

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

FULL GOVERNING BOARD		DATE:	22nd May 2017
CHAired BY: Dominic Morgan		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Shelia Watson (SMW) Meg Privett (MP) Declan MacGowan (DMG) Sheena Wright (SW) Ian Norton (IN) Caren Flicker (CF) Dominic Morgan (DM) Rev Lythan Nevard (LN) Marc Kastner (MK) Mel Turl (MT)			
APOLOGIES: Mark Maries (MM) – Associate Member			
Absent without apology: Owen Golightly (OG)			

Agenda Items	
1	<p><u>Opening Prayer & Welcome</u></p> <p>1. Opening Prayer taken by LN, who shared two prayers written by pupils of St. Martin's.</p>
2	<p><u>Apologies and sanctions of absence.</u></p> <p>1. Apologies had been sent by MM, which were sanctioned by the GB.</p> <p>2. The GB noted that OG had not sent apologies for this meeting. It was also noted that it will be possible to vote to remove OG as a governor at the next Full GB meeting as he will have been absent from meetings for a period of six months.</p>
3	<p><u>Declarations of Interest & Correspondence</u></p> <p><u>1. Declarations of Interest.</u></p> <p>None.</p>

	<p><u>2. Correspondence.</u></p> <p>Four items received:</p> <ul style="list-style-type: none"> • Letter from DCC confirming that there is no longer a requirement for schools to become part of a MAT (multi-academy trust) as Local Authorities will exist alongside MATs. • DAPH Working Practice Agreement – all governors confirmed that they had read and were in agreement with this. • Letter from Dunsford Primary school welcoming views from other Devon schools on their plans to become an academy. <p>The GB agreed to enter Part 2 to discuss the fourth letter.</p> <p>The GB agreed to return to Part 1.</p>
<p>4</p>	<p><u>Minutes and update on actions from last meeting (27.317)</u></p> <p>1. Parts 1 and 2 agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. Update on actions:</p> <ul style="list-style-type: none"> • Action 1 – in process • Action 2 – 5 – covered by the agenda for this meeting • Action 6 – DM to submit this. • Action 7 – MP’s collated document of governor SIP visit reports has been sent to JB and will be included in the next newsletter. • Action 8 – completed
<p>5.</p>	<p><u>Headteacher Report: Questions to TB</u></p> <p>1. This had been circulated to governors ahead of the meeting. Questions from governors:</p> <ul style="list-style-type: none"> • IN asked if all SEND children were now classified appropriately. TB confirmed that they were. The SEND Inclusion Register has been amended and now only children who are at least two terms behind ARE (age related expectations) and have had interventions which have not resulted in progress are categorised as having SEND. Previously, any child who was receiving an intervention had been added to the SEND register and this had resulted in an unclear picture of real levels SEND in school, as not all children require an intervention due to SEND. Governors noted that the percentage of children with social, emotional or mental health needs had decreased as a result of support provided by the Family Advocate, Child Advocate and ELSA programme. • IN referred to the exclusions and asked if these children were still in school. One KS2 child has now moved schools. The KS1 child is still in school but has had a further exclusion of 2.5 days. TB understands that the parents may be seeking an alternative school for their child. • Following the staffing review, interviews for the resulting teaching assistant positions have been held. LN noted that this must have been a difficult process as there were more candidates than positions available, and asked what the impact of this had been. Unsuccessful candidates have been sad and upset, and the day after the interviews was not an easy one for those involved. Feedback on interviews has been provided if requested and staff have been supportive of each other. • SMW asked if there will be sufficient money for staff CPD given budget cuts. Staff CPD is usually provided in-house as this is a more effective use of money. Literacy and Maths Subject Leader courses will still be attended by staff. The GB noted that the CPD budget this year is half of what it was in 2016-17. • SMW asked if the current NQTs are on track to pass. TB confirmed that they were and

	<p>that they are doing very well.</p> <ul style="list-style-type: none"> • LN asked whether any action points had arisen from the recent staff meeting to strengthen cohesion within the staff team. The two priorities to address identified at this meeting were communication within the staff team, and strengthening a positive feeling amongst the staff team as a whole. To address these, plans are in place for teaching assistants to swap Phases on an agreed day to experience working with different teachers and children. Staff have been encouraged to be aware of being more open and considerate to each other – more social events outside of school are being planned to support this. • SW asked if staff had felt positive about the excellent outcome of the Pupil Premium spend/impact review. TB confirmed that they did. Gill Winstone and Alan Betts (DCC) have both stated that they will speak to OfSTED when they inspect St. Martin's to reinforce their positive findings. • LN referred to data within the report and asked if TB was concerned by areas flagged as red (e.g. Maths). TB explained the very short length of the Spring Term often results in progress looking low. Due to the Hamilton Maths resources showing that St. Martin's pupils are performing better than they have been assessed in school, testing and pupil conferencing is to be undertaken to explore whether teacher judgments on SPTO (School Pupil Tracker Online) have been too harsh. MT explained that there are limitations on SPTO as to how assessments are recorded. • MT referred to the EYFS data and confirmed that for those children below ARE, extra provision and support has been put in according to the child's needs. Those children who are not likely to achieve a good level of development (GLD) have been identified and staff are working to accelerate their progress. The focus in Early Years is focusing on the above children and understanding the data. • For the last two years, KS1 children have been on track to be in line with national expectations. The poorer KS2 data reflects the higher mobility in these classes and the difficulties in managing this. Levels of SEND and issues external to school are also factors. However, there is no pattern to suggest that the school is not meeting the needs of disadvantaged pupils. In the recent DCC review of Pupil Premium spend, the school was praised for the way in which learning behaviours of disadvantaged children are tracked and actions put in place where required.
<p>6.</p>	<p><u>Pupil Premium: Questions to TB on 2016-17 Impact Statement, Proposed Spend 2017-18 and Babcock Pupil Premium Review outcomes</u></p> <p>1. Questions had been submitted to TB in advance of the meeting:</p> <ul style="list-style-type: none"> • CF asked when the yurt would be fully resourced. A staff visit is planned to Countess Wear to view and learn from the use of their learning unit. There will then be a planning meeting with the Ed. Psychologist and the Behaviour Support Team to discuss use of the yurt and staffing. It will be resourced once the planning is completed. The yurt will help the school to remain inclusive despite changes to funding. There will be two staff for every four children in the yurt. Teaching Assistants are positive about plans for the yurt and the opportunity to have different roles in school. EHCP funded 1:1 pupils will have TA support in class. • SMW asked if children will be in the yurt all day. This will depend on the child and their individual needs. It will not be a place for children who are not making positive choices about their behaviour in school. • MM asked if there had been a measurable benefit from children taking iPads home to support learning yet and if there were any concerns/problems around them being lost/extra insurance being needed. The iPads have not yet gone home with children so no impacts to be assessed yet. The School Business Manager is working with the IT team to ensure there will be no issues regarding IT security when they do go home with children and that necessary insurance is in place. • MM asked if St. Martin's receives the full amount of PP grant for adopted children. This was confirmed to be the case.

	<ul style="list-style-type: none"> • MM asked if the projected costings were as accurate as possible and if they were based on estimated, real quotes or a mixture of the both. There has not been any issue in previous years with actual spend being under or over the original costing. They are accurate because most are linked to existing or known costs. • CF asked if the Working Memory project was still in process whilst the lead teacher for this is currently on sick leave. Work is continuing in this area. A funding application for undertaking working memory work in Early Years has been submitted and if successful this will really make a difference as children progress up the school. A parent session on Working Memory for Most Able children was held and attended by six children. At the parents' request, a follow up session will be held. <p>2. TB informed governors that the impact statement has been amended in response to new legal requirements for schools to detail how Pupil Premium spend has impacted upon non-disadvantaged pupils.</p>
<p>7.</p>	<p><u>2017-18 Budget and Capital Budget</u></p> <p>1. The 2017-18 budget and budget notes was discussed at the Resources meeting on 10.5.17 and recommended for approval by the Full GB. The budget and notes were also circulated to all governors prior to this meeting. The GB discussed the impact of the error within DCC's Finance Tool which meant that following the original setting of the budget did not allow sufficiently for pension contributions. This means that an additional £20000 had to be found to cover the higher pension amount and placed the budget in deficit in Year 3. The impact of this is that the published budget had to show further staff being lost in Year 3, and staff costs will have to be reviewed again. It was agreed at the Resources meeting that the school should loge a formal challenge and request for reimbursement from DCC, which BT has now done.</p> <p>DMG asked what the alternative is if DCC do not reimburse this amount. TB advised that there will be less money available, and the school will be able to employ less staff. The result of this will be that there will be less support available for high need pupils and it may be necessary to exclude more pupils. It was discussed that not only will this not be in the pupils' interests, it will also incur greater costs to DCC as alternative educational placements are much more expensive.</p> <p>The GB formally noted that these budget difficulties are not due to financial mismanagement by the school but due to DCC error.</p> <p>The GB agreed to formally approve the 2017-18 budget.</p> <p>2. The GB formally noted that there is £19000 capital budget available for 2017-18 plus £4491 surplus funds. The latter is subject to different spending rules to main capital monies. This is held by the Diocese for the school. The amounts for each year roll across to the next if not spent.</p>
<p>8.</p>	<p><u>Update on Jackie Box Memorial Fund balance/transactions</u></p> <p>1. The present balance is £320.47. £50.00 was recently withdrawn to send to Vienyson, the child sponsored by the school in the Philippines for his birthday.</p> <p>2. Although it has previously been agreed that LN and IN would take over as signatories for the account, the GB need to formally agree this change as per mandate rules for the bank account. It was resolved that the authorised signatories in the current mandate, for the accounts detailed in section 2 of the mandate, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.</p>

9.	<p><u>Governance</u></p> <p><u>1. Governance Development Action Plan.</u></p> <p>A draft of this by IN and LN had been circulated to the GB prior to the meeting. Actions, lead governors for actions identified and timescales for completion of these were discussed and agreed. Action: JB to circulate final document to GB.</p> <p><u>2. Governor School Improvement Monitoring.</u></p> <p>SW led a discussion on how the GB could strengthen its SIP monitoring and recording. A model SIP visit record from Babcock had also been circulated prior to the meeting for governors' reference. Key points agreed were as follows:</p> <ul style="list-style-type: none">• SIP work and recording must be useful and meaningful.• Outcomes from SIP work will underpin the GB Impact Statement at the end of the school year.• Governors must identify challenging and relevant questions to ask of staff• Governors should extract key points from conversations or emails with staff and record these, rather than including whole emails/responses within their monitoring forms• Governors will still use the existing SIP monitoring record form and must ensure that they complete the next steps section.• The emphasis will be on consistency of how the form is used and not on consistency of style of writing.• SIP recording must be evaluative and identify what work needs to be undertaken the following term.• Governors can refer to the model Babcock SIP record form for a suggested length of detail. <p><u>3. GB Annual Impact Statement</u></p> <p>LN and IN had circulated a first draft to the GB prior to the meeting. LN had reviewed previous meeting minutes to find evidence of GB impact and found they were not quantified clearly. LN is keen to ensure all statements are evidence-based. The GB discussed whether the GB wishes to identify unique items it has achieved or whether it judges itself based on the success of the school and how the GB has supported the actions of the SLT/acted as a sounding board. It was agreed that impacts were likely to be a mix of both but that governors should be able to be clear on how they have contributed personally.</p> <p>The following were discussed as positive impacts made in 2016-17 by the GB:</p> <ul style="list-style-type: none">• scrutinising the budget and challenging DCC on recent error in setting budget• supporting and monitoring use of Play Pod• supporting residential trips to provide children with learning experiences outside of school environment• questioning the data to ensure that areas of concern are understood and being addressed by staff• development of policies to ensure school works to a robust framework and in line with legislation and best practice• working together with SLT to develop action plan areas in the SIP (further detailed in annual SIP report) and to jointly identify next steps• supporting staff to moderate pupil work and progress <p>The GB agreed that in from Autumn onwards, each Committee will have a standing agenda item to identify GB impacts for every half term. Actions: Governors to submit personal impact examples from 2016-17 to LN. LN to present next draft of statement at 17th July Full GB meeting.</p>
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	<p><u>4. Cycle of Work.</u></p> <p>The GB approved the inclusion of additional items for the Cycle of Work as discussed at Committee meetings this half term. Action: JB to add agreed new items to Cycle of Work and circulate to GB.</p> <p><u>5. Review of process to elect Chair and Vice-Chair.</u></p> <p>This process was reviewed and approved again, with no amendments.</p>
<p>10.</p>	<p><u>Policies</u></p> <p><u>1. Safeguarding and Child Protection.</u> The GB agreed to adopt the new model version.</p> <p><u>2. Supporting Pupils with Medical Needs.</u> The GB agreed to approve the administering of non-prescription medicines to children with written consent of parents/carers, and approved the amendments to this policy to reflect this.</p> <p><u>3. Grievance.</u> The GB agreed to adopt the new model version of this policy.</p> <p><u>4. Finance.</u> The GB agreed to approve the amendments to state that all staff must adhere to the school's Credit Control procedure and to state that the Jackie Box Memorial Fund did not require auditing due to the low level of funds within the account.</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 on the school website, where appropriate.</p>
<p>11.</p>	<p><u>Questions to Committees</u></p> <p><u>1. Resources.</u></p> <p>MP asked if the kitchen ventilation works were going ahead. This was confirmed as being the case.</p>
<p>12.</p>	<p><u>Admissions</u></p> <p><u>1. 2018-19 Policy.</u></p> <p>The GB agreed a proposed amendment that requests for summer-born children to delay starting school will be looked at on a case by case basis. Action: JB to amend policy and return to DCC and the Diocese.</p> <p><u>2. Committee Membership.</u></p> <p>It was agreed that SW would join the Admissions Committee. Action: JB to amend Terms of Reference to reflect this.</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. The GB identified that this had been achieved through the following:</p> <ul style="list-style-type: none"> • beginning the meeting with prayers written by St. Martin's pupils • discussing the Pupil Premium spend and ensuring it will benefit pupils

	<ul style="list-style-type: none"> • questioning and celebrating progress/attainment data • addressing staff changes and ensuring staff moving on have been supported in a compassionate and fair way • supporting the school to continue working creatively with its high needs pupils despite reduced funding • agreeing a named governor (MK) to attend Parent Voice meetings as part of the Governance Development Action Plan will strengthen links with parents/the community • finalising and approving the Governance Development Action Plan will strengthen governance in school.
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<u>ACTIONS FROM THIS MEETING</u>		
<u>Action</u>	<u>Person responsible</u>	<u>Date to be completed by</u>
1. Circulate agreed Governance Development Action Plan to GB.	JB	23.6.17
2. Submit personal impact examples from 2016-17 to LN. LN to present next draft of statement at 17th July Full GB meeting.	All governors	25.6.17
3. Send finalised GB Impact Statement to JB to circulate.	LN	5.7.17
4. Add agreed new items to Cycle of Work and circulate to GB.	JB	30.6.17
5. Update the Policy Review Schedule to show the policies in item 10 have been approved/adopted and ensure updated versions of these policies are available on the school website, where appropriate.	JB	10.7.17
6. Send amended 2018-19 Admissions policy to DCC and Diocese.	JB	23.6.17

Questions raised by Governors.

- IN asked if all SEND children were now classified appropriately.
- IN asked if children who had been given exclusions recently remained in school.
- LN asked what the impact on staff had been from the TA interview process.
- SMW asked if there will be sufficient money for staff CPD given budget cuts.
- SMW asked if the current NQTs are on track to pass.
- LN asked whether any action points had arisen from the recent staff meeting to develop cohesion within the staff team.
- SW asked if staff had felt positive about the excellent outcome of the Pupil Premium spend/impact review.
- LN referred to data within the HT report and asked if TB was concerned by areas flagged as red (e.g. Maths).
- CF asked when the yurt would be fully resourced.
- MM asked if there had been a measurable benefit from children taking iPads home to support learning yet and if there were any concerns/problems around them being lost/extra insurance being needed.
- MM asked if St. Martin's receives the full amount of PP grant for adopted children.
- MM asked if the projected Pupil Premium 2017-18 spend costings were as accurate as possible and if they were based on estimated, real quotes or a mixture of the both.

- CF asked if the Working Memory project was still in process whilst the lead teacher for this is currently on sick leave.
- DMG asked what the alternative is if DCC do not reimburse the extra costs incurred by the DCC Finance Tool error.

SUMMARY OF DECISIONS

- **The GB agreed to approve the 2017-18 budget**
- **The GB formally noted the amount of Capital Budget available in 2017-18**
- **The GB, in accordance with Natwest mandate requirements, resolved that with reference to the Jackie Box Memorial Fund, the authorised signatories in the current mandate, for the accounts detailed in section 2 of the mandate, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.**
- **The GB approved inclusion of additional items to the Cycle of Work**
- **The GB reviewed and approved the process for electing a Chair and Vice-Chair with no amendments.**
- **The GB agreed to adopt the new model versions of the following policies: Safeguarding & Child Protection and Grievance.**
- **The GB agreed that staff can administer non-prescription medicine in line with the amended Supporting Pupils with Medical Needs policy.**
- **The GB agreed the amendments to the Finance policy detailed in item 10.4.**
- **The GB agreed the amendment to the 2018-19 Admissions policy as detailed in 12.1.**
- **The GB agreed that SW would join the Admissions Committee.**

Next meetings:

Annual GB Self-Review Session - Monday, 10th July 2017, 5.30pm-7.30pm

SIP Review Evening – Tuesday, 11th July 2017, 5pm onwards (timetable to be circulated by Tania)

Scheduled Business Full GB Meeting: Monday, 17th July , 5.30pm-7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: