



Full; Governing Body Meeting

Date	Monday 12 th December 2016
Present	Ray Allen (RA), Natalie Bellis (NB), Marian Gerrett (MG), Kym Lyons (KL), Rachel Simmonds (RS – Head Teacher), Kath Martin (KM), Dave Tanner (DT), Philip Worsfold (PW)
In Attendance	Rachel Robertson (RR – Clerk) Trudy Myers (TM- New clerk)
Apologies	Heidi Bryon (HB), Jen Colwell (JC)
Absent	
Quorum (50% or more)	Yes
Meeting duration	17:00 – 19:30

	Actions from 19th September 2016	Responsible
8	RR to update governors' information page on website. It was noted that the website required some additional details. The Clerk agreed to look over the website and liaise with the business manager. MG would be copied into the correspondence so that she could advise Governors as well as the Clerk.	CB TM MG
Item #	Minutes	Outcome
1	Welcome & Completion of Attendance Register inc Apologies	
1a	Apologies had been received from HB and JC.	Recorded
2	Declaration of interests – any changes to be recorded	
2a	All governors were reminded to sign declaration of interest forms and return them to the clerk.	Actioned
2b	No declarations of interest made	Recorded
	Governing Body Membership	
2c	It was confirmed that Leisha Krandoo had resigned as a Governor.	Noted
2d	It was noted that Rachel Robertson was leaving and the Chair thanked her on behalf of the Governors; Trudy Myers was taking over as the new Clerk.	
3	EYFS & KS1 Teaching & Learning Update by Russell Brentnall	
3a	RB gave a presentation to Governors (this had been circulated prior to the meeting) There were a number of conclusions based on each year group. Nursery and reception has showed an increase, years 1 and 2 had experienced significant dips (it was noted that the move to year 1 was a major transition for pupils), Met + were just above ARE and Met- were on the cusp. In terms of gender, the girls progress had slipped slightly	Discussed

3b	<p>and for those new to English this had had a significant effect. Non pupil premium pupils needed to make progress and SEN children also needed to make progress.</p> <p><i>Governor question: Was the gap any smaller between these groups?</i></p> <p>Answer – these children had increasingly complex needs and were particularly vulnerable. In particular, those in the ASL unit had multifaceted needs and the staffing in the unit had been through a period of uncertainty. The cohort contained a significant number of vulnerable pupils.</p>	
3c	<p>Learning & Teaching Assessment</p> <p>2/3 were considered outstanding or good (95% of Teaching is Good and 27% Outstanding) which gave the School a strong teaching base. The plan was to strengthen the quality of teaching in the spring term. RS added that year 1 had 64% of pupil premium pupils.</p>	
3c	<p><i>Governor question: The significant challenges were noted, would the School be in a position to provide additional data and background information.</i></p> <p>Answer – This would be an action for next term on ‘Closing the gaps’; they would be meeting with the SENCO to scrutinise the fine details of the data and consider what interventions could be made. The strategy for those with EAL was to target the support for example in grammar so that they could move onto the next level.</p>	
3d	<p>It was noted that CPOMS was a valuable resource as this would collate attendance, behaviour and welfare in one single central record. Governors noted that this would resonate with Ofsted and it was important that they were aware of the context of the learning environment for pupils. RS added that Ofsted would expect to see that the strategy that the School planned in order to measure improvement was workable.</p>	
3e	<p><i>Governor question – it was noted that the new focus for Ofsted would be the strategy for the most able of the disadvantaged pupils and how was this secured?</i></p> <p>Answer – pupil progress meetings would be used to scrutinise the data harvested and the challenges faced.</p>	
3f	<p><i>Governor Question – if there was one thing that you could do to meet the School’s ambitions what would it be?</i></p> <p>Answer – to increase the subject leadership so that more capacity could be created and the School could build in resilience.</p>	
4	KS2 Teaching & Learning Update	
	This was postponed as FC was unable to attend.	Noted
5	Note of Last Meeting and matters arising	
5a	The matters were agreed with one action noted (the website required some attention).	Approved
6	Update on King’s School Proposal	
6a	MG circulated a hard copy of the plans and gave a verbal update on them; it was noted that they would still be subject to change although the outline shape would remain. It was noted that there was continued discussion on provision of car park space and impact on green space (in addition the organic garden and pond would be re-sited). The communal areas (halls) would be designed so that the doors could be closed to prevent access and the School could consider making additional income from the community	Informed

6b	<p>groups. It was noted that the music room would be soundproofed and full disability access (including a lift) were part of the plans.</p> <p>The Chair thanked MG for an excellent job which had taken into consideration a lot of requests. He asked how this information would be communicated to parents? RS responded that the public consultation was not until January and this could be signposted in a newsletter to parents.</p> <p>Action: CB to include in the newsletter.</p>	CB
7	Policy Reviews	
7a	E-safety was approved (it was noted that the language required some additional tweaking with regard to the exact use of words) however it would suffice for the website as it did cover the basic requirements. It would be tabled in due course regarding any updates.	Approved
7b	Intimate Care – it was explained that the policy had been updated so that it was a more up to date link to safeguarding. This would be pupil rather than adult led and some issues would be set out in the appendix. RS explained that the policy had been written so that it would alleviate any staff or parental anxieties in that it provided clarity on matters (for example potty training). It would be added to the safeguarding portfolio and be reviewed in three years.	Approved
7c	LA Pay Policy This was formally adopted by the Governors – it was noted that the policy should be standardised (ie update the cover page and date) and the 1% pay increase had been factored into the School budget.	Approved
8	Head teacher’s Report	
8a	RS stated that there would be a full self-evaluation prepared for the next FGB meeting as the meeting date had been too tight a turnaround for a full analysis of the data. She did however pull out the report headlines:	Discussed
8b	Staffing – the restructuring process had meant that the staff resource was very tight with no slack in the system, there had been a high level of staff absence. The INA team had had a high levels of absence and this was not easy to cover as their work was highly specialised. The admin team had been particularly unwell to the extent that she had involved environmental health to revisit the layout of the reception and offices as they were on the front line in dealing with pupils, parents and visitors.	
8c	Pupil numbers – an extra 14 pupils had been included on census day and 18 new parents had looked around on the open days. Nursey and reception had reasonable numbers.	
8d	<i>Governor Question - why the increase?</i> Answer – some siblings had naturally followed through into the School and the new build had been promoted well locally which had increased interest. RS added that the visit by the local MP had generated some excellent local coverage.	
8e	RS explained that the criteria/formula for nursey provision would mean there could be a drop in numbers as parents were required to work 16 hours and this would have an effect on vulnerable families locally.	

8f	Local leadership – some self-initiated monitoring had been implemented and Governors should be mindful that the SL team were new and relatively inexperienced. A triad had been formed locally with St Nicolas and Benfield primary schools.	
8g	The Schools had submitted a Teaching School Alliance bid as there were no primary teaching schools on the coastal strip.	
8h	<p>The new nursery teacher had made a great impact and the reception parents had embraced the opportunities on offer. (For example grandparents’ day had been well attended and the community choir had enrolled parents and children).</p> <p>The parent consultation evenings had been moved on line and parents had responded well to the new way of administering the evenings.</p>	
9	Finance update	
9a	The budget was showing a £60k surplus although in 2017/18 a deficit was predicted. The restructuring was expected to have an impact on the budget in the long term. Curriculum budgets had only been marginally spent and subject leads would be encouraged to use them so that they could embed an inspiring learning experience for the pupils.	Informed
9b	<i>Governor question – when would a curriculum review take place?</i>	
9c	<p>Answer – in the spring, the new subject leads would be taking a ‘pit stop’ in January and considering the resources available, it was noted that the School covered a large site and the resources had been spread across it. The Chair encouraged an appropriate level of expenditure as this was in place to motivate the children.</p> <p>Senior Staffing News</p>	
9d	<p>RS notified the Governors that she had been approached by the Head of Standards and Achievement regarding an executive headship opportunity. This would require her to be at another local school 3 days a week; she had discussed it with the Chair in advance of the meeting. The other school were in need of immediate support in January. It was unknown how long this would last for as the return for the absent head was unknown.</p> <p>The Governors agreed that this was an excellent opportunity for RS, they did however agree that the structure that would be implemented to accommodate her absence would need careful consideration. It was agreed that this would present an excellent opportunity for staff with leaderships experience at the School at present.</p>	
9e	It was noted that the other school, would fund 60% of RS’s salary and this would in turn pay for the additional leadership backfilling of posts. The Committee discussed the interim structure and if the staff currently in place would be suitable to step up in the short term. There was some detail to flesh out regarding the reporting lines and interim structure.	Agreed
9f	<p>Governors noted that this would reflect very well for the School and commended RS on the reputation she had built up as head; it was a significant opportunity. RS responded that she would relish the challenge although her first priority was WB school.</p> <p>The Governors agreed that RS should accept the opportunity and gave her their full support. It would be good for the School and allow a level of succession planning.</p>	

9g	<p>Actions:</p> <ul style="list-style-type: none"> • RS to discuss with BHCC proposal and impact on existing contract. • PW to contact chair of other school. Report back to governors before start of spring term. <p>Governors offered advice on HR matters should it be required for example if interviews needed to be held.</p>	RS PW
10	Portfolio Reports	
10a	<p>The Chair stated that he had given some additional thought to the structure. Following discussion the following portfolios were settled:</p> <p>Finance – PW and KM Personnel & Premises – MG and KL Behaviour, SEN and inclusion – JC and HB Teaching & Learning including The Pupil Premium Strategy. NB Safeguarding - RA</p> <p>It was noted that there were 4 vacancies on the FGB so new recruits could take on one of the areas.</p>	Agreed
11	October Training Session	
11a	<p>It was agreed that a centralised record all Governor activities as well as training, this should be as simple as possible. This would be an important record of Governor attendance and involvement for Ofsted.</p> <p>Action: Governors to send details to PW so that he could keep the record.</p>	Agreed All
12	<p>13a Next meeting/ training</p> <p>- Monday 16 January 2017 at 17.00</p> <p>13b The Governors agreed that Ray Allen should continue as an LA Governor.</p>	Informed Agreed

Chair: Philip Worsfold

Signature:

Date: