



Full Governing Body Meeting

Date	Monday 8 th May 2017
Present	Ray Allen (RA), Natalie Bellis (NB), Marian Gerrett (MG), Rachel Simmonds (RS Head Teacher), Fern Corns (FC Acting Head), Dave Tanner (DT) Jen Colwell (JC) Carly Regan for Agenda item 4 only
In Attendance	Trudy Myers (TM)
Apologies	Heidi Brydon (HB) Philip Worsfold (PW) Kath Martin (KM)
Absent	
Quorum (50% or more)	Yes
Meeting duration	17:00 – 19:00

	Actions from 27th March	Responsible
1	Governors' information page on website The website still required a Register of Interests and a meeting attendance table. This would be updated as soon as possible <i>ongoing</i> .	TM
2	The proposed statement for Kings School was available on GVO.	TM
3	Executive Headship RS reported that the substantive Head at Mile Oak would not be returning until the Autumn term at least and as the date for the next round of recruitment had passed (30 th April) it was likely that she would be staying in the post for the foreseeable future. It was noted that she would not take up the post full time. FC would continue as the acting head and reiterated that she had been receiving fantastic support from the School staff. <i>Governors agreed that the situation should continue although they believed the maximum support should be 3.5 days a week.</i>	
4	Training – Governors were reminded to forward details of their activities as well as other relevant training to PW. It was noted that the information would be used to show that they had the relevant body of knowledge.	All Governors
5	School Council & Governor Update - this would be discussed as a later agenda item.	FC / PW / HB
6	The Spring Governors training session would take place on the 12th June. Governors should consider a list of useful questions for the agenda – this would include the move into a single form entry and the School funding formula.	All Governors
7	PW had an ongoing action to compile a list of Governors and their portfolios for circulation – <i>ongoing</i> .	PW
8	PW to draft a thank you letter to the donor who had made a donation to the Mini Monkeys Scheme – <i>ongoing</i> .	PW

9	PW to circulate the letter on the National Funding Formula distributed to parents on NFFC – ongoing.	PW
10	RS and JP to provide notes from the School Partnership Event meeting- – ongoing.	RS/JP
ACTIONS FROM THE 8th May		
11.	School Council <ul style="list-style-type: none"> • Governors to respond to the questions set by the School council. • JP to attend School Council meeting in May. 	ALL JP
12.	Parental Survey - PW to liaise with the parent Governors regarding the suitability of the survey and to consider a practical way to distribute it before the end of term.	PW,KM,HB
Item #	Minutes	Outcome
1	Welcome & Completion of Attendance Register	
1a	Apologies had been received from PW & HB. MG would chair the meeting as PW had sent apologies. KM was absent. (She had sent apologies to PW)	Recorded
2	Declaration of interests	
	All governors had signed the declaration of interest forms.	Noted
3	Minutes of the last meeting (27th March 2017) and matters arising	
	They were agreed as an accurate record of the meeting.	Approved
4	School Audit Update & Budget Sign off for 2017/18	
4a	CR presented the audit report which was on GVO – it was noted that these occurred every 8 years. CS was pleased to report that the outcome had been most positive with the School receiving a substantial rating which was one of the highest gradings. The audit team had delivered an action plan with a list of 10 rated actions to address which were made clear in the report. A few of these had already been completed. CS talked the Governors through each of the actions and explained how they would be implemented.	Noted
4b	<i>The Governors were pleased that the audit confirmed the financial probity of the School and they approved the action plan. They asked CR and RS to pass on their best wishes to the rest of the team who had worked hard to complete the audit in good time.</i>	
4c	Budget Approval for 2017/18 CR gave a presentation to Governors - this and the budget had been made available on GVO. CR explained that the Governors would be asked to approve the 3 year budget with the idea that they would gain a wider awareness on the longer term financial health of the School.	
4d	The final Carry Forward for 2016/17 was £54,965	Noted

	<p>The 2017/18 budget was showing a £2k deficit . The recommendation from Schools Finance is that this is recorded as a balancing item.</p> <p>4e RS added that the after School club was not financially viable and would be run in house. <i>Governor question: Why was there not a greater uptake in the provision?</i> RS responded that not enough parents needed childcare, she added that the costs of a session was good value compared to other local clubs.</p> <p>4f It was also noted that the cost of the mini bus would be factored into the budget, it was an essential service as around 28 children used it and if the bus was no longer available it was likely that they would leave the School. The School was also considering asking parents to pay marginal costs toward the breakfast club which would allow the School to break even.</p> <p>4g It was noted that the letter to local councillors regarding the mini bus service had not received a reply and one of the Governors agreed to follow up on the matter. ACTION: NB</p> <p>4h 3 Year Budget Summary Governors noted the 3 year budget summary. RS stated that there were less and less opportunities to make savings. It was noted that staffing costs had been reduced as a percentage of the budget – at 82% the School was considered to be very efficient. The effect of the declining roll and its impact on funding was demonstrated. Governors formally approved the Budget for 2017/18</p>	<p>Noted</p> <p>Noted</p> <p>Approved</p>
<p>5</p>	<p>Head teacher’s Report & Evaluation</p>	
<p>5a</p> <p>5b</p> <p>5c</p>	<p>RS and FC gave a presentation, they explained that there would be a review of the Spring SIP from last term and consideration of the new SIP for the summer term. There would be an overview of the key headlines.</p> <p>Leadership & Management - An action research group led by three teachers would be looking to secure a clear and common understanding of what ‘Outstanding’ looks like. They would look at key strengths, the different aspects of outstanding and different strategies to achieve it would be trialed. Their findings would form feedback as part of the springboard focus for this term.</p> <p>Next steps – the summer spotlight would focus on the pupil voice as a way to drive the curriculum and have a broader impact. The inset day would be dedicated to subject leaders and consider ways to engage pupils for example through the outdoor learning and the Eco club. RS explained the Forest School and its impact on learning.</p>	<p>Noted & Discussed</p>

5d	<p>Wider Impact - 4 teachers had been recruited for the Autumn Term. There were 305 children in the school with 14 joining in Spring and 8 leaving, 25 children were due to start in Reception in September. RS was pleased to confirm that the booking system for parental consultation evenings had moved on line and this had been rolled out successfully with 94.5% of parents using it.</p>	
5e	<p>Teaching & Learning Assessment – the SIP was planned to secure progression and deep learning for all. It was important to ensure that the right support was in place for teachers. RS added that recent visitors to the School had been impressed with the good behaviour and engagement displayed in the lessons by pupils. The local MP had also been at the School and had left positive comments on Facebook. The Hove Cluster was looking to develop middle leaders and embed a good range of practice.</p>	
5f	<p>Summer Spotlight – the key objective was to obtain a high level of engagement in the core subjects on three levels – emotional, behavioural and cognitive. There were 5 key areas – choice, groups, different learning styles, fun and collaboration. These would be delivered at staff strategy meetings. The reading into writing week would allow the pupils to engage with a class text.</p> <p><i>JC added that she would be happy to provide additional information on 'Learning with others' and had useful examples. RS suggested that she could attend an SLT meeting.</i></p>	
5f	<p>Outcomes for pupils – the plan was to improve provision for SEN pupils and to diminish the differences with ARE – this would be a challenge but the spring term data was showing good progress. The next steps would be to focus on lower attainers and the summer spotlight would be on how lessons could meet different learning styles and provide deep learning for all.</p>	
5g	<p>Spring Data Harvest – there was an analysis of the figures for all year groups – it was noted that the cohort for vulnerable groups could be misleading. It was noted that DT had met with RR on Thursday 4th May to review the school's Spring data prior to it being presented to the FGB at the meeting.</p>	
5h	<p>Attendance Update</p> <p>NB gave a presentation on attendance – Ofsted considered that this should be at 96% and above. The average attendance for the whole School was 94.01% and without the nursery was 94.45%. The target was set at 96% although the figures had been severely affected due an outbreak of chicken pox which had impacted on the figures for the nursery children. NB was in the process of extrapolating the reasons but these were varied. The policy would be rolled out in the School and she was exploring creative ways to reduce persistent lateness and leave – the focus would be on FSM, EAL and PP.</p>	
5i		

<p>5j</p> <p>5k</p> <p>5l</p>	<p>NB added that she wanted to instil partnership working and had drafted a pupil questionnaire in order to support pupils. One to one meetings had proved labour intensive but informal groups had instilled a nice atmosphere and proved purposeful for the pupils. The School would be looking at ways to incentive pupils to achieve good records of attendance including the formation of 100% clubs and awarding badges and certificates to pupils who may have fallen under this percentage through ill health or some other reason that could not be avoided.</p> <p>The newsletter would include a regular report on attendance. The LEA had requested that any unauthorised absences were fined but the School had to consider that there was a balance to be achieved when considering the effect of maintaining good relationships. Holidays would be fined unless there were exceptional circumstances.</p> <p><i>Governor question: Did the AU unit differ from the rest of the School ?</i> NB responded that this had been high until recently although there were complex reasons for the change.</p> <p>SATS Update RS reported that one pupil had refused to attend the tests and another was too ill to come into the School, therefore the results may not be as expected.</p>	
<p>6</p>	<p>School Council Report & Parental Survey</p>	
<p>6a</p> <p>6b</p> <p>6c</p>	<p>School Council - FC explained that she had spoken to the School Council and they had formulated a list of questions for Governors – these were made available at the end of the Headteacher’s Report. It was agreed that Governors should email their responses to FC after the meeting. The Answers could be added to the School newsletter.</p> <p>ACTION: Governors to respond to the questions set by the School council.</p> <p>It was also agreed that JP could attend the next School Council meeting on the 16th May so that she could respond verbally to the questions.</p> <p>ACTION: JP to attend School Council meeting in May.</p> <p>Parental Survey Governors considered the draft survey and it was agreed that it would be useful for the parent Governors to comment on the suitability of the survey. RS added that it was good practice for the School to hold an annual survey and it should be mapped into an annual calendar of events. There was a discussion regarding the timing as there was only a small window of opportunity to distribute it before the end of term. The School would have to move quickly to action the survey.</p> <p><i>Governors commented that it would be a shame to miss the year 6 parents before their children moved on to Secondary school. They suggested that an exit survey could be distributed as a way to capture their responses.</i></p>	<p>All</p> <p>JP</p>

6d	It was agreed that papers copies could be distributed at a coffee morning event on the 20 th July and PW (as Chair he would be responsible) should liaise with the two parent Governors. NB offered to assist from the School side. A covering letter would also need to be drafted to accompany the survey.	
6e	<i>ACTION: PW to liase with the parent Governors regarding the suitability of the survey and to consider a practical way to distribute it before the end of term.</i>	NB, PW, KM,HB
7	Portfolio Reports and changes	
	No reports had been submitted for consideration.	Noted
8	Policies	
8a	Policies for Ratification The Health & Safety Policy was approved for ratification. Governors noted that there were some minor amendments and these would be addressed and the final version made available on GVO.	Ratified
8b	Policies tabled at the meeting The Safeguarding and Child Protection Policy was tabled – Governors were asked to scrutinise the policy as it was due for ratification at the next meeting.	Noted
9	Kings School Update	
	RS explained that the public consultation had been further delayed but it was expected to go into planning in May.	Noted
10	AOB	
10a	NB was pleased to report that the School had a good turnout in the festival Childrens’ parade and had been featured in the Argos – photographs would be on the School Facebook pages and on the website and newsletter. <i>Governors acknowledged that this was great publicity for the School and passed on their thanks to the staff who had worked hard in getting the children together for the parade.</i>	Noted
10b	DT showed Governors how data could be presented graphically and gave some examples including Venn diagrams. It was agreed that this would be helpful going forward.	
10c	Governors thanked the Clerk as this was her last meeting – it was noted that an advert had been placed and a date set for the interviews.	
11	Next meetings Strategy – Monday 12th June 2017 at 17:00 Full Governing Body – Monday 17th July at 17.00	Informed

Chair: Philip Worsfold

Signature:

Date:

DRAFT