

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

**GOVERNING BOARD MINUTES**

<b>FULL GOVERNING BOARD</b>		<b>DATE:</b>	<b>27<sup>th</sup> March 2017</b>
<b>CHAired BY: Dominic Morgan</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) Declan MacGowan (DMG) Sheena Wright (SW) Ian Norton (IN) Caren Flicker (CF) Dominic Morgan (DM) Rev Lythan Nevard (LN) Marc Kastner (MK) Mark Maries (MM) – Associate Member			
<b>APOLOGIES:</b> Mel Turl (MT)			
<b>Absent without apology:</b> Owen Golightly (OG)			

**Agenda Items**

<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. MT had sent apologies, which were sanctioned by the GB.</p> <p>2. The GB noted that OG had not sent apologies for this meeting.</p>
<b>3</b>	<p><b><u>Declarations of Interest &amp; Correspondence</u></b></p> <p>1. No declarations of interest.</p> <p>2. No correspondence.</p>

<p>4</p>	<p><b><u>Minutes and update on actions from last full GB meeting (6.2.17) and approve Part 2 minutes 5.12.16.</u></b></p> <p>1. Parts 1 and 2 6.2.17 minutes 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"> <li>• Action 1 – not been possible due TB needing to prioritise work on reports. <b>Action: JB and TB to allocate Lead Staff for policy review in Summer term.</b></li> <li>• Action 2 – currently 126 disadvantaged children in school</li> <li>• Action 3 – completed</li> <li>• Action 4 – discussed at item 6</li> <li>• Action 5 – discussed at item 7.2</li> <li>• Action 6 – completed</li> <li>• Action 7 – being undertaken at item 7.3</li> <li>• Action 8 – On-going</li> <li>• Action 9 - To be undertaken at item 7.6</li> <li>• Action 10 – all completed except for the Safeguarding policy due to another new version being published since the last meeting. This has now been discussed at T&amp;L and is ready to be adopted – see item 8.1. Some points of the Finance policy need further clarification – to be discussed at item 8.</li> <li>• Action 11 - completed</li> </ul> <p>3. Part 2 5.12.16 minutes were agreed as accurate and signed by the governor who had chaired the meeting (approval delayed due to previous Clerk illness)</p>
<p>5.</p>	<p><b><u>Approve 2017-18 Budget.</u></b></p> <p>1. The budget is not yet finalized. The GB were informed that the School Finance Officer has confirmed that the budget can be presented to the Resources Committee on 10.5.17 and approved by Full GB on 22.5.17. The budget will be submitted to DCC after the Resources meeting with the advice that it is subject to approval on the 22.5.17.</p>
<p>6.</p>	<p><b><u>Verbal Headteacher Report and data summaries analysis</u></b></p> <p>1. <u>Attendance</u> – currently 95.5%, which is highest this year despite a high level of sickness in school. The school target is 96.2%. There is an improving picture for both attendance and recorded lates. The school is using a number of incentives to encourage good attendance, and concerns are monitored and promptly addressed by attendance officers in school and the EWO. The school is receiving a higher number of holiday authorization requests since the High Court case but TB is continuing to not authorize these. MK advised that DCC will be issuing fines again. DM asked if parents are notified that they may be fined. TB confirmed that they were.</p> <p>SW asked if children of non-statutory age whose attendance presents concerns are managed in the same way as statutory children. TB confirmed that the school contacts parents if they do not attend sessions they are booked for. SW asked TB to detail attendance data for different groups when next reporting to the GB.</p> <p>LN asked if it was possible to determine when an absence is due to genuine illness or not. CF confirmed that patterns are looked for and explored if identified.</p> <p>2. <u>SEN Inclusion Register</u> – this is being reviewed in line with the new Code of Practice. The school was previously required to include all pupils receiving an intervention, which meant that the SEN pupil percentage was 51% and not meaningfully representative of the level of SEN need in school. The new register will separate out pupils depending on whether they are disadvantaged, have SEND or both. <b>Agenda item for Full GB 22.5.17 meeting: TB to</b></p>

**present new Inclusion Register.**

3. Attainment & Progress Data – data sheets prepared by SH were circulated to the GB. These show that those groups who did not make the one point progress in the Autumn term have made significant progress in the Spring term. This is a pattern across all subjects, including Maths even with the difficulties presented by new pupils whose previous schools used a variety of different teaching methods.

The general picture regarding attainment is that more children are working at age-related expectations in core subjects. Non SEN/disadvantaged groups are doing very well, and disadvantaged/SEN groups are showing improvement. TB advised that teachers are monitoring their classes on an individual basis and any individual concerns are addressed by teachers and Phase Leaders during their data conversations.

TB advised that there are concerns regarding progress/attainment in several classes but the issues (teachers on long-term sick, one class having had a number of teachers during the year) are understood and are being addressed. For Year 6 children, NP and SH are providing additional Maths input to groups to either improve their depth of understanding or to ensure they reach age related expectations levels as they are currently on the cusp. Disadvantaged children are also receiving top-up Maths teaching after school.

*The GB agreed to enter Part 2 to discuss a staffing matter further.  
The GB then agreed to return to Part 1.*

KS1 results are looking like they will again be at or above age related expectations.

MM asked if there was a reason for the non-category boys data showing a dip in attainment for Maths and reading. This is due to new children who have joined. This was identified using the individual class data and their data will be carefully tracked.

4. CAMHS support for staff – clinical supervision is being offered to staff who are working with very challenging pupils. It was noted that St. Martin's is receiving a higher allocation of support due to the higher level of need than in some other schools.

5. Planned Pupil Premium spend 2017-18 – TB circulated the proposed spend to governors. Governors noted the proposed high emphasis on funding Maths, developing self-advocacy, mentoring work, the continued employment of a Family Advocate, the Deputy Head holding role of Disadvantaged Children's Champion (1/5 of salary to be PP for this purpose) and other specified support identified. **Actions: Governors to submit questions to TB on the proposals by 19.4.17. TB to respond to questions, and copy of these to be kept with minutes and discussed at next Full GB meeting.**

The GB noted the positive impact of investing heavily in supporting reading for disadvantaged children last year. TB will be creating an impact statement for PPG 2016-17 and this will be shared with the GB.

6. Multi-Academy Trust Planning – TB informed governors that in response to national directives for Church and Community schools and MATs to explore working together, she has held discussions with the Headteachers of Otter Valley Federation and Withycombe Raleigh as to how this could be achieved. Since then, plans have been published which propose Local Authorities being a MAT, and acting as a regional board. Further information on this will need to be clarified before any further discussions with other schools can be held on ways forward.

7. Viability of Summer School – following this suggestion at the Full GB meeting on 6.2.17, the possibility was discussed by SLT and DM. There was concern raised at how well attended it would be and the potential cost involved. It was agreed to invest money instead in extra after school teaching sessions, the benefits of this being the children are already in school and less

cost to the school.

8. Changes to SEND Funding. Governors noted that due to decreased funding, the school is having to re-evaluate how it meets the level of SEN need in school, whilst still retaining its ethos and values. The SLT's proposals for this will be presented to the GB at the next meeting. SLT are considering whether the yurt could be used as a learning hub for those with high levels of need, overseen by a teacher and staffed by HLTA and TAs. MM asked if the yurt is appropriate for being an all-year provision. The yurt already has sufficient heating, and the school could use the remainder of the Alcoa grant for additional furnishings and resources.

The GB discussed the difficulties that could be caused by trying to meet the same level of need but with less resources. Without adequate adult support, meeting very high levels of need will not be possible in school, which may lead to more moves to specialist provision.

*The GB agreed to enter Part 2 to discuss funding issues further.*

*The GB then agreed to return to Part 1.*

MK raised that Devon has more specialist schools than other counties and it might be beneficial to explore how schools outside of Devon manage SEN TA support.

SMW asked if the yurt was underused at the moment. TB advised it was due to the changes in the way Forest School is now being taught. The budget does not allow for a full time Forest School teacher, so smaller groups now use it rather than full classes (excluding the nursery who access it as a class).

7.

### Governance

1. Committee Membership. MK has now been appointed as a Foundation Governor. It was agreed that MK will join the Resources and Pay Committees, and be part of the pool of governors for any 1<sup>st</sup> or 2<sup>nd</sup> Committee as required.

It was also agreed that DM will take on the role of Lead Governor for Finance on a temporary basis until a new governor with financial skills can be recruited.

2. Governance Development Action Plan. IN has begun work on detailing actions required. It was noted that some items have already been achieved/actioned. **Actions: LN, IN and DM to prepare final draft and present at 22.5.17 Full GB meeting.**

3. Governor School Improvement Plan (SIP) Monitoring. SW had reviewed the Autumn term forms in her role as Lead Governor for School Improvement Planning and had found that there were inconsistencies in how the recording form was being used. The focus needs to be on identifying what difference the governors are making to improvement through current use of the form. Governors were omitting to complete the next steps/questions section, which is key to informing the following term's monitoring work.

The GB identified that the following have impacted upon their ability to complete the form:

- Being wary of 'bothering' staff
- Being unsure how best to collaborate with other governors in their group
- Having sufficient understanding of their area to create meaningful questions in the Autumn term
- Finding it difficult to identify what next steps might be
- How to record learning without including a lot of narrative description.

It was discussed that if the GB is not raising questions, then it is just accepting the information provided. In order to evaluate meaningfully, governors need to challenge themselves to find those next steps. Autumn work needs to focus on planning and asking what is happening. Spring term work must focus on impacts – what is being achieved?

The GB agreed the following actions:

- TB and SW to create a model of a completed SIP monitoring form so governors can see what is expected, and to send this out to the GB.
- Monitoring teams to submit their visit reports to HB by 19.4.17
- End of term reports are to be reviewed by Committees, not just the Lead Governor for School Improvement Planning to gain a group perspective
- TB to explore with staff whether Autumn SIP conversations could be held at a staff meeting rather than being arranged on an individual basis.
- Monitoring process to be reviewed again at 22.5.17 GB meeting.

In order to improve understanding of the role of the GB and the work it undertakes amongst parents/carers, it was agreed that governors would also write a few lines on their experience/findings from their spring visit for inclusion in the school newsletter. **Action: Submit newsletter report to JB by 19.4.17.**

4. GB Annual Impact Statement. The GB discussed the importance of being able to identify impacts attributable to work undertaken by governors and how governor decisions/challenge have contributed to the efficacy of the school. It was agreed that governors should work towards being able to describe how they have contributed individually. **Action: As the Governance Development Action Plan will inform this work, LN and IN will lead on writing the statement. LN and IN to prepare initial draft to present at 22.5.17 GB meeting, with final statement to be approved 17.7.17 meeting.** LN and IN to refer to the 2015-16 SIP Report and 2016-17 SIP to identify how threads of governor work have contributed towards the next year's work plans.

5. New Governor Induction Process. To be reviewed as part of annual cycle of work. The GB agreed that no changes were required.

6. Agree lead governor for producing newsletter updates. It was agreed that Committees will contribute an item to the newsletter each half term. **Action: JB to make this a standing agenda item.**

**8. Policies**

1. Safeguarding. A new policy has been published by Babcock and reviewed at T&L Committee. The GB agreed to adopt this, with the inclusion of wording of the school's policy on the management of uncollected children.

2. SEND. This was a scheduled review. No changes are required. The GB agreed to approve this policy again.

3. Disciplinary. A new model policy has been published by DCC and was reviewed at Resources Committee. The GB agreed to adopt the policy.

4. Finance. The following clarifications were agreed in response to the audit action plan:

- Spending limits for the School Business Manager to be set at £400/requisition – to be added into the table of delegation and the narrative of the policy
- Petty cash transaction limit to remain at transaction limit. The auditor stated that this was too high, but as there would then be no process for purchasing items costing between the agreed and actual limit, the GB agreed to not amend this.
- Actions such as approve HT travel claims to be delegated to Chair and Nominated Governors, with narrative to be added to state that it is the responsibility of the Chair, but in their absence, this would become delegated to Vice-Chair or another Resources Committee member.

**Actions: JB to make policy amendments above, update the policy review schedule and**

	ensure correct versions are on the website and internal wiki page, as appropriate.
9.	<p><b><u>Questions to Committees</u></b></p> <p>1. <u>Resources</u>. LN asked if there was still a shortage of cleaners, and if so, whether using agency workers was impacting upon the budget. This is still the case, but interviews are being held this week so this may change the situation.</p> <p>MP asked if the school was still aiming to install the kitchen ventilation system. This will be happening during the Easter holidays.</p>
10.	<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>• Governors have challenged themselves to be more accountable, and to evaluate the impact they have which will strengthen the leadership of the school.</li> <li>• Discussions have been held in accordance with the Christian foundation of the school.</li> <li>• The GB has discussed how the school will maintain its ethos and values with fewer resources available.</li> </ul>

<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>
1. Allocate Lead Staff for policy reviews.	JB & TB	2.5.17
2. Submit questions on proposed PPG spent to TB	All governors	19.4.17
3. Provide responses to PPG questions to GB.	TB	10.5.17
4. Create a model of a completed SIP monitoring form so governors can see what is expected, and to send this out to the GB.	TB & SW	5.4.17
5. Explore with staff whether Autumn SIP conversations could be held at a staff meeting rather than being arranged on an individual basis.	TB	17.7.17
6. Submit Spring Visit reports to JB.	All SIP teams	19.4.17
7. Submit newsletter reports to JB.	All SIP teams	19.4.17
8. Prepare first draft of Annual Impact Statement and send to JB.	LN & IN	14.5.17
9. Make 'Newsletter Update' a standing agenda item for Committees.	JB	On-going
10. Make policy amendments detailed in item 8, update the policy review schedule and ensure correct versions are on the website and internal wiki page, as appropriate.	JB	22.5.17

**Questions raised by Governors.**

- DM asked if parents are notified that they may be fined for taking term time holidays.

- SW asked TB to detail attendance data for different groups when next reporting to the GB.
- LN asked if it was possible to determine when an absence is due to genuine illness or not.
- SW asked if children of non-statutory age whose attendance presents concerns are managed in the same way as statutory children.
- MM asked if there was a reason for the non-category boys data showing a dip in attainment for Maths and reading.
- MM asked if the yurt is appropriate for being an all-year provision.
- SMW asked if the yurt was underused at the moment.
- LN asked if there was still a shortage of cleaners, and if so, whether using agency workers was impacting upon the budget.
- MP asked if the school was still aiming to install the kitchen ventilation system.

**Agenda items for Full GB 22.5.17 meeting:**

- **TB to present new Inclusion Register.**
- **Discussion of Q&As relating to proposed 2017-18 PPG spend**
- **Approve 2017-18 Budget**
- **Review SIP Monitoring processes – feedback on model example form**
- **Present initial draft of GB Annual Impact Statement – LN & IN**

**SUMMARY OF DECISIONS**

- **The GB agreed to adopt the new model Safeguarding and Disciplinary policies**
- **The GB agreed the amendments to the Finance policy detailed in item 8.**
- **The GB agreed that MK would sit on the Resources and Pay Committees and be in the pool for 1<sup>st</sup> and 2<sup>nd</sup> Committees as required.**
- **The GB agreed that DM would hold the role of Lead Governor for Finance on a temporary basis.**

**Next meeting: Monday, 22<sup>nd</sup> May 2017**  
**5.30pm-8.00pm**

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

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

**Date: .....**