



Meeting title: Full Governing Body

Date: Monday 25th March 2019 Time: 5.00pm

Venue: Classroom, West Blatchington Primary School

Governors present: Marian Gerrett (Vice Chair), Rachel Simmonds (HT), Julie Pelych (Chair), Natalie Bellis, Andrew Rogers, Kath Martin, Heidi Brydon, Kym Lyons, Fern Corns

In attendance: Helen Haskew (Clerk),

Apologies: Jen Colwell, Ray Allen

Quorum: 9 out of 11 governors were present. The meeting was quorate.

| Item | Minutes |
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| 1 | Welcome and Apologies |
| | The Chair welcomed those present and apologies were accepted from Jen Colwell and Ray Allen. |
| 2 | Declaration of Business Interests |
| | There were no new interests. |
| 3 | Minutes of the last Meeting |
| | The minutes of the meeting held on the 12 th February 2019, were considered a true and fair representation. |
| 4 | Matters Arising |
| | <ul style="list-style-type: none"> It was decided that a letter that was due to be sent to Hill Park governors, querying the historical lack of support given to the ASC unit, would no longer |

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| | <p>needed after a meeting will Hill Park took place and as a result of this the HT is satisfied there is now greater transparency.</p> <ul style="list-style-type: none"> • A meeting has been arranged for 4th April with the Head Teacher, Inclusion Manager and the Head of SEN at the LA. • A letter has been sent to Richard Barker from the Chair reiterating the dire circumstances of the school– as yet there has been no response. • The HT has confirmed with Kier that their insurance covers parents helping with the move if they are chaperoned. A discussion was had around a possible disclaimer form being created but clarification needs to sought on this. • Packing and unpacking dates were given to governors, who agreed to email the clerk the dates they were able to attend. <p>Action: Governors to confirm attendance on moving days.</p> |
| 5 | Budget |
| | <p>The HT informed governors that due to lack of capacity in the Finance department the budget has yet to be finalised, but a draft budget has been submitted to the LA with a licenced deficit of £17,000, this figure is likely to increase. The forecast for next year will see a further increase in the deficit but it was considered a reasonable expectation that year 3 would show a balance.</p> <p>A meeting is taking place with LA finance and a top line figure will be reported at the Finance Committee meeting on Friday 29th March.</p> |
| 6 | Head Teacher Report |
| | <p>The Head Teacher report was circulated to governors prior to the meeting and was taken as read. The key headlines were:-</p> <ul style="list-style-type: none"> • Pupil numbers remain stable. • Strategic aims and goals have been updated. • An update on pupil applications for Sept 2019 is due. Currently figures would mean a one form entry, but this could change to a two form entry if second preferences are allocated through over subscription of first choices of other schools. Governors discussed the financial impact should this happen and the numbers that would make a second class viable, which were considered unlikely to be achieved. • Staffing - Staff capacity is still a challenge. • Two Nursery staff teachers on long term sick are unlikely to return until September 2019. The nursery class has 2 consistent members of staff covering for the absence. • Y4 supply teacher covering for the summer term, due to relocation of current Y4 teacher. An induction and handover has taken place. |

- **CPD** -SLM has attended Just Right training (supporting children with the most complex needs) which she will cascade to the rest of the team.

Q Are parents aware of this training?

A It is definitely something they could use at home, and a workshop needs to be set up for this, linking it in with parent engagement.

Q Is it open to the whole school or just SEN?

A It is an approach that all children would understand so would carry through to all parents. Staff training would come first, then the children and then parent and carers.

Governors asked for an update on this at the next FGB meeting.

- **Curriculum** - Senior curriculum lead has taken part in 3 different curriculum leadership groups. Curriculum subject leaders have been given time to audit and pack prior to the move.
- School offer has been established.
- Partnerships with other B&H schools continue and links with Teaching School Alliance and Cluster wide initiatives.
- Parent consultations have taken place – final attendance figure is being calculated.
- SLT and Governors have met to discuss Ofsted next steps.

Governors discussed future marketing of the school and who within stakeholders and the wider community could help with this. It was agreed a marketing group, including parents, would be launched in the summer term.

- Short term actions have been implemented to improve persistent absentees.
- A letter and applications has been sent out to all parents with regards free school meals.

Q Is it clear in the letter that by taking FSM they are not taking money from the budget?

A Yes this is made clear in the letter.

Q Could parents have separate appointments to discuss whether they are eligible for FSM?

A Yes, this has been offered in the letter.

- Revising triangulation methods – further feedback will be given as we move forward.
- 100% teachers are good or better.
- Behaviour report will be analysed at the next CSD committee meeting.
- Children who are on the behaviour framework continue to require significant support.
- 2 exclusions so far this year.
- Online Safety action plan and training due to be completed.
- Young Carers policy is being devised.

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| | <ul style="list-style-type: none"> Phonics is on track to hit target of 84%. There will be an expected dip in SATs results this year, due to the high percentage of EHCP children in Y6 <p>The HT asked if governors were able to attend during the SAT's week (commencing week May 13th), to quality assure the complex support that will be required.</p> <ul style="list-style-type: none"> New Build – although additional work has been required, Kier is still confident they will hand over keys on the 23rd April. The last progress meeting will take place on Friday 29th March. Risks have been assessed that need to be completed to be compliant. A risk assessment has been carried out to fulfil compliance. <p>Action: Update on Just Right Training. Action: Behaviour report to be analysed at next CSD meeting Action: Marketing Strategy group to be formed</p> |
| 7 | Committee Reports |
| | The CSD and Finance committee reports were circulated to governors prior to the meeting and taken as read. Governors noted that no minutes were provided for the Personnel Committee as there had not been a meeting since that last FGB. |
| 8 | Attendance – Ofsted follow-up |
| | This item was covered in the Head Teacher's report. |
| 9 | SFVS |
| | The SFVS had been circulated prior to the meeting and signed by the Chair at the Finance committee meeting. |
| 10 | GDPR |
| | <p>The Clerk presented a table of work that had been completed toward GDPR compliance. It was noted that further work was needed, some of which the Clerk would be unable to fulfil. The Clerk agreed to send the draft Data Protection Policy to the the HT. A further update will be given at the next FGB.</p> <p>Action: Clerk to send Data Protection Policy to HT Action: Further GDPR update at next FGB meeting</p> |
| 11 | Governor Business |
| | <ul style="list-style-type: none"> A completed skills audit was circulated prior to the meeting. It was agreed that most areas of the audit were fairly well covered, but Finance and Estate Management was an area to focus on when recruiting new governors. Kath |

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| | <p>Martin agreed to provide a spec as to what the GB should be looking for when recruiting a new governor with a finance background.</p> <ul style="list-style-type: none"> • Governors discussed up-coming vacancies on the GB and how best to recruit for these: • Parent governor – parent election to take place next term. A coffee morning will take place on 29th April where current governors will attend. Governor piece on front page of newsletter. Governors will let the Clerk know if they can attend the coffee morning. • Staff Vacancy – election to be organised. • Co-opted – Local Authority sites. <p>Governors discussed implementing a better induction for new governors.</p> |
| 12 | Policies |
| | <p>The PHSE and Teaching and Learning policies were circulated to governors prior to the meeting. Both policies had been reviewed in the CSD committee meeting. Governors had emailed suggested amendments to the policies and were happy to ratify both policies taking into account these amendments.</p> |
| 13 | New Build |
| | <p>This item was covered in the Head Teacher’s report.</p> |
| 14 | AOB |
| | <p>Heidi Brydon, parent governor, informed governors of the positive atmosphere among parents with regards to moving into the new school building.</p> <p>The meeting ended at 7.05pm. The next meeting will be held on the 20th May 2019.</p> |

Signed Date