



Meeting title: Full Governing Body

Date: Tuesday 12th February 2019 Time: 5.00pm

Venue: Library, West Blatchington Primary School

Governors present: Marian Gerrett (Vice Chair), Rachel Simmonds (HT), Julie Pelych (Chair), Natalie Bellis, Andrew Rogers and Heidi Brydon (from 5.30pm) Kym Lyons. Fern Corns

In attendance: Helen Haskew (Clerk), Diana Bell (Inclusion Manager)

Apologies: Jen Colwell, Ray Allen, Kath Martin

Quorum: 8 out of 11 governors were present. The meeting was quorate.

Item	Minutes
1	Welcome and Apologies
	Welcomes were made and apologies accepted from Jen Colwell, Ray Allen and Kath Martin. The Chair welcomed Kym Lyons to the meeting as a proposed co-opted governor and asked governors to vote. The vote was unanimous to co-opt Kym onto the GB.
2	Declaration of Business Interests
	There were no new interests.
3	Minutes of the last Meeting
	The minutes of the last meeting were considered a true and fair representation of the meeting held on the 3 rd December 2018.
4	Matters Arising

	<p>Kath Martin to write letter to Hill Park Governors with regards historical misallocation of budget.</p> <p>Explore changing day CSD meeting takes place – to help maximise the number of governors on the committee.</p>
5	Budget Approval
	<p>The governors were informed that budget was not yet completed and were asked to review it via email and approve at the next FGB meeting. Governors agreed that this was acceptable.</p>
6	Inclusion/SEN
	<p>Diana Bell, the new Inclusion Manager, presented a self-evaluation review to the governors. Diana confirmed to governors that she had carried out a learning walk and some pupil conferencing and gave her initial thoughts of her first few weeks:-</p> <ul style="list-style-type: none"> • The main area of concern was the use of support staff. Since the latest restructure the number of support staff had reduced considerably and the feeling was that there is need to recalibrate support staff, try to work out how to overcome barriers and to re-engage with quality research and reshape working practice. • How are we fostering SEN children to work independently. • Focus on rigorous monitoring of SEN and value of pupil progress meetings. • How do SEND action plans inform the classroom? • Behaviour for Learning needs to be re-established. • SEND action plans need to be part of the Behaviour for Learning Policy. <p>Q What is your feeling on the SEND action plans? A I think they need to be more available and are not adding as much value as they should do.</p> <p>Governors discussed the ASC unit and the need for consistency around communication with the LA. It was agreed that a meeting should be arranged with the new Head of SEN at the LA.</p> <p>Action: Rachel Simmonds/Diana Bell Contact Head of SEN to arrange meeting.</p>
7	Ofsted
	<p>The Chair thanked the HT, SLT and whole school community for all the hard work that contributed to the good Ofsted report. A post Ofsted action plan and strategy meeting would take place with the SLT and governors were invited to attend. The clerk agreed to arrange a date for this.</p>

	<p>Governors commented on the very positive parent view Ofsted survey, and were especially impressed that 100% of parents who completed the survey, would recommend the school to others.</p> <p>Action: Clerk to send dates to governors for post Ofsted action plan meeting.</p>
8	Head Teacher Report
	<p>The Head Teacher report was circulated to governors prior to the meeting. The HT summarised the salient points and gave an update on the schools strategic aims. Next steps from Ofsted were discussed, with particular emphasis on persistent absence and the challenges that this creates. Natalie Bellis agreed to present an Ofsted follow-up around attendance at the next FGB.</p> <p>The HT reminded governors of the need to scrutinise the Pupil premium and Sports premium report which will be presented at the last meeting of the academic year.</p> <p>A GDPR update would be presented at the next FGB.</p> <p>Governors discussed the on-going issues with capacity and the impact this was having not only on teaching but wellbeing. Governors agreed that the Chair should write a letter to Richard Barker asking for acknowledgment of the unprecedented situation of the school and the likelihood of exceeding the licensed deficit.</p> <p>Governors discussed marketing going forward for the new build and pupil numbers. Governors agreed that a strategy group needed to be formed, which would include the Business Manager and a meeting should be set up for May.</p> <p>Action: NB Ofsted attendance follow-up for next FGB. Action: Clerk – GDPR update for next FGB. Action: Chair to write letter to Richard Barker Action: Chair – Marketing Strategy meeting to be set up with Business Manager</p>
9	Health and Safety
	<p>It was confirmed that Heidi Brydon would now take over the role of H& S governor and would report to the Finance Committee. A H&S walk had been carried out with the premises manager, there were no concerns and any risks were dealt with immediately.</p>
10	Strategic Aims update
	<p>This item was covered in the HT report.</p>
11	Committee Reports
	<p>Governors received the minutes for Finance, Personnel and CSD committees prior to the meeting and these were taken as read. It was noted that the key facts of the budget were covered in the Finance meeting and there had been a big impact on the</p>

	budget with regards the staffing issues in the Nursery. Governors recognised that finances continue to be a massive challenge.
12	Governor Business
	<p>It was confirmed that Kath Martin had agreed to be a co-opted governor when her term as parent governor comes to an end in March. It was noted that both a parent and staff governor election would need to be held before the end of the Spring term. Governors agreed it would be a good idea to arrange a time to meet parents to help them understand what a governor does and to encourage parents to apply for the parent governor vacancy. Heidi Brydon agreed to arrange a time for this to take place.</p> <p>Skills Audit – due to time constraints, it was agreed that this would be carried forward to the next FGB meeting.</p> <p>Action: HB to arrange a parent/governor meeting. Action: Clerk – Skills Audit on the next FGB agenda.</p>
13	Policies
	Governors were happy to ratify the Grievance, Disciplinary, Bereavement and Teacher’s Pay policies, which had been circulated prior to the meeting.
14	New Build
	<p>Marian Gerrett confirmed the next meeting with the contractors would be on the 22nd February. A tour of the new build was planned for the 25th February at 3.30pm. Governors were asked to let the Business Manager know if they would like to attend.</p> <p>Governors discussed the issues around the packing-up and un-packing of the school and whether the contractors insurance would cover parents helping with this, and how many people would be covered.</p> <p>Action: HT/Business Manager to check insurance cover with contractors.</p>
15	AOB
	None

Signed Date