

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

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| FULL GOVERNING BOARD | | DATE: | 11th February 2019 |
| CHAired BY: John Clements (JC) | | CLERKED BY: Jacqueline Brooks (JB) | |
| GOVERNORS PRESENT: | | Also Present: | |
| Tania Beard (TB) John Clements (JC) Caren Flicker (CF) Mel Turl (MT) Andrew Wood (AW) Rev Lythan Nevard (LN) Craig Jamieson (CJ) | | Ben Williams (BW) – Prospective new governor | |
| APOLOGIES: Lisa Malton (LM), Vicky Keating (VK), Danielle Hamilton (DH), Sheena Wright (SW) | | | |
| Absent without apology: | | | |

Governor questions are highlighted in grey.

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| Agenda Items | |
| 1. | <u>Opening Prayer & Welcome</u> 1. Opening Prayer taken by LN. |
| 2. | <u>Apologies and sanctions of absence.</u> 1. SW, LM, VK DH had all sent apologies, which were sanctioned by the GB. Action: JC to contact VK to establish whether she can advise how much longer she is unable to undertake governor work, to enable the Board to plan forward. |
| 3. | <u>Declarations of Interest & Correspondence</u> 1. No declarations of interest. 2. Correspondence had been received from Steve Bampton (SB) from Cranbrook Youth FC, asking the GB to consider whether the Club could build changing rooms and toilets on the school field. JC had prepared a summary of key points from this letter and shared this with the GB. A previous proposal from SB regarding the same has previously been considered by the GB and the Diocese, and the Diocese and GB had not been in favour. The Secretary of State would also be required to give approval as the field is designated green space. AW declared that he had been aware of this proposal in his work role. |

AW advised that it is not unusual for Youth FCs to not have such facilities, and that the costs of groundworks and connections to utilities would be likely to be very high. The GB discussed that there would also be questions of who would then own the buildings, and who would be responsible for maintenance and cleaning. A formal lease arrangement with the Diocese would also be required.

The GB noted that there are currently alternative sports facilities being built elsewhere in Cranbrook (access and facilities still to be completed) which will include football pitches. The GB agreed their decision to this proposal was as follows:

- The GB does not feel it would be practical to proceed with considering this further at this time and continues to feel that the alternative sports facilities being built would be a more appropriate choice for such buildings
- Recommendation to be made that SB wait and assess the facilities to be available at the alternative sports ground when they open.
- Cranbrook Youth FC can continue to have free use of the school field twice a week and can have a shed to store their equipment.

Actions: JC to notify SB of the GB's decision. AW to check timescales for development of football facilities within Cranbrook and report back at 1.4.19 Full GB Meeting.

Another item of correspondence had been received from a member of staff.

The GB agreed to enter Part 2 to discuss this in more detail.

The GB then agreed to return to Part 1.

4. Approval of minutes from last meeting (10.12.18) and update on actions

1. Parts 1 and 2 agreed as accurate by the Full GB and signed by the Chair. The 15.1.10.18 Full GB Meeting minutes were also agreed as accurate and signed as these had not been available to sign at the last meeting, due to Clerk sickness.

2. Actions update:

- Action 1 – completed
- Action 2 - JC met with Phase Leaders to discuss best mechanisms for obtaining feedback on the effectiveness of governance at St. Martin's. It was agreed that governors could meet with staff teams at their Phase meetings without Phase leaders present so that staff felt freer to voice their views and were not reliant on leaders to speak for them. **Action: JC, AW and LN to plan questions to send to staff prior to meetings and to agree dates for speaking with staff.**
- Action 3 - Aspiration Scheme Update – to be covered at item 6 on this agenda.
- Action 4 – completed
- Action 5 – completed.
- Action 6 – CJ and VK to still send JB their Autumn SIP Monitoring reports.
- Action 7 – completed
- Action 8 – action since superseded. TB and DH's proposal to Sport England and the Director of Public Health for funding a team to visit homes with young children to assist with speech and language, toilet training etc has been taken on, and this project will be going ahead. This will be hugely beneficial to communities as Health Visitors are now no longer being able to undertake this work as they used to. AW commented that Tania's communications re these proposals have really challenged how these issues are being approached - previously Sport England has not focused on issues for the 0-5 year group, so this new project will have a real impact.
- Action 9 - there will be further opportunities for governors to contribute to the Self-Evaluation Statement.
- Action 10 – Governor photo sheet created and distributed to staff/put up in staff room. It will be included in the newsletter once all governor image GDPR consent forms completed.
- Action 11 – completed

- Action 12 – completed.

5. Headteacher Report and Data

1. JC asked the following questions:

- Regarding the Nursery information I note that 'managing feelings' and 'listening and attention' were two areas that stood out where limited progress has been made. How is progress going to be made and what do you think can be achieved by the end of the school year? TB – Nursery+ Funding will be used to cover the additional staff member in the Nursery to continue pushing children forward. Further funding applications are in process. MT – the structure of sessions and staffing has been reviewed. Staff are supporting children to play together and communicate/resolve difficulties better. Laura Milner has created clear, colour-coded documents to show the needs of different children so staff can respond to them effectively and to support staff with managing having different combinations of children with different needs each day. TB – the nursery atmosphere is more purposeful and settled as a result and children are listening better. Nursery children who are ready to join now attend whole school Collective Worship and Reception Leap times. Laura Milner will also be creating an information and practical help strategies sheet for parents on managing feelings and listening/paying attention to go out with the reports. She will then hold an open event where parents can discuss these sheets.
- Re the children in Year 1 I note the difference between the girls and boys, especially the numbers of boys who have SEND. The outcomes being achieved for the girls and non-SEND boys look to be really good. Do we assess greater depth for this cohort? If so what is the current information? MT – this cohort is assessed for greater depth but this is known as 'exceeding' in EYFS. Some children have already also been identified as More able.

Re Year 2 - I note the concerns regarding the accuracy of the 'scores' at the end of Year 1. Is this something we need to know more about? I know the 'scores' were not good and that we knew a lot of work would have to be done during Year 2. What results do you think we can realistically achieve for these children, particularly the 'disadvantaged' who are markedly behind their peers? TB – children can be at age related expectations at the end of Year 1 but then the summer holidays causes a real dip. St. Martin's also has a high percentage of children whose learning is not reinforced at home as much as would be beneficial. Year 2 teachers will be involved with Year 1 moderation this year so that they can see directly evidence underpinning teacher judgements. NP is recording stories on to the school blog so parents can download and use these at home for children to listen to. Governors and other staff will also be recording stories for the blog,

Re Year 3 - I recognise the great outcomes being achieved and the difference between the two classes. How is the difference in outcomes accounted for, is it due to a difference in ability or due to the ability of the teaching staff. If it is down to teaching staff how can we develop more equality? TB advised that there had been more consistency of TA support in one class which made a difference. New TA support is now in place but training will be needed. However, with time, the situation should improve.

Re Year 4 - Why is the SEND so high in this year? Has this figure changed as the cohort as moved through the school? Is there a particular issue with the boys in this year group? TB – there has been a high percentage of SEN historically with this year group, but further to this there have been new pupils with high needs join in-year. TB advised that the year group are being brilliantly taught, and book scrutiny shows impressive progress and feedback being given to pupils. Governors were informed that 90%+ of the non-SEN pupils in this year group are meeting age-related expectations which shows that having high SEN in the year is not impacting upon the achievements of others. Governors were advised that one child who was due to move to a special school is now actually flourishing at St. Martin's and is doing very well. Devon County Council have also provided additional funding for St. Martin's to support them.

Re Year 5 - Are we on track to achieve the Greater Depth targets we set? I am not sure if the progress made this far indicates that we will? TB advised that progress data has been impacted by some children moving to other schools in year – mobility can have a real effect on achievements.

Re Year 6 - the information looks amazing, especially with the number of children who have SEND. The teaching staff appear to be doing an amazing job. Can their skills be used earlier in the school to develop our children before they reach Year 6? TB – this cohort performed well at Year 2 and although their progress was affected by the loss of their classmate last year, the pupils have always had the capacity to achieve. TB believes that teachers are spaced out across the school well and nearly all teachers have been assessed as having outstanding practice, therefore there would not be a particular benefit in moving the current Year 6 teachers.

AW asked the following questions:

- The transcript of the Education Committee includes a question about whether the Ofsted inspection regime adequately recognises schools with a more inclusive approach in terms of SEN. How confident are you that the new framework will do this? TB is not 100% confident that the breadth of education offered at St. Martin's will be sufficiently recognized and believes that the main focus will continue to be on data. However, TB hopes that the context of data will be recognized as it was in the last inspection, although governors noted a lot may depend on which inspector is in school on the day.
- Is there a response going to the current Ofsted Framework consultation? To be covered at item 6.1 on this agenda.
- The school catchment area shown in the Admissions policy includes an area of new housing development in the vicinity of the Science Park. Are there plans to target this area (e.g. in terms of marketing material for the school) prior to the next admissions deadline?
Action: TB and MT to provide marketing flyers for the school to show homes in this area.

2. Approval of proposed school residential trips.

TB shared the documents detailing the proposed plans for two residential trips and how staff have identified that the children will benefit and learn the experience of attending these. The first is for Year 6 pupils to HMS Belfast and the other is to Heatree Activity Centre for Year 4. The GB agreed to approve both trips.

JC asked whether these trips were part funded at all. TB advised that Pupil Premium money funds the saving given to disadvantaged pupils. St. Martin's keep their residential trips shorter to keep costs lower and supports parents as much as possible to ensure finances are not a barrier to children attending e.g. setting up individual payment plans.

6. Strategic Focus

1. Proposed new OfSTED Inspection Framework

The GB discussed the summary documents produced by JC and TB and information from the Governance Consultancy Team. St. Martin's has always had a broad and rich curriculum and has never narrowed this down, despite the focus of the previous curriculum being more prescriptive and rigid. This means that it already fits very well with the proposed new framework. The Learning Narratives create the vision for learning and also excitement amongst both children and staff as to what will come next. Teaching at St. Martin's is thematic and incorporates subject elements all

linking to the theme. This means learning makes more sense to the children. The GB discussed that the only changes St. Martin's will need to make in response to the new framework will be:

- Making it explicit to the children what all the specific elements of their learning are
- Ensuring that the way in which the curriculum is reported meets the new requirements
- Appointing subject leads for Design & Technology and Geography
- Rewriting the headings for the School Improvement Plan and School Evaluation Statement to reflect the new descriptors of quality judgements.

Governors agreed that once reports are published from the pilot Ofsted inspections based on the new framework, the GB should review the key lessons identified. The GB agreed that the Board would submit a response to the new framework consultation as a whole. **Action: all governors should send any responses and comments to JB by 1.3.19. JC and JB to collate responses and then submit to DfE by 5.4.19 when the consultation ends.**

2. Aspiration Scheme Update

JC and AW have now identified key work items, which local businesses could be contacted and have discussed potential inspirational people who could come into school to speak with children. The next step is to identify what the scheme looks like as an actual project of work – does it complement work already being undertaken in school, who will facilitate the work, how can the benefits of the scheme be communicated best to the staff, children, parents and community?

AW informed the GB that the solicitors firm, Ashfords, have a community fund of approximately £3-5000. This could be put towards paying for the scheme and someone to facilitate it. **Action: AW to send link with details of fund to GB and to submit bid for funding for Aspiration Scheme on behalf of the GB.**

BW introduced himself and explained the leadership, coaching and mentoring work undertaken by his company and how he hopes that the work they do will inspire communities into better ways of thinking and give children the opportunity to engage with younger, inspirational people who can demonstrate how many different life options are available. The GB agreed that this would tie in well with the Aspiration Scheme that the GB is working to set up. **Action: JC to meet with BW to discuss how BW's work might inform the Aspiration Scheme and to also meet with DH to progress the Aspiration Scheme.**

BW emphasized the importance of creating a whole school aspirational culture and not just focusing on the children. The GB discussed ways to involve staff and incorporate some of this work into planned staff development.

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| 7. | <p><u>School Improvement Plan (SIP) Monitoring</u></p> <p>1. Nearly all governors who have a SIP monitoring role have arranged their Spring visit. Actions: CJ to arrange visit. All governors to submit their Spring SIP Monitoring reports to JB by 18.3.19.</p> |
| 8. | <p><u>Finance</u></p> <p>1. JC advised that a draft budget for 2019-20 will be planned with the school's Finance Officer on 29th March. Schools across Devon are facing significant budgeting challenges, as in real terms, Devon's budget share has decreased. JC has been reviewing the Budget Monitors produced by the School Business Manager in VK's absence and reported back to the GB on the main issues and challenges for governors to be aware of. The additional money being given to schools from the Secretary of State for capital projects will be spent on updating IT hardware and increasing the outdoor space available. Although the Budget Monitor shows a challenging situation, JC highlighted that the budget is as predicted by the Business Manager and is not unexpected.</p> |

The GB then agreed to enter Part 2 to discuss aspects of the budget in more detail.
The GB then agreed to return to Part 1.

9. Parental Engagement

1. TB, MT and NP have planned parental engagement events (e.g. movie night, disco) for children which can be attended if the parents attend workshops available. Sessions may include information on current teaching topics, activities for parents to try, Q&A opportunities with staff. Parents will also be given information packs to take home. Previous Forest sessions with parents and children worked very well as a way of engaging with parents, and the Lantern Walk is always a great success.

Governors gave their thanks to staff for the efforts they put into creating these additional events and the time they put in after school hours.

2. Governors were advised that parental feedback on events is now shared on Twitter, and staff have valued hearing the comments received.

10. Safeguarding

1. CF shared the latest safeguarding data with the Board. Illness has affected attendance significantly.

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| Whole school attendance (96.2%) | 95.41% |
| Punctuality | Letters are sent out to parents whose attendance falls below 90% along with an Early Help leaflet. |
| Number of legal meetings | 1 |

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| Operation Encompass calls | 0 |
| Online Monitoring | The school use Smoothwall and the firewall shows how many children have searched around these topics: Abuse, Adult content, bullying, criminal activity, radicalisation, substance abuse and suicide. We can then pick up on any such searches. Since the last governors meeting there has been 1 search for MOMO which brings up a cyber bullying suicide "game". Parent of child involved has been informed and dojo has been sent to all parents alerting. There has also been a block put on MOMO on school ipads. |
| Number of person vulnerable to radicalisation reports | 0 |
| Number of new staff and volunteers who have received safeguarding training including safeguarding policies | 3 |

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| Staff Training | Last half term the notices in the loos were about County Lines. This half term the subject is mental health. We eat elephants is due to be rolled out |
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The GB then agreed to enter Part 2 to discuss some safeguarding data in more detail.

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| | <p>The GB then agreed to return to Part 1.</p> <p>TB advised that there will be more mentoring training delivered on 7th March, 21st March and 4th April 3.00-4.30pm if any governors would like to attend and become part of the mentoring team at the school. Action: Any governor who would like to attend the mentoring training to notify TB.</p> |
| 11. | <p><u>Headteacher Work/Life Balance</u></p> <p>1. JC advised that he and SW had been unable to meet with TB when the Headteacher Appraisal Review meeting was scheduled this term. JC has rescheduled this with TB and will report back at the next Full GB meeting. Action: JB to place 'Headteacher Work/Life Balance Update' on Full GB Meeting agenda 20.5.19.</p> |
| 12. | <p><u>Approval of 2020-21 Admissions Policy</u></p> <p>1. This policy was determined by the GB. Action: JB to send confirmation of determination to DCC by 28.2.19 and to ensure policy published on school website by 15.3.19.</p> |
| 13. | <p><u>Governance</u></p> <p><u>1. Review of Lead Governance structure</u></p> <p>Governors felt that the structure was working well, and it was an opportunity to develop a deeper understanding of a specific area of the school. LN commented that it has been a learning curve but that once governors are confident in producing their reports and there is consistency in the role, this will also help with future succession planning.</p> <p><u>2. Evidence of governor impacts from this half term.</u></p> <p>TB and DH have successfully achieved funding for their 0-5 family support programme and this will have a real impact on improving life chances for children locally.</p> <p><u>3. Production of GB Annual Impact Statement.</u></p> <p>Action: JB to send out last year's statement – 1-2 governors to volunteer to take on this piece of work and to notify JB if they are willing to do this.</p> <p><u>4. Feedback on actions for the Board from any governor training attended this term.</u></p> <p>No training attended, but AW provided an update on the East Devon Church Schools Partnership Committee meeting held 30.1.19 which had been very positive and included good examples of sharing of resources and joint inset training. JB advised that the Committee had also agreed that the Boards would share dates of any governor training sessions planned so that governors could attend sessions at other schools. It was also agreed that more joint governor training would be planned for 2019-20.</p> <p>Action: JB to circulate EDCSP Meeting Minutes 30.1.19 once approved by all Headteachers.</p> |
| 14. | <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"> • Linking in the development of the GB's Aspiration Scheme with BW's company has the potential to create inspirational opportunities for the children and community. • St. Martin's has identified that its curriculum already meets most of the new Ofsted |

framework.

- Approving residential trips will broaden experiences of the children
- Performance monitoring is always aspirational across the school
- Christian distinctiveness evident in reflections of wholeness

ACTIONS FROM THIS MEETING

| <u>Action</u> | <u>Person responsible</u> | <u>Date to be completed by</u> |
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| 1. Contact VK to establish whether she can advise how much longer she is unable to undertake governor work, to enable the Board to plan forward. | JC | 1.3.19 |
| 2. Notify Steve Bampton of the GB's decision regarding his building proposals. | JC | 28.2.19 |
| 3. Attend Phase meetings to discuss views of staff on governance at St. Martin's. Liaise to plan questions to send to staff prior to meetings and to agree dates for speaking with staff. | JC, AW and LN | Planning to be completed by 15.3.19. |
| 4. Distribute marketing flyers for the school to show homes in new local developments. | TB and MT | On-going. |
| 5. Send responses and comments on proposed new Ofsted framework to JB. JB and JC to collate responses and submit to DfE before 5.4.19 when the consultation ends. | All governors. | 1.3.19 |
| 6. Circulate details of Ashfords Community fund to GB and to submit bid for funding for Aspiration Scheme on behalf of the GB. | AW | 15.3.19 |
| 7. Meet with BW and DH to discuss progression of the Aspiration Scheme. | JC | 15.3.19 |
| 8. Arrange SIP Monitoring visit. | CJ | 28.2.19 |
| 9. Any governor who would like to attend the mentoring training to notify TB. | Any interested governors | 25.2.19 |
| 10. Send confirmation of determination to DCC and to ensure policy published on school website by 15.3.19. | JB | 28.2.19 |
| 11. Send out last year's GB Annual Impact statement and ask for 1-2 governors to volunteer to take on this piece of work (governors to notify JB if they are willing to do this). | JB/ governors | 8.3.19 |
| 12. All governors to submit their Spring SIP Monitoring reports to JB. | All governors | 18.3.19 |
| 13. Circulate EDCSP Meeting Minutes 30.1.19 once approved by | JB | 25.2.19 |

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| all Headteachers. | | |
| 14. Check timescales for development of football facilities within Cranbrook and report back at Spring Term 2 Full GB Meeting. | AW | 1.4.19 |

Items for the Full GB Agenda 1.4.19

- **Headteacher Work/Life Balance Update from HT Appraisal Committee**

SUMMARY OF DECISIONS

- **The GB agreed not to proceed with considering proposal for building football facilities on the school field.**
- **The GB agreed to approve the residential trips to HMS Belfast and Heatree Activity Centre.**

Next meeting: Monday, 1st April 2019 at 5.30-7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: