

**ST MARTIN'S CE PRIMARY & NURSERY SCHOOL**

**FULL GOVERNING BOARD MINUTES**

<b>FULL GOVERNING BOARD</b>		<b>DATE:</b>	<b>5<sup>th</sup> December 2016</b>
<b>CHAired BY: Sheila Watson (SMW)</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
Tania Beard (TB) Shelia Watson (SMW) Meg Privett (MP) Lythan Nevard (LN) Mel Turl (MT) Sheena Wright (SW) Caren Flicker (CF) Declan MacGowan (DMG)		Dominic Morgan (DM) – prospective governor	
<b>APOLOGIES:</b> Ian Norton (IN)			
<b>Absent without apology:</b> Owen Golightly (OG)			

<b>Agenda Items</b>	
<b>1</b>	<p><b><u>Opening Prayer &amp; Welcome</u></b></p> <p>1. Opening Prayer taken by LN.</p>
<b>2</b>	<p><b><u>Apologies and sanctions of absence.</u></b></p> <p>1. Apologies were received by IN and sanctioned by the GB.</p>
<b>3</b>	<p><b><u>Declarations of Interest &amp; Correspondence</u></b></p> <p>1. No declarations of interest.</p> <p>2. Correspondence:</p> <ul style="list-style-type: none"> <li>• CF and TB have been informed that a job description is now required for the Lead Governor for Safeguarding role in addition to the existing Terms of Reference. TB is in the process of obtaining these from Jane Dibble at Babcock LDP. <b>Item for T&amp;L Agenda 17.1.16 meeting: Agree Safeguarding Governor Job description.</b></li> <li>• TB received an enquiry from a member of staff regarding a matter relating to pay. The GB agreed to enter Part 2 to discuss this. The GB then agreed to return to Part 1.</li> </ul>

<p>4</p>	<p><b><u>Minutes and update on actions from last meeting (10.10.16)</u></b></p> <p>1. Agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. All actions had been completed apart from the following:</p> <ul style="list-style-type: none"><li>• Action 6 – the GB is not required to draft its own new Instrument of Government as this will be undertaken by DCC and the Diocese. Reconstitution decisions recorded in item 6.1 of these minutes.</li><li>• Action 7 – <b>JB still to check current Cycle of Work against new model Cycle of Work.</b></li><li>• Action 10 – the Resources Committee is in the process of drafting a policy for supporting staff experiencing Domestic Violence.</li><li>• Action 12 – policy work is complete, though a number of changes have been identified from the website review for the Behaviour policy. TB and SMW are in the process of making these changes. <b>Item for T&amp;L Committee meeting 17.1.17 – Agree changes to Behaviour policy.</b></li></ul>
<p>5</p>	<p><b><u>Headteacher Report, Data Analysis and Self-Evaluation Statement</u></b></p> <p>1. These documents had been circulated to governors prior to the meeting. DM asked if there is any need to consider the issue of Data Protection in the report given the inclusion of data and breakdown of children’s needs. These documents are a requirement for OfSTED and SIAMS but OfSTED cannot report on individual matters or children. No names are included within the report. Parents have no right of access to these reports although key points are reported on within the minutes which are published on the website.</p> <p>The Governors discussed the feedback from the external school improvement review undertaken by Marian Marks (MM) recently. The key message was that the school’s data does not reflect the performance of the school and that governors and staff must be able to share the story of the strength of teaching, the richness of the curriculum and the progress children make. Governors also discussed that some achievements are not represented in the data (e.g. a child managing to stay within class or cope with a club) but are still important and are to be celebrated. MT raised that all staff are so passionate about working at St. Martin’s but staff feel a real responsibility to ensure everything is presented the best it can be since the data will not tell the story and this can make their role feel very pressured.</p> <p>LN asked what strategies were used to support staff and how the GB could best support staff. Staff are encouraged to speak to either TB or their Phase Leader if finding it difficult. Staff can be given the opportunity to take a day out of the classroom to catch up on admin if it is identified this would minimize the likelihood of them becoming sick. The GB were supportive of this approach to support staff and acknowledged how hard the staff work and how much governors value this.</p> <p>MM has identified that although processes are effective, governance is a weakness at the school due to the lack of stability within the GB in the past few years. More effective governance would support the staff and strengthen the leadership of the school. Governors are already each responsible for an area within school improvement and through the Lead Governor system. However, governors need to be driving governance more through asking more challenging questions, seeking information, setting targets, considering data and analysing other information provided. They should be also comparing data and information from other schools. LN asked which schools locally could be considered as equivalent to St. Martin’s. MM has advised that St. Martin’s is unique due to the high mobility factor. It was identified that there are a couple of schools in Exeter whose data governors could compare with St. Martin’s as they have similar numbers of disadvantaged pupils. <b>Action: Plan exercise to compare data with similar schools locally.</b></p> <p>MM has suggested that the school seek support from a National Leader for Governance, and</p>

TB has written to DCC, the Diocese and Governor Support to request this. Following the GB self-review assessment session, a draft governance development action plan is in the process of being written between OG, IN and JB. **Agenda item for 6.2.16 Full GB meeting: Finalise governance development action plan.** An OfSTED preparation session for governors will be facilitated by MM on 30.1.16, 6-8pm with a session 8-9pm to follow for governors to reflect on the session and the development of governance. **Action: SW to send out questions for GB to consider prior to the OfSTED preparation session.**

The GB acknowledged that it is not just the new children who are impacted by joining the school but the existing children too through needing to cope with the constant changes of staff, classrooms, children etc. DM noted that how all these things also impact upon the staff.

MM identified the following as the key areas for the school to develop: achievement and progress of disadvantaged children, SEND and Finance. Safeguarding has recently been externally audited and found to be excellent (see item 7). MM felt that Personal Development, Behaviour & Welfare was very strong in school.

Governors discussed the connections between data and disadvantaged pupils. Staff have interrogated the recent KS1 data as despite the school's above average KS1 results, one of the areas of concern identified was the lower than average conversion rates for children achieving expected outcomes at the end of the Foundation Stage in reading, writing and maths to those achieving expected outcomes at the end of KS1. This revealed that 32% of the cohort who had been at St. Martin's for the whole of KS1 were on the SEN register. The data for non-SEN pupils in this cohort is much more positive. LN asked how many children with SEN were also not classified as disadvantaged. 162 children are on the SEN register, 128 are disadvantaged and 72 are on both the SEN and disadvantaged registers.

In order for governors to interrogate data most effectively, it was proposed that at each meeting a particular area of data will be discussed fully. Governors felt that it can sometimes be difficult to fully investigate the full amount of data all at the same time. **Action: JB, TB and OG to agree data focus for each Full GB meeting.**

6. Governance

1. Reconstitution. The GB agreed the reconstitution to take effect from 16<sup>th</sup> January 2017, with the following composition of governors:

One staff  
One headteacher  
Two parent  
One Local Authority  
Seven Foundation

**Action: JB to submit completed reconstitution pro-forma to Governor Support.**

2. GB responsibilities within Keeping Children Safe in Education 2016 guidance. SMW and MP as Joint Safeguarding Governors will review these and report back at the next Full GB meeting. **Item for 6.2.17 Full GB meeting: Confirm GB meeting all responsibilities in Chapter 2.**

3. Visibility of governors within school. The GB agreed that a photo will be taken of the Full GB and published in the newsletter and on the school website. JB advised that the GB must ensure that governors must retain their strategic overview of the school and not become involved in individual concerns or operational matters. Governors must signpost people with individual concerns to either teachers or TB.

4. Skills Audit. All governors completed the NGA Skills Audit and the results were analysed by CF. Her summary report was circulated prior to the meeting. Governors had rated their level of

skill between 1 (none) and 5 (extensive). All governors marked skills identified as essential as 4 or 5. Skills identified as desirable were in the main marked as 3 or 4. Those skills, which some governors had marked as less than 3, related more to not having previous experience in that area. It was identified that the GB would benefit from having more governors with premises and finance skills, and it was proposed that building closer links with local businesses and the community might be a way of achieving this. Training to ensure an effective and consistent approach to chairing across the Full GB and the different Committees may also be beneficial. It was agreed that new governors must be recruited on the basis of the skills they bring to the GB. Recruitment of appropriately skilled new governors will form part of the Governance Development Action Plan being drafted. **Action: OG, IN and JB to lead on drafting an initial Governance Development Action Plan and to send out to GB.**

#### 5. SIP Monitoring

Governor teams are in the process of undertaking the work required for the Autumn term.

It was identified at the GB Self-Review session there was a need to improve the SIP monitoring process to ensure that it is effective and is of benefit to staff, governors and the school. This will form part of the Governance Development Action Plan, and governors will need to consider how they will address this before reporting back at Full GB.

#### 6. Learning impacts from training/events attended.

- MP attended a course which how extremism can be promoted through social media ('Not in God's Name'). This highlighted that being aware of this will strengthen safeguarding in school.
- SW and MP attended the Babcock Governors Update sessions. This highlighted the importance of:
  - addressing potential safeguarding issues online (recent safeguarding audit confirmed St. Martin's has processes in place to address this)
  - ensuring the school website meets statutory requirements (St. Martin's confirmed as compliant from the recent website review)
  - ensuring that the impact of governor training is recorded and reviewed (Clerk keeps a record of training attended).
- JB attended Clerks Update at the Diocese. Key points of learning:
  - governors need to be using meetings strategically, focusing on how to address issues/develop areas of concern with more work/information reading undertaken prior to meetings
  - Whilst governors should review policies, staff members should be involved with the creation of new policies or making amendments to ensure policies represent day to day practice. **Action: TB and JB to create list of Lead Staff members for policy areas.**
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#### **7. Safeguarding Audit**

1. The Safeguarding Audit was undertaken by Babcock LDP – the audit report had been circulated to governors prior to the meeting. 67% of items were green, 26% amber and 7% red.

2. Items marked as red have already been addressed and resolved by TB and CF. **Action: Amend the Safeguarding policy to include reference to how the school manages uncollected children.**

There will be a Level 2 Safeguarding session for all governors prior to the Full GB meeting on 6.2.17.

<p>8.</p>	<p><b><u>Jackie Box Memorial Fund</u></b></p> <p>1. Current amount in Memorial Fund: £370.47.</p> <p>2. As per the requirement from Natwest to amend signatories, the GB agreed the following:</p> <p>“It was resolved that the authorized signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended. “</p> <p>MG and JS will be removed as signatories. LN and IN will be added as signatories.</p>
<p>9.</p>	<p><b><u>Questions to Committees</u></b></p> <p>1. SMW asked if there had been any impact from the recent staff changes between Years 2 and 6. TB confirmed that accelerated progress is evident already.</p> <p>2. LN noted the discussions around SEN funding at the Resources Committee meeting on 23.11.16. LN asked if TB was confident that the school could obtain the high needs school funding discussed or whether this is something the Resources Committee will have to address with the existing budget. TB explained that high needs funding is not established – this is a proposal that TB is submitting to DCC to address the difficulties of meeting the needs of the high numbers of SEN pupils at St. Martin’s. Currently, the SENDCo’s time is focused on making funding applications but this is having an impact upon the amount of time she has available for monitoring the provision in school.</p> <p>CF noted that the highest area of SEN at St. Martin’s is Cognition and Learning, with the second highest being Social, Emotional and Mental Health. CF asked how the child’s main area of need is assessed. TB advised that assessments may be carried out by the Educational Psychologist, Speech &amp; Language team, Behaviour Support or any other relevant team. CF queried how children arrive at St. Martin with their needs identified but with no funding in place. Reasons for this can differ, but in some schools funding will be directed at children who are known to be remaining in a school and not those who may be leaving. This is not an issue for most schools due to the low number in-year transfers but due to the high inward mobility at St. Martin’s it has a real impact.</p>
<p>10.</p>	<p><b><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'</u></b></p> <ul style="list-style-type: none"> <li>• Planning to further develop and improve governance working practices will strengthen leadership in the school.</li> <li>• Developing awareness of how extremists use social media will strengthen safeguarding in school.</li> <li>• Understanding the significance of data for our school and how large groups of disadvantaged children moving in impact upon the data means the GB will be able to be well-informed when making long term strategic plans.</li> <li>• Understanding the impact of changes to SEN funding will inform financial planning in school.</li> <li>• Children are flourishing within the Christian ethos of the school, and children know they are valued here. A recent supply teacher spoke very positively about the atmosphere in the school and how impressed she was with the outdoor provision and resources at St. Martin’s. MM commented on the warmth and care that was tangible in the school.</li> <li>• GB support of TB’s approach to supporting staff when they feel pressured or in need of ‘catch up’ time demonstrates how valued the staff are by governors.</li> </ul>

<b>ACTIONS FROM THIS MEETING</b>		
<b>Action</b>	<b>Person responsible</b>	<b>Date to be completed by</b>
1. Check current Cycle of Work against new model Cycle of Work.	JB	6.2.17
2. Plan exercise to compare data with similar schools locally.	SMW	6.2.17
3. Send out questions for GB to consider prior to the OfSTED preparation session.	SW	20.1.17
4. Agree a focus for an area of data for each Full GB session.	TB, JB, OG.	23.1.17
5. Submit completed reconstitution pro-forma to Governor Support.	JB	9.12.16
6. Assess if GB meeting all responsibilities in Chapter 2 in KCSIE and report back to Full GB at next meeting.	SMW, MP	6.2.17
7. Draft an initial Governance Development Action Plan and to send out to GB.	OG, IN and JB	16.12.16
8. Create list of Lead Staff members for policy areas.	TB & JB	13.1.17
9. Amend the Safeguarding policy to include reference to how the school manages uncollected children.	TB & JB	16.12.16

**Items for T&L Agenda 17.1.16 meeting:**

- Agree Safeguarding Governor Job description.
- Agree amendments required to Behaviour policy.

**Agenda item for 6.2.16 Full GB meeting**

- Finalise governance development action plan.
- Confirm GB meeting all responsibilities in Chapter 2

**Questions raised by Governors.**

- DM asked if there is any need to consider the issue of Data Protection in the report given the inclusion of data and breakdown of children's needs.
- LN asked what strategies were used to support staff and how the GB could best support staff.
- LN asked which schools locally could be considered as equivalent to St. Martin's.
- LN asked how many children with SEN were also not classified as disadvantaged.
- SMW asked if there had been any impact from the recent staff changes between Years 2 and 6.
- LN asked if TB was confident that the school could obtain the high needs school funding discussed or whether this is something the Resources Committee will have to address with the existing budget.
- CF asked how the child's main area of need is assessed.
- CF queried how children arrive at St. Martin with their needs identified but with no funding in place.

**SUMMARY OF DECISIONS**

- The GB agreed to reconstitute with effect from 16<sup>th</sup> January 2017 with the composition as detailed in item 6.1.
- The GB agreed to amend the Safeguarding & Child Protection policy to detail how the school manages the issue of uncollected children.
- The GB agreed to remove JS and MG from the list of signatories for the Jackie Box Memorial Fund and to add IN and LN.

**Next meetings:**

**Monday, 30<sup>th</sup> January 2017 (food will be provided)**

- 6pm-8pm - OfSTED preparation session
- 8pm-pm – Reflection & Next Steps session

**Monday, 6<sup>th</sup> February 2017**

- 5.30pm-6.30pm - Level 2 Safeguarding session (all governors to attend)
- 6.30pm-8.30pm – Full GB Business agenda

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

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

**Date: .....**