



Meeting title: Full Governing Body

Date: Monday 22nd January 2018 Time: 5.00pm

Venue: The Library, 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, Philip Worsfold (Chair)

In attendance: Helen Haskew (Clerk)

Apologies: Julie Pelych

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

Item	Minutes
1	Welcome and Apologies
	Welcomes were made and apologies accepted from Julie Pelych
2	Declaration of Business Interests
	No new declarations were made.
3	New Chair

	<p>The Chair informed the governors that due a change in working circumstances that his position as Chair was becoming increasingly difficult to fulfil. However, he was happy to remain in the position for the rest of the academic year to maintain continuity but a new Chair would need to be considered for next September.</p> <p>The Vice Chair informed the governors of available training for prospective Chairs run by Governor Support.</p> <p>A discussion was had about the recruitment of new governors for the 3 remaining vacancies. Governors were informed that both Julie Pelych and Jen Colwell were in contact with possible candidates and the Chair would compose a plea for new governors to go into the school newsletter. All agreed to focus on filling the vacancies.</p> <p>ACTION: The chair to compose a request for governors in the school newsletter</p>
4	<p>Matters arising</p>
	<p>There were no matters arising and the minutes of the last meeting were considered a true and fair representation of the meeting on the 27th November 2017.</p>
5	<p>Head Teacher's Report</p>
	<p>The HT presented an up-date of the HT report presented at the last FGB meeting in November.</p> <p>Admissions: 14 new children joined across all year groups and 16 children left the school. Of those that left 12 moved out of the area, 1 moved to a Hove School, 1 moved looking for a new start and 2 moved due to a breakdown with the school after a thorough investigation.</p> <p>All those that joined are below ARE and all those who left were at ARE or higher. This has had an adverse effect on the data. It was noted that children who join from abroad and do not have English as a first language, given time do catch up.</p> <p>Admissions for next year:</p> <p>24 – 1st choice (last year 15)</p> <p>11 – 2nd choice</p> <p>24 – 3rd choice</p> <p>The admission figures are higher than last year but due excess places at schools in the area, all the 2nd choices are likely to get their 1st choice school. Most of the 1st choices are from the nursery and there is a strategy in place making links with local nurseries in the area inviting them to the school for learning walks and attending school productions to help increase future numbers.</p>

6	Categorisation Visit
	<p>The Categorisation visit report was circulated to the governors prior the meeting. Fern Corns presented the findings. The new SPA visited the school having looked at key documentation beforehand. He met with the SLT and subject leaders and did a learning walk and found that there were no concerns and no need for intervention. He was due to visit again in March and it was suggested that the Chair and Heidi Brydon should attend when he visits again as they were unable to join the recent governor visit. The following recommendations were made:</p> <ol style="list-style-type: none"> 1. Increase formal Monitoring – so any support needed is picked-up earlier and ensure early signs of being on track. 2. How we track children – the SPA has suggested a new system that he knows works well in other schools, but having looked at it the feeling is that it is not the right fit for West Blatch. The present system was designed specifically with the school in mind and has recently been updated. However, the designer of this software is no longer pursuing this line of work, so it is something that will need to be addressed in the future. 3. Update the school website – this has now been updated. <p>The governing body commended the SLT for the overall positive report. Governors discussed the prospect of increased monitoring and the impact that would have on both SLT and teaching staff. It was confirmed that the staff were open to change as it would help address issues sooner and were happy changes would not result in being over scrutinised.</p> <p>There was a discussion on the next steps for the governing body and was agreed that there should be improved induction for new governors and an aide memoire developed with key information about the school and central documentation folder. It was also agreed that the governors should have more involvement within the school on a termly basis and Fern Corns will send out the date for the next Pupil Progress meetings for governors to attend.</p> <p>Action: Clerk – create aide memoire and central documentation folder Action: Fern Corns to send out Pupil Progress meeting dates</p>
7	Pupil Premium Report
	<p>The Pupil Premium Report was circulated prior to the meeting. An abridged version of the report can be found on the school website. Fern Corns presented headline data:</p> <p>KS1 It was found that at the end of year 2 (2 classes), that there was no gap in reading between PP and non-PP and in writing PP were marginally better. In maths non-PP performed better than PP. Governors queried whether the data showed a gap</p>

	<p>with PP who are higher attainers. Disadvantaged children have significantly lower starting points and mobility was also a key issue. Governors agreed that the next Teaching and Learning meeting should scrutinise this area in much greater detail.. Maths progress is in the top 10% nationally for both disadvantaged and non-disadvantaged. Reading remained a priority with the aim to increase overall attainment. KS1 progress is not reported nationally but is monitored within school. Governors noted that the school was tracking specific outcomes here and it was suggested this could be something we add to the Pupil Premium information on the website.</p> <p>KS2 There is a significant gap in reading between PP and non-PP. A ‘word aware’ strategy was put in place in January to combat this gap which will have a knock-on effect with writing, where there is gap between PP and non-PP. The gap in Maths between PP and non-PP is much less. EGPS PP are higher than non-PP.</p> <p>Progress data for PP at the end of Y6:</p> <p>Reading – average Writing – above average Maths - high EGPS - high</p>
8	Attendance Report
	This item was not covered due to time constraints.
9	Engaging with Parents
	<p>Attendance at the parent consultations was:</p> <p>Infants 92% (95% last year) Juniors 95% (95% last year)</p> <p>A discussion was had about how parents communicate about and with the school if they have a problem and the best way to promote positive news about the school. It was suggested that the school website could be refreshed and possibly have a newsfeed on it. At the moment was insufficient capacity to remodel the website but training more staff to update the website could be considered.</p>
10	<p>Governor Business</p> <p>The governors expressed how impressed they were and how much they enjoyed their visit on the 10th January. They found the atmosphere positive and the curriculum leads worked well together. They witnessed some excellent teaching and were very impressed with the KS2 assembly. It was noted that the children were now missing access to a foreign language and that this would limit availability of a broad and balanced curriculum. It was confirmed that the school had retained some of the subject</p>

	<p>leadership on modern foreign languages that had previously been in place. This knowledge remained available to current staff. There was also an effort to build languages possibly through after school clubs. The French pen pals the children made last year will be visiting the school but due to numbers the West Blatch children will not be able to visit France. A question was asked about the availability of swimming. All children in Y3 have swimming for 1 term with the aim to be able to swim 25m.</p>
11	Safeguarding
	<p>6.30 pm Natalie Bellis – presents Safeguarding Training to all governors.</p> <p>Action: Natalie Bellis to email Channel online training link to be completed by those who have not already done so.</p>
12	Policy updates
	<p>The Pay Policy was ratified by the governing body The Personnel ToR was ratified by the governing body with the agreement that the bereavement policy was to be removed from the list of associated policies.</p> <p>Due to time constraints it was agreed that the remaining policies would be allocated to the appropriate working groups to review.</p> <p>Action: Clerk to remove bereavement policy from Personnel ToR Action: Chair to allocate policies to relevant working groups.</p>
13	Committee Updates
	<p>Finance</p> <p>The deficit for next year has been reduced to £100k from £180K. The council has said previously that no deficit budgets would be accepted but a recent letter had suggested the decision could be subject to review. It was agreed to approach council stating the school's previous strong financial management, its position with the new build and the decrease in funding and asking for support from them.</p> <p>Personnel</p> <p>The Mile Oak substantive head had now left and the Mile Oak governing body are actively recruiting for a new head. However, due to timings involved, the likelihood is that a new head will not start until September 2018. The cover for Acting Heads of school and Exec Head at Mile Oak continues until Easter and the council are meeting on the 1st February to discuss what will happen after this time.</p> <p>Staff capacity is under strain due to sickness and extra work involved with the new build. The council has been approached for extra funding to back fill the Business Manager's work. They have said that they would look at their contingency fund after their budget setting. It was noted that the only other new building the city (BACA) had a</p>

	<p>full time premises team working on it. The Chair will write to the council to keep pushing for extra funding.</p> <p>Action: Chair to write to council</p>
14	Kings Update
	Carried forward due to time constraints
15	<p>AOB</p> <p>The Chair reminded the governing body of the Good to Outstanding training course that had been emailed earlier from Governor Support, asking for as many governors to attend as possible and also suggested they watch the link attached to the email. Natalie Bellis and Philip Worsfold will be attending.</p> <p>The governors were asked to consider whether to vote for a 2 week half term in October. The HT felt that this had not worked for the school previously, leading to attendance issues. It was agreed to vote against the 2 week half term and governors would email the council.</p> <p>The meeting ended at 7.35pm. The next meeting is on 26th March 5pm</p>

Signed Date