

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BODY MINUTES

FULL GOVERNING BODY		DATE:	8th December 2014
CHAired BY: Jane Lucas (JL)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Shelia Watson (SW) Jo Smith (JS) Jane Fitt (JF) Mark Gilborson (MG) Jane Lucas (JL) Meg Privett (MP) Jade Kent (JK) Sally Knowles (SK) Owen Golightly (OG)			
APOLOGIES: Nick Partridge (NJP), Craig Jamieson (CJ), Glenn Greed (GG), Nick Pring (NP)			
Absent without apology:			

Agenda Items	
1	<p><u>Opening Prayer & Welcome</u></p> <p>1. Opening Prayer taken by MG.</p> <p>2. JL welcomed all to the meeting.</p>
2	<p><u>Apologies and sanctions of absence.</u></p> <p>1. NJP, NP, CJ and GG had all sent apologies. These were sanctioned by the GB.</p> <p>2. The GB formally noted that Lynne Askew has resigned due to her other commitments. The GB expressed their gratitude and appreciation for all LA did in her three years as a governor. A card signed by the GB will be sent to LA.</p>
3	<p><u>Declarations of Interest & Correspondence</u></p> <p>1. None.</p>

<p>4</p>	<p><u>Minutes and matters arising from last meeting (29.9.14 and 13.10.14)</u></p> <p>1. Part 1 minutes from 29.9.14 and Parts 1 and 2 from 13.10.14 were agreed as accurate and signed by the Chair.</p> <p>2. JB confirmed that the school's main admissions policy was sent to the Diocese and Devon County Council (DCC) before the end of October as required. The reviewed Nursery policy will be put up on the school website shortly as a change in the accompanying terms and conditions (late fees will be now charged if payments are not made on time) needs to be added.</p> <p>3. TB advised governors that if they wish to have a school-based email they can request one.</p> <p>4. GG has undertaken a comprehensive review of the school website and has produced a number of recommendations to improve the site. The GB noted their thanks to GG for this. Actions: TB to discuss with GG whether he would be prepared to be involved in implementing these changes. Changes will be implemented in priority order.</p> <p>5. Membership of the Leadership & Teachers' Pay Committee was confirmed to be JS, GG, CJ, JK and OG.</p>
<p>5</p>	<p><u>Parents/Carers Section</u></p> <p>1. JF informed the GB of a parent whose concerns had been dealt with promptly by their class teacher and TB.</p> <p>2. The newly formed Parents Forum is working well, and is being used constructively to explore positive issues and to look for ways of solving any problems or concerns. TB has received feedback that parents feel that the Forum means their voices are being heard.</p> <p>3. It was raised that sometimes the newsletter is not emailed out promptly and events can happen before information on them is received. Action: TB to ask the Senior Administrator to ensure that emailing out the newsletter is a priority item on Fridays.</p> <p>Governors were reminded that if they wish to receive a copy of the newsletter directly, they need to ask the Senior Administrator to add their name to the mailing list. The newsletter is uploaded to the school website and Facebook page every Friday.</p>
<p>6</p>	<p><u>Headteacher Report</u></p> <p>1. This had been circulated to governors ahead of the meeting. Governors spent some time in small groups discussing positive points of the report as well as any areas for concern/questions.</p> <p>2. Positive points:</p> <ul style="list-style-type: none"> • Year 6 data is positive • There is a noticeably increased number of pupils meeting national expectations or achieving significantly above them. • Phase 1 attainment is very good. • Attendance figures are good, excepting the data relating to three children who were out of school for a significant period of time. It was noted these children have recently made a positive return to school.

- Caren Flicker, the Family Advocate, increasing her hours earlier than planned to full-time is extremely positive. This will significantly reduce TB's workload.
- The school has recently made a number of appointments to the staffing team to further support the children's needs.
- One child has had their SEN statement removed due to the positive progress they have made.

3. Questions/concerns:

- JF asked if problems identified within Year 3 related to all children in the year group. TB advised it related to four children across three classes. Two children have been moved to a different class to benefit from a different style of teaching and to accelerate their attainment. This move was undertaken in consultation with the children's parents.
- The high percentage of Free School Meal (FSM) children in St. Martin's (higher than Devon and national average) presents challenges to the staff. The school continues to be funded for less FSM children than it actually has due to continually increasing pupil figures. The school receives Pupil Premium money for 59 FSM children but currently has 80 FSM children on roll.
- JL asked how staff morale was. TB advised that staff are very tired, but continue to teach the children with positivity and enthusiasm.
- JF asked how the newly-formed SEN team was working. The amount of support the Educational Psychologist provides to the SEN team has been increased – he is now in school once a week. The recent huge changes in SEN processes and paperwork are very challenging. There is uncertainty around time-lines, and some questions are as yet unanswered. SK, who is part of the SEN team, advised that having a team of three was working well. Emma Palmer (EP) has also put together a useful folder of SEN information for staff which has been very helpful. JL asked whether the changes had any impact on parents feelings about how they were being supported. SK advised that the changes have not affected the parents as their children continue to receive the support they need.
- MG noted the issues raised in the report regarding attainment in Maths and asked for further detail from TB. The staff are working to reduce the gaps in learning amongst the older children to make them ready for secondary school. This is being achieved through targeted work with smaller groups. The school is closely monitoring progress by undertaking Pupil Performance Monitoring, looking at work books and undertaking lesson observations. JL asked if the targeted groups were making progress. TB confirmed that there had been definite progress, with improved mathematical understanding. Trying to ensure that all children share the common language of Maths is very challenging. Where younger children are not meeting national expectations, this is because of they have specific SEN.
- JL referred to the information given in the Headteacher report about the particular focus at St. Martin's on ensuring emotional well-being and creating a safe environment in which children can learn. JL asked what new staff are given when they join that might be different to other schools. In the past, the staff group as a whole re-visited the philosophy that underpins all St. Martin's does at each inset. With such an increasing staff group, TB is now writing a small book for new staff which will sit with the staff handbook. New staff will have a specific session with TB to explore the way St. Martin's works. This will give them insight and understanding that may differ from other schools.

<p>7.</p>	<p><u>RAISEonline Data</u></p> <p>1. The RAISEonline document does not reflect the full picture or the context regarding data at St. Martin's. TB will be working with a Headteacher from another school to create a document for OfSTED which better tells the story of St. Martin's, which will sit alongside the school's Self-Evaluation Statement (SES).</p> <p>2. TB highlighted key aspects of the report:</p> <ul style="list-style-type: none">• The school has more boys than girls, a high percentage of FSM and SEN pupils and the highest mobility factor in the country. These are all factors which can impact upon attainment. St. Martin's therefore faces many challenges. It also has a very unique set of data from which it is not possible to look at trends over time.• There are issues regarding attainment within the current Year 5 group. However, the school is aware of this and has strategies in place to address them.• The Year 1 phonics screening results showed St. Martin's children achieving at 2% above the national average. The boys did better than the girls – this will be explored by staff to ensure that learning experiences are suiting both sexes.• St. Martin's does well at enabling children to be where they need to be. The data shows a constantly improving picture. Predicted KS1 writing data for numbers achieving Level 3 places St. Martin's above national averages.• Although KS2 data shows pupils below national expectations, the school has not had a significant number of the children for very long. It is key to look at the progress made, especially for those who have been in school for two or more years. The Leadership Team do not feel that the school should be judged on children who have been at the school for less time than this. Progress data shows that children are making or exceeding expected progress. MG asked if the school ensured that teachers did not only focus on those children that they could be judged on. TB confirmed that teachers were focussed on all children in their classes, but at the same time were aware that they had to be particularly aware of progress made by FSM children and those who had been with the school for more than two years.• SW asked whether now KS1 pupils are entitled to universal free school meals, parents were still notifying the school they were entitled to FSM to ensure the school received Pupil Premium funding. It is not possible to know if this is the case but parents are invited to complete the relevant forms.
<p>8.</p>	<p><u>Self-Evaluation Statement (SES)</u></p> <p>1. This is a document in progress. The areas OfSTED raised as needing development had already been identified as such by the school. Progress in these areas has now been added to the SES.</p> <p>2. Staff are exploring how the school can address the challenges that occur when children do not have their 'safe' person e.g. if they have a supply teacher instead. For some children, this is a real problem. All children at St. Martin's will have at minimum changed school and moved house. Others may have experienced further change or upheaval within their lives. This means that they find a change from their regular teacher very difficult to cope with.</p> <p>3. The school has been trialling a change to lunch-times so that the oldest and youngest children are not in the playground at the same time. Older children also now have a longer break mid-morning and a shorter lunchtime. Lunchtime staff have reported that this has been</p>

	<p>working well, and TB has invited feedback from parents/carers. JL asked if these changes had any impact for parents. Only one parent whose child goes home for lunch each day is affected by this change, but has not raised any problems regarding the new times. Action: Full GB to discuss whether to implement the new break times permanently at next Full GB meeting.</p> <p>4. Staff have raised that they would appreciate inspiration and motivation from the GB, to add to the challenge that governors already bring e.g. bringing in ideas/research from something governors have read/seen.</p> <p>5. The Senior Leadership Team (SLT) are keen to develop the staff's understanding of their responsibility to the whole school and to contribute to the whole school, not just their own classes.</p> <p>6. Overall, the SLT have judged the school as good, with outstanding Early Years provision. MG reminded the GB of the need to plan strategically for when the school will become outstanding.</p> <p>7. TB was thanked for her work on the SES. Action: JB to place 'SES' on the February Full GB agenda.</p>
<p>9.</p>	<p><u>Succession Planning</u></p> <p>1. Governors were previously tasked with completing the succession planning table to reflect their aspirations within the GB. Action: JB to send a reminder to those who still need to do this.</p> <p>2. JB and OG will look at the completed forms and arrange a meeting with those who have expressed an interest in developing the leadership of the GB. That group of people will then identify skills/training required for leadership roles. This group will also pick up actions from the 29.9.14 Full GB meeting, to tie in developing leadership with developing strategic planning.</p>
<p>10.</p>	<p><u>Questions to Committees.</u></p> <p>1. No questions to Committees.</p> <p>2. Following the SIP progress update received at the Teaching & Learning Committee meeting, it was identified that most governor teams have now submitted their questions to the lead staff teams. The only areas where this is outstanding are as follows:</p> <ul style="list-style-type: none"> • 1.2 To explore and develop a way of tracking and measuring progress and attainment in line with the new curriculum - CJ • 2.1 The culture of St Martin's is made explicit by the behaviour of all children and adults with everyone taking responsibility for modeling and disseminating our culture which means that children who are newcomers to the school and those children who may find meeting the expectations of the school more challenging are supported by the whole community – JK and CJ • 5.1 To rapidly identify and successfully address specific barriers to learning for children in our setting and joining us from other settings throughout the year. This had been LA's area of the SIP. It was agreed that JL would take on monitoring this area. <p>3. JL invited feedback from the GB on the draft governance development action plan she had written.</p>

	<p>4. The GB proposed that Governor Visits Week be 2nd-6th March 2015. Action: TB to check these dates with Phase Leaders.</p> <p>5. The GB agreed that JL would be added to the pool of governors to make a 1st Committee if required. Action: JB to amend Terms of Reference.</p>
11.	<p><u>Governor Feedback from training/events attended</u></p> <p>1. CJ will provide feedback from the New Governors course he attended at the next Full GB meeting.</p> <p>2. JF attended the Governors Update. She recommended that more than one governor attends these sessions in the future. Her feedback is attached separately. Action: JB to place this document on next Full GB agenda for further discussion.</p> <p>3. JK attended the Pupil Exclusion Procedures training – this was very useful. JK has informative notes which can be referred to in the instance of a pupil being excluded.</p>
12.	<p><u>Part 2 – Complaint Update</u></p> <p>1. The GB agreed to enter Part 2 for JL to update them on the on-going complaint. The GB then returned to Part 1.</p>
14.	<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"> • Caren Flicker being full-time from January was seen as very positive as it will allow TB to focus on other areas of the school. • The GB has a better understanding of the data and has received confirmation that children needing support are being targeted to improve progress. • Governors attending training will improve governance at the school

<u>ACTIONS FROM THIS MEETING</u>		
<u>Action</u>	<u>Person responsible</u>	<u>Date to be completed by</u>
1. Discuss with GG whether he would be prepared to be involved in implementing changes to the website.	TB	31.1.15
2. Ask the Senior Administrator to ensure that emailing out the newsletter is a priority item on Fridays.	TB	18.12.14
3. Send a reminder to those governors who still need to complete the succession planning form.	JB	12.12.14
4. Check with Phase Leaders whether proposed dates for Governors Visits Week are convenient.	TB	18.12.14
5. Submit outstanding SIP monitoring questions	CJ, JK, JL	6.1.15
6. Add JL to 1st Committee Terms of Reference	JB	18.12.14

Items for the next Full GB Agenda:

- **Discuss whether to implement the new break times permanently**
- **Self-Evaluation Statement**
- **Feedback from CJ – New Governors Training**
- **Discuss information from Governors Update – JF (allow 10-15 minutes)**

Questions raised by Governors.

- JF asked if problems identified within Year 3 related to all children in the year group.
- JL asked how staff morale was.
- JF asked how the newly-formed SEN team was working.
- JL asked whether the SEN changes had any impact on parents feelings about how they were being supported.
- JL asked if the targeted Maths groups were making progress.
- JL asked what new staff are given when they join that might be different to other schools.
- MG asked if the school ensured that teachers did not only focus on those children that they could be judged on.
- SW asked whether now KS1 pupils are entitled to universal free school meals, parents were still notifying the school they were entitled to FSM to ensure the school received Pupil Premium funding.
- JL asked if changes to break and lunch times had any impact for parents.

SUMMARY OF DECISIONS

- **The GB agreed membership of the Leadership & Teachers' Pay Committee to be JS, GG, CJ, JK and OG.**
- **The GB agreed that JL would be added to the pool of governors to make up a panel for a 1st Committee if required.**

Next meeting: Monday, 2nd February 2015 at 5.30-7.30pm

Please note: this meeting will be preceded by a joint staff/governors complaints training session starting at 3.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: