



**Meeting of Full Governing Body  
22<sup>nd</sup> September 2015  
6pm  
School Hall**

**MINUTES**

<b>Governors Present:</b>	Ken Caplan (Chair), Sam Caughey, Maya Fender, Flora Jenkins, Saskia Knowles (left meeting at 7:30), Matthew Montebello (HT), Ruth O’Keeffe, Alison Teagle, Debbie Ticehurst, Roy Watkinson, Irena Wooler (DHT).
<b>Associate Members Present:</b>	
<b>Officers Present:</b>	(No Clerk available for the meeting)
<b>Others Present:</b>	Hilary Masters (SEnCo), Joanne Salanson (Bursar)

	<u>Agenda Item</u>	<u>Action</u>
1	<p><b>Introductions</b> - Governors introduced themselves and were introduced to Hilary Masters and Joanne Salanson (Bursar)</p> <p>a) <b>Apologies for Absence</b> - Apologies for absence were received from Romey Sawtell, Jonathan Sharpe, and Ros Toomey. These were accepted and agreed.</p> <p>b) <b>Declarations of Interest</b> - Forms for the new academic year were requested from Governors. Several Governors still to complete and submit.</p> <p>c) <b>Appointment of Chair and Vice Chair of Governors</b> - For the sake of continuity and assuming no opposition, the Chair offered to continue in the position without election until January 2016. This was agreed by the FGB. Efforts will begin to identify and nominate new Chair and Vice Chair in the upcoming October and November meetings.</p>	
2	<p><b>Last Meetings dated 9<sup>th</sup> March and 11<sup>th</sup> May 2015</b></p> <p>a) <b>Acceptance of Minutes</b> - The Full Governing Body reviewed and approved nine pages of minutes from the meeting held on 9<sup>th</sup> July 2015. The Chair signed them as confirmation of their accuracy.</p> <p>b) <b>Matters Arising from Meeting Not Included Elsewhere on Agenda</b></p> <ul style="list-style-type: none"> <li>• Item 3b - The Chair reported back on his correspondence with Julie Dougill of Governor Services to suggest that it was not worth contacting Ofsted to seek a deferral of an inspection. Given WRS data and Parent View, it was likely that a review would be in the Spring. As the school received a good in the last Ofsted and a category 2 (good) from ESCC, only a 1-day review was likely.</li> <li>• Item 5a - The Safeguarding Governor reported that the SCR had been kept up to date.</li> <li>• Item 5a - A full policy review needs still to be undertaken (see item 4d).</li> <li>• Item 5i - HT still to update Equality Duties policy on the school website.</li> <li>• Item 6b - Model Policy of Attendance to be reviewed and adopted.</li> <li>• Item 7d - AT reported back on exit interviews conducted at the end of the previous school year.</li> </ul>	

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3	<p><b>School Improvement Items</b></p> <p>a) <b>HT Initial Feedback to FGB</b> -</p> <ul style="list-style-type: none"> <li>• Governors expressed their appreciation to the HT and DHT for the very positive start to the new school year. The incoming Acting HT also expressed his gratitude for the warm welcome received from the school community. Whilst there is work to be done to continue to improve the school, the atmosphere is positive and supportive. Governors expressed their support for the HT and staff and appreciation for efforts like the recent school newsletter that highlighted to parents the focal areas that the school was seeking to address in the coming year.</li> <li>• The HT reported on inset days (safeguarding, mid-level / subject leadership, etc.), plans for CPD for TAs in particular, plans for summative reports to parents to be returned to the end of the year, staff with all settling in well but that one resignation had been received due to the staff member receiving a job closer to home, and other matters. It was announced that IW and the Yr4 teacher are pregnant. Governors expressed their congratulations and efforts are underway to seek maternity cover.</li> <li>• Initial discussions were held about assessment without levels - to be revisited with governors at a later stage.</li> <li>• HM reported on the introduction of Provision Maps that track interventions for children and the impact that these have on their progress.</li> <li>• It was noted that approved FGB Minutes need to be published on the website (<b>Neil Passingham</b>), that policies need to be reviewed and that the Local Offer needs to be revisited (<b>HM &amp; ROK</b>).</li> <li>• For E-Safety, Carolyn Ross from the Lewes Police Department can do assemblies for children and meetings with staff and parents. Childline is another provider for this support. (<b>MM to organise</b>)</li> <li>• The PSHE Policy is needed with the links to the curriculum plan. Curriculum Risk Assessments are also needed. (<b>MM/IW</b>)</li> <li>• For the website, Governors were encouraged to visit the school on the morning of the 9<sup>th</sup> October to have their picture taken. (This can also be arranged at a later time or a picture could be sent in to HM.)</li> </ul> <p>b) <b>Governor Data Pack</b> - Governors expressed their appreciation for the data, which was very strong for the previous academic year. A discussion followed regarding assessment without levels with governors seeking clarification on how this would be introduced into the school and how it would be conveyed to parents.</p> <p>c) <b>2015/16 School Development Plan</b> - The HT provided an overview of the emerging draft of the School Development Plan. A number of issues were raised including the need to link SDP to staff performance targets and the need for a user-friendly 2-page version that could be shared with parents and used as a guide for governor updates. MM/IW will continue to complete the SDP and a further version will be shared with governors at the next FGB.</p> <p>d) <b>Staff Handbook</b> - IW presented the staff handbook, which was appreciated for its thoroughness and readability. Governors commented on a few areas that could be included particularly more information on First Aid in the school.</p> <p>e) <b>Budget Update</b> - RW/JS provided a brief update on the situation with the budget. The Bursar, newly in place, has been working her way through the budget to clarify issues and to identify gaps.</p> <p>f) <b>Trust</b> - A meeting of the Trust Board is set for October, after which further information will be provided on plans and progress. A key issue that RW will chase is the transfer of land as this has implications for joint solutions (WRS/Southover) for the parking lot.</p> <p>g) <b>Parent Induction Pack</b> - Governors appreciated the effort that went into producing the Parent Induction Pack. No major issues were raised. A discussion was had about the merits of producing a short <i>WRS Prospectus</i> to give to prospective parents. Whilst the website is informative and welcoming, a two-page prospectus would be helpful. SK was asked to liaise with the parent artist who produced the artwork for the website to seek support in</p>	<p>All</p> <p>*</p> <p>*</p> <p>*</p>
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	<p>producing the prospectus before the November open days. This should highlight in particular the recent results for the school. <b>IW</b> to provide an example from St Lawrence CE Primary School.</p> <p>h) <b>Home School Agreement</b> - Apart from one minor word change, this document was approved to be sent home with children for signature.</p>	
4	<p><b>Other Governance and Regular Items</b></p> <p>a) <b>Safeguarding Report / Update</b> - FJ shared latest Safeguarding Report with governors, which had been circulated to all governors in advance of the meeting. Hilary Masters was welcomed as the school's new Designated Safeguarding Lead. Governors were asked to look at page 7 of the report for a list of current and ongoing issues and actions needed regarding safeguarding in the school. It was agreed that the review of policies and the website needed to be done to ensure all statutory information was being shared and published promptly. (See 4d below) A working group to tackle this and would be appointed at next FGB meeting. MM advised that he had begun to review extended school provision regarding safeguarding procedures and would report back to FGB at next meeting.</p> <p><b>ACTIONS</b></p> <p>Governors to complete online safeguarding course - <b>KC, MF, DT, AT, ROK, RW, SK, RT, RW, SC</b></p> <p>Governors to complete checks and return/ show DBS certificates to Cris Winter - <b>MF, ROK, AT, RW, SC, DT</b></p> <p>Complete the induction process and induction checklist for all school staff - <b>MM, IW with support from SC.</b></p> <p>b) <b>Child Protection Policy</b> - The policy was adopted by the FGB and was to be posted on the school website. (<b>MM to organise</b>)</p> <p>c) <b>PREVENT Policy (Preventing Extremism Safeguarding Policy)</b> - The policy was adopted by the FGB and was to be posted on the school website. (<b>MM to organise</b>)</p> <p>d) <b>Policy Master List</b> - Appreciation was expressed to the previous Clerk, Elaine Butlin, for her efforts to catalogue progress and gaps on school policies. It was agreed that a small team of governors was needed to review the situation and redress. (Postponed until next meeting)</p> <p>e) <b>Training for Governors</b> - MF reported that no training had taken place over the summer. Governors were reminded again to complete the online safeguarding course.</p> <p>f) <b>Governing Body Restructuring</b> - KC opened the discussion on a paper prepared for the FGB with a view to restructuring the governing body to promote greater effectiveness and support to the school. Governors agreed to continue exploring and refining the proposed approach, learning in particular from other schools like South Malling that had adopted the approach. Governors were keen to understand and clarify:</p> <ul style="list-style-type: none"> <li>• the transition (to make sure nothing slips through the cracks in the process),</li> <li>• how much time would be required by each role roughly,</li> <li>• which issues (budget, for example) absolutely need FGB decision,</li> <li>• a calendar for when which issues would be brought to the FGB,</li> <li>• if any focus areas are missing, and</li> <li>• how it will work (general reassurance).</li> </ul> <p>Further work will be done on this prior to the next FGB by <b>KC and JS</b> in the first instance, liaising with Karen Bye and Julie Dougill from Governor Services.</p> <p>It was agreed that if a revised structure required less time from the Clerk, that her time could be used to support the school in other ways by updating the website, etc.</p> <p>g) <b>Governor Focus Areas and Link Subjects</b> - It was broadly agreed that governors would return to this system as per 4f above. Governors generally agreed their allocated focal</p>	

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	areas. h) <b>Governor Procedure and Self Evaluation Audit</b> - It was agreed that this would be revisited prior to the end of the calendar year.	
<b>5</b>	<b>Any Other Business</b> - No AOB was tabled.	
<b>6</b>	<b>Dates of Next FGB Meetings</b> - It was agreed that the next two meetings would be on <b>22 October at 6pm</b> and <b>19 November at 6pm</b> .	

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