

**ST MARTIN'S CE PRIMARY & NURSERY SCHOOL  
GOVERNING BODY MINUTES**

<b>FULL GOVERNING BODY</b>		<b>DATE:</b>	<b>1<sup>st</sup> February 2016</b>
<b>CHAired BY: Jo Smith (JS)</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
Tania Beard (TB) Jo Smith (JS) Meg Privett (MP) Owen Golightly (OG) Sheena Wright (SW) Ian Norton (IN)			
<b>APOLOGIES:</b> Nick Partridge (NP), Shelia Watson (SMW), Sally Knowles (SK), Mel Turl (MT)			
<b>Absent without apology:</b>			

<b>1.</b>	<p><b><u>Opening Prayer &amp; Welcome</u></b></p> <p>1. Opening Prayer taken by TB.</p>
<b>2.</b>	<p><b><u>Apologies and sanctions of absence.</u></b></p> <p>1. NP, SMW, SK and MT had sent apologies, which were sanctioned by the GB.</p> <p>2. The GB noted that Adam Quint has resigned as he does not feel that his work commitments will allow sufficient time to be a governor as well.</p>
<b>3.</b>	<p><b><u>Declarations of Interest &amp; Correspondence</u></b></p> <p>1. SW advised the GB that she has been supporting the Early Years team, in Alex Parks' (AP) absence – this is on a paid consultancy basis. SW worked with the Early Years team prior to becoming a governor and she is being employed on the basis of the skills and quality of support she provides.</p> <p>2. No correspondence.</p>
<b>4.</b>	<p><b><u>Minutes and matters arising from last meetings (30.11.15 and 15.12.16)</u></b></p> <p>1. Both sets of minutes were agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. Updates on actions:</p> <ul style="list-style-type: none"> <li>• Obtaining passwords for Fischer Family Trust website – <b>JB and TB still to action.</b></li> <li>• Letter of thanks to Alcoha – <b>OG still to action.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Diocese Governance Self-Assessment – OG has completed this but needs to discuss with TB prior to submitting it.</li> <li>• All other actions completed.</li> </ul> <p>The GB agreed to enter Part 2 to discuss progress regarding the outstanding complaint appeal hearing.</p> <p>The GB agreed to return to Part 1.</p>
<p>5.</p>	<p><b><u>Headteacher Report and data summaries analysis</u></b></p> <p>1. This had been circulated to governors ahead of the meeting.</p> <p><u>2. Staffing.</u> A key issue is how to manage the unstable staffing period ahead, since three members of staff will be taking maternity leave and one is on long term absence. The Committee noted that the maternity leave arrangements will require careful planning but this is manageable – AP's absence is less straightforward as the timescales for her absence are currently unknown. JS asked if the formal absence process has begun with AP. TB confirmed that it had, via email.</p> <p><u>2. SIP Monitoring Calendar.</u> The GB noted the progress recorded in this document. The EYFS action plan is currently being written with SW. OG raised that the GB needs to consider how to link the SIP monitoring work with the longer term strategic plan. <b>Action: OG to lead on planning a date for members of the GB to meet with the Senior Leadership Team (SLT) regarding this.</b></p> <p><u>3. Autumn 2015 data.</u> The GB noted that although the Year 3 data looks low, this is as a result of the raised expectations levels in the new curriculum. Therefore, those Year 3 pupils were classified as being 'exceeding expectations' in Year 2 are now only just meeting the new expectations. However, TB confirmed that Year 3 are on track. This will be a similar picture nationally for those currently in Year 3. The GB noted that Werner Holl has now moved to teaching a Year 3 class.</p> <p><u>4. Reducing gaps for disadvantaged pupils.</u> TB informed the GB that DCC have written to the school to congratulate them on the excellent work staff are doing on reducing gaps for disadvantaged pupils. This has been achieved through the school placing its emphasis (and a significant spend) on ensuring that children feel safe in school and ready to learn. This begins in the Foundation Stage where children's lives are enriched through small music group sessions, speech and language therapy provision and nurture groups. The biggest success with older children has been Balance Board interventions. This helps children regulate themselves and also improve co-ordination for handwriting. As well as being used more formally as an intervention, the Balance Boards are also used as required when children need to calm themselves.</p> <p>Pupil Premium money has also been used to fund play therapy for children who are experiencing conflict at home or who are struggling socially in school. This has been very successful. The Nurture Group in the Forest also provides family style days where children can work and cook as a team together, and share experiences such as telling and hearing stories together.</p> <p>St. Martin's looks for success in different ways and the school keeps success books for those children who are unlikely to make the expected points progress. The success books record small success steps linked to developing the children's attitudes to learning. Attitudes to learning are RAG- rated (red, amber, green). They show how the enrichment provided by the school is improving these children's life chances. IN asked whether the children set their own goals in their success books. This sometimes happens, but a number of the children do not have an understanding of successes to be able to do this.</p>

5. Learning Narratives. Example learning narratives and Pupil Premium narratives had been shared with governors. Narratives at St. Martin's are very aspirational. They differ from narratives used at other schools – they focus on the children being 'architects of their own learning' and engaging children to ensure they are curious, motivated and inspired about learning.

It was agreed that it would be beneficial for staff to attend a GB meeting to talk through how their learning narratives are developed and engaging children. TB advised that the Learning Ambassadors are also planning to attend a Teaching & Learning Committee meeting next term. **Action: TB to liaise with teachers to arrange this. It was suggested that one new teacher and one teacher who has been with the school since it opened attend.**

6. Report on RAISEonline data of all schools who are part of Exeter Consortium. This report analyses the data from thirty schools locally and shows that St. Martin's is doing very well considering its' period of such rapid growth and change. OG asked whether the OfSTED outcome will depend on how well the St. Martin's story can be explained. OfSTED will also assess the quality of teaching and consider the evidence in books of good progress. OG asked if there is confidence in the quality of evidence in books. TB confirmed that there was.

7. Pupil Premium/SEND budgets. JS asked if most Pupil Premium pupils also have SEND statements. Only five children at St. Martin's have statements. The school currently receives Pupil Premium funding for 115 children. TB confirmed that the SEND budget is separate to the PP budget even though there is some crossover between the two. The SEND audit costs all SEND spend. PP spend is detailed separately. In 2016-17, St. Martin's is expected to receive £158 000.

8. Development of Governance. Governor Visits Week has been arranged for the week 14<sup>th</sup>-18<sup>th</sup> March. These visits are part of the agreed governor monitoring cycle and linked to governor teams' SIP areas.

The GB recently received a training session from Brenda Steel (Babcock consultant) on developing governance and a long term strategic plan. The GB currently receives information on what is happening operationally. Now pupil and staff numbers are stabilising, there is a need to move towards working more strategically and considering how the GB can contribute to and develop the leadership plan.

TB reflected that the GB itself has undergone a great deal of change itself and therefore has not been stable enough to set a sustained vision. The focus of the GB up until now has been on sustaining the growth of the school and supporting the staff team. OG acknowledged that whilst the GB has been reactive and tactically supportive, this role now needs to move away from that way of working to a more strategic approach. **Actions: OG to liaise with Brenda Steel to arrange observing how the Governing Bodies she chairs are working. JS to liaise with other Governing Bodies to research how they monitor school improvement/develop long term planning. OG and JS to provide feedback at a future GB meeting.**

The GB agreed that they should continue the current SIP monitoring work as it aids understanding and ensures they have a grounding of what happens in school.

9. Future partnerships. There is a need for the school to start considering whether it might join a multi-academy trust within the next few years. TB has been approached by the Diocese as to whether St. Martin's might put in a bid for the third Cranbrook school to be a Church school. TB has been advised that is not good practice for all schools in an area to be part of the same Trust since this does not offer any parental choice. TB has had some early stage discussions with the heads of Withycombe and Feniton/Tipton Federation as to whether the their schools could form a multi-academy trust of their own choice so that it works for all involved. TB is due

	<p>to meet with the Diocese in April to discuss this further. Should it be agreed to proceed, plans will then come to governors. JS asked whether there was any possibility of government forcing change earlier. TB advised that St. Martin's will have to become an academy regardless of which decision is taken about partnerships. IN noted that the challenge will be to become part of a bigger community whilst retaining the qualities which make St. Martin's unique. There will be a need for both the GB and the staff to be able to articulate what makes St. Martin's unique (i.e. its Christian ethos and values) during any partnership decisions.</p> <p>10. The GB discussed planning a strategic visioning event – this would include children, governors, staff, parents and members of the Church and wider Cranbrook community. Mixed groups would be asked to discuss and consider questions such as :</p> <ul style="list-style-type: none"> <li>• What has been key to the school's successes so far?</li> <li>• What new things do we want to bring to the school?</li> <li>• What things should we insist happen?</li> </ul> <p><b>Action: OG and TB to lead on arranging a meeting of three governors with the SLT to discuss long term strategic planning and organising a visioning event.</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>JB to obtain clarification from Governor Support regarding the correct template for the GB Annual Report.</b></li> <li>• <b>TB to provide governors with the report from a visioning evening held at Thorveton.</b></li> <li>• <b>OG to draft phrasing for governance section of Self-Evaluation Statement.</b></li> <li>• <b>TB to provide GB with a copy of the Business Plan which inaccurately projected the school would only have 260 children at the end of 2015 – thus evidencing that the rate of growth has even exceeded original plans.</b></li> </ul>
<p>6.</p>	<p><b><u>Policies</u></b></p> <p>1. <u>Approve Governors Allowances &amp; Expenses Policy.</u> OG had reviewed the current policy, but a new model policy has just been published. Therefore, it was agreed that the current policy would continue to stand, but that the new policy will be placed on the next meeting's agenda.</p> <p>2. <u>Determine 2017-18 Admissions Policy.</u> This has been considered by the Admissions Committee, the Diocese and the Local Authority. The GB agreed to determine (approve) the policy. <b>Action: JB to send determined policy to the Diocese and LA, and to publish on school website.</b></p>
<p>7.</p>	<p><b><u>Governing Body Membership</u></b></p> <p>1. As well as AQ resigning this term, Gary Gates resigned in December 2015 due to personal reasons. The school has received an expression of interest from a volunteer regarding the Co-opted Governor position and TB will be meeting with them to discuss the role.</p> <p>The new Minister for Cranbrook is due to be appointed this month, and they will be invited to join the GB. SW and IN advised that they meet the criteria for Foundation Governors so will apply to transfer to that category of governor. This will then create a Co-opted Governor vacancy and a Parent Governor vacancy. <b>Action: JB to arrange Parent Elections once IN has been appointed as a Foundation Governor.</b></p> <p>SK will be stepping down from her staff governor role when she goes on maternity leave. Caren Flicker, Family Advocate, has expressed an interest in the role. <b>Action: JB to arrange staff governor elections after half term.</b></p> <p>2. <u>Confirm Committee membership.</u> The GB agreed that all governors (except staff governors) will be on both the 1<sup>st</sup> and 2<sup>nd</sup> Committees. Panels will then be established depending on</p>

	<p>governor availability and any previous involvement with the issue.</p> <p>3. The GB agreed that IN would be Lead Governor for Health &amp; Safety and Premises.</p> <p>4. The GB need to form a panel to consider a recent decision to permanently exclude a pupil. The GB agreed that OG, IN and JS would form this panel. <b>Action: JB to notify all involved parties of the meeting arrangements and to distribute all supporting paperwork.</b></p>
8.	<p><b><u>Questions to Committees</u></b></p> <p>1. <u>Resources.</u> MP raised that the mileage amounts set by DCC and used in the Governors Allowances &amp; Expenses policy seemed quite high. OG noted that it was comparative to amounts set in other businesses, but that he would check whether it was standard amongst other schools locally.</p> <p>2. No other questions to Committees.</p>
9.	<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>• The discussion regarding strategic planning will develop stronger governance within school.</li> <li>• The focus on filling governor vacancies, and in particular Foundation Governors, will create a more stable GB.</li> <li>• Articulating makes St. Martin's unique in any MAT planning discussions will ensure that its Christian ethos and values are retained.</li> <li>• Through discussing the creating of a MAT that fits with St. Martin's and puts the children first.</li> </ul>

<b>ACTIONS FROM THIS MEETING</b>		
<b><u>Action</u></b>	<b><u>Person responsible</u></b>	<b><u>Date to be completed by</u></b>
<b>1. Liaise with TB to obtain passwords for the GB to access Fischer Family Trust data.</b>	<b>JB</b>	<b>26.2.16</b>
<b>Write to Alcoha on behalf of the GB to thank them for their support to the school.</b>	<b>OG</b>	<b>26.2.16</b>
<b>3. Arrange teachers to attend Full GB meeting to discuss learning narratives.</b>	<b>TB</b>	<b>29.2.16</b>
<b>4. Liaise with Brenda Steel to arrange observing how the Governing Bodies she chairs are working and provide feedback to the GB.</b>	<b>OG</b>	<b>29.2.16</b>
<b>5. Liaise with other Governing Bodies to research how they monitor school improvement/develop long term planning and provided feedback to the GB.</b>	<b>JS</b>	<b>29.2.16</b>
<b>6. Arrange a meeting of three governors with the SLT to discuss long term strategic planning and organising a visioning event.</b>	<b>OG and TB</b>	<b>29.2.16</b>
<b>7. Obtain clarification from Governor Support regarding the correct template for the GB Annual Report.</b>	<b>JB</b>	<b>12.2.16</b>

<b>8. Provide governors with the report from a visioning evening held at Thorveton.</b>	<b>TB</b>	<b>14.3.16</b>
<b>9. Draft phrasing for governance section of Self-Evaluation Statement.</b>	<b>OG</b>	<b>29.2.16</b>
<b>10. Provide GB with a copy of the Business Plan which inaccurately projected the school would only have 260 children at the end of 2015.</b>	<b>TB</b>	<b>14.3.16</b>
<b>11. Send determined Admissions policy to the Diocese and LA, and to publish on school website.</b>	<b>JB</b>	<b>12.2.16</b>
<b>12. Arrange Parent Elections once IN has been appointed as a Foundation Governor.</b>	<b>JB</b>	<b>When appointed.</b>
<b>13. Arrange staff governor elections after half term.</b>	<b>JB</b>	<b>26.2.16</b>
<b>14. Notify all involved parties of the meeting arrangements and to distribute all supporting paperwork.</b>	<b>JB</b>	<b>2.2.16</b>
<b>15. Check if mileages amounts are comparative with to other schools locally.</b>	<b>OG</b>	<b>4.3.16</b>
<b>16. Update Committee TORs to reflect agreed changes in item 7.</b>	<b>JB</b>	<b>26.2.16</b>

**Questions raised by Governors.**

- JS asked if the formal absence process has begun with AP.
- IN asked whether the children set their own goals in their success books.
- OG asked whether the OfSTED outcome will depend on how well the St. Martin's story can be explained.
- OG asked if there is confidence in the quality of evidence in books.
- JS asked if most Pupil Premium pupils also have SEND statements.
- JS asked whether there was any possibility of government forcing change earlier regarding formation of multi-academy trusts.

**SUMMARY OF DECISIONS**

- **The GB determined the 2017-18 Admissions policy.**
- **The GB agreed that the Governors Allowances and Expenses policy would stand until the new model policy can be considered at the next meeting.**
- **The GB agreed that all governors (except staff governors) will be on both the 1<sup>st</sup> and 2<sup>nd</sup> Committees. Panels will then be established depending on governor availability and any previous involvement with the issue.**
- **The GB agreed that OG, IN and JS would form the panel to consider the decision to permanently exclude a pupil.**

**Next meeting: Monday, 21<sup>st</sup> March 2016., 5.30-7.30pm**

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

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

**Date:** .....