



Meeting title: Full Governing Body

Date: Monday 27th November 2017 Time: 5.00pm

Venue: Meeting Room, West Blatchington Primary School

Governors present: Ray Allen, Natalie Bellis, Marian Gerrett (Vice Chair), Rachel Simmonds (HT), Fern Corns (Acting Head of School), Heidi Byron, Kathryn Martin, Jen Colwell, Julie Pelych

In attendance: Helen Haskew (Clerk)

Apologies: Philip Worsfold (Chair)

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

Item	Minutes	
1	Welcome and Apologies	
	In the absence of the Chair, the Vice Chair conducts the meeting and welcomes all present. Apologies are accepted from the Chair who has sent his comments to items on the agenda.	
2	Declaration of Business Interests	
	No new declarations.	
3	Minutes of last meeting	
	It was noted that Natalie Bellis was left off as being a member of the T&L committee (item 6) and the minutes were asked to be amended to include this.	

	<p>The minutes were considered a true and fair representation of the meeting on 2nd Oct once this amendment is made.</p> <p>Action: Clerk to amend minutes of 2nd October.</p>	
4	Associate Member	
	<p>It was put to the governors that Kym Lyons be brought on as an associate member. Kym had previously been a governor at the school but due to caring commitments could not dedicate the time necessary to continue in this role. However it was felt the skills she has would be invaluable to the GB, especially with regards the T&L committee. The Governors had a discussion about whether or not that fact that she would be unable to attend many meetings would be a disadvantage. It was agreed that although not ideal it would be possible for her to view agendas and minutes and give comment and advice. All governors agreed that Kym Lyons should be an associate member.</p> <p>Action: Clerk to inform Governor Support of new Associate member</p>	
5	Matters Arising	
	None	
6	Head Teacher's Report	
	<p>The Head Teacher's report was circulated to everyone prior to the meeting and was presented to the GB by the Rachel Simmonds and Fern Corns. The following points were raised:</p> <p>Leadership and Management</p> <ul style="list-style-type: none"> • The Personnel Lead governor has met with the new teachers and had an informal chat. They have found since they have started that the teachers are friendly and children's behaviour is good. They were particularly impressed by the Acting Head and how she engages with all the children and found her very approachable. However, they have noticed the divide between Infants and Juniors and it was recognised this needed to be addressed. The NQT was very impressed with the mentoring she has received. It was noted that 3 of the new teachers have had previous experience and now that they have settled in this should be picked up on and utilised. • Governors asked when the SEND report should be received. It was confirmed that it should be seen by governors at the beginning of the new academic year, but a draft should be in place in July. 	

- The recent marketing of the school for reception pupils 2018 has proved very successful, especially the online advertisement which has not been done before. In total 34 families have visited as opposed to 15 the previous year.

Q Of the 34 families, how many were new to the school?

A Only one family came from the nursery, the rest were new.

Q If they all apply will there be enough for 2 classes next year?

A Yes.

The visiting parents showed great interest in the new build and some had second visits. Emails were sent commenting on the quality of the open days. Governors asked the HT to thank all staff for the effort they have put into the open days.

Learning, Teaching and Assessment

- It has been a challenge with 4 teachers leaving and all being either good or outstanding. Teaching remains good with a slight dip in outstanding.

Q Have we amended the way we do our interviewing? How do we ensure the candidates will hit the standard?

A It has been amended slightly, we are particularly looking for candidates who can meet the needs of all the pupils. There were only a few candidates due to the shortage of teachers but we attracted good practitioners.

Personal Development, Behaviour and Welfare

- The Wellbeing group is still a work in progress. Two meetings have been held and there have been challenges. The aim is for the meetings to be solution focused. The VC is due to attend the next meeting.
- Natalie Bellis presented the attendance report. Attendance is below the national average at 94.6%. It was noted that one pupil on a part time timetable was not in school for a term due to being moved to emergency accommodation out of area. It was felt that it was in the best interest of the child to be kept on the register even though it would have a detrimental impact on attendance figures.
- Continuing support for families and rewards schemes are proving successful.
- A student social worker will be joining the school in January.
- Pupil behaviour is continuing to improve with 196 recorded incidents this term as opposed to 387 this time last year.

Outcomes for Pupils

- Disadvantaged pupils are making progress and are on track for the end of the year.

	<ul style="list-style-type: none"> • KS1 targets are in line with last year, with only phonics being lower. • KS2 targets are higher than 2017 • 3 new children have joined the ASC facility ad all are significantly below ARE. • EYFS – reading is better placed than last year. Work with parents is proving very successful – Bed Time Reading Workshop. <p>Q. Do parents turn-up to these events?</p> <p>A. Yes, there has been a high success rate this year and it is something we need to do for other year groups.</p>	
7	Attendance and Inclusion	
	This was covered in item 6.	
8	Portfolio Reports	
	<p>Personnel</p> <p>The minutes of the last Personnel meeting were circulated prior to the meeting. It was noted that the Pay Panel was convened after the Personnel meeting and was signed off. The VC commented on how clear and thorough the data provided was and thanked the HT.</p> <p>Health and Safety</p> <p>The minutes of the last Health and Safety meeting was circulated prior to the meeting. It was noted that the new build would prove to be a challenge to manage.</p> <p>Q. Do you feel comfortable addressing the H&S needs of the new build?</p> <p>A. Yes. The premises manager is straight onto any issues but there is only a small team with an awful lot to do.</p> <p>Teaching and Learning</p> <p>A date to meet before the end of term was agreed. It was agreed that the ToR should be looked at and the clerk would minute any meetings. It was confirmed that the PP report would be reviewed by T&L.</p> <p>Governors had a discussion about what to call each group and agreed to change the name from Portfolios to Committees.</p> <p>Julie Pelych agreed to attend ASP training on the 6th December.</p>	

9	Strategy Group – Progress Report	
	<p>The Chair attended a Hove Cluster meeting where the options of federation were put forward. The governors debated whether this would be advantageous to the school in respect of savings. It was felt that it would take at least 2 years before any monetary advantage would be seen and would have no immediate impact on the current deficit which remains at c£172K. Governors discussed whether it would be prudent to apply for a licensed deficit and were told the deadline for this is April 2018. It was agreed by all governors that a license should be applied for sooner rather than later and in the meantime try and get the deficit down.</p>	
	New Model Pay Policy	
10	<p>The new pay policy was circulated prior to the meeting and all governors agreed to support the new policy.</p>	
	Mile Oak	
11	<p>The Exec Head arrangement continues with Mile Oak and governors discussed how much longer this arrangement should continue. An update is expected around the substantive head teacher's absence by the end of term. The Chair has written to the LA stating that if the role was to continue this could only happen with the continued support of an acting head at Mile Oak as is currently happening and the Exec role would finish at the end of the spring term.</p> <p>The Head was asked how much time she was spending on Mile Oak. The commitment is meant to be 3 days Mile Oak and 2 days West Blatch but currently she is spending (in hours) 5 days on Mile Oak and 2 days West Blatch. Governors felt as a care of duty these hours should be billed as extra.</p> <p>Governors commented on what an amazing job the HT has been doing but are concerned about her health and wellbeing. The HT felt that the position had gone on far longer than she expected and has taking its toll, but would be happy to continue until the end of the spring term but no longer.</p> <p>It was agreed that the Chair would write to the LA to confirm the on-going arrangement and end date.</p> <p>The Chair of Mile Oak has contacted the Chair of West Blatch to discuss areas of partnership or informal federation. The governors discussed what benefits would be gained from this and would want further information on how this would work.</p> <p>Action: Chair to write to the LA</p>	
12	Kings update	

	<p>Contractors for the new build are due to start on site on 4th December and a plan of works was circulated prior to the meeting. There was concern about the moving of the ASC unit and how it would affect the children. It was felt best not to tell the pupils too soon as this could create some anxiety but still give them enough time to get used to the idea. It was agreed that parents should be informed of details in the newsletter.</p> <p>The HT was concerned about the capacity of project managing site with such a small team and is not sure how this will be met. The Business Manager and Premises manager are currently trying to manage all aspects and there is concern for their wellbeing. The governors were concerned about the work load on the Business Manager and it was suggested that another school could possibly support with 1 day a week cover. The new build budget for IT is £300K and usually this would have much larger team to manage this. It was felt there is a need for extra funding to help manage the project and the VC agreed to attend the next buildings meeting.</p>	
13	AOB	
	None	
14	Date of next meeting	
	22 nd January 5pm. Meeting finished at 7.15pm	

Signed Date