



Meeting title: Full Governing Body

Date: Monday 2<sup>nd</sup> October 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), Kathryn Martin (KM) (JP), Philip Worsfold (PW), Jen Colwell

In attendance: Helen Haskew (Clerk), Carly Regan (Business Manager)

Apologies: Julie Pelych

Quorum: 9 out of 10 governors were present. The meeting was quorate.

Item	Minutes	
1	<b>Welcome and Apologies</b>	
	PW welcomes everyone and apologies are accepted from Julie Pelych. Governors were informed that Dave Tanner has resigned as an Associate Member.	
2	<b>Declaration of Business Interests</b>	
	Governors returned signed and completed new Declaration of Interests forms. No new declarations were made.	
3	<b>Minutes of last meeting</b>	
	It was agreed that the minutes of the FGB meeting 17 <sup>th</sup> July 2017 were an accurate record.	
4	<b>Election of Chair and Vice Chair</b>	

	<p>PW was the only nominee for position of Chair and was voted unanimously to continue in the role</p> <p>MG was the only nominee for position of Vice Chair and was voted unanimously to continue in the role.</p> <p>Governors thanked PW and MG for continuing in their roles.</p>	
<b>5</b>	<b>Matters Arising</b>	
	<p>Promotion of Parent View has been implemented.</p> <p>An overview of training for the governor's web page is in hand and should be live by the end of half term. Agreed that MG would view this before being posted.</p> <p>Confirmed that new staff bios and Governor Corner would be added to the next newsletter.</p> <p>Head Teacher appraisal – plans are in place for informal reviews and a date set for the pay panel.</p> <p><b>Action: Clerk to complete overview and send to MG for approval before posting up.</b></p>	
<b>6</b>	<b>Annual Programme and Objectives</b>	
	<p>PW presented a portfolio calendar, giving a termly work plan and expectations of each area. Governors agreed that it gave a clear and concise idea of what needed to be achieved. A discussion was had about creating a standard agenda with core issues itemised and adding any new items as and when they arise. It was agreed that this should be added to the QAC along with the dates for each meeting. Dates are to be confirmed and sent to FC.</p> <p>It was agreed that each portfolio should have a meeting at least every half term and core issues would be presented to the FGB.</p> <p>The following portfolios were agreed:</p> <p>Personnel - MG and JP</p> <p>Finance - PW and KM</p> <p>Teaching &amp; Learning - RA, NB and JC (to ask Dave Tanner to help on a consultancy basis).</p> <p>Health and Safety - MG and HB</p>	

	<p>Governors had a discussion as to whether they were getting value out of GVO and whether or not it was worth the cost of renewing the license. It was agreed to continue for now but to be reviewed.</p> <p>Action: Clerk to coordinate portfolio meeting dates with governors and send to FC to add in QAC.</p>	
7	Head Teachers Report (including SIP and QAC)	
	<p>FC presented the HT report. It was confirmed that all new staff have had their induction and are up-to-date with regulations and procedures. They have been ‘buddied up’ and are receiving continued support. The more experienced new staff have taken on senior subjects in Maths and PE. The NQT has had Brighton and Hove council induction and is well supported.</p> <p>New children in nursery have lower starting point that the previous year.</p> <p>Reception are settling in well. There are 2 ASC students and staff are working to get the dynamics right. There will be new staff starting after half term to assist with this.</p> <p>INSET Day – the ‘working with others’ strategy is a whole school approach and went very well on inset day. Staff are working collaboratively and a Wellbeing group has been established, made up of representatives from each team in the school. No one person is the chair and this rotates on a meeting by meeting basis. Minutes are taken and posted up internally. It was suggested that governors may want to attend a meeting and that the minutes were put on the website. MG asked for the dates to be sent to her.</p> <p>Behaviour has been good so far and reported incidents for Autumn 1 will be down on the previous year.</p> <p>A governor commented on the positive attitude of the school compared to previous years and asked how they were going to continue with this? Communication needs to clear and regular and will be the primary focus.</p> <p>A discussion was had about the best way to communicate and to give reasons as to why things are done.</p> <p>SIP/QAC</p> <p>FC presented the SIP and QAC. It was explained to the governors that this was the first time that the SIP had been prepared for a whole year and it maps out the school’s aims for the year, giving milestones over the 3 terms. It will continue to be a work in progress. The governors commented that it was very impressive and ambitious document.</p>	

	<p>The QAC gives a very clear and concise calendar of events and deadlines happening throughout the year and is an ever evolving document that can incorporate governor working group meetings and visits.</p> <p>It was suggested that it would be a good idea for the governors to visit the school for a day and also attend an SLT meeting.</p> <p>Action: FC to provide dates to MG for Wellbeing meetings  Action: FC to add dates for SLT meetings to QAC and send to governors.  Action: HH to coordinate a day next year for governors to visit.</p>	
<p><b>8</b></p>	<p><b>Budget Preparation</b></p>	
	<p>CR presented the budget update. The budget deficit position as presented had worsened over the summer and has been a challenge for a number of reasons. A number of pupils have left largely due to returning to home countries or out of the area. A lower than expected PP and after school club reduced hours, there are also 2 additional INA pupils whose funding does not cover the outlay, this has all had an impact on the budget.</p> <p>There is an estimated deficit of £543 for 2017/18, however this would be likely to fluctuate during the year. There was little slack for savings, particularly as the school was awaiting building work to commence. For example, it is a possibility that the infants may need a new boiler and the school a new server. Some contingency was in place but meeting foreseen pressures would be a challenge.</p> <p>It was noted by governors that the school over the last 3 years has secured savings of over £450K.</p> <p>The budget deficit forecast for 2018/19 was now forecast to be around £170K.</p> <p>It was agreed that a budget strategy group was to continue to identify ways to balance the budget particularly as the local authority would not agree new deficits. It was noted that the LA's decision could be seen to punish the school for its prudence relative to other schools. All options were to be considered by the school taking in to account the benefits, risks and impact they would have on both the children and staff and do they fit with the future vision to grow the school.</p> <p>Governors agreed that all the ideas were good but more thought was needed and would be discussed in depth at the budget strategy group. Action: CR to email PW and KM re dates for strategy group.</p> <p>Action: CR to email PW and KM re dates for strategy group.</p>	
<p><b>9</b></p>	<p><b>Review Policies</b></p>	
	<p>Behaviour Policy – this was reviewed by governors and amendments suggested. These will be passed onto the policy owner to update.</p>	

	<p>Whistle Blowing Policy – this was reviewed by governors and amendments suggested. These will be passed on to the policy owner.</p> <p>Scheme of Delegation reviewed by governors – no changes made.</p> <p>It was agreed that statutory policies and when they are reviewed should be mapped into QAC.</p> <p>It was confirmed that all governors had received and read the new ICT and Safeguarding policies, confirmation forms to this effect were signed and returned to the clerk.</p> <p>Action: FC to forward the amendments to the relevant policy owners. Action: Clerk to compile a list of statutory policies.</p>	
<p><b>10</b></p>	<p><b>AOB</b></p>	
	<p>MG explained that the Executive Head arrangement with Mile Oak was due to finish at the end of the Christmas term. However, the situation at the school has still not been resolved and they have requested that RS continues as Exec Head until the end of the Easter term. Governors agreed that they were happy for this to continue on the proviso that RS continues to receive the support of a full-time acting head at MO. It was agreed that PW would write a letter to Jo Lyons confirming the governor’s approval and reiterating the continued acting head support.</p> <p>Action: PW to write letter to Jo Lyons</p> <p>The meeting closed at 7.15pm</p>	
<p><b>11</b></p>	<p><b>Date of next meeting</b></p> <p>27<sup>th</sup> November 5pm</p>	

Signed ..... Date .....