



Full Governing Body Meeting

Date	Monday 19 th September 2016
Present	Ray Allen (RA), Natalie Bellis (NB), Heidi Brydon (HB), Jen Colwell (JC), Marian Gerrett (MG), Leisha Krando (LK), Kym Lyons (KL), Rachel Simmonds (RS – Head Teacher), Kath Martin (KM), Dave Tanner (DT), Jackie Whitford (JW), Philip Worsfold (PW)
In Attendance	Rachel Robertson (RR – Clerk)
Apologies	
Absent	
Quorum (50% or more)	Yes
Meeting duration	17:10 – 19.20

#	Actions carried over from 18 July 2016	Responsible
1	The Chair / portfolio holders will email the Scheme of Financial Delegation to the FGB who will reply with agreement or amendments for ratification in August so the document is ready for September's audit.	ALL
2	MG to take forward the ratification of the Health & Safety Policy in the September FGB meeting.	MG
3	Premises and Personnel portfolio to send termly H&S reports to FGB going forwards.	MG/
4	The Chair to write a formal letter of complaint to the senior manager for HR in the LA.	MJ
5	RS to identify FGB meeting dates to include achievement / attainment (before September)	RS
#	Actions from 19 th September 2016	Responsible
1	FGB to conduct skills audit at next meeting [date] to identify training needs and skills needed following changes to FGB membership.	PW
2	PW, MG and RS to look at ToRs for portfolios over the next week	PW/MG/RS
3	Pupil Premium data to be added as item in next FGB meeting (Monday 14 th November)	RR/PW
4	KM to set out thoughts on what made the finance portfolio work better as part of refresh of ToR.	KM
6	RR to ask governor support if there is a skills audit document available	RR
7	RR to check and amend whether LK sent apologies for FGB meeting on 18 July 2016	RR
8	RR to update governors' information page on website	RR
9	RS to send copy of SATS data to DT	RS
10	RR to ask Sharon McKenzie if there are any other outstanding schools, if possible with a portfolio system in place.	RR/PW
11.	RS and MG to continue engagement with the Kings project and seek clarity on risk management at the meeting on 27 th September	RS/MG

12.	RR to request governor badges/ toggles from CR/ SE	RR
Item #	Minutes	Outcome
1	Welcome & Completion of Attendance Register inc Apologies	
1a	No apologies/ absences The Vice Chair took the chair from the meeting start to item #4.	Recorded
2	Declaration of interests – any changes to be recorded	
2a	All governors signed new declaration of interest forms and returned them to the clerk.	Actioned
2b	No declarations of interest made	Recorded
3	Governing Body Membership	
3a	It was confirmed that Michael Jennings and Stuart Everard had resigned from the FGB. Co-option of Associate Governor Kim Lyons as a full governing body member. The FGB unanimously voted Kim Lyons as a co-opted FGB member	Agreed/ Recorded
3b	Agreement to Dave Tanner continuing as an associate member. The FGB unanimously voted that David Tanner should remain an Associate member of the FGB, attending FGB meetings and training that contain items regarding data. The vice chair thanked David for his continued support to the FGB.	Agreed/ Recorded
4	Election for chair and vice chair 2016	
4a	Philip Worsfold was announced as the only nominee for the position of Chair of the Board of Governors. He gave a short verbal presentation to the FGB and left the room for the vote to take place. The FGB unanimously voted Phil Worsfold as the Chair of the Board of Governors.	Elected/ Recorded
4b	The new Chair took the chair for the rest of the meeting.	Recorded
4c	Ray Allen and Marian Gerrett were announced as nominees for the position of Vice Chair of the Board of Governors. Ray Allen withdrew his nomination. MG gave a short verbal presentation to the FGB and left the room for the vote to take place. The FGB unanimously voted Marian Gerrett as the Vice Chair of the Board of Governors.	Elected/ Recorded
5	Ways of working and portfolios	
5a	FGB were reminded that in the last meeting it was agreed the portfolio system would be considered further with support to continue with this arrangement subject to ensuring greater consistency of reporting and record keeping and policy reviews need to be in place. Papers for the FGB needed to be circulated in good time, ideally alongside the agenda. FGB discussed, and agreed we need a consistent model for all portfolios, possibly using a structured check list for guidance. ACTION: KM to set out thoughts on what made the finance portfolio work better as part of refresh of ToR.	Discussed/ agreed

	<p>RS noted this is an annual review of the Behaviour Policy, and some minor changes have been made to an addendum which is now in the main body of the policy.</p> <p>The FGB discussed in detail whether the policy is sufficiently positively worded and framed for parents/ carers of children who have been asked to a meeting at school regarding their child's behaviour plan, so that this is portrayed as a positive action.</p> <p>It was agreed the policy reflected the school's values and that reference to the policy could be made as much as possible to promote the positive message and expectations set out in it.</p> <p>It was suggested that the policy could be signposted in the newsletter and FGB agreed this would be a positive action.</p>	
7b	The FGB ratified the Behaviour Policy	Ratified
7c	<p>Complaints Policy</p> <p>FGB discussed whether the complaints policy is available in all the languages spoken in the school. RS pointed out that as there are 27 languages spoken by families of children at the school, this is not feasible, but an interpreter would be provided for parents/ carers who do not have a sufficiently high level of English.</p>	Reviewed/ Discussed
7d	<p>Governors discussed how complaints were handled to ensure they were not repeated in the future. The FGB noted that the policy set out expectations and the process to be followed when handling complaints. There was opportunity to revisit the policy in light of complaints to ensure it remained effective and lessons could be learned.</p> <p>Governors queried how a complaint would be made against the HT and it was pointed out that this is via the Chair of Governors – and noted that the information page for the governors now needs to be updated.</p> <p>ACTION: RR to update governors' information page on website</p>	Discussed
7d	The FGB ratified the Complaints Policy	Ratified
8	Headteacher's Report	
8a	<p>The Head Teacher went through the key points of her report which had been circulated to governors.</p> <p>The HT reported that in general the response to the restructure from staff has been positive, and staff morale and engagement has been good.</p>	Informed
8b	<p>The HT noted that the Premises team had worked tirelessly throughout the summer holidays to ensure all the necessary work was completed.</p> <p>The admin team have also been impacted by the restructure. Having been behind schedule on various tasks the team was working to get back on track, though it was noted there was still high demand on capacity.</p>	Informed
8c	The HT told the FGB that the current roll is higher than expected which is positive, and the attendance rate stands at 95.2% which is rated as amber by the LA. The national average rate has been increased to 96% by Ofsted.	Discussed

8d	<p>The HT told the FGB she will upload the B&H summary tables of SATS results to GVO, and summarised:</p> <ul style="list-style-type: none"> • The results for KS1 are in line with the national average, with maths above average. • KS2 is in line with the national average, but below for reading, which will be the spotlight this term and year. She noted this was a national swing, as the reading was pitched too high nationally. • BME pupils have performed favourably whilst EAL groups have not achieved quite so well. <p>ACTION: RS to send copy of SATS data to DT</p>	Informed
9	The Single Plan	
9a	The Single Plan was circulated to the FGB prior to the meeting and the HT talked through the key points.	Informed
9b	The Head teacher noted the aim remains to increase age related learning each year, and they SLT is currently reviewing which strategies to continue using, and which should be changed.	Informed
9c	Reading is a focus and core expectations will be revisited, with a fresh look at a variety of strategies to help move reading along. The HT noted that the assessment statements for reading are very broad and not as helpful as those for maths and writing, which provide much more precise guidance around next steps, and the work required.	Informed
9d	SEN is another focus, using learning journeys and pupil passports, to be more child focussed and give strength to the pupil voice to discover which strategies work for them.	Informed
9e	A focus on pride is aimed at improving behaviour and attendance, in order for West Blatchington to move towards becoming an outstanding school.	Informed
9f	<p>The FGB noted that the school continued to adjust to the previous term restructure and praised the continued strong leadership provided by RS. The premises team for their support through this difficult period.</p> <p>It was agreed the aim continued to be for West Blatchington to move towards being an outstanding school, and the Chair asked whether there are any areas that specific governor input will be required.</p> <p>The HT noted that the skills audit will assist with this. JC noted she is currently doing a lot of work around pride, giving and receiving compliments, and embedding values.</p> <p>The FGB pledged to return to the outstanding governance conversation with an extra meeting around half term.</p>	
10	Update on Kings School Proposal	
10a	<p>Meeting frequency has been increased, and MG has attended a number of meetings, and KL will try to join her when possible. It was noted the next meeting is Tuesday 27th September at 10.00.</p> <p>ACTION: The HT and MG to continue engagement with the Kings project and seek clarity on risk management</p> <p>The FGB agreed a meeting timetable and flow of agendas needs to be made available to inform which governor should attend.</p>	Discussed/ Informed
10b	<p>The FGB discussed whether there should be communication with parents/ carers, and agreed to pursue joint communication with Kings, EFA and the LA would be beneficial.</p> <p>A request for a communication for parents/ carers will be made at the next meeting.</p>	Discussed
11	Finance update	

11a	The key message from the updated finance report is that the budget is now showing as £20,000 positive this year. The FGB noted the hard work and commitment of the SLT	Informed
12	AOB (notified in advance)	
12a	The FGB discussed whether another member of staff could be co-opted to the FGB, or whether another skill set would be more useful. It was decided that no action will be taken until the chair has a opportunity to check the FGB's ToR and our FGB need.	Informed/ Discussed/ Agreed
12b	It was decided that the finance portfolio will report back at the next FGB meeting regarding how to recognise a significant contribution of work from a member of staff during the reorganisation.	Discussed/ Agreed
12c	<p>The HT's secondment</p> <p>The HT noted that following her secondment to the LA for 2 days a week, which brought in an income of around £10k last year, she would not now have capacity to continue with this level of commitment.</p> <p>She advised that she has been asked to act as a School Partnership Adviser for one school, which will require minimum of 3 days visits throughout the year, with the possibility of a further two meetings.</p> <p>The HT asked whether the FGB give their approval for her to accept this role.</p> <p>The FGB asked how the school leadership will be covered when she is out for the day, and she informed them that the acting assistant head teacher, and acting deputy teacher will deputise for her until February, when Rose Roberts returns from maternity leave.</p> <p>The FGB unanimously approved her placement.</p>	
12d	<p>DBS checks</p> <p>CR still has not had sight of four governors' DBS certificates:</p> <p>LK – has completed her form and will hand to CR after the meeting. RA - has a DBS number, but needs to request a reprint of the certificate from the DBS JW– had a DBS check at the LA 2-3 years ago. She will check with the LA HR department. MG – DBS now handed in</p> <p>It was noted that the following badges/ toggles are still required:</p> <p>LK , HB, KM, JW - both JC – badge only</p> <p>ACTION: RR to request governor badges/ toggles from CR/ SE</p>	Discussed/ recorded
11c	<p>Next meeting/ training</p> <ul style="list-style-type: none"> - Monday 17 October 2016 at 17.00 <p>Next FGB:</p> <ul style="list-style-type: none"> - Monday 14 November 2016 at 17:00 	Informed

Chair: Philip Worsfold

Signature:

Date: