

FULL GOVERNING BODY MEETING MINUTES

Monday 1 October 2018 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
Ben Driver	Christina Sturge	Anneliese Jacklin	Ruth Knight	Angela Abrahams	Alex Hazard	Victoria Busby	Caroline Rayfield	Jeff Hopkin Williams
Natalie Robinson						Eloise Leeson	Katherine Cox	
						Andrew Gunn	Ila de Mello Kamath	

Apologies: None

Also attended: Dan Cadman (Deputy Head Teacher and Associate Member)
Alison Watts (Clerk)

		ACTION
	The meeting opened at 7.00pm with a prayer.	
1.	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>There were no absences.</p> <p>a) New Governors The departing Chair gave a warm welcome to all new members: Caroline R and Ila MK had been elected by the trustees and Andrew G by the PCC, all for a term of four years. Dan C, the new Deputy Head, was joining the Governing Body as an Associate Member [for a one year term, with voting rights on committees only].</p> <p>It was explained there was a mentoring system to help new members in their work.</p> <p>The Chair thanked the departing Vice Chair, Ieke H, for all her hard work. Due to family reasons, Ieke would also be standing down as a governor.</p> <p>The Chair thanked Angela A for her commitment to the school and noted her hard work throughout the year. Thanks were given to the clerk.</p> <p>b) Membership spreadsheet <i>Circulated prior to the meeting: Appendix 1 Membership spreadsheet.</i></p> <p>Governors were invited to update their contact details and confirm their agreement to the sharing of personal information on the understanding it would be used for GB business only. All consented.</p> <p>ACTION: Clerk to circulate contact details</p>	Clerk

<p>c)</p>	<p>Committees and designated governors; dates <i>Circulated prior to the meeting: Appendix 2 - Membership of Committees, Appendix 3 - Dates of Committee Meetings.</i></p> <p>The Chair outlined the role of the committees and the sub-groups. Reassurance was given that those new to their roles would be given assistance. Where two names were listed it was understood that the second name was in training.</p> <p>Volunteers were invited for the post of second designated governor for SEND with a view to taking over the role from Christina S.</p> <p>ACTION: Clerk to monitor appointment of new link governor for SEND.</p>	<p>Clerk</p>
<p>2.</p>	<p>REGISTER OF GOVERNORS' INTERESTS AND CODE OF CONDUCT</p> <p><i>Circulated prior to the meeting: Appendix 4- Register of Governors' Interests and Appendix 5 - Code of Conduct</i></p> <p>The register of governors' interests was circulated and signed by all members.</p> <p>The Chair explained that the Nolan principles had been added to the previous year's code of conduct (as recommended by Governor Support). The Chair highlighted a number of points for particular attention, namely: the result of GB votes must be kept confidential, when visiting the school, governors with children at the school must be clear if which capacity they are acting; confidential papers must be stored appropriately and disposed of when no longer relevant, governors should keep in mind data protection legislation when sending emails, governors are not mandated to act individually and any actions taken by one governor must be validated by the full GB.</p> <p>The code of conduct was circulated during the meeting and signed by all members.</p> <p>ACTION: Clerk to file Register of Governors' Interests and Code of Conduct</p>	<p>Clerk</p>
<p>3.</p>	<p>ELECTION OF CHAIR AND VICE CHAIR AND APPOINTMENT OF ASSOCIATE MEMBERS</p> <p>Notice had been given that the Chair and Vice Chair would not be standing for re-election. Nominations were sought prior to the meeting and three were received. Alex H nominated herself for Chair of Governors and this nomination was seconded by Christina Sturge. Christina S and Victoria B nominated themselves for co-Vice Chairs of Governors and these nominations were seconded by Alex H and Jeff HW respectively. The appointments were ratified by a unanimous vote of the GB and Alex H, Christina S and Victoria B were thanked for taking on the roles. Alex H reminded members that she intended to serve for one year only, she envisaged a more distributed leadership model with vice chairs and committee chairs taking a more active role, and with GB work more focused on a number of strategic objectives.</p> <p>Sincere thanks were given to Ben D and Ieke H for their work over the past three years as Chair and Vice Chair of Governors respectively. It was noted that both had seen St Mary's through a period of considerable change and had done so with huge commitment, diligence, thoughtfulness and conscience.</p>	
<p>4.</p>	<p>GOVERNING BODY DOCUMENTS 2018/19 <i>Circulated prior to the meeting: Appendix 6 - Terms of Reference and Scheme of</i></p>	

	<p><i>Delegation</i></p> <p>The Terms of Reference were approved subject to minor amendments (Leadership Appraisal Group instead of HT Performance Management Committee, Dan Cadman in place of Rhys Williams).</p>	
5.	<p>MINUTES OF LAST MEETING and MATTERS ARISING</p> <p><i>The following documents were circulated prior to the meeting: Appendix 7a - Minutes of last meeting, Appendix 7b - Confidential minutes of the last meeting</i></p> <p>Minutes The minutes and confidential minutes of the last meeting were approved subject to minor amendments. Both documents will be signed and filed.</p> <p>Action points Updates on the actions listed at the last meeting can be found at the end of this document.</p>	
6.	<p>MINUTES OF COMMITTEE MEETINGS</p> <p>Owing to IT difficulties, the minutes of the Admissions Committee of 20 June 2018 were not available and will be presented to the December FGB. ACTION: Minutes of Admissions Committee to be added to December FGB agenda.</p>	Clerk
7.	<p>GOVERNANCE AT ST MARY'S</p> <p><i>Circulated prior to the meeting: Appendix 9 – Background Paper; Appendix 10 – Governance Action Plan update</i></p> <p>a) Background Paper A background paper was circulated for the benefit of new governors.</p> <p>b) Governance Action Plan – update Following an external review of governance carried out in October 2017, the Governing Body had drawn up an action plan which had been periodically updated. With regard to the PPG, the designated governor had visited the school and examined key data. She was confident the school was using the data effectively with excellent results. With regard to the finances, it was acknowledged that the school had worked extremely hard to improve the situation, both with the parent body and through other initiatives such as lettings on the Middle Site. That said, additional income from the parent body was not guaranteed and, although the financial position was much improved, the school's finances therefore remained uncertain. There was a long discussion on the committee structure. It was agreed that the current structure was relatively young and therefore required more time to bed down. A skills audit had been carried out in June prior to the recruitment of new governors. It was agreed that efforts should be made to encourage a diversity of candidates to stand as governors with a view to the GB reflecting the diversity of the student body. The Chair proposed to close the current Governance Action Plan at the end of this academic year.</p>	

	<p>The clerk gave prior notice that governors would be required to complete various administrative tasks at the start of the academic year, including the Prevent online training course.</p> <p>ACTION: Clerk to email Governors regarding Prevent training, etc</p> <p>The question of rotating FGB meetings between sites was raised. Practical and financial considerations made the Junior Site the best option. Governors were encouraged to make an effort to familiarise themselves with all three sites.</p>	Clerk
10.	<p>SCHOOL IMPROVEMENT</p> <p><i>Circulated prior to the meeting: Appendix 12 – End of Year data; Appendix 13 – Staff List; Appendix 14 SIP 2017/18 June Update; Appendix 15 SIP 2018/19; Appendix 16 Headteacher's Report; Appendix 17 – Summary of feedback from surveys; Appendix 17b – SEND Review</i></p> <p>a) End of Year Data</p> <p>The school's ambitious targets had been met and exceeded. When Angela A had taken over as Headteacher the GB had set the school the task of not only exceeding national targets but also Richmond targets. Thanks were given to all staff members for the significant achievement in meeting this objective. It was agreed that Alex H and Christina S would write to staff to thank them for their work and dedication in achieving these results, the timing of that communication to be agreed with Angela A.</p> <p>ACTION: Write to staff members regarding school's excellent academic performance.</p> <p>There had been a notable improvement in writing. All areas had improved on 2016 and 2017 levels.</p> <p>Once the results were validated in November it was agreed that a separate communication should be sent out to parents as many may not be fully aware of the journey travelled over the past two years.</p> <p>Thanks were given to the trustees who had offered to support an event to thank staff later in the year.</p> <p>Q: How are SEND and PPG children doing?</p> <p>The SEND children were doing extraordinarily well, making similar rates of progress to the non-SEND children. PPG children were also very strong.</p> <p>b) Staff List</p> <p>It was explained that new staff members were spread across the three sites. No NQTs had been recruited which was important as it meant a lighter mentoring load and less time out of class required.</p> <p>Q: The ratio of men to women has changed substantially. Is the school monitoring this downward trend?</p> <p>The school was keen to recruit male teachers but had not received a single such application. However, there were a number of men in other roles in the school.</p> <p>c) SIP 2017/18 – June update</p> <p>Angela A highlighted a number of points: Key priority 1 – Standards: This was always a priority and would remain for the coming year. It was noted that the figures on page 2 for KS2 Maths were incorrect and should read 76% national average, 94% school performance 2018.</p>	Chair/CS

<p>d)</p>	<p>Key priority 2 –Finance: To have moved from a £180k deficit to a £10k carry forward in two years was remarkable. To achieve this staff members had been required to be resourceful and the school had made do. Parent donations via the St Mary's Fund had played a pivotal role but could not be relied upon, nor would they resolve the issue in the long term.</p> <p>Key priority 3 – Curriculum: This was under constant review with subject leaders taking a lead role.</p> <p>Key priority 4 – Assessment: This was continually monitored.</p> <p>Key priority 5 – Caring School: A considerable amount of work had taken place to support this initiative and changes had been introduced (e.g. reflection rooms funded by the trustees) which were now integral to the way the school operated.</p> <p>SIP 2018/19</p> <p>Angela A highlighted the key points.</p> <p>Key priority 1 – Standards: The targets set took into account the profile of the cohort of children and may therefore go up or down compared to previous years. There was a slight increase in the number of PPG children. The school was committed to ensuring the grants were spent on teaching as evidence indicated this had the biggest impact. Thanks were given to FOSM for providing funding for the 'extras', e.g. money for school trips, thereby allowing the school to focus PPG funds on teaching.</p> <p>The school was planning to invest in camera equipment to enable teachers to film their lessons as part of the teacher development process.</p> <p>Q: Were parents aware of this filming and would they be required to give specific permission?</p> <p>Only those children with the relevant permissions would be filmed. It was agreed that explicit reference to this initiative should be added to the permission form. The filming of lessons was a common technique used to improve teacher performance.</p> <p>ACTION: Add explicit reference to the filming of lessons to the relevant permission form.</p> <p>Q: Will the use of filming be piloted?</p> <p>The intention was to begin with year group leaders and then roll out throughout the school.</p> <p>Key priority 2 – Finance: Efforts would be made to continue promoting the hire of Middle Site. The school now has a number of weekend bookings. It was acknowledged that parents could be made more aware of the possibilities of hiring MS, for example, for birthday parties.</p> <p>ACTION: Remind parents of the possibility of hiring Middle Site on weekends.</p> <p>Q: What are the 'finance network events'?</p> <p>These are events for school business managers.</p> <p>Key priority 3 – Caring School: The School would continue working with PATHS on the 3-year programme. The system of restorative justice had proved successful and would be continued. The focus on diversity would also continue.</p> <p>Key priority 4 – Leadership and Management: There would be an enhanced role for subject leaders, year group leaders and phase leaders. Subject leaders would be expected to take a high profile in ensuring high standards in their subjectsthroughout the school.</p>	<p>AA</p> <p>AA</p>
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	<p>Q: Given the staff and parent survey results, are there steps to be taken around stakeholder communication and staff morale? This was addressed under point 10f.</p> <p>Q: How are the priorities identified? Some will always be there, e.g. standards. Others are based on observations. Once identified a new priority will usually remain for a few years to allow it to embed, e.g. caring school.</p> <p>e) Headteacher's Report</p> <p>Q: Do the school roll figures represent a snapshot? Yes, they are as at the time of producing the report.</p> <p>Q: The figures for SEN children in Year 5 are high. Is there a reason for this? No, it is an anomaly.</p> <p>Q: Was the school concerned by the drop in numbers for Reception? It was very unusual for St Mary's to have vacancies. The current situation resulted from a low birth year and four local schools have permanently dropped a whole class. This has still left a significant number of schools with unfilled places. The Local Authority is expecting next year to revert to previous levels. The recent communication to parents in the weekly newsletter was deemed useful in clarifying a situation which could have been interpreted as a cause for concern. With regard to Year 4 (the bulge year), the school had received a number of referrals, many of whom spoke no English. The school worked hard to bring these children quickly up to speed.</p> <p>f) Staff and Parent Surveys For the parent survey, 137 responses had been received. This was in line with previous years. Inevitably replies tended to come from those with particular concerns.</p> <p>Q: What was the interpretation where figures were relatively lower? There had been a number of difficult conversations last year. It takes a new HT a number of years to embed new systems and procedures which a small minority of parents can often find difficult to support. Low return rates also mean that each percentage has a higher status.</p> <p>Q: Could the school do more to demonstrate that the surveys have real impact? In the past, changes had been introduced on the basis of comments made in the parent survey. It was agreed the school should do more to make explicit this link.</p> <p>It was agreed that it would be interesting to compare the results with other schools locally. It was also agreed there was more to be done on stakeholder communication. Changing the timing of the survey should also be considered to see if the response rate could be improved.</p> <p>For the staff survey, only 35 responses out of 92 had been received. It was felt the timing had had a negative impact both on the level of responses and on the figures for staff morale. The survey had been conducted at the end of the school year when staff members were exhausted and were sad to be bidding farewell to leavers.</p>	
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<p>g)</p>	<p>The survey results had been discussed with staff in a recent meeting and most were surprised by the figures. The comments made in the survey were all constructive with frustrations mainly focused on the workload. The new Ofsted framework required rigorous systems and procedures which placed additional burdens on staff.</p> <p>Governors noted that, in general, staff responses were positive making the low figure for morale unusual.</p> <p>ACTION: Lessons from the survey to be reflected in the 2018/19 survey.</p> <p>SEND Review</p> <p>The school had commissioned an independent review of its SEND provision. The assessor had spent a whole day at the school. The report was wholly positive and described its SEND provision as 'a strength of the school'. It was recognised that communication with parents needed to be better. The Chair thanked Ruth Knight and her team for their excellent work.</p> <p>Q: Would the report be circulated to parents?</p> <p>The report was for internal use however the key findings would be shared in the school newsletter.</p> <p>ACTION: Summary of SEND Review to be shared in school newsletter.</p>	<p>AA</p> <p>AA</p>
<p>11.</p> <p>a)</p> <p>b)</p>	<p>POLICIES</p> <p><i>Circulated prior to the meeting: Appendix 18 Child Protection and Safeguarding Policy; Appendix 19 Pay Policy 2018/19 (Teaching Staff)</i></p> <p>Child Protection and Safeguarding Policy</p> <p>It was explained that the new policy made more explicit the link to the new KCSIE requirements.</p> <p>Q: How are parents who help at the school made aware of the requirements?</p> <p>They are directed to the relevant information on the school web-site.</p> <p>Q: Does the school pay for DBS checks for all parent helpers?</p> <p>Yes, there is no provision for applicants to pay for themselves.</p> <p>It was confirmed that DBS checks for the new governors were underway.</p> <p>One minor amendment to the policy was required: the designated governors for child protection were Katherine Cox and Ila de Mello Kamath.</p> <p>Subject to this change the policy was approved.</p> <p>Pay Policy 2018/19 (Teaching Staff)</p> <p>There had been a number of late changes to the information received from the Local Authority and therefore the Policy circulated to governors needed revisions. In short, the pay uplift would have a neutral impact as it would be fully funded by the grant. This was in line with the approach adopted by other schools. It was not clear whether the uplift would apply in future years.</p> <p>Q: What were the pension implications?</p> <p>Pension increases would be funded this year. It was not clear what would happen in future years.</p> <p>Q: Did the pay awards affect relative pay levels?</p> <p>Yes, the pay awards varied according to grade.</p>	

	<p>ACTION: Clerk to circulate revised policy for approval by email. <i>[Post meeting note: this was done and the policy was approved on 4 October 2018]</i></p>	Clerk
12.	<p>KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)</p> <p><i>Circulated prior to the meeting: link to KCSIE</i></p> <p>All governors confirmed reading of part 1 of KCSIE. Safeguarding leads confirmed reading of parts 1 and 2.</p>	
13.	<p>SCHOOL JOURNEYS</p> <p>Approval in principle was given for two residential trips this academic year: 13-15 March – Year 4 to Kent. 10-14 June – Year 6 to France</p> <p>This approval in principle was subject to the usual school visits and health and safety forms being completed and signed off by the School Visits Governor as appropriate and in line with the School Visits policy.</p>	
13.	<p>ANY OTHER BUSINESS</p> <p>Special thanks were given to Ieke H in her last GB meeting for both her service as a Governor and as Vice Chair of the GB for the past three years. Farewell gifts and cards were presented.</p>	

The meeting closed at 9.20pm with a prayer.

FGB Actions

As of 2 October 2018

Minute	Action	Assigned	Update	Completed?
19.3.18 9	Put PPG Strategy Impact on the agenda of the next C&S meeting	IH	Carried over from June meeting as PPG governor has changed.	
19.3.18 9	Put Informing Staff How to Access the Budget on the agenda for the next F&S meeting	AJ	Carried over from May meeting.	
19.3.18 9	Put Staff Attending FGB meetings on the agenda of the next S&C meeting	KC	Carried over from June meeting due to time constraints.	Closed
2.10.18 1b	Circulate governors' contact details	Clerk		

2.10.18 1c	Monitor appointment of new link governor for SEND	Clerk		
2.10.18 2	File Register of Governors' Interests and Code of Conduct	Clerk		
2.10.18 6	Minutes of Admissions Committee to be added to December FGB agenda.	Clerk		
2.10.18 7b	Close Governance Action Plan in June 2019	Chair		
2.10.18 7d	Prepare a summary of GB priorities	Chair		
2.10.18 7d	Set up working parties on Ofsted preparedness and review of Strategic Vision	Chair		
2.10.18 8	Coordinate event in the Vestry.	Clerk		
2.10.18 9	Email Governors regarding Prevent training	Clerk		
2.10.18 10a	Write to staff members regarding school's excellent academic performance	Chair/CS		
2.10.18 10d	Add reference to the filming of lessons to the relevant permission form.	AA		
2.10.18 10d	Remind parents of the option of hiring Middle Site on weekends	AA		
2.10.18 10f	Lessons from the surveys to be reflected in the 2018/19 surveys	AA		
2.10.18 10g	Summary of SEND Review to be shared in school newsletter	AA		Closed
2.10.18 11b	Circulate revised Pay Policy for approval by email	clerk		Closed