

ST MARY'S CE PRIMARY SCHOOL

**Monday 21 September 2015 at 7pm
at the Junior Site**

Constitution, Membership and Attendance

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION			
2	1	1	1	1	LDBS	PCC	Trustees	St Mary's Church
Lucy MacArthur (outgoing Chair)	Christina Sturge (from item 5)	Anneliese Jacklin	Katy Welsh	Stuart Campbell	Alex Hazard	Neil Stirling	Ieke Hilmy (incoming Vice-Chair)	Jeff Hopkin Williams
Ben Driver (incoming Chair)						Robin Shute	Hugo Clark	
						Jonathan Jones (outgoing Vice-chair)	Katherine Cox	

Apologies: Hugo Clark and Alex Hazard

Absent without apologies: None

Also attended: Associate Members Tom Holmes and Jane Tomlinson

	<p>Father Jeff Hopkin Williams led the governors in prayer. The meeting began at 7.15pm.</p> <p>Lucy M thanked governors Jonathan J, Ben D and clerk for their help hosting a Pimms and Strawberries evening for staff at the end of July: Stuart C confirmed that this event was much appreciated by all the staff.</p>	
1.	<p>APOLOGIES FOR ABSENCE AND WELCOME</p> <p>The clerk received apologies from Hugo Clark and Alex Hazard.</p> <p>Lucy M asked governors to welcome Alex Hazard (in absentia) as our new LDBS governor. Her four year term of office will begin today.</p>	<p>ACTION</p> <p>Kate N to record new membership details</p>

	<p>Lucy M confirmed the re-appointment of Robin Shute by the PPC and his new four year term of office will also begin today.</p> <p>The clerk outlined the Parent Election process that had taken place over the past few weeks: there were five expressions of interest from parents, all with useful skills. All chose not to pursue formal nomination. The only nomination was from current parent governor Ben Driver and his reappointment is therefore confirmed. His new four year term of office will begin today. The clerk has arranged for the five interested parents to attend initial training to learn more about becoming a governor.</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>No interests were declared. All governors signed and returned the Register of Governors' Interests form to the clerk. A summary will be put onto the school website, in accordance with new requirements.</p>	Kate N to file and put summary onto website
	<p>Lucy M showed governors the recent 'Parliamentary Review' with an article about St Mary's, written by Stuart C. Governors expressed their delight and asked if this was to be circulated. Stuart C explained that copies would be sent home to the parents of children from Reception to Yr 5.</p>	
3.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>At the last meeting of the full GB, Lucy M and Jonathan J informed the governors that they would not be seeking re-election as Chair and Vice-chair respectively. The clerk requested nominations for the positions of Chair and Vice Chair. Jeff HW nominated Ben Driver for Chair and Ieke Hilmy as Vice-Chair. The nominees left the room while the remaining governors voted. The remaining governors voted unanimously to accept these nominations. The nominees returned to the room and were welcomed as the new Chair and Vice-Chair of the GB.</p> <p>Jonathan J offered to mentor Ieke Hilmy in her new role and his offer was gratefully accepted.</p> <p>Ben D thanked Lucy M for her integrity, wisdom and leadership as Chair. He thanked her for having brought the members of the GB together as a team. He expressed his gratitude that Lucy M and Jonathan J were both staying on as governors.</p>	Kate N to update formal records
4.	<p>MINUTES OF LAST MEETING</p> <p>The minutes of the full Governing Body meeting held on 22nd June 2015 were approved as an accurate record. The confidential minute will be filed and the general minutes will be filed and also published on the school's website.</p>	Kate N to publish online
5.	<p>MATTERS ARISING</p> <p>Ben D reminded all governors that all business discussed at the meeting is confidential.</p> <p>Q Was the school admitted to the 'Gold Club', as mentioned in the minutes? The meeting to confirm the school's membership will take place next week.</p> <p>The proposed building works at the Junior Site have been approved by the Governing Body.</p>	

	<p>The School Journey for 2015-2016 has been approved in principle by the Governing Body, assuming that the trips go ahead as in previous years. The risk assessment for the Yr 6 trip to France on 13-17th June 2016 will be submitted to the appropriate committee at the end of the Spring Term. The Yr 4 trip to Sayers Croft on 19-21st September 2016 has been approved in principle and the risk assessment will be submitted to the appropriate committee at the end of the Summer Term.</p> <p>Q What is the school's contingency plan for the Yr 6 trip to France in June 2015 if the current migrant situation in Calais continues?</p> <p>Stuart C stated that the children's safety is paramount and that the situation will be reviewed closer to the time. Tom H undertook to report to the next meeting of Curriculum Committee or the full GB.</p>	<p>Tom H to report to full GB in Spring Term.</p>
<p>6.</p>	<p>School Development Plan (SDP)</p> <p>Stuart C explained that the circulated document is a work in progress, reflecting priorities identified by the Senior Leadership Team and staff. Some of the items are carried over from last year (for example SDP15/16-4, regarding the Unit). The SDP is raised at meetings of the Middle Leadership and the individual items feed directly into the targets which are monitored through the Appraisal Management process.</p> <p>The deadline for additions and amendments to the SDP is Monday 12th October.</p> <p>Q What is the complete list of current members of the Senior Leadership Team?</p> <p>Leadership team Headteacher Stuart Campbell Deputy Headteacher Tom Holmes Assistant Headteacher Danielle Maynard <i>Deputy Headteacher Verity Wasserberg (currently on maternity leave)</i></p> <p>TLRs (Teaching & Learning responsibilities/Middle Leaders) Jane Glenister Ruth Knight Tom Powell Katie Thomas Katie Varney Katy Welsh</p>	<p>All Gobs to request any additions before this date</p>
<p>7.</p>	<p>COMMITTEES</p> <p>There was a general discussion around the proposed committee structure and memberships, with the following conclusions:</p> <p>Committee chairs must email their Terms of Reference for 2015-6 to the clerk as soon as they have been approved by their committees. Please insert the following new information:</p> <ol style="list-style-type: none"> 1. That Associate Members have voting rights on the committee. 2. The named individual responsible for keeping the relevant information on the website up to date. Please send amendments to the clerk. 	<p>Committee chairs to send TORs to the clerk for filing</p>

	<p>The clerk explained that there are new requirements for publishing information online from 1 September. This must include for each governor who has served at any point over the last 12 months:</p> <ul style="list-style-type: none"> • Details of all Governors, Associate Members with terms of office, the committees on which they serve etc • Attendance record at governing body meetings • Summary of business and pecuniary interests <p>The list of proposed committee memberships was circulated and meetings dates hared.</p>	Kate N to recirculate, with amendment as needed
a.	Full Governing Body	
i	<p>Code of Conduct</p> <p>Ben D explained the importance of this document, which clarifies that the board of governors should operate at a strategic level, leaving the Headteacher and Senior Leadership Team responsible and accountable to it for the operational day-to-day running of the school. He expressed his admiration for the school staff, who are well led by Stuart C and have been well guided by the Governing Body under Lucy M's chairship.</p> <p>Governors signed the Code of Conduct.</p>	Kate N to file
ii	<p>Governor Visits</p> <p>Ben D asked governors to make sure that they all visited the school (each of the three sites) at least once a year, and preferably once a term. Governors were reminded that visits to the school should not be treated as an inspection, rather that they should</p> <ul style="list-style-type: none"> • have a clear focus which is agreed in advance. • be used as a way of getting to know the school better: • help to inform the questions that governors should be asking of the school. <p>Governors who are also parents, were reminded to ensure that they follow the appropriate procedures when visiting as a parent, to avoid an unhelpful blurring of the boundaries of these two very different roles.</p> <p>Governors who are also staff were encouraged to carry out visits as part of their governor role.</p>	
iii	<p>British values and the Prevent duty</p> <p>The circulated document outlines the new requirement regarding these two related items.</p> <p>The proposed statement about the school's commitment to promote democracy, individual liberty, the rule of law, mutual respect and tolerance of difference ('British values') was accepted by governors.</p> <p>The proposal to include new paragraphs referring to the school's action to prevent radicalisation was accepted and will be forwarded to Ben Egan (designated subject co-ordinator for PSHE) to consider how the promotion of British values and the prevention of radicalisation can form a part of the PSHE's curriculum.</p> <p>Both wordings may be simplified, according to requirement.</p>	Kate N to incorporate wording as outlined

	<p>Q How does this statement relate to our Ethos statement?</p> <p>Ethos Committee will consider this issue at their first committee meeting. In the meantime, the British values statement will be put onto the website. Governors were reminded that this item is outstanding from last year and needs swift resolution.</p> <p>Stuart C informed governors that the topic for Creativity in all year groups this term is 'British values'. Pupils and staff will be engaging with this item on a weekly basis.</p>	<p>Kate N to oversee inclusion onto website</p>
<p>b.</p>	<p>Admissions Committee</p> <p>Lucy M informed governors that one request for an appeal hearing was received last year. The appeal was heard on 10th July but it was not upheld.</p> <p>Emily Price is back from maternity leave and has resumes her role as school Admissions Administrator, working Monday-Wednesday at the Infant site. Stuart C explained that recent training attended by Emily had referred to the forthcoming option for parents to defer their children's school entry for 1 year. This will be discussed further at Admissions Committee this term.</p>	
<p>c.</p>	<p>Curriculum & Standards Committee</p> <p>The school data from 2014-15 will be brought to the next meeting. Tom H recommended that this data should be circulated earlier in the term in future, in order that it can be shared at the first meeting of the Autumn Term. Kate N to amend the full GB workplan. This will be reflected in the agenda of September 2016-17.</p> <p>This committee will be chaired by Associate Member Tom H for the first term. He will be shadowed by Christina Sturge who will replace him as Chair later in the year.</p>	<p>KN to amend workplan and recirculate</p>
<p>d.</p>	<p>Ethos</p> <p>The minutes from the meeting on 9 March 2015 were signed.</p>	<p>KN to file</p>
<p>e.</p>	<p>Finance</p> <p>Neil S provided a verbal update on two items:</p> <p><u>Consultation on Schools Funding 2016/17</u></p> <p>Members of the Finance Committee will meet to compile a response to this consultation document. The particularly interesting components are the split-site allowance and allocation for SEN targeted support. Neil S will work with Simon M to respond by the deadline of 7th October.</p> <p><u>Budget</u></p> <p>There will be a meeting with the LA on Wednesday 22nd September to confirm the action plan that was devised last summer. The outcome will be to agree the pull-forward of funds and to confirm a loan payment into the school's bank account.</p> <p>The successful resolution of the school's budgetary situation is the first item on the SDP this year and will be led by Neil S.</p> <p>Ben D recommended that the School Licensed Deficit Recovery Plan should feature on the SDP.</p>	<p>Neil S to work with Simon M and submit response</p> <p>Neil S to add detail to the SDP</p>

f.	<p>Pay & Staffing</p> <p>Robin S updated the governors on the following items:</p> <p>30th September is the deadline for the new pay structure.</p> <p>Alternative policies relating to staff grievances will be considered at the next committee meeting, as a possible replacement for the LDBS 'Grievance and Discipline Procedures' document.</p>	
g.	<p>Premises, Health & Safety</p> <p>This committee will be chaired by Associate Member Jane Tomlinson for the first term. She will be shadowed by Alex Hazard who will replace her as Chair later in the year.</p>	
h.	<p>Pupils, Parents & Community</p> <p>The updated Uniform Policy was approved.</p>	Kate N to put onto website
i.	<p>Record of Visits</p> <p>Ben D and Ieke H attended a Guided Reading Learning Walk on all three sites and observed Pupil Progress meetings for every St Mary's pupil (with Lucy M) in June.</p> <p>Q How were the observations and comments fed back to teachers?</p> <p>Tom H confirmed that Curriculum Committee would be given details of the feedback to staff, as well as more information about the teaching of writing skills in Key Stage 1.</p>	
8.	<p>ANY OTHER BUSINESS</p> <p>Jeff HW passed on the good news that the Trustees have offered the funds to enable the Governing Body to plan a small social event this term. This was gratefully accepted and governors generally agreed that The Crown would be a suitable venue.</p> <p>Ben D read out a letter written by Stuart C which announced his intention to resign, his last day of employment being 8th April 2016. Governors received the news with great sadness and some shock. The meeting closed without discussion, which would take place between Chair and Headteacher over the next week and be reported back to the GB.</p>	Ben D to meet Stuart C to discuss further.
9.	<p>NEXT MEETING</p> <p>The next meeting of the full GB will be on Monday 30th November 2015 at 7pm.</p> <p>Jeff HW led governors in saying a prayer followed by The Grace. Meeting closed at 8.35pm</p>	