

FULL GOVERNING BODY MEETING

Monday 19th June 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	Ieke Hilmy (Vice-Chair)	Jeff Hopkin Williams
Ben Driver (Chair)						Robin Shute	Hugo Clark	
						Eloise Leeson	Katherine Cox	

Apologies: Richard Goatley, Robin Shute
Absent without apologies: None
Also attended: Rhys Williams, Jonathan Jones (Associate Members)
 Kate Nepstad (Clerk)

		ACTION
	Father Jeff Hopkin Williams led the governors in prayer. The meeting began at 7.10pm.	
1.	APOLOGIES FOR ABSENCE and MEMBERSHIP Apologies for absence were received from Richard Goatley and Robin Shute and were accepted by the chair.	
2.	DECLARATION OF INTEREST No new interests were declared.	

<p>3.</p>	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The minutes of the meeting on Monday 20th March 2017 were accepted as a fair record and will be filed and published online. The confidential minutes of the same meeting were agreed as a fair record and signed. They will be filed in the confidential minutes folder at school.</p> <p>The confidential minutes of the extraordinary meeting on Thursday 18th May 2017 were also agreed as a fair record (subject to a minor alteration) and signed. They will be filed in the confidential minutes folder at school.</p> <p><u>School Journey: Yr 6 trip to France 2017</u> Rhys W gave governors a brief outline of the very successful trip to Normandy last week. He commented that the children had been great ambassadors for St Mary's and that everyone had a fantastic time – despite the lack of sleep!</p> <p>Ben D thanked the staff on behalf of the governors, noting that this residential trip is one of many visits organised for pupils throughout the year and that St Mary's pupils benefit from a wonderful array of experiences.</p> <p><u>Auriga Trust</u> Ben D, Angela A and Hugo C met Clarendon School's headteacher John Kipps, the Chair and vice-chair of Clarendon's governing body and Matthew Paul from AfC. The meeting had been arranged to discuss the possibility of the new free school 'The Maaz' being placed at Amyand House, with access to some of the Middle site's facilities. The proposal is at a very early stage, nothing was agreed, and queries about the need for a variation of the lease for the site were not resolved at the meeting. Governors will receive a further update in due course but it seems unlikely that the new school will be ready to open until September 2019.</p> <p><u>Formal Closure of the Gathered Provision</u> At the same meeting, Matthew Paul stated that it would be some time before the closure would be finalised. The GP has been suspended since September 2016. AfC are managing the consultation process and Matthew P explained that the timing of the announcement has been delayed partly by the general election. Governors relayed disappointment to AfC that parents were having to wait so long for a consultation originally promised for Autumn 2016. AfC want to announce the closure of individual provisions at the same time as announcing new provisions that are not yet finalised. Currently it looks likely that the consultation (which AfC will run) will be during Autumn 2017.</p> <p><u>PPA Cover – staff working party</u> Angela A explained that all staff had received an email today to invite them to apply to join the working party, set up to manage the changes to covering the teachers' PPA time from September 2017.</p>	<p>KN</p>
<p>4.</p> <p>4a.</p>	<p>HEADTEACHER'S REPORT</p> <p>Governors noted the comprehensive headteacher's report and asked the following questions:</p> <p>Q There are three teacher vacancies. Which year groups are affected? It is the school's policy to select the best candidates and place them in the most appropriate year groups, rather than recruit for a specific year. The vacancies are not a cause for concern.</p>	

<p>4b.</p>	<p>Q What has been the parental response to the announcement about the changes to PPA cover? Parents were informed via the newsletter on Friday 9th June and no comments have been made to office staff, which suggests that parents are content.</p> <p>Q How are staff feeling about the results of this term’s consultation? Staff have put the matter behind them and are moving on. This is an extremely busy term and they are now preoccupied with report writing and other end of year matters.</p> <p>Q What can governors do to express their thanks to the staff for their commitment this year? Jeff HW reminded governors that the Trustees have provided money for a senior leadership team event and dinner, from which it has been agreed that £500 will go towards a staff event at the end of term.</p> <p>In previous years the GB has hosted a small party, with governors providing and serving Pimms after school one day, close to end of term. Hugo Clark offered to organise the event this year.</p> <p>ACTION: Angela A to provide a suitable date for a GB hosted after-school staff drinks. Hugo Clark to liaise with Ben D on the details.</p> <p><u>Job Share Policy Statement</u> Angela A explained the late inclusion of the Job Share Policy Statement, explaining that in addition to existing job share arrangements, a number of staff would be forming new partnerships next term and it was important to clarify the procedure and practicalities. Angela A has already shared the draft document with staff currently working as part of a job share and as a result of their feedback two further points will be added:</p> <ol style="list-style-type: none"> 1. Inset Day – both teachers in the job share will be asked to attend, irrespective of whether it falls on their usual day of work. If this amounts to an additional day worked, this will be recognised. 2. Handover – there are a number of ways that handovers can be provided and it will be up to the teachers involved to allocate time for handover. <p>Governors noted the new policy statement and asked the following questions:</p> <p>Q Job shares often amount to greater than one full time role, to enable time for handover. Will the school budget for this? In many cases, it is not possible for overlap – most job shares are a 2 day / 3 day split and there is not a time when both can attend together. It is the school’s expectation that staff will work out a method of handover by phone, email or in person. The exception is Inset/CPD, as described above.</p> <p>Q What happens if a job share teacher wants to change their days? The days that they work will be stated in their permanent contracts. While the school will be as flexible as possible, any alterations to agreed arrangements will need to be made in the best interests of the school.</p> <p>Q What is the Flexible Working Policy, referenced at the end of the document? This is a borough policy which enables staff to apply for flexible working arrangements.</p>	<p>AA HC/BD</p>
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	<p>ACTION: The finalised policy statement to be circulated to Finance & Staffing committee before September 2017</p> <p>ACTION: This policy should be added to the Finance & Staffing committee's working schedule, and the frequency of review agreed at the next meeting.</p>	<p>AA</p> <p>NSJ/ KN</p>
5.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>Angela A has provided updates on the school's progress against the five key priorities for improvement at committee meetings throughout the year. The summer data will be added to the Plan before the end of term and the updated Plan will be shared with governors in September, along with the school's Self-Evaluation Form (SEF), in order that governors can be confident that the school's self-evaluation is robust and accurate.</p>	
6.	<p>SCHOOL FINANCES</p> <p>6.1 Final Budget 2017/18</p> <p>Governors were reminded that because the borough's initial figures for the next year's budget were received late and the consultation on staffing changes came to an end in mid-May, the final budget for 2017/18 was circulated to Finance & Staffing committee rather later this year than usual. Simon Minty is to be thanked for his excellent explanation papers.</p> <p>Neil S-J explained that the figures show a much healthier picture than in recent years. The school ended the year 2016/17 with a surplus of £51,667 and predicts a surplus of £26,750 at the end of 2017/18. This is a much more positive position for the school's short to medium term budgets than that predicted last year and is largely due to having spent money so sparingly in the last 12 months, having 'pared down' the school's management structure and of course the changes to PPA staffing from September 17.</p> <p>The budget includes the income derived from lettings, which has increased this year thanks to the agreement with SchoolsPlus.</p> <p>Governors also noted that:</p> <ol style="list-style-type: none"> 1. One of the reasons for the healthier-looking budget is due to AfC allowing the school to benefit from some income early. Without this c£48,000, the year end surplus from 2016/17 would be more like £2,000 2. There are still concerns about the as-yet-unknown implications of the National Funding Formula and other the planned increase of other on-costs such as NI contributions 3. In the longer term a deficit appears likely again: governors are reminded that all local schools are facing this challenge and there is still work to do to get better recognition of St Mary's specific burdens: the PFI contract and the cost of running three sites. <p>The Budget Monitoring Group have provided a thorough review and the final budget is now presented for full GB approval.</p> <p>Governors approved the final budget for 2017/18.</p>	
6.2	<p>St Mary's Fund</p>	

	<p>Ben D updated governors on the work of this small group, which reports into Finance & Staffing committee. There has been a delay in receiving the necessary tax code for the Fund and this has in turn delayed the establishment of a dedicated bank account. In the meantime, parents have been asked to set up regular payments into the existing FoSM account, and some have made one-off donations via Tucasi. Significant donations have been made in a very short time. The next meeting will take place on 26th September 17 and the main focus will be on driving forward the proposal to raise money through partnership with local businesses. Governor Richard Goatley is leading this.</p> <p>Governors asked the following question:</p> <p>Q Should parents be provided with an update on the school's finances, now that the end of year position is more favourable?</p> <p>Governors agreed that it could be very misleading if parents were now given the impression that the school's ability to end the year with a surplus meant that it had successfully met its financial challenges in the longer term. Angela A explained that the Fund had undertaken to make an annual report to parents in order to demonstrate what the donations were being spent on.</p>	
7.	<p>STRATEGY</p> <p>Governors were asked to consider the draft 'Strategy' papers produced by Neil SJ and Ben D. The purpose of the paper was to consider radical, long term options for St Mary's future, given the financial challenges that the school continues to face. A number of options were presented and discussed.</p> <p>*CONFIDENTIAL*</p>	
8.	<p>COMMITTEE PAPERS</p> <p>Governors noted the minutes from the most recent committee meetings and committee chairs thanked all governors members and also the staff who contributed regularly:</p> <p>Admissions Committee – Emily Price Curriculum & Standards Committee – Rhys Williams Ethos Committee - Rhys Williams, Caroline Freer, Jane Glenister Finance & Safety Committee - Simon Minty Safety & Community Committee - Johanna Van Otterdijk</p>	
9.	<p>CHAIR'S ACTION</p> <p><u>Meeting with AfC on 22nd June</u> Ben D explained he and Angela A were attending a meeting with Lucy Kourpas, Charis Penfold from AfC, plus Paul Hodgins (Cabinet Member for Schools & Children's Services) on 22th June 2017. The subject of the meeting is to 'discuss the school as well as finances'. The meeting is the result of multiple attempts to discuss the school's financial position with AfC since February 2017. Governors will be updated on the content of the meeting in due course.</p> <p><u>Vote of thanks for Polly Devereux and Julia Neden-Watts</u> Ben D proposed a vote of thanks for Polly and Julia, who are stepping down from their roles as Chair and Vice-Chair of FoSM. The vote was seconded by Katherine Cox and warmly endorsed by all present. The new chair of FoSM is called Emily Price and governors look forward to meeting her in due course.</p>	

	<p><u>Meeting with Sir Vince Cable, newly elected MP for Twickenham</u> Ben D and Angela A met MP Vince Cable on Monday 19th June and explained the difficult financial situation for St Mary's. They were open about the problems of the PFI contract and the third site which is underfunded by AfC. [After the meeting, Sir Vince C accepted the invitation to open the Summer Fair on Saturday].</p>	
10.	<p>CLERK'S UPDATE</p> <p><u>Remote access to GB papers</u> Kate N thanked Rhys Williams for setting up a secure area on the school's server for storing the GB meeting papers. Rhys W demonstrated how to use the link on the school website and governors were issued with unique usernames and passwords. Governors noted that only members of the governing body should have access to the folder. The signed papers will continue to be stored, together with confidential minutes, in a locked cabinet on the Middle Site.</p> <p>ACTION: Kate N to provide governors with details of how to change their passwords, to increase security.</p> <p><u>End of Year Report</u> Governors noted that an annual report to parents will be prepared and communicated before the end of term. Committee chairs should send a paragraph of text for inclusion, as soon as possible please.</p> <p>ACTION: The draft report will be circulated to all governors for their information and comments, prior to publishing.</p> <p><u>Summer Fair 2017</u> Governors were thanked for volunteering to man the GB stall at the summer fair this coming weekend:</p> <p>11.00 – 12.00 Jeff and Robin 11.30 - 12.30 Hugo 12.00 – 1.00 Alex, Richard and Eloise. Ben D, Jeff HW and Angela A will escort Sir Vince Cable.</p> <p><u>Committee meetings 2017/18</u> Committee chairs were asked to provide provisional dates for meetings next year.</p> <p>ACTION: Kate N to circulate a list of proposed meeting dates with the minutes from this meeting.</p>	<p>KN</p> <p>BD/KN</p> <p>KN</p>
11.	<p>GOVERNOR TRAINING</p> <p>Governors who had recently attended training on behalf of the GB were asked to share their key learnings, for the benefit of other governors.</p> <p><u>NGA Regional Meeting on 21st March 2017</u> Ben D urged governors to make use of their NGA membership by attending meetings when possible. He observed that the key learning for him had come from further discussion of the implications of the National Funding Formula. However, the meeting was most useful as an opportunity to share ideas with other chairs of governors and to learn from their (often very different) experiences.</p>	

	<p><u>AfC Health & Safety for Headteachers and Governors on 4th May 2017</u> Alex H recommended this one-day training course which gave a comprehensive overview of the key areas, emphasising the legal, financial and reputational cost of H&S within the school environment. As the legal employers of school staff, governors must be confident that the school is aware of its obligations and has appropriate systems in place to manage H&S issues and anticipate maintenance needs. One key recommendation was that headteachers should provide an annual H&S report to the full GB and it has subsequently been agreed that this will be provided annually, at the September meeting each year.</p> <p><u>(AfC) Safeguarding – the GB’s role on 18th May 2017</u> Katherine C commented that this had been a ‘sobering evening’, with the key message that safeguarding was everybody’s responsibility. Governors have a key part to play in keeping pupils safe (see section 175 of the Education Act 2002) and should have a clear understanding of the school’s safeguarding policy, procedures and duties. Katherine C reminded governors that they have all been sent the key document ‘Keeping Children Safe in Education’ and they have noted that they have read and understood Part One. She noted that there is a Single Point of Access number for the borough which provides direct 24hr access to a social worker as well as a representative of the police and health services.</p> <p>Governors were reminded to let Kate N know if they wanted to attend any training over the coming term.</p>	
12.	<p>ANY OTHER BUSINESS</p> <p><u>Succession Planning</u> Ben D explained that he and Ieke H would be standing for re-election in September but he urged other governors to consider nominating themselves. Neither Ben nor Ieke plan to stand for re-election the following year. Committee chairs in particular need to consider whether they would be prepared to move into the roles of CoG or VC in due course. ACTION: Kate N to send committee chairs details of courses delivered by the Leading Governance Partnership.</p> <p><u>Review of Governance</u> Governors were asked to consider whether they were supportive of an external review of the GB, to be carried out by LDBS Governance Advisor over a number of days in the Autumn term. As many governors would be involved as possible and the scope of the review could be tailored to suit the GB’s requirements. ACTION: Kate N to circulate details of the proposed review and to confirm timings and costs.</p> <p><u>Hot weather</u> Governors expressed their concern about the temperature in the classrooms, given the hot weather which is set to continue all week.</p> <p>Q What can be done to reduce temperatures in the classrooms? Children are being instructed not to run about in the sunny areas during playtime. Outdoor equipment has been placed in shady areas and all available fans are in use. The safety of staff as well as children is a concern, particularly pregnant teachers. The situation is being monitored closely. <i>[A decision was made on Wednesday 21st June to give parents the option of collecting their children after lunch, to avoid the highest temperatures in the afternoon].</i></p>	<p>KN</p> <p>KN</p>

	Angela A thanked all members of the GB for their support during her first year as Headteacher. ACTION: Ben D to make a formal communication of the GB's thanks to Angela A in the annual report to parents at the end of term.	BD
	Jeff HW closed the meeting with a prayer at 9.10pm	
13.	NEXT MEETINGS Monday 18 th September 2017 at 7pm (*and dinner*) Monday 4 th December 2017 at 7pm Monday 19 th March 2018 at 7pm Monday 25 th June 2018 at 7pm	

Full GB Actions

As of 19th June 2017

Minute	Action	Assigned	Update	Completed?
05.12.16 11a	Admissions Committee to bring their proposed changes to the arrangements to FGB in Summer 2017.	HC	Committee will meeting in July, changes to come to FGB in September.	N/A
05.12.16 12	The determined admissions arrangements for 2018/19 will now be filed with the LA and published on the school website	KN	LA approved Kate W has been asked to publish online	Done
20.3.17 4	Governors to help raise the profile of the St Mary's Fund, as required.	All	On agenda, see item 6b.	Done
20.3.17 5	Follow up and confirm that the drainage problem is resolved.	AA	Works planned for first week in summer holiday	
20.3.17 7	Work with Simon M to understand the implications of the NFF on PFI.	NS-J	Ongoing	
20.3.17 8	Publish Strategic Vision on website.	KN	Done	Done
20.3.17 9	Provide list of York House council meeting dates for Angela A, for future reference.	JHW	Done	Done
20.3.17 9	Governors to consider whether they can attend the NGA annual conference on 24 th June 2017	All	Unfortunately none can attend this year	Done
20.3.17 9	Governors are invited to contact Ben D if they have any concerns about any aspect of their work as governors.	All	Governors reminded	Done
20.3.17 10a	Minutes for Admissions Committee meeting in February	HC	Done	Done

	will be circulated with the papers for the full GB meeting in June17.			
20.3.17 10d	The SFVS to be signed by Neil S-J on behalf of the GB and sent to the Education Funding Agency.	BD	Signed and sent	Done
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	
20.3.17 11	Update all statutory policies with new front page and equalities statement, before September 2017	KN	Ongoing	
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	Rhys W to send 'Webinars' details to Kate N to circulate to all governors.	RW	Sent, not circulated due to cost implication	Done
20.3.17 11	Complete the secure GB server set-up and send logins to governors.	RW/KN	Done	Done
20.3.17 11	Risk assessment for France 2017 to be sent to Alex H, Katherine C and Ieke H as soon as possible.	AA/RW	Done	Done
20.3.17 11	Risk assessment for Sayers Croft 2017 to be forwarded the same group, next term.	AA/RW	To come	
20.3.17 11	Ensure that School Journey is on the agenda in September each year, to confirm GB approval in principle for the two residential trips	KN	On agenda for September 2017	Done
20.3.17 11	Governors to send any comments or concerns about proposed 2018/19 term dates to Jane Tomlinson before 12 noon on Tuesday 21 st March.	All	Done	Done
20.3.17 11	Circulate possible dates for GB dinner to all governors	KN	Proposed date – Monday 18 th September 2017	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		
19.6.17 4b	Job Share policy document to be circulated to Finance & Staffing committee before September 2017	AA		
19.6.17 4b	Job Share document should be added to the Finance & Staffing committee's working	NSJ/KN		

	schedule, and the frequency of review agreed at the next meeting			
19.6.17 7	The options discussed under the 'Strategy' item require some further modelling by Finance & Staffing committee prior to further consideration	NSJ		
19.6.17 10	Provide governors with details of how to change their passwords	KN		
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		
19.6.17 10	Circulate a list of proposed meeting dates with the minutes from this meeting	KN		
19.6.17 12	Send committee chairs details of courses delivered by the Leading Governance Partnership	KN		
19.6.17 12	Circulate details of the proposed external review and to confirm timings and costs	KN		
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		