



*Growing and learning together, inspired by Jesus' love.*

**Monday 29<sup>th</sup> February 2016 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
Lucy MacArthur	Christina Sturge	Anneliese Jacklin	Vacancy	Stuart Campbell	Alex Hazard	Neil Stirling	Ieke Hilmy (Vice-Chair)	Jeff Hopkin Williams
Ben Driver (Chair)						Robin Shute	Hugo Clark	
						Jonathan Jones  (arrived at 7.30pm)	Katherine Cox	

**Apologies:** Piotr Ashwin-Siejkowski  
**Absent without apologies:** None  
**Also attended:** Associate Member Tom Holmes  
 Kate Nepstad (Clerk)

		ACTION
	Father Jeff Hopkin Williams led the governors in prayer. The meeting began at 7.05pm.	
1.	<b>APOLOGIES FOR ABSENCE</b> The clerk received an apology from Father Piotr, which was accepted by the Chair.	
2.	<b>DECLARATIONS OF INTEREST</b> 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.	
3.	<b>WELCOME AND MEMBERSHIP</b> Ben D welcomed governors and began by congratulating the school for the outcome of the recent SIAMS report: outstanding in all areas. It was a privilege	

	<p>to chair this meeting, following the publication of such a wonderful affirmation of the school's outstanding academic standing and profound Christian ethos.</p> <p>Resignations have been accepted by Ben Egan (staff governor since November 2015) and Jane Tomlinson (staff governor since 2013; associate member since 2015). Ben D has already written to them, thanking them for their service to the school.</p>	
<b>4.</b>	<p><b>MINUTES</b></p> <p>The minutes of the meeting on 30<sup>th</sup> November 2015 were agreed as an accurate record and will now be made public by publishing on the school's website.</p> <p>The confidential minutes of the meeting on 21<sup>st</sup> January 2016 were agreed as an accurate record and will be filed.</p> <p>The clerk received requests from the recently resigned governors Ben E and Jane T, who were present at the meeting on 21<sup>st</sup> January 2016, to be given a copy of these confidential minutes.</p> <p>After discussion, it was agreed that if these governors formally requested a copy from the chair of the GB, these confidential minutes would be shared with them in the interests of transparency.</p>	<p><b>Kate N</b></p> <p><b>Kate N</b></p>
<b>5.</b>	<p><b>MATTERS ARISING</b></p> <p>The following matters arising from the minutes were noted:</p> <p><b>a.</b> <u>HT recruitment, selection and induction update</u></p> <p>The total cost of the HT recruitment and selection process was approximately £7,000 (£6,818.46 of which was kindly met by the Trustees). Ben D thanked all governors for their contribution to this significant process.</p> <p>Since 21<sup>st</sup> January there have been meetings with the SLT, all school staff and individual governors, to answer concerns expressed both verbally and in writing. On each occasion the GB was represented by the chair (Ben D) and one further governor. Thanks go to Christina Sturge, Alexandra Hazard and Jeff Hopkin Williams for their contributions to these important meetings.</p> <p>Angela Abrahams came to introduce herself to all staff at a well attended meeting on 10<sup>th</sup> February and there have been further meetings between Ben D, Tom H and Angela A to discuss future plans. There are planned meetings involving Tom H, Angela A and Stuart C to take place before Easter.</p> <p>Ieke Hilmy has been asked to carry out a short review of the HT recruitment process and will present her findings to the GB in June.</p> <p><b>b.</b> <u>Middle Site</u></p> <p>Hugo C reported that he was continuing to hold the LA to account over the Billiard Room, the use of which had been apparently offered to St Mary's in return for the acceptance of an extra Reception class in 2014/15. This four-form year group will progress to the middle site in 2016/17.</p>	<p><b>Ieke H</b></p>

c.	<p><b>Q How will this extra class be accommodated at the middle site?</b> The LA have suggested using the DT room as a classroom. Governors felt that it was not acceptable for the DT room (currently a resource used by every child on the school for cookery or DT activities) to be used as a permanent classroom. The option of using the Billiard Room (which is already set up as a classroom and was previously 'offered') is being considered by the LA, who will report back on 4<sup>th</sup> March.</p> <p><b>Q Is there an alternative to using the DT room or Billiard Room?</b> The extra class would have to be accommodated on either the Infant or Junior site, away from the rest of their year group.</p> <p>There will be a further update from Hugo C at the next meeting.</p> <p><b>*CONFIDENTIAL ITEM*</b></p>	Hugo C
6.	<p><b>Headteacher's Report</b></p> <p>The report had been circulated to all governors in advance of the meeting. Stuart C drew governors' attention to the following:</p> <p>The enormous success of SIAMS was largely due to the work of Danielle Maynard, Tiffany Neville, Jane Glenister, Tom Holmes and Piotr AS. Also, he noted that the children's contribution to the inspection day was exemplary in every way.</p> <p>Ben D will thank these staff formally, on behalf of the GB.</p> <p><u>Observations Report</u> Governors asked the following questions:</p> <p><b>Q How does the observations report improve standards at school?</b> The report had been put together after the observations during February 2016 and has been shared with all staff. The 'areas to develop' feed into the appraisal management process. These will be reviewed by Tom H and Angela A in October 2016.</p> <p><b>Q What is meant by 'build up the resilience of all learners'?</b> This area for development is for staff to consider ways of helping children to cope better if they find that they cannot do the work set. The children will be encouraged to be more resilient, instead of dissolving into tears, when they find things difficult.</p> <p><u>Annual Report on the Gathered Provision</u></p> <p><b>Q What is being done regarding teaching in the GP?</b> Tom H explained that in the short term the Junior site children were integrating into mainstream more frequently. Their Maths is being delivered by a mainstream teacher and English by a SENCo. This will continue until the end of the year.</p>	Ben D
7.	<p><b>Budget Recovery Plan</b></p> <p>Neil S explained that Finance Committee and key school staff will meet the LA on Friday, to discuss the details of the Budget Recovery Plan. This will involve the LA providing the school with a loan over a number of years (probably 3</p>	

	<p>years). Some remaining uncertainties about next year (eg the Billiard Room, the number of children in the GP) will need to be resolved and fed into the Plan.</p> <p><b>Q How are loan payments currently paid out – is it a lump sum?</b> No. Denise Donald (Finance Manager) has been providing a monthly projection of expected bills and these payments have been managed by the LA.</p> <p><b>Q How and when will we repay the loan?</b> The repayments are being factored into the forthcoming budgets. A new staffing strategy is in place and the school is managing its expenditure and being transparent with the borough.</p> <p><b>Q Is the school able to raise funds to help pay off the debt?</b> The school cannot take a loan to repay the LA, nor use any kind of credit. It is possible for fundraising organised by FoSM to be put against the debt. The recent increase in the cost of school-run clubs (from £10 to £20) is a recent example of increasing income generation where possible.</p> <p>The proposed St Mary's Fund is a further way of raising money (see item 9e).</p>	
<b>8.</b>	<p><b>Pupil Premium Update</b></p> <p>The school has won a local award for the achievement of its pupil premium children at key stage 2. There is an opportunity to apply for a national award. Ben D and Tom H to decide whether to make this application.</p>	<b>Tom H / Ben D</b>
<b>9.</b>	<p><b>Committees</b></p> <p>Prior to the meeting, papers had been posted on the AfC's secure document portal for the first time. Clerk would welcome feedback. It is planned to use the portal for future meetings of the full GB instead of emailing documents.</p> <p>Changes to committee structure and membership are anticipated at the end of the year. An updated version of the committee memberships for 2015/16 was circulated to all governors.</p>	<b>All govs</b>
<b>a</b>	<p><b>Full Governing Board</b></p> <p><b>Relationship between school and governing board</b></p> <p>Following concerns about the current relationship between school and governing board, there was a discussion with governors about possible ways forward. It was noted that the Pimms' evening last summer, hosted by the GB and attended by staff, was very popular.</p> <p>The following ideas were suggested: further discussion on them will be needed.</p> <ul style="list-style-type: none"> <li>• Governors visits should be more frequent and more visible: A rota of governors' visits will be circulated, for governors to sign up against one calendar month each year</li> <li>• Governors might attend staff meetings, SLT meetings, Collective Worship, assemblies etc</li> <li>• Staff should be better informed about the role of the GB: A 15 minute 'Governor update' to take place at one INSET day each year</li> </ul>	<p><b>Kate N/ All govs</b></p> <p><b>Tom H</b></p>

	<ul style="list-style-type: none"> <li>• Staff members may be invited to observe a meeting of the GB (with the agreement of the Chair in advance)</li> <li>• School newsletter could be used to improvement the awareness of parents: Regular features explaining the role of each of the GB committees</li> </ul> <p><b>Q How can governors become more visible at school without becoming too operationally involved?</b></p> <p>Tom H suggested that staff subject coordinators could be allocated a link governor who takes a particular interest in their subject. These subject coordinators would in turn become champions for the GB.</p> <p>Simple steps like popping into the staffroom at the end of the visit to say hello to staff would also help. Also photos of governors on staff room noticeboards.</p> <p>These ideas will be discussed further by Tom H and Ben D.</p>	<p><b>Ben D</b></p> <p><b>Tom H/ Ben D</b></p>
<b>b</b>	<p><b>Admissions</b></p> <p>The committee has received the foundation applications for 2016/17 and is now looking at the cases of 'exceptional medical conditions'. The confirmed list will be submitted to the borough on 7<sup>th</sup> March and parents will be informed on 16<sup>th</sup> April 2016.</p>	
<b>c</b>	<p><b>Curriculum &amp; Standards</b></p> <p>Tom H was asked to give an update on the Music curriculum at the next meeting. Ben D agreed to circulate a record of a visit relating to Music next term.</p>	<p><b>Tom H Ben D</b></p>
<b>d</b>	<p><b>Ethos</b></p> <p>Hugo Clark will summarise this committee's debate about British values and Christian values at their next meeting.</p>	<p><b>Hugo C</b></p>
<b>e</b>	<p><b>Finance</b></p> <p>The Finance Policy and Procedures was approved, including the new section on the St Mary's Fund, with the following amendment: under aims and objectives, a new line should read "to set an affordable budget for the forthcoming year". The amended policy will be published on the website.</p> <p><u>St Mary's Fund</u></p> <p>Neil S explained that this was an extra source of funding and requested that governors approve the letter to be sent to all school families in the summer term. The letter invites families to contribute a suggested sum per family, per annum, in order to support the school's ongoing activities.</p> <p>After some discussion, the following points were raised:</p> <ul style="list-style-type: none"> <li>• There needs to be a communications strategy in order to explain to families the reasons for the request for financial support. Perhaps FAQs on the website</li> <li>• The timing of the request is important – avoid sending the letter at the start of the school year, or the very end of term</li> </ul>	<p><b>Neil S Kate N</b></p>

	<ul style="list-style-type: none"> <li>• FoSM to be informed about this forthcoming campaign, so that fundraising activities are not adversely affected</li> <li>• It was agreed that there was no conflict between this Fund and St Mary's church fundraising activities</li> <li>• There should be no sense of penalty of the family does not contribute: donations are entirely voluntary and possibly also anonymous.</li> </ul> <p>Governors concluded that the principle of the letter was approved but it needed to be reviewed as part of a wider communication process about the fund. The sum requested would be considered further – for example several options might be put forward.</p> <p>Hugo Clark and Neil Stirling to consider the communication to parents and to bring the revised letter to the next meeting of the full GB on 20<sup>th</sup> June 2016 for final approval.</p>	<p><b>Stuart C</b></p> <p><b>Hugo C/ Neil S</b></p>
<b>f</b>	<p><b>Pay &amp; Staffing</b></p> <p>The staffing impact of the HT appointment is being considered by this committee. The role of Acting Deputy Headteacher (9<sup>th</sup> April – 31<sup>st</sup> August 2016) is now being advertised. Ben D requested to be on the selection panel for this appointment.</p> <p><b>Q How will the Senior Leadership Team be affected by staffing changes next term?</b></p> <p>With an Acting HT, Acting DHT and Acting AHT, there will be some inevitable changes, and the TLRs will be given some more time out of class to support the (Acting) DHT and AHT.</p> <p>Katie Thomas will be starting her maternity leave at half term (May 2016) and her place on the SLT will be taken by her maternity cover.</p>	
<b>h</b>	<p><b>Premises, Health &amp; Safety</b></p> <p>Jonathan Jones is now chair of this committee, as an interim measure. The School Visits Policy (formerly under PP&amp;C) will now be under the management of this committee.</p> <p>Jonathan J to enquire whether the outstanding H&amp;S walks at the Junior and Infant sites have taken place as planned.</p>	<p><b>Jonathan J</b></p>
<b>i</b>	<p><b>Pupils, Parents &amp; Community</b></p> <p>Anti-Bullying, Complaints Procedure, Behaviour &amp; Discipline and Exclusion policies have been reviewed and will now be published, subject to small typos being corrected.</p> <p>Ben D to speak to Katherine C about naming the reviewer of each policy on the front page.</p> <p>Regarding the Complaints Policy, Katherine Cox will replace the references to working weeks to school weeks throughout the document, then return to Kate N to publish.</p>	<p><b>Kate N</b></p> <p><b>Ben D</b></p> <p><b>Katherine C</b></p>
<b>j</b>	<p><b>Record of Visits</b></p>	

	<p>Two records of visits had been received by governors:</p> <ol style="list-style-type: none"> <li>1. Neil Stirling visited an information evening for parents about the school's new IT capabilities in November 2015. Neil to follow up with Tom Powell and invite him to update the full GB in 2016/17</li> <li>2. Ieke Hilmy reported back on her attendance at a school service at St Mary's Church.</li> </ol>	<b>Neil S</b>
<b>11.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p><u>Trustees' Update</u> Jean Love stepped down as Chair of the Trustees at the end of January 2016. Jeff Hopkin Williams is the newly appointed Chair. Ben D will write to Jean on behalf of the GB, thanking her for her support</p> <p><u>Training Update</u> Governors were reminded to take advantage of the free training provided by the borough. Kate N will circulate the current CPD schedule round by email. Neil S and Kate N to update governors next meeting.</p>	<p><b>Ben D</b></p> <p><b>Neil S/ Kate N</b></p>
	Jeff HW closed the meeting with a prayer at 8.45pm	
	All governors then joined former chairs Patrick Ducker and Liz Rhodes and also former vice-chair Rebecca Wallis for a drink to celebrate Stuart's nearly 10 years at St Mary's and to look back at the rich and productive relationship between school and GB over that time of great change and development for the school.	
<b>12.</b>	<p><b>NEXT MEETING</b> One remaining date of full Governing Body meetings for 2015/16:  <b>20<sup>th</sup> June 2016 at 7pm</b></p>	