



Growing and learning together, inspired by Jesus' love

Monday 19th September 2016 at 7pm at the Junior Site

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

Apologies: Katherine Cox and Anneliese Jacklin
Absent without apologies: None
Also attended: Tom Holmes (Associate Member)
 Kate Nepstad (Clerk)

		ACTION
	Father Jeff Hopkin Williams led the governors in prayer. The meeting began at 7.05pm.	
1.	APOLOGIES FOR ABSENCE Apologies were accepted from Katherine Cox and Anneliese Jacklin.	
2.	REGISTER OF BUSINESS INTERESTS Governors were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion. None were declared. Governors were asked to complete a new declaration of Interest form for 16/17 and submit them to the clerk. ACTION: Kate N to file with the GB papers and put an updated summary of governors' interests put on the website.	KN

	<p>will be sent to new parents this term and reminders put in the school newsletter.</p> <p>Q What has been the average donation so far? On average parents have contributed approximately £100 per family.</p> <p>Q How are parents making these contributions? By the online payment system (Tucasi) and in person at the school offices.</p> <p>Q Should there be an additional hardship fund for families finding it difficult to pay for trips, uniform etc? PPG funding provides this support for children meeting specific criteria but this might not include all families experiencing financial hardship. This idea should be considered by the St Mary's Fund Working Group.</p> <p>The St Mary's Fund Working Group will meet soon to discuss the Fund and future strategy. It reports to the Finance and Staffing Committee and members include: Angela, Anneliese, Ben, Richard, Tom, Simon Minty and Polly Devereux (FoSM).</p> <p>ACTION: The working group will provide a further update to Finance and Staffing Committee.</p>	<p>St Mary's Fund Working Group</p>
<p>7</p>	<p>CHAIR'S ACTION</p> <p>This new standard agenda item is to update governors on actions undertaken by the chair on their behalf, since the last meeting.</p> <p>7a. Governors approved the school's term dates for 2017/18.</p> <p>7b. Confidential item</p> <p>7c. Update on Gathered Provision</p> <p>The Gathered Provision is now in a state of suspension. This is an unsatisfactory situation but AfC have advised the need to wait until January 2017 before carrying out the public consultation on the formal closure of the Provision, possibly to tie in with the announcement about the new free borough special schools.</p> <p>In the course of last term, staff, parents and pupils were consulted about the forthcoming closure. Tom Holmes successfully resolved many of the outcomes for staff, all of whom were paid until September and all of whom are reasonably happy in new placements in school or elsewhere. A letter was also sent to parents to explain the reasons for the suspension in some details. Individual families have been in touch with Tom H, Angela A and Ben D separately.</p> <p>Q What form will the public consultation take?</p> <p>This is a legal process run by AfC and it is not currently clear what St Mary's involvement will be.</p> <p>ACTION: Angela A to update governors in due course, as decisions may have to be made before the next full GB meeting in December.</p>	<p>AA</p>

8.	<p>DEFICIT RECOVERY PLAN</p> <p>The school submitted the plan last term and is waiting for a response from AfC. An initial loan expired on 31st August and this has been extended in the short term. Once AfC have approved the plan they will present it to the Council and their approval will release the loan that the school requires to operate.</p> <p>ACTION: Finance and Staffing Committee to request an update from Simon Minty</p>	NS
9.	<p>SCHOOL IMPROVEMENT</p> <p>9a. Angela Abrahams circulated her first Headteacher’s Report to governors in advance of the meeting. Governors asked the following questions about the following areas:</p> <p>Staffing</p> <p>Q Last term governors were told that TA numbers were being reduced, and the remaining support staff would be spread more thinly. Why are we now recruiting 5 new TAs?</p> <p>Due to new EHCPs coming through in the last few days before the end of summer term, we are now recruiting 5 new TAs to support these specific children. Cutting TA positions last term was part of a strategic long term decision: it was not possible to hold onto those TAs and they have subsequently found other employment. This is not something that could have been budgeted for and the timing was unfortunate.</p> <p>Q The level of staff sickness reported in the document is very high: is this a usual level of long term sickness absence (235 days in 15/16)?</p> <p>This figure relates to one member of non-teaching staff whose long-term sickness absence resulted in a governors’ panel last term. Disregarding this figure, the level of staff sickness is very low.</p> <p>Buildings and Maintenance</p> <p><u>Junior Site</u> PFI refurbishment of carpets and painting did not take place until after the teachers had set up their classrooms for the year. This poor timing will be challenged with 14 forty, and compensation sought for the inconvenience to staff.</p> <p><u>Infant Site</u> PFI tasks have been carried out to a high standard and on time. There are no current areas of concern on this site.</p> <p><u>Middle Site</u> The new trim trail (funded by FoSM) has been enthusiastically received. There is much work to be done on this site to improve standards. Devolved capital (total £29,000) will cover some small works:</p> <ol style="list-style-type: none"> 1. Front gate replacement 2. Repair of damage to pillar and railings by lorry 3. Ongoing problem of bird mess in the playground under the large central tree Replacing the surface with Astroturf will enable the mess to be hosed away. 	

Building Insurance will need to cover the repair of the damage caused by an ongoing minor leak from the boiler room. A school surveyor has been provided by LDBS, contact made with the engineers to fix the cause of the leak and assess the repairs required, which will include new ceiling tiles and carpet.

Q If this problem pre-dates the school's occupancy of the building, does it follow that we are not liable for the repair costs?

Unfortunately this problem has not been picked up in the annual survey and therefore it has to be covered by our insurance.

Health and safety

Fire alarm / evacuation procedures testing will take place on all sites on the following days this year: 17th October 2016, 18th January 2017, 18th May 2017.

ACTION: Safety and Community to monitor these termly checks.

KC/AH

9b. School Development Plan

Angela talked through the key priorities on the SDP this year. She stressed that the plan holds no surprises and is intended to support raising standards.

Writing

This is a whole school focus, due to lower levels of children reaching expected level in writing than reading and maths, in both KS1 and KS2 results.

Q Why does the school outperform national data in every area except writing this year?

Marking the writing papers has moved from a 'best fit' model to a stricture requirement which requires children to have 'ticked every box' before they are marked as having met the required level. It is possible that moderation was inconsistent across the country.

Finance

A new priority is to seek other forms of income through grants and bids, letting out the Middle site and generating income from sending our excellent teachers out of school to help elsewhere.

Senior and Middle Leaders

Leadership to be distributed and leaders' behaviour to be a model for other staff.

Assessment Framework

The new framework still needs embedding and we will be looking to other schools for ideas on how to improve and not be complacent.

Networks

Despite no longer buying into AfC's premium package, the school needs to continue to work closely with AfC, and also the LDBS. Senior Leaders will be encouraged to go out to other, diocesan schools; looking outwards not inwards and keeping abreast of developments.

Q The Gathered Provision was a key priority on the SDP 15/16. Is inclusion no longer a priority, since it does not appear on the SDP?

	<p>Inclusion continues to be important. A section will be added to the SDP to include: monitoring how children with SEN make progress at school (including those children previously in the Gathered Provision) and evaluating the school's management of the 13 EHCPs across the school.</p> <p>ACTION: Angela to update SDP with this additional priority for 16/17.</p> <p>9c. Vision for St Mary's</p> <p>Angela repeated her presentation on her vision for St Mary's, which governors on the HT Recruitment Panel first saw in January 2016.</p> <ul style="list-style-type: none"> • St Mary's should be branded a Centre of Excellence within 3-5 years • Christian Distinctiveness should be maintained • Standards should not only be maintained but should exceed previous levels: 'outstanding and beyond' • HT to develop relationships with staff, parents and pupils • By becoming a teaching school, experienced staff would share their good practice elsewhere, showcasing the school through the website, blogs etc • The school to be more creative at finding new income opportunities • Staff as well as children to be the best they can be. <p>Q Does becoming an academy form part of the longer term vision?</p> <p>Not currently, although possibly at some point the school might consider joining a group of like-minded schools with the same ethos (eg LDBS) in a federation or similar.</p> <p>Q How will you ensure the right balance between commercialism and school standards?</p> <p>Pursuing new sources of revenue will never be at the expense of teaching and learning. However, it is necessary to think more broadly and opportunities for income may also bring opportunities for staff which will invigorate them and in turn improve outcomes for our children. Put differently, standards will certainly be threatened if an increased level of commercial thinking is not introduced, as funds will not be sufficient to support current practices.</p> <p>Q How can the governing body best support you?</p> <p>By regular attendance at meetings, by coming up with ideas, being willing to challenge as well as support, to question as well as ratify decisions.</p> <p>Jeff HW spoke on behalf of St Marys Church in support of this vision, which resonated with the church's own vision for St Mary's.</p> <p>Governors thanked AA for her vision and wished her a happy time at St Mary's.</p> <p><i>Angela left the meeting due to a family bereavement.</i></p>	AA
10.	<p>GB COMMITTEES</p> <p>No formal updates were received. Much work is going on behind the scenes to devise new terms of reference for the two committees that have been formed by combining the four previous committees:</p>	

	<p>Pay and Staffing + Finance = Finance and Staffing Premises, H&S + PP&C = Safety and Community</p> <p>ACTION: All committee chairs are asked to send Kate meeting dates when confirmed.</p>	KN
11.	<p>POLICIES</p> <p>Finance and Staffing Committee proposed a new Teachers' Pay Policy 2016/17. This is based on an LDBS model (previous Pay Policies have been based on LA policies). This has involved some re-working by members of Finance and Staffing committee. Governors were content to approve the new policy.</p> <p>ACTION: Kate N to send the approved policy to Simon M for use and filing at school.</p>	KN
12.	<p>GOVERNOR VISITS 2016/17</p> <p>Governors received an Ethos Visit report from Katherine Cox (June 2016).</p> <p>Governors were reminded that visits can be used as opportunities to monitor the school's progress against SDP priorities. Last year governors volunteered for one month of the year in which to make their visit. This will continue until the end of the year.</p> <p>ACTION: Three governors are invited to plan school visits in Oct/Nov/Dec.</p> <p>SDP designated governors are advised to discuss with their committee how best to monitor the priority. This may involve a planned visit. Governors should follow the guidance on visiting the school, before making contact.</p>	ALL ALL
13.	<p>GOVERNOR TRAINING</p> <p>CPD opportunities for 16/17 were circulated to governors. A collective plan for training is required and all governors are invited to share what they have learnt in a summary document. Governors should be prepared to give a brief update on training undertaken, at the next meeting of the full GB.</p> <p>ACTION: Kate N to find out if GEL online training is still available to governors, despite no longer being able to access Governor Support or other AfC premium package services.</p>	KN
14.	<p>CLERK'S UPDATE</p> <p>DBS – this is now a statutory requirement and one governor must take immediate steps to apply for a DBS certificate.</p> <p>Governors were reminded that they can access huge amounts of governance material from the National Governors' Association website and The Key. Login information has been circulated to all governors. Please ask Kate if you are having a problem accessing either of these.</p> <p>Governors were asked to provide details in order to fulfil the new requirements of a national database of governors, on the secure Edubase system.</p>	

	ACTION: Kate N to update records to ensure the GB meets its statutory requirements.	KN
15.	ANY OTHER BUSINESS A question was raised about the professional indemnity insurance cover for governors, given the nature of some of the work being undertaken by members of the governing body on behalf of the school. ACTION: Finance and Staffing committee to review the terms of this insurance in the school's Finance Policy	NS
16.	CONFIDENTIAL SECTION	
	Jeff HW closed the meeting with a prayer at 9.10pm	
17.	NEXT MEETINGS Monday 5th December 2016 at 7pm Monday 20th March 2017 at 7pm Monday 19th June 2017 at 7pm.	

Update on full GB Actions since last meeting

Minute	Action	Assigned	Update	Completed?
29.02.16 9a	15 mins 'Governor Update' to be planned for September INSET day	Tom H	Postponed	
29.02.16 9j(1)	Computing SDP visit: Discuss key issues for governors with Tom Powell	Alex H	Update provided	Yes
20.06.16 6	Annual review of PPG to take place in December	Tom H	Curriculum & Standards meeting 1 st Nov	
20.06.16 6	Pupil/Parent/Staff questionnaires: results to be shared at committee	Tom H	Safety & Community meeting 3 rd Oct	Yes
20.06.16 6	Website audit actions to be followed up and fed back to committees	Rhys W	Done	Yes
20.06.16 8e	St Mary's Fund to define tasks and terms of reference	Working Group	Meeting Sept/Oct 2016 and report to FGB in Dec	
19.09.16 2	File new declaration of interests for all gobs and update website summary	KN	Done	Yes
19.09.16	Minutes to be filed, copied for		Done	Yes

5	school offices and published on website			
19.09.16 4	Code of Conduct to be filed	KN	Done	Yes
19.09.16 4	Committee memberships and designated govts to be recirculated	KN	To be sent out with draft minutes	Yes
19.09.16 6	Committee chairs to consider earlier start times for meetings	Committee chairs	Done	Yes
19.09.16 6	St Mary's Fund to update to Finance and Staffing	SMF Working Group	Finance & Staffing meeting 13 th Oct	Yes
19.09.16 7b	All govts interested in forming Amyand House Working Group to speak to Ben	ALL		Yes
19.09.16 7c	AA to update govts about public consultation on GP closure	AA	(probably prior to December FGB meeting)	
19.09.16 8	Simon Minty to provide update to Finance & Staffing committee	SM	Finance & Staffing meeting 13 th Oct	Yes
19.09.16 9a	Safety and Community committee to monitor termly fire alarm/evac training	KC/AH	Ongoing	Yes
19.09.16 9a	SDP to be updated with a new 'inclusion' element to standards priority	AA		
19.09.16 10	Chairs send Kate N meeting dates once confirmed	Chairs		
19.09.16 11	Kate N to send Simon M the approved Pay Policy for school filing	KN	Done	Yes
19.09.16 12	Governors are invited to plan visits in Oct/Nov/Dec	All		
19.09.16 13	Find out of GEL training is still accessible to govts,	KN	Yes still available	
19.09.16 14	Ensure DBS checks up to date	KN	Done	Yes
19.09.16	Investigate professional indemnity for governors	NS		