meg Privett (MP) Sally Knowles (SK) Owen Golightly (OG) Mel Turl (MT) Sheena Wright (SW) Ian Norton (IN)		Caren Flicker (CF) – prospective new Staff Governor	
<b>APOLOGIES:</b> Nick Partridge (NJP), Shelia Watson (SMW), Jo Smith (JS)			
<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 TB.</p> <p>2. OG welcomed all to meeting. SK is resigning from the GB from today as she will be soon going on maternity leave. The GB thanked SK for her support and all she has contributed to the work of the GB. CF was the sole nominee for the vacancy of Staff Governor that SK's resignation has created, therefore elections are not necessary and CF can be appointed directly. Her term of office will begin 22.3.16 for four years.</p>
<b>2.</b>	<p><b><u>Apologies and sanctions of absence.</u></b></p> <p>1. NJP, SMW and JS 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. None.</p>
<b>4.</b>	<p><b><u>Minutes and matters arising from last meeting (1.2.16)</u></b></p> <p>1. Agreed as accurate by the Full GB and signed by the Chair.</p>

	<p>2. Update on actions from 1.2.16 minutes:</p> <ul style="list-style-type: none"> <li>- <b>Action: TB &amp; JB still to obtain passwords for the GB for the Fischer Family Trust</b></li> <li>- Teachers have presented Learning Narratives to the T&amp;L Committee</li> <li>- OG has contacted Brenda Steele and is in the process of arranging to attend a GB meeting of another school.</li> <li>- OG has received example GB Annual Reports from JB</li> <li>- <b>Action: JB still to update 1<sup>st</sup> and 2<sup>nd</sup> Committee TORs to reflect that all governors (except staff governors) will be a pool for each Committee.</b></li> <li>- <b>Action: OG still to liaise with SLT and other governors to create visioning session.</b></li> </ul> <p>2. OG read through the 1.2.16 Part Two Minutes. These were agreed as accurate and signed by the Chair. OG advised the GB that he is still in the process of liaising with Governor Support and the complainants' advocate regarding how to complete the process to hear the outstanding complaints.</p> <p>The GB agreed to enter Part Two to discuss the detail of this. The GB then returned to Part one.</p> <p><b>Action: OG to email DfE to discuss how the process could be completed.</b></p>
<p>5.</p>	<p><b><u>Verbal Headteacher Report</u></b></p> <p>1. <u>Self-Evaluation Statement.</u> TB and Steph Harvey (SH) have drafted a new version of the SES. OG's drafted governance section will be incorporated into this.</p> <p>2. <u>Academisation.</u> There has been clear instruction from Devon County Council that the GB should not make any immediate decision and that governors must ensure that any eventual decision must be right for the children. The GB discussed the need for there to be a shared philosophy between schools who form a trust so that it can best meet the needs of the children. The GB discussed that establishing a trust as opposed to joining another one could provide opportunities for richer provision which could be tailored to the schools involved. If a decision was taken to proceed to academisation, governors agreed that it would be key to ensure that St. Martin's retained its strong Christian ethos. TB is continuing to discuss what the process would involve with the Diocese and local Headteachers.</p> <p>The GB agreed to enter Part 2 to discuss the Governments proposals in more detail. The GB then returned to Part 1.</p> <p>3. <u>Staffing structure.</u> Three new teachers have been appointed, and a fourth may be required depending on Alex Park's decision on returning to work. The school now has a designated SENDCo (Nenny Wright) who is part of the SLT. SENDCo role will be reviewed when SK (currently Phase 1 SENDCo) goes on maternity leave. Internal interviews will be held to appoint a Deputy Headteacher on pay scale L8-L12 and an Assistant Headteacher. Governors will be part of the interview panel to ensure they are involved fully in this process.</p> <p>The school is growing its Middle leaders team, which has clear subject leaders. It was agreed that the English Subject Lead will also lead on Reading, with a TLR3.</p> <p>OG asked if the new staffing structure was feasible from the budget. TB confirmed it was.</p> <p>4. <u>Play Pod Quote.</u> TB advised that it has been identified that there is a need to improve the way in which children engage with play, and how playtimes are working. Currently, not all children are having positive playtime experiences and this is impacting on children's learning as some children are not settled/feeling anxious prior to and immediately after break times. Play Pods are filled with scrap that children can play with. Staff would receive regular new 'scrap' to refill the pod and receive training on how it can best be used. TB stated that the Play Pod would develop a whole school understanding of facilitating positive play experiences, and support relationship building. It would also support children in learning to manage risk.</p>

	<p>Following the initial training, play mentors would make return visits to review how it is working and make suggestions for improvements if required. The cost would be £17,600 – this covers the Play Pod building, training for staff and stock. There would be an additional annual fee after the first year to cover the cost of new scrap stock. Feedback from other schools who are using Play Pods is very positive, stating it has transformed both play and learning.</p> <p>IN asked how the school will evidence the impact of this investment, and how this could be linked specifically to the purchase of the Play Pod. Numbers of playtime incidents will be reviewed using CPOMS. TB has also arranged a play audit which will be reviewed six months after having the Play Pod. The Play audit outcomes will be discussed at a future T&amp;L meeting.</p> <p>IN asked which accrediting body provide the training for the staff. <b>Action: TB to check this.</b></p> <p>OG asked if the there was sufficient budget available to make this purchase. TB confirmed that there was.</p> <p>The GB agreed to approve the purchase of the Play Pod.</p> <p><u>5. DIPSCITT Migration from the LA and new Partnership Agreement.</u> Information papers on this had been circulated to governors prior to the meeting – this was approved by the GB.</p> <p><u>6. Increased KS1 and KS2 expectations in the new curriculum.</u> This increase means that many schools may not attain the new national expectations for achievement. A national formula to measure progress will be used for schools and this tool to evidence progress will be very important. Members of the SLT attended a course to support them with making judgments against the new requirements.</p> <p><u>7. Support for visioning process.</u> The GB and SLT will be planning a school/community visioning exercise to develop the long term strategic plan for the school. TB proposed employing Kelly Newland who has delivered various coaching sessions to staff previously to support this. The GB approved this.</p> <p><u>8. Minister for Cranbrook.</u> A new Minister has been appointed and will be further involved in the work of the school. The new Minister has also confirmed that they are willing to join the GB.</p>
<p>6.</p>	<p><b><u>School Improvement Plan (SIP)</u></b></p> <p>1. A number of governors have undertaken visits to monitor their area of the SIP this term. MP and MT have looked at Quality of Teaching, Learning and Assessment. SMW has undertaken a visit to look at Personal Development, Behaviour and Welfare. JS and NP have looked at work being undertaken to improve Outcomes for Pupils. SW is planning to visit to review EYFS work. Some governors also attended a Learning Walk during Governor Visits Week. <b>Action: OG and IN to arrange their monitoring visit.</b></p> <p>2. Governors are in process of completing their written records of their monitoring visits. <b>Action: All governor teams to send their completed reports to JB by 11.4.16 so these can be sent to the Lead Governor for School Improvement Planning ahead of the T&amp;L meeting where key points from the reports will be discussed.</b></p>
<p>7.</p>	<p><b><u>Governance at St. Martin's.</u></b></p> <p><u>1. School Financial Value Standard.</u> The completed SFVS documentation had been circulated prior to the meeting and has been discussed at Resources. The GB approved the SFVS document. <b>Action: JB to submit SFVS to Devon County Council.</b></p>

	<p><u>2. Reconstitution of the Governing Board.</u> DfE current guidance states that governing bodies should be no bigger than they need to be to have all the skills necessary to carry out their functions and that smaller governing bodies are more likely to be more effective. Governors have received the reconstitution process time line and guidance from Governor Support. As a VAS school, the GB needs to ensure that it has two more Foundation Governors than all other types of governor. The GB agreed to reconstitute and to begin the process to reduce to the following:</p> <p>Two parent governors          One staff governors          Headteacher governor          One Local Authority governor          Seven Foundation governors</p> <p>This would reduce the GB from 16 to 12 governors and mean there will no longer be any Co-opted Governor roles on the GB. SW will move to another type of governor role. The governors will also complete a skills audit to ensure that the GB has the skills required to fulfil its role, and if not, agree plans to address this.</p> <p><b>Actions:</b>          - <b>JB to liaise with Governor Support and the Diocese to ensure the GB follow the process correctly.</b>          - <b>OG to send out skills audit to all governors.</b></p> <p><u>3. Register of Business Interests.</u> Governors last noted that these had been reviewed and new version forms signed in July 2015. Declaration of Interests information for all governors is now published on the school website. Only one form has not been signed for 2015-16. <b>Action: NJP to complete and sign his form.</b></p> <p><u>4. 2016-17 HT Appraisal Panel.</u> It was agreed that the panel would be JS, SW and MP. <b>Action: JB to book SW on training course.</b></p> <p><u>5. New Governor Pack and Induction Procedure.</u> The GB identified no changes were required to this. OG asked if Induction feedback forms are reviewed and if any actions had been taken as a result. JB advised that forms are reviewed when received, but as no issues have been raised in forms, no further actions have been required.</p> <p><u>6. Governor Skills Audit.</u> See item 8.2.</p> <p><u>7. OfSTED preparation session.</u> It was agreed that this will be held on Tuesday, 19<sup>th</sup> April at 5pm. Governors have already receive example OfSTED questions and the notes from the training session in February 2016.</p> <p><u>8. Feedback from training/events attended.</u> Governors were reminded that they should complete Impact forms for all training received and pass these to the Clerk. JB attended the Clerk as Adviser course – this was useful in clarifying current expectations regarding the Clerks' role and ensuring correct processes are in place.</p>
<p><b>8.</b></p>	<p><b><u>Policies</u></b></p> <p><u>1. Governors Allowances and Expenses.</u> This has been reviewed by OG. OG advised that the mileage rates are linked to specific tax codes and the GB needs to apply the recommended agreed rates. The GB agreed to approve the policy.</p> <p><b>Actions:</b>          - <b>OG to send JB the tax guidance document regarding mileage rates.</b>          - <b>JB to include reference to this document in the policy.</b></p>

	<p>2. <u>Finance Policy</u>. This review has not yet been completed due to the last Resources meeting needing to be postponed. <b>Action: Policy to be placed on the next Full GB meeting for approval.</b></p> <p>3. TB advised that the school has been asked by the Cranbrook Football Club whether they could pay for Terri Payne to open/lock school gates for them to use the grounds. The GB discussed whether the coach could be added instead to the list of key holders. OG asked if this could affect the insurance. TB confirmed it would not as long as the coach signed the key holder list. The GB approved the Club having its own key. <b>Action: JB to update policies which detail key holders to reflect this decision.</b></p> <p><b>4. Actions: JB to update Policy Review schedule to show above reviews have been undertaken, and to ensure updated policy versions are on the internal wiki page and school website, as appropriate.</b></p>
<p>9.</p>	<p><b><u>Budget 2016-17</u></b></p> <p>1. The Budget was not received by the school in time for it to be approved at this meeting. The GB agreed to delegate approval of the budget to the Resources Committee. This is with the agreement of the School Finance Officer.</p>
<p>10.</p>	<p><b><u>Self-Evaluation Statement</u></b></p> <p>1. See item 5.1.</p>
<p>11.</p>	<p><b><u>Questions to Committees</u></b></p> <p>1. Thanks were given to MP for taking the minutes of the last T&amp;L Committee meeting in JB's absence. JB will circulate these shortly. Governors were advised that Phase 2 books were presented by Nat Padley, and evidence of the school's noticing and naming approach. Governors have now seen evidence of the same approach being used across all Phases. The Gifted &amp; Talented and School Uniform policies were reviewed at the same meeting. Governors noted that the School Uniform policy has been amended so that uniform is no longer gender-specific.</p> <p>Sam Payne will attend a future T&amp;L meeting to talk to governors about the impact in school of the PE Premium spend.</p> <p>2. There were no questions to Committees.</p>
<p>12.</p>	<p><b><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'</u></b></p> <p>1. Approving the purchase of the Play Pod should improve play and learning experiences for the children.</p> <p>2. Governors are committed to ensuring the needs of the children and strong Christian ethos of the school be at the centre of any discussions regarding possible academisation.</p> <p>3. Governors understand the increased requirements of the new curriculum and that progress will be measured.</p> <p>4. Governors have been assured that there is capacity within the staffing structure to meet the needs of the children.</p>

<b><u>ACTIONS FROM THIS MEETING</u></b>		
<b><u>Action</u></b>	<b><u>Person responsible</u></b>	<b><u>Date to be completed by</u></b>
<b>1. Obtain passwords for Fischer Family Trust website.</b>	<b>TB/JB</b>	<b>1.5.16</b>
<b>2. Update 1<sup>st</sup> &amp; 2<sup>nd</sup> Committee Terms of Reference</b>	<b>JB</b>	<b>1.5.16</b>
<b>3. Liaise with SLT and GB to plan visioning session.</b>	<b>OG</b>	<b>16.5.16</b>
<b>4. Liaise with DfE re completion of complaints process.</b>	<b>OG</b>	<b>16.5.16</b>
<b>5. Check which accrediting body provide the staff training for the Play Pod.</b>	<b>TB</b>	<b>16.5.16</b>
<b>6. Arrange their SIP monitoring visit.</b>	<b>OG/IN</b>	<b>18.4.16</b>
<b>7. Complete SIP Monitoring Record and send to JB.</b>	<b>All gov SIP teams</b>	<b>11.4.16</b>
<b>8. Submit SFVS to DCC.</b>	<b>JB</b>	<b>24.3.16</b>
<b>9. Liaise with Governor Support and the Diocese to ensure the GB follow the reconstitution process correctly.</b>	<b>JB</b>	<b>30.4.16</b>
<b>10. Send out skills audit to all governors</b>	<b>OG</b>	<b>30.4.16</b>
<b>11. Sign Register of Business Interest form.</b>	<b>NJP</b>	<b>30.4.16</b>
<b>12. Book SW on HT Appraisal training course.</b>	<b>JB</b>	<b>24.3.16</b>
<b>13. Send JB guidance document on mileage expenses rates.</b>	<b>OG</b>	<b>30.4.16</b>
<b>14. Amend policies as detailed in item 8, update policy review schedule and ensure updated versions on school website and internal wiki page.</b>	<b>JB</b>	<b>16.5.16</b>

**Questions raised by Governors.**

- OG asked if the new staffing structure was feasible from the budget.
- IN asked how the school will evidence the impact of the Play Pod, and how this could be linked specifically to the purchase of the Play Pod.
- IN asked which accrediting body provide the training for the staff.
- OG asked if new governor induction feedback forms are reviewed and if any actions had been taken as a result.
- OG asked if the Football Club having a key could affect the school insurance.

**SUMMARY OF DECISIONS**

- **The GB approved the purchase of the Play Pod.**
- **The GB approved the DPSCITT Migration from the LA and the new Partnership Agreement.**
- **The GB agreed Kelly Newland should be employed to support the school/community visioning session.**
- **The GB approved the completed SFVS documentation.**

- The GB agreed to reconstitute as detailed in item 7.2.
- The GB agreed that JS, SW and MP would form the HT Appraisal Panel for 2016-17.
- The GB agreed to delegate the approval of the 2016-17 Budget to the Resources Committee.

**Next meeting: Monday, 16<sup>th</sup> May 2016, 6-8pm**

**Please note: this meeting will be preceded by a training session on Safeguarding and PREVENT responsibilities from CF at 5-6pm.**

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

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

**Date: .....**