

St Michael's CE Primary School Minutes of the Meeting of the Shadow Governing Board

Date: **Wednesday 19th September 2018**
 Started: **16:30pm**
 Finished: **18:45pm**
 Location: **St Michael's CE Primary School**

Present:

Greg Russell (GR) Chair
Kirsty Doherty (KD)

Cherane Marshall (CM) HoS
Ross Settles (RS)

Emily Sparrow (ES)
Lynsey Larkin (LL) Clerk

Item	Discussion	Action
1.	<p>Welcome and Apologies</p> <p><u>1.1 - Welcome</u> GR welcomed everyone to the meeting</p> <p><u>1.2 - Apologies</u> Apologies were received for Kevin Tomasseti (KT), and John Crouch (JC)</p> <p><u>1.3 - Agenda Review</u> Agenda was reviewed with the following items added: - Number of children in the school (October Census) – AOB - Items 6 & 8 to merge together - Safeguarding to remain a separate item on the agenda</p>	
2.	<p>Declaration of Business Interests</p> <p>The governors received the Declaration of Interest forms and are to complete and return to the clerk for the next meeting.</p>	All Gov
3.	<p>Governance</p> <p><u>3.1 Election of Vice Chair</u> KD was elected for the position of Vice Chair of the SGB, all governors voted and agreed.</p> <p><u>3.2 Parent Governor</u> A vacancy for a Parent Governor is still vacant this is a slow process, but GR is working on this over the next few weeks. It was discussed that a personal approach could work within the playground, KD is going to assist in finding the suitable candidate. It was agreed that the new parent governor would take on the role of Mental Health & Wellbeing. We also still have a Foundation Governor vacancy no one from the diocese has shown any interest at present. GR asked all governors to see if they know of anyone suitable for the position, GR will contact Cathy Slow who used to be part of the IEB.</p> <p><u>3.4 SGB Roles</u> The following roles have been taken on by present governors: ✓ Communication & PR – KD ✓ Safeguarding – JC ✓ SEN – RS ✓ SGB Accreditation Document – ES</p> <p>The accreditation process document needs to be forwarded to ES GR asked all governors for a 3-line bio for the governor's page on the school website The following roles still need to be assigned to a governor ✓ Finance – GR in the interim ✓ Mental Health & Wellbeing</p> <p>GR told the SGB that we will have a 15-month Local Authority evaluation process before we can be certified as an FGB.</p>	<p>GR/KD</p> <p>All Gov</p> <p>All Gov</p>

	<p><u>3.5 Governor Visits</u> It has been agreed by GR, CM, KT and KC that visits will be in terms 2, 4 and 6 as a team with a focus on each visit Term 2 – Familiarisation within the school & implementation of the Behaviour Policy Term 4 – Evaluation on the Marking Policy Term 6 – Pupil Voice (a focus will be decided in advance) The governors agreed that this is a good idea moving forward and working together. RS is going to meet the SENCO for an introductory meeting for the academic year on 09/10/18 at 9:30am, RS challenged that there were items out of date on the school website and asked who was responsible for the upkeep of the website. The HoS is working her way through the website and welcomes the governors to let her know of anything they see on the website. RS is going to liaise with the HoS regarding items that require an update on the school website. Clerk to also liaise with the HoS regarding the governor's page on the website that needs updating.</p> <p><u>3.6 SGB Plan 2018-19</u> Needs to be updated with alterations and amendments</p> <p><u>3.7 SGB Accreditation Process</u> This has been discussed earlier this evening, ES is taking on maintaining the document and this will be updated and shared with the governors at each meeting under its own agenda item.</p> <p><u>3.8 Partnership Agreement with Quercus</u> There is no agreement at present, the governors would like to continue working alongside Quercus, HoS to arrange this with the Exec HT for the updated partnership agreement document to come to the next meeting. Quercus fortnightly meetings continue at present and are very valuable to the HoS KD informed those present of her recent visit to Rye College, who are joining a larger academy, their long-term vision is to be partnered with local primary schools in the future, she was very impressed with what they have instore for the College for the future.</p>	<p>RS</p> <p>RS/CM LL/CM</p> <p>GR/LL</p> <p>ES</p> <p>CM/KT/KC</p>
<p>4.</p>	<p>Finance, Premises and Health & Safety <u>4.1 - Scheme of Delegation</u> The Scheme of Delegation was circulated within the SGB, no real alterations since last year. ✓ The SGB agreed and approved the Scheme of Delegation, the Chair signed a copy of the document</p>	
<p>5.</p>	<p>Matters Arising from the IEB Minutes 13th July 2018 Outstanding matters arising since the last meeting:</p> <ul style="list-style-type: none"> • Safer Recruitment - CM to complete • Safeguarding – GR, RS to complete LL to send link to all governors All governors to forward training records to LL • LL to circulate: KCSiE & Code of Conduct, to be signed at the next meeting <p>✓ Minutes were agreed and approved, Chair signed a copy of the minutes</p>	<p>CM GR/RS LL All Gov LL</p>
<p>6.</p>	<p>Head Teachers Report Staffing within the school is stable at present, meeting with the Exec HT's next week to discuss pay appraisals.</p> <p><u>6.1 Staff Absence</u> Nothing to report</p> <p><u>6.2 Resignations & Recruitment</u> Nothing to report</p> <p><u>6.3 Personnel Issues</u> Nothing to report</p> <p><u>6.4 Dates for Pay Committee</u> Date agreed for meeting on 09/10/18 at 10am, GR and RS to attend</p>	

<p><u>6.5 Updates around the school</u> An outdoor learning area has been created for Y1&2, this has been a great success and has been very well received by the children including older children too. A new telephone system has been installed. New blinds have been fitted to the hall windows. Dead tree has been removed from the front of the school. Security system installation is TBC.</p> <p><u>6.6 GDPR</u> We partially are meeting the requirements, we are working through the compliance audit and assessing on a fortnightly basis.</p> <p><u>6.7 School Improvement Plan (Quadrant Summary)</u> <i>6.7.1 - The Governors' Vision</i> was discussed with the SGB and needs to be thought about for the next meeting.</p> <p><i>6.7.2 - New Parents' Open Morning on 13/11/18</i> KD is willing to assist in helping with the leadup to the event and marketing the school, contacting local nurseries and designing a flyer, will arrange a meeting with the HoS to discuss in further detail.</p> <p><i>6.7.3 – Press Coverage</i> It was discussed within the meeting that the school requires press coverage with school events etc, CM, KD and LL to arrange with local newspapers.</p> <p><i>6.7.4 - Social Media</i> Social Media was discussed, and it was agreed the school needs to be visible on social media sites, LL has offered to assist CM in setting up accounts on Facebook, Twitter and Instagram sites, they will arrange to meet and set up.</p> <p><i>6.7.5 - Maths</i> Maths is being focused across the whole school this year and there will be actions in place, there will be CPD for the teachers along with many interventions. The Maths action Plan will be circulated for the next meeting. A governor asked about the Maths Detective to be a part of the action plan. RS challenged about the improvement of pupil's targets, whether this referred to the school providing additional stimulus activities to encourage and improve pupil writing, or does it refer to encouraging pupils to write about their own personal experiences both in and out of school. There are weekly staff meetings alternating their focus between their Maths Action Plan and their English Action Plan.</p> <p><i>6.7.6 - Middle Management</i> RS asked how the school was developing Middle Management. CM explained that every teacher will be a middle leader in the school and are to take responsibility across the school and working together with the other teachers. They will all know the progression across the school, the governors were encouraged by this, CM to update at each meeting. When the HoS started at St Michael's, she wanted to enrich the curriculum, ensuring the children are engaged in their learning. Over the past year CM told the SGB that it has been amazing to see the difference across the school, even the teachers are ignited as well as the children, the teachers are passionate in what they are doing, and its lovely to see. We will continue to work alongside Quercus. The HoS's have fortnightly meetings and these continue to be very valuable.</p> <p><u>6.8 - End of Year Data</u> ES challenged Y1 data, it shows higher ability are 2.5 points progress but are 100%, why was this, CM explained the SGB that the higher ability children starting point was higher at the beginning of the year and all of them had achieved their end of year targets. ES challenged Y4 boy's data, progress shows very good, but the % in reading and writing was low, CM explained that this data is based on 3 boys in this year group, these %'s are misleading in this report.</p>	<p>CM</p> <p>CM/KD</p> <p>CM/KD/LL</p> <p>CM/LL</p> <p>CM</p>
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	<u>6.9 - Approval of PE & Sports Grant Statement</u> ✓ This was agreed and approved by the SGB	
7.	School Leadership – CONFIDENTIAL . Please see the confidential minutes	
8.	Safeguarding <u>8.1 - Designated Safeguarding Report</u> The report has been circulated within the SGB, this report includes some of last year's data, but will be more accurate for the next meeting, amendments will be highlighted. <u>8.2 - After School Policy</u> It was questioned if there is a After School Policy or to include something within our Safeguarding Policy. <u>8.3 - Safeguarding Training</u> The whole school will receive training regarding Safeguarding, NSPCC will be coming in to present to the children. RS challenged what about absent children that miss the training, CM will ensure they receive the training on their return. KD told the SGB that she has a contact from the RNLI and Beach Safety who are happy to come and do a presentation to the school. KD to liaise with CM	CM LL KD/CM
9.	Policies and Statutory Obligations <u>9.1 - Whistleblowing – Raising Concerns Policy</u> ✓ This policy was agreed and approved by the SGB <u>9.2 - Policy Cycle</u> LL to check which essential policies need to be within our policy cycle CM to add dates on the policy cycle ES questioned the review dates on the policy cycle, CM to update JC to arrange a meeting with CM to discuss the SCR and to discuss the policies	LL CM CM JC/CM
10.	AOB <u>10.1 - LA Visit</u> The school had that day received a visit from LA who assessed the school, he recommended the school to receive a grade 2. CM told the SGB that the visit went very well, the Exec HT's were present, the inspector had a tour of the school and was interacting, he commented that if he had young children, he would like them to attend St Michael's. The report is a vigorous method and data was low last year, the LA work differently to OFSTED, which could influence the final grade we receive. The staff were praised for their work and efforts that they have put in place over the past year. <u>10.2 - Finance</u> This year's budget is projecting a surplus, next year will be a problem if we do not increase our intake numbers, this will be discussed at a later SGB meeting in the year. <u>10.3 - Parents' Meeting with Governors</u> Date has been arranged for 22/11/2018	
11.	Agenda Items for the Next Meeting <ul style="list-style-type: none"> • Finance • Health & Safety Update 	
12.	Date of Next Meeting Wednesday 17 th October 2018 9:30-11:30	

Actions Table

Previous Actions	Responsibility	Timescale
Safer Recruitment training	CM	
Safeguarding Training (LL to circulate link)	GR, RS	By next meeting
Actions	Responsibility	Timescale
Declaration of Interests form completed and returned to Clerk	All Governors	By next meeting
Parent Governor vacancy	GR, KD	Ongoing
Foundation Governor vacancy	All Gov	Ongoing
SEN Link Governor meeting with SENCO	RS	09/10/2018
Website Audit	RS, CM	By next meeting
Governors page on website updated	LL, CM	By next meeting
Accreditation Process document updated	ES	Ongoing
Quercus Partnership Agreement	M, KT, KC	By next meeting
Training records sent to clerk	All Governors	By next meeting
Circulation of KCSiE and Code of Conduct	LL	By next meeting
GDPR Compliance Audit update	CM	Ongoing
New Parents Open Evening – marketing	CM, KD	Update at next meeting
Press coverage in local newspapers	CM, KD, LL	Ongoing
Social Media accounts set up	CM, LL	By next meeting

Maths Action Plan circulated	CM	Next meeting
Liaise with HR – CONFIDENTIAL	GR	By next meeting
Afterschool Policy	LL	By next meeting
RNLI Visit	KD, CM	Some point in the year
Essential Policies list	LL	By next meeting
Policy Cycle updated and amended	CM	By next meeting