



Full Governing Body Meeting

Date	Monday 27 th March 2017
Present	Ray Allen (RA), Natalie Bellis (NB), Marian Gerrett (MG), Rachel Simmonds (RS – Head Teacher), Fern Corns (Acting Head), Kath Martin (KM), Dave Tanner (DT), Philip Worsfold (PW) Heidi Brydon (HB) Sam Smith for Agenda item 4 only
In Attendance	Trudy Myers (TM)
Apologies	Dave Tanner (DT)
Absent	Jen Colwell (JC)
Quorum (50% or more)	Yes
Meeting duration	17:00 – 19:30

	Actions from 16th January 2017	Responsible
1	Governors' information page on website The website required some additional information such as a Register of Interests table and a meeting attendance table. This would be updated as soon as possible <i>ongoing</i> .	TM
2	RS had not included details of the new building plans in the newsletter as there had been a period of uncertainty submitting the development to planning – the proposed statement had been circulated to the Clerk and this was available on GVO.	RS/TM
3	Executive Headship PW was in ongoing contact with RS on implementation of the Executive Headship. Updates would be provided to governors as required.	PW
4	Training – Governors to forward details of their activities as well as other relevant training (other than that organised by Governor support as this was held centrally) this should date back 3 years – <i>ongoing</i> .	All Governors
5	'Governor Update/Profiles' FC had not added this an agenda item for the School Council. Instead it was agreed that the Governors should engage with the School Council and they would be invited to submit questions for the next meeting.	FC / PW / HB
6	Spring Governors training session – it was agreed that the time would be better spent on developing a forward strategy for the School and the date for this meeting was set for the 12th June.	All Governors
7	PW had an ongoing action to compile a list of Governors and their portfolios for circulation – <i>ongoing</i> .	PW
Item #	Minutes	Outcome
1	Welcome & Completion of Attendance Register	
1a	Apologies had been received from DT-.	Recorded

	JC would be absent due to family commitments.	
2	Declaration of interests	
2a	All governors had signed the declaration of interest forms. It was noted that HB needed to sign her form and RA needed to sign and date his form. Details needed to be published on the school website	Noted TM
2b	PW declared that he knew the EFA Project Director working on the King's School development from a previous working relationship. Although he was not a close friend preferred to declare this for the record.	Recorded
3	Governing Body Membership	
3a	The Chair stated that he had heard from a prospective new Governor and would update the Governors when and if they were interested in visiting the School.	Noted
4	Sports Premium Grant by Sam Hardwick	
4a	SH gave a presentation which had been uploaded onto GVO. The sports grant was £9k and this was to develop the curriculum and extra curricula activities.	Noted
4b	For the extra curricula activities, additional funding had been made available so that all children could attend clubs (for example by waiving fees) and by providing transport. The next steps were to encourage further links within the community and set up a sports week. There were a range of new activities including a successful and popular basketball club and yoga which would be targeted at vulnerable pupils. It was noted that although the city was so close to the sea around 18% of pupils could not swim (swimming was already covered in the curriculum and the funding was not therefore available for this type of activity).	
4c	Governors made some suggestions such as the option of less expensive activities like roller blading. One Governor was an ambassador for the Park Run and another had a gym coach at a local gymnastic club that they would approach. They also listed cycling and it was noted that bike ability would be scheduled for the summer term <i>Governor Question – were there other areas of funding that could be ringfenced for in the same way ?</i> Answer – RS responded that she was not aware of anything specific although it was worth looking into additional funding. <i>Governor Question – had the results been broken down by male/female pupils ?</i> Answer- SH responded that there was not a breakdown but the girls had been encouraged to join the football team. This breakdown could be made available if required in the future.	
4d	The Chair summarised that SH had reaped impressive results from a relatively modest budget, the range of activities had enabled pupils to become involved and the impact would be far reaching. <i>Governors thanked SH for the hard work that he had undertaken – the results were excellent in engaging pupils across the School and the inclusivity of the activities reflected the School ethos.</i>	

5	Note of Last Meeting dated 16th January 2017	
	They were agreed as an accurate record of the meeting.	Approved
6	Head teacher's Report & Evaluation	
6a	RS explained that the report was in a new format and had been merged with the School self-evaluation plan. The idea was to produce a streamlined document that could be shared with Ofsted, Governors and other stakeholders. Feedback was requested on the new format.	Noted & Discussed
6b	The Chair responded that it was a good idea to hold the information in one place and there followed a discussion on the right timing for the report; it was also important to make sure that the frequency of reporting was adequate. PW added that the Governors should take some time to consider what they would find most useful and report back at a meeting later in the year.	
6c	Interim Senior Leadership Arrangement FC and RS stated that the arrangement and management of the School was working well although there were some time pressures in order to meet the existing demands. FC added that she had been supported well through effective team working. <i>Governor question: had there been any feedback from parents about how the arrangement was working for children. There had been no negative feedback or noticeable impact on the children's learning.</i>	
6d	RS explained that the report was an overview of the key headlines until the data was processed CPD This had been focused on leadership and management, Teaching and Learning, Welfare and Behaviour and Hotspots so that capacity could be developed in line with improving outcomes for children. It was noted that the Hove Cluster had also been supporting CPD for support staff.	
6e	The last inset day had focused on staff wellbeing, mindfulness and developing coping mechanisms which had been well received. There had also been some work on a whole school approach to protective behaviour and restorative justice. Emergency first aid training had also been rolled out. <i>Governors agreed that the training sounded excellent.</i>	
6f	<u>Subject Leaders</u>	
6g	There had been successful mentoring of teachers and the subject leaders had been involved in monitoring their own subjects and policy updates.	

6h	<p><u>Student Teachers</u></p> <p>The School had 6 year BA Primary Ed who were shadowing classes until June 2017, 1 PGCE final year undertaking a placement and 1 B Ed in year 3 – all were making excellent progress.</p> <p><u>Community Cohesion</u></p> <p>The stay and play scheme for 0-3 years called ‘Mini Monkeys’ had been well received and was making good links with local families and the wider community. This was an excellent opportunity to engage and build relationships locally and there was increased interest in the nursery and reception as a result.</p> <p><i>Governors commended the excellent scheme and agreed to draft a letter of thanks to a donor for equipment. They also suggested that parents/carers could be canvassed to volunteer.</i></p>	
6i	<p><i>ACTION: The Chair to draft a thank you letter to the donor who had made a donation to the Mini Monkeys Scheme.</i></p> <p><u>School Council</u></p> <p>FC updated the Governors on the work of the School council whose remit stretched to the wider community with events such as litter picking and making a banner to warn against dangerous parking.</p> <p><i>Governors agreed that they should make use of the Council to hear the pupil voice and requested a copy of the minutes. It was also agreed that the School Council should be invited to submit questions to the next meeting of the Governing Body.</i></p>	PW
6j	<p><u>Recruitment and Staffing for the new academic year – September 2017</u></p> <p>RS explained that they had 3 different recruitment options were being considered. RS added that the final judgment would be based on the quality of the applications. It was noted that the School had started the recruitment process early due to a shortage of teachers in the recruitment pool.</p> <p><i>Governor Question – was the School able to gauge a greater capacity with the development of the new subject leaders ?</i></p> <p>Answer – this was expected in time but they would still need to develop into their new roles. The idea was to build in resilience and sustainability in the leadership team.</p>	FC
6k	<p><u>Behaviour</u></p> <p>Overall the number of incidents had been reducing and this was a testament to the actions that had been put in place to deal with them. It was noted that 2 classes had seen a spike in behaviour and this was due to a change in staffing which had a follow-on effect with a specific pupil’s needs. RS added that she had had to deploy a full-time learning mentor as she had been unable to recruit a member of support staff and this has made an investable impact on capacity across the School.</p> <p>As most incidents occurred in assembly, lunch and break the School was using Year 6 team leaders as positive models of behaviour and where good behaviour was identified</p>	

	<p>they were issuing reward tokens. There was evidence that the pupils were therefore taking responsibility for their own actions with incidents in decline.</p> <p><i>Governors agreed that this was an excellent strategy to maintain.</i></p> <p><u>Attendance</u></p> <p>It was agreed that this would be covered in the next meeting with more recent data.</p> <p>6l</p> <p><u>School SAWS (Safe and Well at School Survey)</u></p> <p>RS reported that the School had high percentages 98% of pupils reported that they were proud of the School, 96% agreed that incidents were dealt with promptly and 97% feeling safe and 96% enjoying school.</p> <p>6m</p> <p><i>Governors were reassured by these results.</i></p> <p><u>Teaching & Learning</u></p> <p>RS explained headlines from the completed triangulation of teaching to date.</p> <p>6n</p> <p>The Governors noted the continued high performance and would be scrutinising the information presented in the next headteacher's report.</p> <p><i>Governors agreed that the HT report was useful in the new format and agreed that the highlights of the report were the Teaching and Learning snapshots and the ongoing dedication to maintaining excellent behaviour.</i></p>	
7	Formal Approval of Finance Documents	
7a	<ul style="list-style-type: none"> • <i>The Governors formally approved the SFVS and it was signed by the Chair of Governors.</i> 	
7b	<ul style="list-style-type: none"> • <i>The Governors formally approved the Scheme of Delegation and it was signed by the Chair of Governors.</i> 	
7c	<ul style="list-style-type: none"> • <i>The Governors discussed the proposal to increase the nurse^{ry} fees from £11.16 an hour for 3 hours to £12.00 for 3 hours – this would take place in the summer term. It was noted the fee increase had been based on benchmarking and even with the increase in costs the price was lower than those charged locally. The aim was to secure 30 places which would allow continuity.</i> 	
7d	<ul style="list-style-type: none"> • <i>The Governors formally agreed to the price increase. They observed that the low fees scheme were in line with the School's ethos of inclusion and offered value for money compared to benchmarking against the local market.</i> 	
8	Outcome of the School Audit	

8a	<p>PW reported on the headlines as the detail would not be available until the 31st March. KM reported that it was likely the School would receive a clean bill of health with some minor observations. The auditors had commented in particular that the School had employed a deal of foresight in restructuring in order to plan for possible budget constraints going forward. Any recommendations would be considered once the final audit was received.</p>	Informed
9	National Funding Formula Consultation	
9a	<p>PW explained that this consultation remained high on the media agenda and a local campaign was building to lobby the government for changes and fair funding for schools. BHCC had submitted its own consultation response to the Government. The Headteacher, in conjunction with other colleagues across the city would also be making direct representations.</p> <p>Governors agreed that the correct strategy was to support Headteachers and ensure that parents received timely information about potential impacts, how the school would manage them and to make them aware of the local campaign. A letter to this effect would be issued to parents by PW and RS.</p> <p>Action: PW to circulate the letter that had been distributed to parents on NFFC.</p>	<p>For information</p> <p>PW / RS</p>
10	Outcome of the School Partnership Event	
10a	<p>JP explained that the event had been run in order to share information and set out the different models that other schools had considered as part of a sustainable future. These included Multi Academy Trust, Federation and a Charitable Trust or no change). There had been a collective partnership decision to look at each of the options in closer detail. Governors agreed that they should set aside some time at a strategy group to focus on some of the choices available to the School. The chair observed that the new build had provided an initial focus for future strategy and it was time to scope out further the potential options that were on the table.</p> <p>Action: RS and JP to provide notes from the meeting</p> <p><i>Governors agreed that they would consider the matter at their meeting on the 12th June with an initial outline of core questions at their meeting in May .</i></p>	<p>For information</p> <p>RS/JP</p> <p>All</p>
11	Portfolio Reports	
11a	<p>PW observed that the system continued to bed in. He thanked Governors who had been particularly active this term with core business and additional panel responsibilities. The idea was to capitalise on the mix of skills that were brought to the table by Governors and to support people through additional central planning by the Chair and Clerk to make the best of the portfolio system.</p>	Noted
11b	<p><i>Governors noted the Finance minutes.</i></p> <p>PW thanked HB for her useful contribution to Health & Safety this term and the minutes were noted. HB explained that there were several issues that required attention around the premises but resolution was largely dependant on the timing of the new build.</p> <p><i>Governors agreed that the idea of 'Love My School' day was a good way to engage parents and carers in helping to maintain the school in the interim.</i></p>	

	It was agreed that JP should be placed on the Personnel Portfolio. NB reported that she had not been able to prepare the notes for her portfolio meeting but they would be submitted as soon as possible.	
12	Spring Training Session	
	It was agreed that the strategy meeting should replace the training session and this would take place on the 12 th June.	
13	Policies	
	<ul style="list-style-type: none"> • Governors noted amendments to the Charging Policy and the Business Continuity Plan. • The Health & Safety Policy was tabled – Governors were asked to scrutinise the policy as it was due for ratification at the next meeting. 	Noted All
14	AOB	
14a	School mini bus – the Governors noted the excellent work to replace the previous partnership arrangement and secure a mini bus service. HB was thanked for helping to secure additional sponsorship for the mini bus.	Noted
14b	Next meetings Full Governing Body – Monday 8th May at 17.00 Strategy – Monday 12th June 2017 at 17:00	Informed

Chair: Philip Worsfold

Signature:

Date: