

FULL GOVERNING BODY MEETING

Monday 18th September 2017 at 7pm at the Junior Site

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION 8			
2	1	1	1	1	LDBS	PCC	Trustees	St Mary's Church
Richard Goatley	Christina Sturge	Anneliese Jacklin	Ruth Knight	Angela Abrahams	Alex Hazard	Neil Stirling (from item 4)	Ieke Hilmy (Vice-Chair)	Jeff Hopkin Williams
Ben Driver (Chair)						Robin Shute	Hugo Clark	
						Eloise Leeson	Katherine Cox	

Apologies: Christina Sturge, Richard Goatley, Anneliese Jacklin, Jeff Hopkin Williams, Katherine Cox, Rhys Williams

Also attended: Piotr Ashwin Siejkowski, Jonathan Jones (Associate Members)
Kate Nepstad (Clerk)

		ACTION
	Father Piotr Ashwin Siejkowski led the governors in prayer. The meeting began at 7.05pm.	
1.	<p>APOLOGIES FOR ABSENCE and MEMBERSHIP</p> <p>Apologies for absence were received from Christina S due to work commitments, Anneliese J due to an annual holiday and Rhys W, who was at Sayers Croft with Yr 4.</p> <p>Apologies had also been received from Jeff HW and Katherine C, who were both unable to attend due to a clash with St Mary's PCC. Ben D apologised to Jeff HW and Katherine C for the date not being changed to avoid the clash. This year governors and staff will be consulted on next year's dates at the meeting in the Spring Term, to avoid this happening in the future.</p> <p>The membership of the GB, the committees and designated roles for 2017/18 were circulated and noted by all present. Anneliese J has agreed to take the second Safeguarding governors role, from Ieke H. Clerk to source suitable training. There are no other substantial changes from last year.</p>	<p>Clerk</p> <p>Clerk</p>
2.	<p>DECLARATION OF INTEREST</p> <p>Governors were reminded to complete their declaration of interest forms for</p>	

	2017/18. An updated summary will be put onto the website when all the forms have been completed and returned to the Clerk.	Clerk
3.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>Kate N explained that in keeping with the GB's terms of reference, governors are obliged to elect a Chair and Vice-Chair annually. Nominations were sought prior to the meeting and two were received. Ben D nominated himself for Chair of Governors and this nomination was seconded by Hugo C. Ieke H nominated herself for Vice Chair of Governors and this nomination was seconded by Alex H. The appointments were ratified by a unanimous vote of the GB and Ben D and Ieke H were thanked for taking on a third term.</p> <p>Ben D and Ieke H asked governors to note that they will not seek re-election when their third term of office as Chair/Vice ends on 18th September 2018.</p>	
4.	<p>GOVERNING BODY DOCUMENTS FOR 2017/18</p> <p>4a. <u>Terms of Reference and Scheme of Delegation</u> Governors noted the terms of reference and scheme of delegation document and after some discussion, requested the following amendments:</p> <p>Scheme of delegation should state that</p> <ul style="list-style-type: none"> • HT is responsible for appointing DHT and SLT • GB is responsible for the suspension/dismissal of the HT • C&S committee maintains an overview of the curriculum to ensure that it is appropriately resourced and flexible in scope. <p>ACTION: The revised document Terms of Reference and Scheme of Delegation will be circulated with the minutes and filed.</p> <p>4b. <u>Guidance on governor visits to school</u> Ben D explained that this document had been revised to reflect the fact that it is generally most appropriate for feedback from governor visits to be summarised at committee and not at full GB meetings.</p> <p>After some discussion, governors requested amendments to reflect the following points:</p> <ul style="list-style-type: none"> • Visits that fit in with a committee's monitoring plan should be arranged by the chair of committee, with Angela A. • Informal visits to school are welcomed but again, arrangements should be made in advance so that staff are aware • Governors are always welcome to attend assemblies but please inform Angela A in advance • H&S walk rounds can be coordinated directly with Johanna vO, who will put a note on the board in the staff room to inform staff • The words 'observe' and 'report' should be avoided and more appropriate wording used to prevent confusion. <p>Angela A confirmed that she was satisfied with the guidance – subject to the amendments as discussed.</p> <p>ACTION: The revised Guidance on governor visits to school will be circulated with the minutes and filed.</p>	Clerk

	<p>that the school had taken on the third site under a promise that it would not lose out financially and observed that 'the school did something we asked for'. Since the meeting, Susan Chapell (former St Mary's governor) has taken on Paul Hodgins' former role. It is hoped that their combined knowledge of St Mary's unique situation may be helpful, as the council has some discretion over extra one-off funds for schools. AfC will support an application for further funds for split site schools to the Schools Forum this term.</p> <p>ACTION: Angela A to submit an application for further funds to Schools Forum.</p>	AA
7.	<p>SCHOOL IMPROVEMENT</p> <p>Angela A pointed out some key features from the circulated documents:</p> <p>a) <u>Spark Report for Governors Summer 2017</u> There has been a dip in attendance and a rise in persistent absenteeism which is being addressed this year.</p> <p>b) <u>End of Year Data</u> The data for KS2 compares reasonably well with other Richmond schools. Although the data appears less strong for KS1, Angela A reminded governors that they should consider the extent of the value added since the end of Reception - a relatively low starting point for this particular cohort. There is still work to do in writing and this will remain on the SDP for the second year. An ambitious target of 90% had been set for Yr 1 phonics and they achieved 80%. The target was deliberately ambitious for a cohort that was not strong at the start of the year. Improved results are expected for the current Yr 1.</p> <p>Governors asked the following questions about the data:</p> <p>Q How was last year's KS1 cohort any different from previous years? The cohort was generally weaker, with some additional needs. The results have highlighted the need for more preparation for Yr 2 work, while still in Yr 1, to ensure a better performance.</p> <p>Q How will the school ensure that it adds value to this cohort at KS2? Due to financial constraints there are not extra adults to provide significant interventions but there is every reason to expect that this cohort will make good progress.</p> <p>Q Which data is 'to be confirmed'? The progress figures from KS1 to KS2 will only be validated after Christmas. The average scaled score for KS2 is not yet confirmed and it was noted that the KS2 GPS (grammar, punctuation and spelling) results were excellent (97% achieved the expected level or above), but this will unfortunately not be included in the average scaled score, which only considers Maths, Writing and Reading results.</p> <p>c) <u>Staffing Updates</u> The confirmed staff list for this year has been published on the website. One teacher is leaving in December to return home to New Zealand. Angela A stated that she was confident that they would find a high quality replacement full time teacher in time, to replace him. Two teachers on maternity leave will be covered by supply teachers. There is currently one TA position being covered by a supply. There are 4 vacancies for SMSAs and the school is currently recruiting.</p>	

	<p>The Senior Teaching Assistants are now covering PPA time and this new arrangement is going smoothly so far.</p>	
d)	<p><u>Subject coordinators</u> Some junior members of staff have been given new responsibilities as subject coordinators. This is proving successful. As a reflection of the school's desire to promote 'Diversity and British values', this has been added as a new subject link.</p>	
e)	<p><u>SDP 2016/17</u> The data has been added to the final version of last year's plan. It was a very positive year and item 5, 'Developing greater links with AfC and LDBS', will not continue onto the SDP for 17/18. This doesn't mean that links will no longer be developed, but it is no longer a key priority on the SDP.</p>	
f)	<p><u>SDP 2017/18</u> Angela A outlined the school's key priorities for 2017/18.</p> <p><u>(SDP 17/18 1) Standards – link governor – Ieke H</u> Targets have not been added yet. These will be set in collaboration with teachers after the first pupil progress meetings of the year. Angela A reminded governors that they should not expect all targets to be met, all of the time: this shows that they are appropriately ambitious. There will be a focus on EYFS - A new leader for EYFS will help to make improvements. There will be a continuing focus on closing the gap for PPG and SEN. There is now a fairly stable TA support network to support this work.</p> <p><u>(SDP 17/18 2) Finance - link governor – Neil SJ</u> The school is still looking at ways of raising money and reducing costs.</p> <p><u>(SDP 17/18 3) Curriculum - link governor – Ieke H</u> Angela A explained that a creative, collaborative approach is being encouraged. Teachers have been motivated by a recent exercise to re-consider the way that they teach different themes: they have been identifying new and exciting methods. This approach is also being extended to pupils, who are being encouraged to think about how they would like to explore themes. Parents are also being invited to collaborate, especially to help find ways to celebrate diversity at school.</p> <p>Q What does this mean in practice? A new item on the SDP is the proposal to form a steering group to help the school develop a curriculum which embraces diversity. It is hoped that some parents with experience of different cultures and religions will come into school and add to the celebration of diversity. See also SDP 5.</p> <p><u>(SDP 17/18 4) Assessment</u> ACTION: C&S Chair to decide which governor should be linked to this item on the SDP.</p> <p><u>(SDP 17/18 5) Caring School – link governor – Katherine Cox</u> Angela A stressed that this new item on the SDP did not imply that the school is currently uncaring! Caring is part of the school's Christian ethos. As part of this work, children will be writing their own class charters and thinking about their own rights as well as their responsibilities to others. A generous donation from the Trustees has enabled the appointment of a part time Learning Mentor who will work with needy and vulnerable children on each site. It is hoped that some</p>	IH

	<p>of this work will take place in the newly developed outdoor reflection areas, also kindly provided by the Trustees.</p> <p>Angela A offered to take further questions on the SDP by email, due to lack of time.</p> <p>g) <u>Summary of feedback from surveys</u> Governors were reminded that the detailed responses had been reviewed at Safety & Community committee. Angela A provided a verbal summary. The children's responses were incredibly positive, the parents' comments were largely constructive and the staff survey picked up some low morale which is understandable given last term's staff consultation and consequent staffing changes. Angela A commented that it had been a fairly bumpy first year and that this year would be more stable. Governors commented that it would be interesting to compare this feedback with next year's results.</p> <p>Q Were there any questions about governance of the school? No, not specifically. Angela A acknowledged that governors didn't feel well connected to either parents or staff but the GB would soon be visible on the new photo boards for each site. Also, information about the GB on the website was good and the Annual Report to the school community was easily accessible to those interested. This is arguably more visibility than at most other schools.</p> <p><i>The following further detail was provided after the meeting:</i></p> <ul style="list-style-type: none"> • School roll is now 654, with spaces in Y3 and Y4 • Number of children having free school meals has dropped from 3.5% to 2.2% last year • Middle Site building - roofing leaks and a large crack developed in IT suite. The structural engineer has been called for advice • Junior Site – a complaint has been logged about an issue with the roadway • Infant Site – the work on the drains in the front playground is finally complete. • Fire drills are planned for all sites on the following dates: 9th October 2017, 9th February 2018, 20th June 2018. <p>Angela A offered to take any further questions by email.</p>	
8.	POLICIES	
a)	<p>The Pay Policy 2017/18 was approved by governors. The policy has taken into consideration the 1% increase but is otherwise the same as last year.</p> <p>ACTION Add links to the STPCD for 2017 as the policy mentions them as an attachment and update references in the first paragraph and elsewhere if required.</p>	SM
b)	<p>The Child Protection and Safeguarding Policy 2017/18 was approved by governors and will be published online.</p>	Clerk
9.	CLERK'S UPDATE	

	The LDBS courses for 2017/18 have been circulated and any governor wishing to undertake any training should first consult this list. Governors were reminded that the school needs to pay separately for any AfC training.	
10.	ANY OTHER BUSINESS Ben D reminded governors that Kate Nepstad has resigned as clerk and will be handing over to a replacement in the course of this term. BD thanked her for her profound influence on governance at St Mary's, supporting two Chairs and three Heads in a three year period with authority, care and sensitivity, and the governors heartily concurred. Former Chair of Governors Lucy MacArthur forwarded some comments of appreciation and wished the GB good luck in finding a replacement.	
11.	NEXT MEETINGS Monday 4 th December 2017 at 7pm Monday 19 th March 2018 at 7pm Monday 25 th June 2018 at 7pm	
	Father Piotr Ashwin Siejkowski closed the meeting with a prayer at 8.05pm.	

Full GB Actions

As of 18th September 2017

Minute	Action	Assigned	Update	Completed?
20.3.17 5	Follow up and confirm that the drainage problem is resolved.	AA	Works planned for first week in summer holiday	Done
20.3.17 7	Work with Simon M to understand the implications of the NFF on PFI.	NS-J	Ongoing	Closed
20.3.17 11	Committee chairs to allocate policies from the matrix to individual governors at their next meetings.	Chairs	F&S committee to do this at next meeting, otherwise done	Done
20.3.17 11	Update all statutory policies with new front page and equalities statement, before September 2017	KN	Ongoing	Done
20.3.17 11	Find out if donating GB expenses would be of significant benefit to school	RG	Roll over to next meeting	
20.3.17 11	Risk assessment for Sayers Croft 2017 to be forwarded the same group, next term.	AA/RW	Received	Done
19.6.17 4a	Provide a suitable date for a GB hosted after-school staff drinks. Hugo Clark to liaise with Ben D on the details	AA/HC	Staff drinks hosted by Hugo Clark/GB in July	Done

19.6.17 7	The options discussed under the 'Strategy' item require some further modelling by Finance & Staffing committee prior to further consideration	NSJ	Ongoing	
19.6.17 10	Draft end of year report will be circulated to all governors for their information and comments, prior to publishing	BD/KN	Circulated.	Done
19.6.17 12	Send committee chairs details of courses delivered by the Leading Governance Partnership	KN	Circulated link and further details on request. None requested.	Done
19.6.17 12	Circulate details of the proposed external review and to confirm timings and costs	KN	Discussed with BD/IH/AA. Date confirmed 12.10.17	Done
19.6.17 12	Make a formal communication of the GB's thanks to Angela A in the annual report to parents at the end of term	BD	Circulated and published online	Done
18.9.17	The amended documents for 17/18 will be re-circulated with the minutes and filed appropriately	Clerk	Filed electronically	
18.9.17 6	Submit an application for further funds to Schools Forum this Autumn	AA		
18.9.17 7f	C&S Chair to decide which governors should be linked to the items on the SDP. Please let Angela know.	IH		
18.9.17 8	Pay Policy: add links to the STPCD for 2017 and update references in the first paragraph and elsewhere if required.	SM		