



Meeting title: Full Governing Body

Date: Monday 17th July 2017 Time: 5.00pm

Venue: Meeting Room, West Blatchington Primary School

Governors present: Ray Allen (RA), Natalie Bellis (NB), Marian Gerrett (MG), Rachel Simmonds (RS), Fern Corns (FC), Heidi Byron (HB), Julie Pelych (JP), Philip Worsfold (PW)

In attendance: Helen Haskew (Clerk), Russell Brentnall (KS1 Leader attended meeting from 5.45pm) Dave Tanner (associate)

Apologies: Kathryn Martin

Absent: Jen Colwell

Quorum: 8 out of 10 governors were present. The meeting was quorate.

| Item | Minutes | |
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| 1 | Welcome and Apologies | |
| | The chair welcomes the new clerk, Helen Haskew and apologies are accepted from Kathryn Martin. | |
| 2 | Declaration of Business Interests | |
| | No new declarations were made. | |
| 3 | Minutes of last meeting | |
| | Minutes of the last meeting were unavailable to sign. This was thought to be due to change over in clerks. MG chaired the last meeting and confirmed that | |

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| | she had seen a set and it was agreed that MG would source them from GVO and sign them accordingly. ACTION: MG to sign minutes. |
| 4 | Matters arising |
| | <p>JP's school council interview has been published in the July newsletter.</p> <p>The Parent Survey remained under development. It was agreed that a final survey should be issued in the second half of the autumn term after the parents evening. In the interim, parents of the current year six would be encouraged to complete Ofsted parent view survey.</p> |
| 5 | Safeguarding Audit and ratify policy |
| | <p>NB noted that nothing significant has changed on the policy apart from the LA email and MASH had changed Front Door for Families and now there was only one access point. All referrals are now done online. Early help services have been cut and there is very little low level support. The onus is on the school to identify any early support that may be needed.</p> <p>It was confirmed that everything in the audit is included in the school policy. The school has chosen not use the Brighton and Hove generic safeguarding policy, feeling a more personalised policy more appropriate for the school. All governors happy to ratify the school policy.</p> <p>For future further enhancement, it was noted that 3 key areas needed to be worked on:</p> <ol style="list-style-type: none"> 1. Online safety. This process has already started and the online safety audit will be used as a guide. There is also a need to tighten the school social media policy. 2. Whistleblowing. This needs to be ratified in the autumn term. Action Helen 3. Risk by association. A declaration from all staff and volunteers involved in Early Years of anyone in their social network who may pose a risk to children is needed. A letter is to be sent out at the beginning of autumn term to all those concerned to sign. It was agreed that this should be done on an annual basis regardless of whether the staff and volunteers has changed. <p>Q How often are DBS's done?</p> <p>A There is no legal requirement, but individuals are expected to inform the school should there be any changes.</p> <p>A new governor reporting form has been introduced which will add another safeguarding layer.</p> |

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| | <p>A discussion was had with regards governor training. PW is due to go on Safeguarding training and suggested it would be useful if someone else joined him. NB welcomed anyone to attend her safeguarding training.</p> <p>It was suggested that a list of training that governors have received should be put on the school website. ACTION: HH</p> <p>PW thanked NB for all the hard work she has done on the Safeguarding policy.</p> | |
| 6 | Head Teacher's Report | |
| | <p>The Head Teacher presented her report.</p> <p>Leadership and management Pupil questionnaires a success enabling teachers to inject creative and fun ideas into lessons, while still perusing a progressive learning journey. The questions asked were based on a sliding scale for answers – 1 – 10. These will be revisited in the Autumn term. There is thirst for knowledge across the curriculum and the July inset day gave a very clear framework.</p> <p>The school has been asked to be involved in a music project – with only one other school be involved out of all Brighton and Hove schools. This was put down to the great work that Beth Oliver has achieved. It was also noted that last year the school had the highest percentage of children learning an instrument throughout both KS1 in Brighton and Hove.</p> <p>Wider Impact The arrangement with Mile Oak and IEH seems to be working and has opened up opportunities for staff at West Blatch. Although it was noted that the arrangement was not sustainable long term and it is envisaged that the present situation will continue until December.</p> <p>Finance It was noted that illness has had an impact on finances, with 50% of the budget already spent with only 33% of the time gone – this cost centre is being monitored.</p> <p>Due to an additional 2 SEND pupils, this has resulted in an unplanned additional member of staff costing £14.9K for 17/18. High needs funding has allocated only £2250 per pupil. The school is challenging this as it had been anticipated it would receive £6,750 and £4,250.</p> <p>New Build – (Kings) Planning has been submitted and the portal open for comments until the end of 17th July – governors asked for those present to post a comment as presently there was an imbalance of people objecting.</p> <p>MG noted that an early works order had not been applied for to move the hut, so there could be potential for disruption during term time. It was asked what the IT</p> | |

budget would be, but we cannot get this information until planning has gone through. It was mentioned that an acoustic wall could impact on the IT budget.

Teaching, Learning and Assessment

Governors were pleased to note that 100% of teachers are good or outstanding. This is the first time it has happened.

Low ability target groups are continuing to make good progress. It was noted that although girls started at higher level, this year by the end of Y6, boys had outperformed girls.

It was suggested that considering all the challenges, to share some headlines from the governors to the staff.

HB asked there was a way to advertise who the new staff were, with perhaps a bio about themselves, so parents would know who they were. It was agreed that this was a good idea and would be implemented. **ACTION RS**

Personal Development, Welfare and Behaviour

Overall absence is currently 4.9, which is higher than the national average. The school continues to fine parents that take their children out of school for holidays. Attendance has always been a challenge and a reward system is in place for pupils who have achieved at least 98% attendance. There are a core number of children affecting the overall percentage due to either being on a part-time timetable or who have continuing deteriorating attendance. This is being worked on with the families involved.

Behaviour incidents are down on last year, although it was noted that Otters appeared to have a much higher level of incidents than other classes. It was reported that incidents are not just classroom related, and there are 2 children in this class with behaviour issues.

Outcomes – Russell Brentnall presents this data.

EYFS - 100% of LA pupils made good progress in reading, writing and maths. ARE attainment has increased significantly from the beginning of Spring term in all three areas.

All pupils in Reception have made good progress. ARE in writing is the highest recorded, standing them in good stead as they enter KS1.

KS1 - Lower attainer's ARE have increased from 9% - 27% in writing, increased by 13% in reading and 5% maths. 100% making better than good progress in reading and 50% in writing.

KS2 – Low attainers ARE has increased in all areas, notably writing has doubled from 11% to 23%.

KS1 and KS2 LA's need to remain a focus.

SATS's Results

Results in all subjects have increased from 2016, but so has the national average.

Reading results have increased significantly from 50% to 68% (this is not including new to English students), the national average being 71% (2016 68%)

Writing results increased from 69% to 70%, the national average being 76%

GDS for these 2 subjects has remained more or less the same.

SPaG results have increased from 66% to 82% with the national average being 77%. GDS has increased from 21% to 36%

Maths results have increased from 66% to 80% with the national average being 75%. GDS has increased from 16% to 32%.

The governors commented that the results were positive and were especially pleased with the progress in SPaG and maths.

The meeting was running late and it was decided to move on to the next item in the agenda, RS agreed that she would do a summary of the year groups over the summer. ACTION: RS

7 Forward Strategy

It was recognised that there is a shortfall of £73K in the budget and the LA had confirmed they would not be accepting any new requests for deficit budgets despite a number already being in place. Governors noted that this served to penalise West Blatchington which had secured c£400K savings over recent years. Utilising a deficit in order to cover costs of restructure was no longer available. A discussion was had about ways to cover this shortfall.

Restructuring staff has already been done and there was little scope here without further impact on teaching. Governors were concerned that further reductions should not adversely affect quality of education received by the children. Also there is a need to take into account the cost of redundancies. There could be possible savings from services that the school buys into from the LA. All services should be looked into and decide whether they provide value for money, do we use them effectively and could we source them from elsewhere more cost effectively.

Would the new build be a source of income? It is thought that there will be potential to use the premises to create extra income, but not soon enough to cover the current shortfall.

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| | <p>It was agreed that a core group of governors would take on the problem and present their strategy at the Oct FGB meeting. ACTION: PW, KM and JP</p> | |
| 8 | <p>Collaboration Agreement with Mile Oak</p> <p>Governors discussed the pros and cons of agreeing to a collaboration and whether or not it would be a fair balance. It was confirmed that governors were not obliged to sit on Mile Oak panels, but it gives both schools a wider net, especially if a panel should go to appeal. It was agreed that it would be a good idea but to amend the term of the agreement to coincide with the existence of the Executive Head arrangements. ACTION: HH to amend agreement, PW/RS to confirm arrangement with Mile Oak.</p> | |
| 9 | <p>Autumn Appraisal</p> <p>This was agreed to be done in the first week of October. MG, JP and PW would do performance appraisal.</p> | |
| 10 | <p>Kings Update</p> <p>This was covered in item 6.</p> | |
| 11 | <p>SEND Report</p> <p>Due to the meeting running late and time constraints, this item was not covered.</p> | |
| 12 | <p>Date of next meeting</p> <p>It was agreed that MG and HH were meeting to timetable all meetings for next year, once they had received data dates from RS, and would then let governors know.</p> <p>ACTION RS – data dates MG and HH set dates</p> | |
| 13 | <p>AOB</p> <p>None.</p> | |