

St Michael's CE Primary School

Minutes of the Meeting of the Shadow Governing Board

Date: **Wednesday 23rd January 2019**

Started: **16:30pm**

Finished: **18:45pm**

Location: **St Michael's CE Primary School**

Present: **Patricia Metham (PM) - Chair**

Cherane Marshall (CM)

Ross Settles (RS)

John Crouch (JC) - Vice Chair

Kirsty Doherty (KD)

James Bennett (JB)

Attending: **Lynsey Larkin (LL) - Clerk**

Jane Branson (JBr) - Local Authority

Item	Discussion	Action
1.	<p>Welcome and Apologies</p> <ul style="list-style-type: none"> - PM welcomed everyone to the meeting and introduced JBr to the governing board. - The SGB introduced themselves and JBr explained that she was there to monitor the workings and effectiveness of the governing board. - PM advised the SGB that ES had resigned from her post as a governor for personal reasons. - No apologies this evening. 	
2.	<p>Declaration of Business Interests</p> <ul style="list-style-type: none"> - No updates since the previous meeting 	
3.	<p>Minutes from the Previous Meetings held on 28th November & 11th December</p> <ul style="list-style-type: none"> - Both sets of minutes were agreed and approved by the SGB - PM signed a copy of each set of minutes - Clerk to file a copy at the school and email PDF copy to the HT 	LL
4.	<p>Matters Arising</p> <ul style="list-style-type: none"> - Governors required to continue to forward training certificates to the clerk - Governors to ensure the NGA Safeguarding training is completed before the next meeting - LL & JC to deliver the governors' induction pack for the next meeting - All other actions have been completed 	All KD/JB LL/JC
5.	<p>NPQH Task Presentation</p> <ul style="list-style-type: none"> - CM delivered a presentation to the SGB as part of her NPQH qualification. The presentation had to be recorded. The task was to lead a school change programme lasting at least 2 terms, to improve pupil progress and attainment, focusing on personal development and welfare. - RS challenged: what are the potential ways of measuring progress through case studies or selected vulnerable groups and is there any evidence yet of impact? CM responded that the school is already very nurturing; it is a strength and something we do well. Through this foundation, she has seen progress with some of our more vulnerable pupils in terms of attendance, behaviour and academic progress. She feels that, if we build on this foundation and make it visibly at the core of what we offer, we will see definite evidence of positive impact with almost all these children. 	

	<ul style="list-style-type: none"> - RS challenged: do you measure progress in PSHE? CM replied that she has just developed a skills-based PSHE assessment tool which is in line with our current PSHE curriculum. This will be used to measure progress in PSHE specifically. However, on the broader subject of mental and emotional health and wellbeing, a new assessment tracker was just launched at the recent SEND Inclusion Conference. She intends to use this for tracking progress in Mental Health and Wellbeing. - JC challenged: who the Mental Health & Welfare Officer is in the school? CM confirmed it was herself. - PM challenged that she wished for a parents' view on the project. KD expressed, as a parent, that it is important to see this focus within the school, to show that it is acceptable to learn through trial and error. This element is positive to see and shows that children develop resilience in learning. - RS challenged: are there other indicators you could use to show impact? CM responded that improved behaviour and attendance, alongside increased engagement in learning and resilience in responding to tasks are all other indicators. - RS challenged: how can you evidence improvement in staff welfare? CM replied that she would take a baseline measure and track the impact through staff questionnaires & discussions. - PM commented that this project will fit within the PSHE element in the Ofsted framework being introduced in September. - JC challenged: where does the governing body fit into the project? CM explained the governors will be involved in the project through monitoring days, listening to the pupil voice and contributing to a shared action plan. - PM asked if CM would do a further presentation in the summer term to the governing body to show the evidence of impact and the plan to move forward for the school's development. This was agreed and will be an agenda item for the July meeting. - The governors thanked CM for her presentation. 	
6.	<p>Finance</p> <ul style="list-style-type: none"> - The governors received a verbal report from JC; he has recently met with the bursar to discuss current school finances. - The 3-year budget presents some concerns; staffing costs could be an issue in the future. Pupil numbers will have a bearing on the staffing costs and this factor needs to be monitored. - We need to be cautious and prudent with budgeting and purchases within the school. Expenditure is being handled effectively; the Headteacher is being ruthless with purchases authorisations within the school. - Training courses have been a high expenditure this year; something we should not have to outlay in the future. - The shared partnership with Hurst Green and Northiam schools is a benefit through sharing the costings on training courses etc. - The SGB will be receiving a presentation from the bursar at the March SGB meeting to confirm the budget for the end of the financial year. The finance link governors need to liaise with the bursar for a meeting prior to the presentation to the SGB. 	PM/KD/RS
7.	<p>Health & Safety</p> <ul style="list-style-type: none"> - The Health & Safety report has been circulated within the SGB. - The caretaker is now at the school on Mondays to complete tasks. - There is nothing to cause serious concern in the actions proposed in the report. - No safety problems were identified that present a risk to the staff and children. - Work on the uneven area in the playground is in progress with parents and the PTA. 	

	<p>PM raised a concern that the door not being locked in the wash up/kitchen area could be a risk factor if a child was to enter this area. CM is addressing this immediately and ensuring the door is locked.</p>	
<p>8.</p>	<p>HT Report</p> <ul style="list-style-type: none"> - The HT report has been circulated within the SGB. - Attendance is improving. <p><u>Pupil Progress</u></p> <p><u>Early Years</u></p> <ul style="list-style-type: none"> - Due to it being a small cohort, the overall data is not a true reflection of the children's progress. - KD challenged that a child scored under 1.00 for progress, is this possible? CM explained that it was – again as a result of the very small number of children in the class making statistics an unreliable measure of pupils' overall progress, - Data shows girls achieving higher than the boys. CM explained that strengthening the development of individual pupils is work in progress at present. - It was challenged that the assessing is not always accurate, but plans are in place to ensure there is enough time to assess all children in all areas in the future. - A governor challenged: how do you monitor socialisation in such a small class? CM explained that the class settled quickly within the school and that they are encouraged to be involved with other classes as much as possible. - A governor challenged: how much learning is inside and outside? CM explained that they encourage the children to do things outside as well as in the class and this aspect of their learning is observed by the class teacher and the Head. We are being moderated this year in Early Years. CM feels very confident in the EY teacher for the end of year outcomes. <p><u>KS1 – Y1&Y2</u></p> <ul style="list-style-type: none"> - CM explained that the curriculum has been developed to help the teachers with their planning. - It is hard for a teacher with a mixed class to ensure all the children attain their targets, but this is manageable within the school. - PM commented that on her recent visit to the school she popped into a very lively KS1 class. - There is significant evidence that there are children with dyslexia and dyspraxia; there are interventions in place to assist these children. - Attendance in Y2 is being addressed. The headteacher has a good relationship with the parent whose child has the most unreliable attendance; they are working together to improve this. - It was also mentioned that the Y1 advice packs have been warmly received by parents. - The outcomes for KS1 looks very positive. <p><u>KS2 – Y3 & Y4</u></p> <ul style="list-style-type: none"> - There is high mobility in Y4. - Progression is visible within pupils' work from Y3 to Y4. <p><u>KS2 – Y5 & Y6</u></p> <ul style="list-style-type: none"> - The range of ability and the pattern of behaviour are very challenging within the class. - High mobility within the class - with only 33% having started at the school in reception class and 28% having joined within the last year – makes this a difficult class to work with. - JC challenged: where had the children come from? CM explained that they came from different areas and all had different needs. - There are some significant needs within the class, and we do a good job in supporting individuals' needs. 	

	<ul style="list-style-type: none"> - There are interventions in place for Y6; these are not restricting the curriculum and take place at different times of the day, for example in assembly time. - RS challenged: what does the school need to improve progress? Interventions are in place and are a measurable impact, these are being monitored regularly. <p><u>Vulnerable Groups & Intervention Reports</u></p> <ul style="list-style-type: none"> - This is within the Headteacher’s Report. <p><u>Bill Roddick’s Visit Report</u></p> <ul style="list-style-type: none"> - The report has been circulated within the SGB. - The positivity is very encouraging within the report. He will be visiting again on 31st January with a focus on the maths action plan and observations. - The HT consultant Alison Flynn has met with CM and they have agreed that the key priority in supporting CM will be to assist in assuring evidence is ready for Ofsted inspection in all subjects. - Orthus are still contracted to assist CM and are doing so in helping ratify conclusions on delivering. They attended today and it was an in-depth meeting looking at English and books. - A governor noted the observation in the visit report about the vulnerability of the school’s ‘good’ classification if Ofsted were to attend at present. PM felt that at present the school is borderline in attaining an outcome of Good. JC challenged: how do the governors support and evaluate the school’s progress towards an overall judgement of ‘good’? PM reminded governors that they should not to be too operational but should be rigorous in evaluating evidence that the school is securely moving towards ‘good’. - RS expressed that he felt the report was very supportive and encouraging. <p><u>Staffing & Personnel</u></p> <ul style="list-style-type: none"> - No updates 	
9.	<p>Safeguarding</p> <ul style="list-style-type: none"> - The DSL’s report has been circulated within the SGB. - A SCR check will be happening within the next 2 weeks and Section 128 checks have been completed. 	
10.	<p>Federation with Quercus</p> <ul style="list-style-type: none"> - The governors attended a joint meeting in December with the Quercus governing body. It was unanimous that a 3-school federation would be the best option in moving forward. - JC received a letter from the Local Authority, which has been circulated to all governors. JC and PM will be meeting 2 LA officers on 7th February to discuss the possible 3-school federation; this will be fed back to the governors at the next meeting. - There has also been a letter received from the diocese that reflects the concerns raised in the letter from the Local Authority. - It was raised by a governor that having the 3 schools at a distance from each other is a positive factor as they will not be competing for admissions, whereas if the schools were closer together this could be an issue. - JC explained to the governors that the final decision rests with the governing boards and that the Local Authority will not intervene unless they have major concerns. - JB commented that in attending the joint meeting in December he felt that the fact the schools will each remain with its individual ethos and environment is a very positive thing and that the heads of the 3 schools work well together is a significant advantage in moving forward. 	

11.	<p>Governance</p> <p><u>Governor Feedback from Monitoring & Training</u></p> <ul style="list-style-type: none"> - Feedback forms have been circulated within the SGB. <u>Monitoring Day - JC</u> - PM challenged that she felt the report seemed ‘cosy’ and that a balance between support and challenge is required when monitoring as a governor. - JC explained that the focus of the visit was behaviour, and he was very impressed with what he had seen. - RS explained that the intention of the visit was to engage with the children not to do a formal inspection. <u>Mental Health & Wellbeing – RS</u> - RS told the SGB briefly of the key questions from a course he had attended that we need to look at within the school. Some are already being worked on. - KD noted that CM’s NPHQ project fits in well with this. <u>Workload Training – RS</u> - RS gave brief feedback from his course on workload; he had found the course very useful. <p><u>Governor Training Courses</u></p> <ul style="list-style-type: none"> - Future training courses have been circulated within the SGB. <p><u>Governor Responsibilities</u></p> <p>Agreed Link governors</p> <ul style="list-style-type: none"> - HR – PM - GDPR – JC - SIAMS – RS - Safeguarding – JB - Health & Safety – JB - Teaching & Learning – PM <p><u>Governor Vacancies</u></p> <ul style="list-style-type: none"> - Confirmed current vacancies are advertised on the school website; any interested applicants would be invited for a discussion with either the chair or vice chair. Decisions to proceed will depend on candidates’ skills and shaped by the future direction of the governing board. 	
12.	<p>Policies & Statutory Obligations</p> <ul style="list-style-type: none"> - CM told the SGB that the County’s ‘Data in Transit’ policy has been adopted within the school. - A governor challenged: how do you ensure all staff read all the policies? CM explained that this is done at the beginning of the academic year and on inset days; staff must sign to say they have read the policy. - The following policies were agreed and approved by the SGB; PM is to sign the amended copies on her next visit to the school. ✓ Recruitment & Selection Policy JC challenged that it would be a good idea to have an annex with names of the qualified people. CM to amend ✓ Safer Recruitment Policy There is a typo error in section 2.8 and a deletion required in section 6.1 It was also raised that the above challenge should be added to this policy. ✓ Working Time Policy 	<p>PM</p> <p>CM</p> <p>CM</p>
13.	<p>AOB</p> <ul style="list-style-type: none"> - None 	

14.	Items for the Next Meeting <ul style="list-style-type: none"> - Diocese Feedback Sheet - Feedback from the LA's Area Review and meeting between PM, JC and two from the LA. - Feedback from JBr's monitoring of the 23 January SGB. 	
	Date of Next Meeting Wednesday 27th February 2019 at 4:30pm	

Actions Table

Actions	Responsibility	Timescale
Safeguarding Online training completed	KD, JB	Feb SGB Meeting
Delivery of governors' induction pack	JC, LL	Feb SGB Meeting
Finance Link Governors to meet with the bursar	PM, RS, KD	Mar SGB Meeting
Check that wash-up/kitchen door is routinely locked	CM	a.s.a.p.
Approved policies to be signed.	PM	Next school visit