

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

<u>FULL GOVERNING BOARD</u>		DATE:	17th September 2018
CHAired BY: Andy Wood (AW)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) Danielle Hamilton (DH) Rick Walker (RW) Sheena Wright (SW) Andrew Wood (AW) Rev Lythan Nevard (LN) Vicky Keating (VK)		Craig Jamieson (CJ) – prospective new governor	
APOLOGIES: John Clements (JC), Mel Turl (MT), Caren Flicker (CF)			
Absent without apology:			

Governor questions are highlighted in grey.

Agenda Items	
1.	<u>Opening Prayer & Welcome</u> 1. Opening Prayer taken by LN.
2.	<u>Apologies and sanctions of absence.</u> 1. MT, JC and CF had sent apologies, which were sanctioned by the GB.
3.	<u>Declarations of Interest & Correspondence</u> 1. No declarations of interest. 2. No correspondence.
4.	<u>School Improvement Plan</u> 1. <u>Discussion of draft SIP</u> The writing of the draft SIP was informed by a combination of: - Data - Actions and outcomes identified at the SIP Review evening in July - Discussions at the Senior Leadership Team (SLT) day supported by a Leadership coach.

The actions identified regarding parental engagement arose from the Visioning Evening. DH asked whether actions which have not been completed in 2017-18 would be carried forwards. TB confirmed that they have been included in the 2018-19 action plans

2. Agree governor monitoring teams

Teams were agreed as follows:

- Effectiveness of Leadership and Management of the School – John Clements and Danielle Hamilton
- Quality of Teaching, Learning and Assessment – Vicky Keating and Andy Wood
- Personal Development, Behaviour and Welfare – Craig Jamieson, Lythan Nevard and Caren Flicker
- Outcomes for Pupils – Rick Walker (and prospective new governor when appointed)
- Early Years Provision – Sheena Wright

3. Approval of SIP.

The GB approved the SIP for 2018-19.

4. Arrangements for GB and staff SIP Q&A Evening

To be held 6.00-7.00pm 15th October, with the Full GB business meeting moved to 7.00pm – 9.00pm.

5. Questions from governors on monitoring process and completion of SIP Monitoring Form.

Action: JB to send out blank monitoring form to GB.

LN asked if staff feel that governor monitoring is being undertaken in the most effective way. TB advised that staff had found last year's SIP Q&A evening was helpful, and a useful way in which to reflect back. Staff have also commented that they feel governors are well informed and positive in celebrating impacts during the year. The GB discussed whether staff feedback on governor involvement could be formally gathered during the year.

Action: JB to work with JC to coordinate mechanisms for seeking feedback.

5. Governing Board 'Annual Housekeeping' 2018-19

1. Key Information for Governors October 2018

Governors had all read and noted the contents of this.

2. Review of Terms of Reference, Lead Governor roles and membership of Committees.

These were all approved. The GB will move to a Lead Governor governance structure this term, with their reports discussed at Committee meetings held in the second half of the term. Full GB meetings will be more focused on strategic planning and school improvement review.

The Parent and Community Links Lead Governor role was amended to now be Parent and Christian Community Links, with responsibility included for working with staff on SIAMS and monitoring RE and the Christian ethos.

The GB agreed to have Lead Governors for Early Years and also Data and Curriculum.

CF will take on responsibility for developing governance, including:

- working with JC to mentor new governors
- undertaking and analyzing governor skills audits
- working with JC to plan the annual GB Self-Review session

3. Annual Cycle of Work.

This is in the process of being finalized by JB to reflect the new structure – governors approved the current draft.

4. Code of Practice and Meeting Protocol

Both were reapproved, with one minor amendment to the Code of Practice around the wording regarding the sending of apologies.

5. Declaration of Business Interests

All governors present reviewed, re-signed and updated as required. **Action: JB to ensure governors not present today will complete this at the next GB meeting on 15.10.18.**

6. Keeping Children in Safe in Education

Governors signed to confirm they had received and read the 2018 updated document. It was confirmed governors need to have read the whole document. Governors noted all staff also reviewed this document as part of the inset safeguarding session in September 2018.

7. Process for electing Vice-Chair 2018-19

The Vice-Chair role is now vacant. Governors were asked to consider nominating themselves in preparation for the election which will be held 15.10.18.

8. Election of Committee Chairs

CF elected Chair of Resources
DH elected Chair of Leadership and Teachers' Pay Committee
DH elected Chair of the Admissions Committee
LN elected Chair of T&L Committee

6. Pupil Premium Spend 2017-18 Impact Analysis

1. RW had raised queries as to whether it might be possible to improve the format of the analysis, in particular to include an executive summary at the top of the document, to ensure key impacts are highlighted and consider alternative ways of presenting the data.

TB will discuss this further with RW, although it was noted that OfSTED had stated that how analysis of Pupil Premium spend was analysed was a strength, and this was reaffirmed by an external review. The school is also required to present some of the data in a specific way.

TB advised that from now on that the analysis of impact will be aligned with data over the academic year even though the funding follows the financial year.

SW suggested that there should be a separate section relating to Early Years Premium.

AW asked if DCC funding for the Family Advocate role was secure. TB confirmed that it is secure for 2018-19, as Cranbrook continues to be unique in its needs. As the town gains services and becomes established, it is likely to be less able to have the funding.

<p>7.</p>	<p><u>Parental Engagement</u></p> <p>1. Parental engagement was discussed at the staff inset day at the beginning of term, including how staff could work with parents to support them being more engaged with their children and their learning and also how to empower parents to be part of the solution. All staff have committed to working with parents either on an individual basis or in groups. Outcomes of this inset session informed the drafting of the 'what is parental engagement' document which TB shared with governors. Governors will contribute to this, as will members of the PTFA and Parent Voice. Once finalized, it will be shared with parents and published on the website.</p> <p>LN had attended this inset session and reflected that all staff had contributed and that it was apparent that new staff were supported to feel part of the school community.</p> <p>2. Governors were informed that classes are now welcoming parents into classrooms for the first half an hour of the day – some classes every day, some a few times a week. Parents can then observe how phonics, spelling and grammar are taught. LN suggested governors attend it they are able to.</p> <p>Action: TB to obtain details of which classes are open and when and send this information to governors.</p> <p><i>(CJ left the meeting)</i></p> <p>Parents Voice reps will be invited to attend the next Parental Engagement session to ensure that the parents' views are included. TB is exploring different options to encourage parents to feel comfortable coming into school e.g. holding an exercise class followed by an informative session.</p>
<p>8.</p>	<p><u>Re-appointment of IG as Associate Member</u></p> <p>1. The GB re-appointed Iain Grafton as an Associate Member for the term of one year.</p>
<p>9.</p>	<p><u>Jackie Box Memorial Tree</u></p> <p>1. The GB reconfirmed arrangements for Jackie's family to visit Jackie's tree - this can be at any time but with prior appointment. New governors were informed that Jackie was a Teaching Assistant at St. Martin's who died several years ago, and the tree was planted in her memory.</p> <p>2. The GB agreed that a similar arrangement should be in place for Coby's bench and that these arrangements will be revisited each September to ensure that all governors are always aware that the family can visit (by prior appointment).</p>
<p>10.</p>	<p><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'</u></p> <ul style="list-style-type: none"> • Governors have discussed importance of developing parental engagement and will continue to contribute to work on this. • Governors have read Keeping Children Safe in Education and understand their duty of care. • Governors have approved the School Improvement Plan for this year. SIAMS and Christian distinctiveness now sit within the SIP. • The new governance cycle of work was discussed and implemented and governors discussed how to make governance as effective as possible.

<u>ACTIONS FROM THIS MEETING</u>		
<u>Action</u>	<u>Person responsible</u>	<u>Date to be completed by</u>
1. Send out blank SIP monitoring form to GB	JB	1.10.18
2. Ensure governors not present today will complete review of Business Interests at the next GB meeting.	JB	15.10.18
3. Plan and coordinate mechanisms for seeking feedback from staff on effectiveness of governance.	JB and JC	15.10.18
4. Advise Simons family of agreed arrangements for visiting memorial bench.	TB	15.10.18

SUMMARY OF DECISIONS

- The GB agreed to approve the SIP 2018-19
- The GB reviewed and approved the following:
 - Terms of Reference for Committees and Lead Governors
 - Cycle of Work
 - Code of Practice
 - Meeting Protocol
- The GB reviewed and signed their Declaration of Business Interests forms
- The GB elected Committee Chairs as detailed in item 5.8.
- The GB agreed to re-appoint Iain Grafton as an Associate Member for the term of one year.
- The GB reaffirmed visiting arrangements for the Box family to Jackie's memorial tree and agreed that the same arrangements would be put in place for CS's bench.

Next meeting: Monday, 15th October 2018

6.00pm – 7.00pm – SIP Q&A Session
7.00pm – 9.00pm – GB Business Agenda

Signed as accurate by the Chair:

Name of Chair:

Date: