

St Michael's CE Primary School

Minutes of the Meeting of the Shadow Governing Board

Date: **Wednesday 28th February 2019**

Started: **16:30pm**

Finished: **18:45pm**

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

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

John Crouch (JC) - Vice Chair

Cherane Marshall (CM)

Kirsty Doherty (KD)

Ross Settles (RS)

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

Item	Discussion	Action
1.	Welcome and Apologies <ul style="list-style-type: none"> - PM welcomed everyone to the meeting. - Apologies were received for James Bennett (JB), as he was attending Safeguarding training. 	
2.	Declaration of Business Interests <ul style="list-style-type: none"> - No updates since the previous meeting 	
3.	Minutes from the Previous Meetings held on 23rd January <ul style="list-style-type: none"> - 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.	Matters Arising <ul style="list-style-type: none"> - Governors required to continue to forward training certificates to the clerk - Uneven areas within the playground: CM is getting quotes at present. - Lock on the kitchen door: has been addressed but CM is going to ensure that she checks daily. - All other actions have been completed 	All CM CM
5.	Finance <ul style="list-style-type: none"> - Finance link governors are meeting with the bursar on 7th March. - Capital bidding has been received and is slightly more than expected. - Our carry forward is looking healthy at present. - The SFVS document has been circulated within the SGB to look through prior to the finance meeting next week. 	PM/RS/ CM
6.	Health & Safety <ul style="list-style-type: none"> - No additional updates 	
7.	HT Report <ul style="list-style-type: none"> - The HT report has been circulated within the SGB. - PM challenged that within the report there needs to be more evidence of the impact of actions taken. - It was agreed that for each SGB meeting within the HT report there should generally be 3 main focuses that are of value for the governors to have an in-depth understanding of and to be able to question constructively. PM will meet with CM and look into how this can work in the future. - Attendance is improving throughout the school. 	PM/CM

	<ul style="list-style-type: none"> - Pupil premium figures show an impact of action taken. PM <i>asked</i> that the governors should see more information on this. CM will do so for the next SGB meeting. - It was agreed that the monitoring days are to be done as a team and to have a focus for the visit across the school. It was agreed in term 5, the focus will be Sports Premium and Mental Health within the staff and children, date to be arranged. <p><u>Year Group Arrangements</u></p> <ul style="list-style-type: none"> - CM has circulated her proposal for the upcoming year group arrangements, this has been discussed with the staff and CM is fully supported by them all and they are confident in it working and look forward to working as a team. - This was discussed within the governing body and agreed that this looks very positive moving forward and praised CM for her effort in putting this together and agreed it's the best solution for the upcoming year and is a trial period. It is not yet possible to plan for class organization for the following year. - It was agreed that informing the parents and carers needs to be done in a sensitive manner. PM suggested a letter to be sent to the parents and carers with a brief outline of the plan and inviting them along to a meeting with the headteacher, staff and governors to discuss their concerns, it was agreed this meeting will take place at 3pm on Wednesday 27th March. PM will assist CM in drafting the letter to the parents on her visit next week. <p style="text-align: center;">The SGB agreed to the proposal for the forthcoming year group arrangements</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> - Our teacher who is currently on maternity leave wishes to return 2 days a week, she was offered under the proposed new structure for next year 1 day in a class and another day in another class. At present she can only commit to 1 of the days as it isn't the days she has requested. Personnel have been contacted and a decision needs to be confirmed before the end of March. The SGB will be kept updated. 	
8.	<p>Safeguarding</p> <ul style="list-style-type: none"> - The DSL's report has been circulated within the SGB. - Attendance is raising concern within the SGB, CM explained that there had been a significant illness on a certain day with 20 children and 4 members of staff off with. - A governor challenged if the 'significant illness' figures were factored out would we show a figure nearer our target? CM explained we could possibly be closer, but we also have within this figure 3 persistent absentees, 2 are ESPAS and the other is 'attendance managed'. It was asked if possible, for CM to calculate the figures with and without the above for the next SGB meeting 	CM
9.	<p>Federation with Quercus</p> <p>There has been a recent meeting with the local authority and at present the federation of 3 schools is on hold until after the Pupil Placement Reviews are completed. We hope to receive feedback on this by end of May. We have agreed under the guidance of Jessica Stubbings and Carrie Beech to continue with the partnership until such time as we can make a decision on the school's future development. The SGB will continue to be updated on this matter.</p>	
11.	<p>Governance</p> <p><u>Jane Branson's Report</u></p> <ul style="list-style-type: none"> - The report has been circulated and is very positive, Jane's next visit will be on 	

	<p>27th March 2019.</p> <ul style="list-style-type: none"> - PM will arrange a training session for the governors looking at expectations of a governor. - RS questioned how often a parent survey is issued within the school. CM explained that there are regular surveys for parents, staff and pupil voice. CM will be issuing the next parent survey before the end of this term and will report back to the SGB once feedback has been received and accumulated. <u>Governor Feedback from Monitoring & Training</u> - Safeguarding visit report has been circulated within the SGB. <u>Monitoring Days</u> - RS will be visiting on 13th march to meet with the SENCO. <u>Governor Training Courses</u> - Future training courses have been circulated within the SGB. <u>Governor Responsibilities</u> - Agreed at the last meeting, clerk to circulate an updated version to the SGB. <u>Governors' Induction Pack</u> - JC was thanked for putting this draft induction pack together; it is a work in progress and JC will liaise with CM to amend as necessary. <u>Governor Vacancies</u> - We still have a foundation and a Co-Opted vacancy on the board; these vacancies are being advertised on Inspiring Governance and Governors for Schools. - It was agreed that we need to assess the skills of any potential governors in building up a balanced and effective governing body. 	<p>PM</p> <p>CM</p>
12.	<p>Policies & Statutory Obligations</p> <ul style="list-style-type: none"> - The policy cycle has been circulated within the SGB. - No policies required approving this evening. 	
13.	<p>AOB</p> <ul style="list-style-type: none"> - PM and JC were congratulated for being elected as Sussex Governors. 	
14.	<p>Items for the Next Meeting</p> <ul style="list-style-type: none"> - Diocese Feedback Sheet - SIAMS & Diocese to be a standing agenda item 	
	<p>Date of Next Meeting</p> <p style="text-align: center;">Wednesday 27th March 2019 at 4:30pm</p>	

Actions Table

Actions	Responsibility	Timescale
Clerk to file signed minutes at the school	LL	Mar SGB Meeting
Uneven areas in the playground need addressing	CM	Ongoing
Lock on kitchen door to be checked daily	CM	ASAP
Finance link governors to meet with the bursar and complete the SFVS	PM/RS	7th March

PM to meet with CM to discuss the HT report layout	PM/CM	March
Meeting with Parents and Carers regarding the year group arrangements for 2019-20 – letter to be drafted by PM, circulated to SGB, then sent out over CM’s signature	All	27 th March
Attendance figures to be calculated with and without the significant illness day	CM	Mar SGB Meeting
PM to arrange a training session for governors on the expectations within their role	PM	April
CM to send out a parent survey	CM	End of March
JC to liaise with CM on the amendments required in the governors’ induction pack	JC/CM	April