

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

**FULL GOVERNING BOARD MINUTES**

<b>FULL GOVERNING BOARD</b>		<b>DATE:</b>	<b>6<sup>th</sup> February 2017</b>
<b>CHAired BY: Ian Norton (IN)</b>		<b>CLERKED BY: Meg Privett (MP)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
Tania Beard (TB) Sheila Watson (SMW) Meg Privett (MP) Lythan Nevard (LN) Mel Turl (MT) Caren Flicker (CF) Declan McGowan (DMG) Dominic Morgan (DM)		Mark Maries (MM) – Associate Member	
<b>APOLOGIES:</b> Sheena Wright (SW), Marc Kastner (MK) – prospective governor, Jacqueline Brooks - Clerk (JB)			
<b>Absent without apology:</b> Owen Golightly (OG)			

<b>Agenda Items</b>	
<b>1</b>	<b><u>Opening Prayer &amp; Welcome</u></b>  1. Opening Prayer taken by IN.
<b>2</b>	<b><u>Apologies and sanctions of absence.</u></b>  1. Apologies were received by IN and sanctioned by the GB.  2. The GB noted that apologies had not been sent by OG.
<b>3</b>	<b><u>Declarations of Interest &amp; Correspondence</u></b>  1. No declarations of interest.  2. Correspondence: <ul style="list-style-type: none"> <li>• DfE has confirmed that St Martin's has met all requirements in respect of complaint from the long-standing complaint and can close the file.</li> </ul>

	<ul style="list-style-type: none"> <li>• A recent complaint has been received and is being dealt with by SW.</li> </ul>
<p>4</p>	<p><b><u>Minutes and update on actions from last Full GB meeting (5.12.16) and GB Annual Self-Review Session (9.11.16)</u></b></p> <ol style="list-style-type: none"> <li>1. Minutes were agreed as accurate and signed by the Chair (IN)</li> <li>2. Update on actions from Self-Review Session: <ul style="list-style-type: none"> <li>• A Governance Development Action Plan has been drafted and incorporates all actions identified at the Self-Review Session – see item 6.3.</li> </ul> </li> <li>3. Update on Actions from 5.12.16 Minutes: <ul style="list-style-type: none"> <li>• SMW has compared St. Martin’s data with that from other schools but raised that all governors need to continue to analyse data from other schools with similar intakes. CF explained to the GB how disadvantaged children at St. Martin’s are diminishing the difference, although data is not yet at the same level as comparative schools. It is important to note how resilient children at St. Martin’s are to change, due to the constant influx of new pupils.</li> <li>• Due to illness the Clerk has not yet completed a list of Lead staff areas for policy oversight or checked current Cycle of Work against new Cycle of Work. <b>Action: JB and TB to allocate responsibility by 27.3.17.</b></li> <li>• Reconstitution pro-forms has been submitted – see item 6.2.</li> <li>• Safeguarding policy amendments regarding uncollected children to be agreed tonight – see item 7.1.</li> </ul> </li> <li>4. Part 2 5.12.16 Full GB minutes to be agreed at the GB meeting on 27.3.17.</li> </ol>
<p>5</p>	<p><b><u>Headteacher Report and Data Analysis</u></b></p> <ol style="list-style-type: none"> <li>1. TB explained to governors what work is being undertaken to support disadvantaged children to make greater gains than the other children in their classes.</li> </ol> <p>DM asked if staff are looking at how other schools teach Maths, particularly with reference to the Singapore Method. TB explained that this method is not aligned to the way we teach Maths at St Martin's. The reason that Maths data is poor is not due to the quality of the teaching – it is due to the number of children who have joined St Martin’s at different stages of their educational journey with very different experiences of learning and understanding in Maths. We have had high quality CPD in Maths and currently have an ex-Maths advisor, a Devon lead teacher for Maths and a further Maths specialist as part of the staff team.</p> <p>A Maths advisor from Babcock is mentoring staff to use a system of 'pre-teach' in conjunction with twice daily Maths sessions to help children embed understanding prior to new mathematical concepts being taught, Babcock are monitoring the results. Early results from this are so positive that staff have begun to trial it with English Grammar.</p> <p>MM asked if the 'pre-teach' system was as successful for grammar as for Maths. The system has not yet been in place sufficiently long enough for staff to provide feedback on this.</p> <p>Data Dashboard shows attainment of children in our current Yr 5 and Yr 6 was below national levels at the end of KS1, but EYFS results for our current Yr 1 and Yr 2 are above national, therefore it is anticipated that we need to ensure that children who</p>

achieved exceeding at EYFS will achieve a greater depth judgement at the end of KS1 and KS2.

Currently in EYFS boys still lag behind in writing, part of the cause of which has been identified as a poor level of fine motor skills. MT explained that 'tinker tables' are being introduced for these boys. It is anticipated that this will improve the children's fine motor skills and enable the boys to develop better writing skills. Balance Boards also have a part to play, as they help with coordination.

The GB agreed to enter Part 2 to discuss a staffing matter.  
The GB then returned to Part 1.

DM asked whether having a Deputy Head and two Assistant Heads was working as efficiently as originally planned. TB explained how the work was shared, and who was responsible for which area. The structure may need to be reviewed in the future, but is the appropriate arrangement at present.

DMG asked for information on arrangements for SH's phased return to classroom teaching, following sickness. TB explained that she will be committed to five mornings each week from Half Term, but will be able to work from home during afternoons if that was deemed necessary. An HTLA will be working in SH's class in the afternoons – the HTLA was the previous teacher and he has changed roles to be an HTLA.

MM raised that the numbers of disadvantaged children differed between TB's HT report and the data provided to governors. **Action: TB to confirm correct numbers of disadvantaged children in school this changes frequently as children join the school so any data provided is only accurate for that snapshot of time.**

MM asked for an update on attendance figures, and how it was monitored. The school's target is 96.2% but this has been impacted recently by illness absences. CF has an overview of the attendance and TB looks at attendance data in relation to attainment. CF and Bridget Matthews manage any attendance concerns which may require involvement from the EWO (Education Welfare Officer). On a less formal level, TB awards the 'Attendance Bear' (a large, fluffy mascot teddy) to the class with the best attendance each week. It is hoped that by building enthusiasm amongst the children to attend regularly, the parents will also ensure that this happens.

A tracking sheet is used to monitor all those pupils whose attendance is below 90% and the Senior Leadership Team (SLT) in partnership with class teachers look at how this impacts on attainment, and check whether their teachers have raised it with parents/carers. Dual registration of pupils has previously impacted upon absence data, but there are no pupils now who are dual registered.

MM asked whether staff receive CPD (Continuous Performance Development). The majority of CPD is provided in-house, apart from specific projects. Staff training information is shown on the staff meeting calendar. **Action: TB to circulate the staff meeting calendar to governors for their information.** The Perspective Light system is used to record CPD and it will be possible to produce reports to inform CPD planning. It was noted that the next INSET day will be focused on maths. DM asked if five inset days all together would provide a better training experience than the current single or double days, spread across the school year. The GB discussed the advantages and disadvantages of this, but it was agreed that at present inset would remain spread across the year.

TB noted that the data for the Accelerated Reader system is really positive for both disadvantaged and others. The data shows that pupils are increasing their level of reading, the time they spend reading, and the number of words read. DMG suggested

a holiday project during the summer, to help keep learning behaviour high and the GB discussed a variety of options which could support this. MP raised the importance of ensuring that any summer project being accessible for all pupils, and which their families could support.

TB thought a summer school would be beneficial for disadvantaged children and that this would be a valid use of money. **Action: TB to explore the financial viability for this and to report back to governors at the 27.3.17 meeting.**

6.

## **Governance**

### **1. Appointments**

- The Local Authority (LA) has confirmed their approval of the GB's nomination of Dominic Morgan to be LA Governor. The GB agreed to appoint DM for a term of four years from today. He will sit on Resources Committee and within the pool for first and second committees as required.
- The GB agreed to appoint Mark Maries as Associate Member for the term of one year, from today. He has no voting rights at full GB but the GB agreed that he will have voting rights at Committee level. It was agreed that MM would sit on the Teaching & Learning Committee.
- Marc Kastner is still awaiting confirmation of his appointment.
- The GB noted that in order to remain on the GB following reconstitution, SW has moved from being a Co-opted Governor to a Foundation Governor.

### **2. Reconstitution of GB**

Reconstitution has taken effect from 1<sup>st</sup> February 2017 and all governors will receive a copy of the new Instrument of Governance.

### **3. Governance Development Action Plan**

A Governance Development Action Plan has been drafted, but needs to be completed with more detail on actions required. It was agreed that a working party of LN and IN would lead on taking this work forward and completing the plan. **Action: LN and IN to provide update on progress on the plan at 27.3.17 Full GB meeting.**

### **4. GB responsibilities detailed in Section 2 of KCSIE**

SMW and MP had reviewed this to ensure that the GB was meeting all its responsibilities and confirmed that no actions were required.

### **5. School Improvement Monitoring**

- Governor Visits Week will be the week beginning 13<sup>th</sup> March. A joint Learning Walk is planned with the focus to be on how staff are aspirational for the children. There will also be planned time with staff to discuss findings. **Action: Governors to agree their individual visits with their lead SIP staff members and to notify TB of arrangements so she can circulate a timetable to staff.**
- MP & CF to include MM in their SIP monitoring visit. DM will join SMW.
- Governor Autumn Term Monitoring work was reviewed at T & L Committee by SW – some issues around the consistency of how governors are completing the monitoring forms, and the identification of next steps require further discussion. **Action: SW to lead a discussion on this at Full GB meeting 27.3.17.**

- SIP Monitoring Calendar. This was discussed at T&L. Action: TB to send this to all governors, items which have not yet happened will be highlighted in yellow.

#### 6. Plan Production of GB Annual Impact Statement

To inform the writing of their Impact Statement, governors agreed that it would be beneficial for the staff to advise what they have done as a result of governor input.

**Action: SLT to monitor impact of the GB between February and June and to provide report to the GB on the impact they have had.**

TB commented that she is excited about the positive focus and direction being taken by GB at present.

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

CF had attended 'Strategic Planning for Governors' which produced the following questions:

- Do we have a Raising Attainment Plan?
- Are Governor Action Plans in place?
- Are Governor afternoons held?
- Can we evidence safeguarding good practice?
- Do governors have differently coloured lanyards from school staff?
- Do we have a Governor's update in the school newsletter?
- Do we complete a school visit record when in school? (CF had one for governors to look at which seemed to be mainly related to safeguarding issues).

The GB discussed these questions and it was agreed that a number of these were covered but under different headings or in different formats. Differentiated lanyards are not a priority, but could be useful when other more key issues have been actioned.

**Action: GB to agree plan of items to include into the newsletter at Full GB meeting 27.3.17.**

It was agreed that it would be good if Governors had a visible presence during parents evenings.

The course had confirmed that the GB's approach of having Lead Governors to review policies rather than all governors being responsible for looking at all them was appropriate.

LN attended the Babcock New Governors Induction Course. She was disappointed that the feedback form only asked her what was good about the course, with no opportunity to say what she felt could have been improved or presented differently. Her two main learning points were understanding the high number responsibilities governors have and the importance of acting as a critical friend.

7.

#### Policies

- Safeguarding: Three amendments discussed at T & L committee were agreed and the policy was approved.
- SEND – Scheduled review. This has been reviewed by the SENDCo with no changes being identified but the GB agreed to defer approving the policy until the Full GB meeting on 27.3.17 to allow for SMW to be able to review it.

**Agenda item for 27.3.17 meeting: Approve SEND policy review.**

- Pupil Behaviour, Discipline, Anti-Bullying & Exclusion Policy: TB's amendments were discussed at T & L meeting and recommended for approval by the GB. SMW also pointed out a sentence starting as "if the school is part of an Academy...." . The GB agreed to approve the amendments and the policy again. **Action: JB to remove reference to being an Academy and to publish amended version.**
- Finance: this had been reviewed at the Resources Committee meeting and was recommended for approval by the GB. The GB agreed the amendments discussed at Resources and approved the policy again.
- Governor's Expenses & Allowances – scheduled review. This was reviewed by the Resources Committee, who had identified that no changes were required and had recommended it for approval by the GB. The GB agreed to approve the policy again.
- Admissions Policy 2018-19. This policy was determined by the GB. **Action: JB to publish on the school website and to send to DCC and the Diocese.**

**Action: Amend all policies as above, and update review dates on policies and policy review schedule. Ensure correct policy versions are on website and available internally.**

8. Motion to Remove the current Chair of Governors – to be followed by a secret ballot to vote on this.

TB proposed that OG should step down as Chair. The Head Teacher needs to be in regular contact with the Chair of the GB, and the Chair should have a good understanding and feel for what is happening in the school. At the very least, s/he should be contactable by phone or email, but also make visits between appointed meetings, to help maintain understanding. TB advised that OG has not been responding to either, and both JB and TB have made appointments to meet with him, only for him not to attend without prior notification. It was acknowledged that he had a period of sickness in December but contact has not been resumed since then, and the difficulties with contact between meetings was an issue prior to this time.

DMG made three attempts to contact OG to discuss his position and left messages, but received no response. In addition, TB had informed him of her intention to propose he step down and invited him to either send a statement in response, or to attend the meeting to present this in person. She did not receive a response to this.

Following discussion regarding TB's proposal, the GB agreed to proceed to a secret ballot to vote on this motion.

MM, who does not hold a vote, counted the papers, and confirmed that the motion carried unanimously. OG remains a governor for the present.

**Action: JB to complete Form H to report removal of the Chair of GB to Babcock, and to inform the Diocese of this decision.**

The GB agreed to hold an additional agenda item directly after the agreed agenda to elect a new Chair.

*(MT left the meeting)*

9. **Approve plans for school residential trips 2017**

Year 6: Trip to France:

	<p>There will be a very early start, with breakfast on the coach, and lunch on the ferry. The children will discover French markets, and use their language skills. It is proposed that the children will stay in a Youth Hostel for one night. On the second day the children will visit a Sea Life centre before making the return trip. Gina Jenkin, Claire Gunningham, Anna Wade and Scott Pannell will staff the trip.</p> <p>A Group Passport is £39. The trip is budgeted at £95 per child (half price for disadvantaged children). Any families who may find it difficult to pay £95 will be offered a savings scheme.</p> <p><u>Year 4: Heatree House, Dartmoor.</u></p> <p>This venue provides an amazing number of different out door activities and will be led by Nat Padley (who originally trained as a PE teacher). The trip will be for three days with the cost being £146 per child (half price for disadvantaged children).</p> <p>The GB considered both these events offered exciting opportunities for the children at very reasonable cost.</p> <p>The GB agreed unanimously to approve both trips.</p>
<p>10.</p>	<p><b><u>Questions to Committees</u></b></p> <p><u>Teaching &amp; Learning:</u> No Questions</p> <p><u>Resources:</u> MP asked if there was any further information about a cooling system for the kitchen. The Diocese has agreed to assist with this, and a system has been chosen which will be installed during the Easter Holidays.</p> <p><u>Leadership &amp; Teachers' Pay:</u> No Questions</p> <p><u>Admissions:</u> No Questions</p>
<p>11.</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>• LN suggested that it would make more sense to remind the GB at the start of the meeting that governors are going to have to answer this question by the end of the meeting. This would help us keep the school's Ethos in mind during the business of the session.</li> <li>• Governors felt that core Christian values had been used when undertaking the process of removing the Chair, and that this would benefit the children.</li> <li>• It was felt that the reconstituted GB will improve the learning experience for all the children as it has been possible to address the skills shortage hitherto existing within the GB.</li> <li>• SMW considered the meeting had been inspirational, and that the GB is now in a stable position to move forward.</li> </ul>
<p>12.</p>	<p><b><u>Election of New Chair of Governors</u></b></p> <p>DMG proposed that DM should be elected as Chair. This was Seconded by Caren,</p> <p>The vote was carried out by written secret ballot, and counted by MM (who holds no vote).</p>

<p>DM was unanimously confirmed as the new Chair.</p> <p>It was agreed that DM would be Chair until the end of the last Full GB meeting on July 2018.</p> <p><b>Action: JB to advise Babcock and the Diocese of this election.</b></p>
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<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. Allocate Lead Staff for policy reviews.</b>	<b>TB &amp; JB</b>	<b>27.3.17</b>
<b>2. Confirm correct numbers of disadvantaged children in school.</b>	<b>TB</b>	<b>27.3.17</b>
<b>3. Circulate the staff meeting calendar to governors for their information.</b>	<b>TB</b>	<b>8.2.17</b>
<b>4. Explore the financial viability for summer school for disadvantaged pupils and report back to governors.</b>	<b>TB</b>	<b>27.3.17</b>
<b>5. Provide progress report on governance development action plan</b>	<b>LN &amp; IN</b>	<b>27.3.17</b>
<b>6. Agree their individual visits with their lead SIP staff members and to notify TB of arrangements so she can circulate a timetable to staff.</b>	<b>All Governor teams</b>	<b>10.2.17</b>
<b>7. Lead discussion on SIP Monitoring Recording</b>	<b>SW</b>	<b>27.3.17</b>
<b>8. Monitor impact of the GB between February and June and to provide report to the GB on the impact they have had.</b>	<b>SLT</b>	<b>By June 2017</b>
<b>9. Agree plan of items to include into the newsletter at Full GB meeting 27.3.17.</b>	<b>GB</b>	<b>27.3.17</b>
<b>10. Undertaken all policy work as detailed in item 7.</b>	<b>JB</b>	<b>27.3.17</b>
<b>11. Inform Babcock and Diocese of changes of Chair</b>	<b>JB</b>	<b>10.2.17</b>

**Agenda items for Full GB Meeting 27.3.17**

- Approve SEND policy
- Plan schedule of newsletter items and governor to lead on this
- Confirm numbers of disadvantaged children in school – TB
- Progress update on Governance Development Action Plan – LN & IN
- Lead discussion on SIP Monitoring Record completion

**Questions raised by Governors.**

- DM asked if staff are looking at how other schools teach Maths, particularly with reference to the Singapore Method
- MM asked if the 'pre-teach' system was as successful for grammar as for Maths.
- DMG asked for information on arrangements for SH's phased return to classroom teaching, following sickness.
- DM asked whether having multiple Deputy Heads was working as efficiently as originally planned.
- MM asked for an update on attendance figures, and how it was monitored.
- MM asked whether staff receive CPD (Continuous Performance Development).
- DM asked if five inset days all together would provide a better training experience than the current single or double days, spread across the school year.
- MP asked if there was any further information about a cooling system for the kitchen.

**SUMMARY OF DECISIONS**

- **The GB agreed to appoint DM as Local Authority Governor for a term of four years**
- **The GB agreed to appoint MM as an Associate Member for a term of one year**
- **The GB determined the 2018-19 Admissions Policy**
- **The GB reviewed and approved the following policies: Child Protection & Safeguarding, Pupil Behaviour, Discipline, Anti-Bullyinh and Exclusion and Finance and Governors Allowances & Expenses.**
- **The GB voted by secret ballot to remove OG as Chair of Governors**
- **The GB approved the two planned residential trips.**
- **The GB elected DM as Chair of Governors until the end of the last GB meeting in July 2018.**

**Next meeting:**

**Full Governing Board – Monday, 27<sup>th</sup> March 2017  
5.30pm-7.30pm**

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

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

**Date: .....**

*Full Governing Board Minutes 06.02.17*