

WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL MEETING OF GOVERNORS

Wednesday 3 February 2016

MINUTES

Present:	Michelle Bamford (MB)	Headteacher
	Felicity Williamson (FW)	Chair (Foundation)
	Alvin Jeffs (AJ)	Foundation
	Helen Jones (HJ)	Parent
	Geoff Eales (GE)	Vicar
	Alison Devereux (AD)	Foundation
	Miranda Pincott (MP)	Foundation
	Mark Fox (MF)	Parent
	Heather Gregory (HG)	Foundation
	Kelly Furlong (KF)	Parent
	Kate Porter (KP)	Staff
	John Bangham	Guest
	Tabi Fisher	Guest
	Jo Thorn (JT)	Deputy Headteacher
	Liz Mansbridge (LM)	Clerk

Opening Prayer ~ GE

Action	By Whom
Finalise the complaints form and arrange publishing on the school website	HJ/FW
Clarification on staff absence periods	MB
Circulate Governor Services email for Prevent training	LM
Set up initial traffic group meeting	MB/MP
Future Schools evening	FW
Staff Governor replacement process	LM

Item	Discussion	Action
1	<p>Welcome and Apologies</p> <p>Melissa Crocker (MC) sent her apologies as she was traveling to a funeral. These were accepted by the governors. FW welcomed John Bangham and Tabi Fisher as guests to the FGB pending appointment by the Diocese as Foundation governors.</p>	
2	<p>Standing items</p> <ul style="list-style-type: none"> • Declaration of Interest ~ FW and LM declared an interest in the item about Traded services and confirmed they would not take part in discussions or decisions concerning this item. • Safeguarding matters ~ an update was contained in the Headteacher's report. • SEND Update ~ within the Headteacher's report. • Health & Safety matters ~ report on any accidents of note, how many accidents in total and any trends identified ~all information is contained in MP's H&S report. The only accident of significance was the incident where a pupil broke his elbow. 	

3	<p>Receive the minutes from the FGB meeting (circulated previously)</p> <ul style="list-style-type: none"> ▪ Matters Arising <p>The definition of major and minor incidents will go to all staff for further discussion so we have a new set of criteria from 2016 onwards. FW confirmed the card had been sent to the poorly member of staff. Governors expressed their thanks to MB for her work on the SSE and SIP which are now on the NSESP website for governors' reference. Penny Boardman's report is still not available but MB will chase on Friday this week. New guidance on handling complaints is available from the DfE and is on the NSESP website. HJ has designed simplified form for parents or other external people to use but this may need to be tweaked again in the light of the guidance. FW will find out if the LA are going to revise their advice to schools and governors. The form will be published on the school website in due course. AJ has sent out the skills audit and revised governor roles but there will be more to do with the new Foundation governors joining us. Arrangements are in hand for the maternity cover for Jess Mantegna. These will be finalised on Friday this week.</p> <p>The minutes were accepted as a true record with an amendment to Kate Porter not in the list of those present and Melissa Crocker as being there. They were signed by the Chair and retained at the school. A copy will be provided electronically for publishing on the school website.</p>	HJ/FW
4	<p>Finance & Property update</p> <ul style="list-style-type: none"> • Budget review ~in the absence of MC, MB took governors through a circulated finance summary. She confirmed that both MP and she had been through the figures with MC before the meeting. The school is approaching the end of the financial year and the focus is on preparing the closure of the accounts but everything is on track and pretty much as forecast. The budget carry forward was suggested to be £47k but is currently looking to be nearer £57k. The Government has increased NI contributions payable from April 1 this year and this will cost our school approx. £30k more over the next three years with no increase in funding to cover this. There have been some internal virements mainly to cover staff sickness costs and an increase in LSA hours. There were no additional questions from governors who expressed thanks to MC for preparing the information. • Traded Services ~ MC has prepared a summary sheet with her recommendations for buying (or not) the Traded Services offered. Her recommendations are based on value for money for the school and is to stay with the services as agreed last year. Some services such as HR have increased but still represent good value. MC has looked at quotes for alternative services but feels we get good value for money from the services recommended. Governors agreed to accept the recommendations as suggested by MC. • Tender for Cleaning Contract, Caretaking, Grounds Maintenance ~ a summary sheet from MC was circulated showing three quotes and a recommendation to re-let the contract to Chantry Services. The process of looking at three quotes wouldn't be necessary each year 	

provided governors were still happy with the services. A review every three years should be enough. **Governors agreed to re-let the contract to Chantry as recommended.** They expressed their thanks to MC for her work in the preparation of the information.

- FW commented that we need to manage policies better. We don't have a list of statutory or delegated policies but this is something we can look at. MF has suggested a template for policies which governors have all commented on favourably but begs the question as to who will be doing the work transferring the policies into that format. MF asked why all the policies weren't published on the school website. MB said the published policies were the ones we had to under DfE recommendations. FW suggested that as these policies were predominantly reviews that governors adopted and agreed the policies unless there were issues raised.
- Charging and remissions policy
- Debt Recovery policy
- Financial Procedures policy
- Fraud, bribery and corruption policy
- Purchasing policy

No questions were raised so **the finance policies were accepted and adopted.**

- Scheme for Financing Schools Revised Jan 2015 **The recommended guidelines were adopted.**
- Health & Safety Policy
- Health & Safety policy arrangements ~ new
- Risk assessments document
- Fire Evacuation procedures
- Fire Safety policy

MP confirmed she had been through these policies and recommended adoption. **Governors reviewed and agreed them all.** Governors debated whether after school clubs were well versed in the fire evacuation procedure. MB will follow up. She informed governors that the school had spotted a vulnerable time in evacuation procedures at school drop off time between 8.40 and 8.50 so are putting together procedures about parental responsibilities and cross over with school responsibilities (these procedures are in the Fire Evacuation procedures above and may need to be updated once these procedures are tested by carrying out a fire drill at this time). It is likely to be about escalation of risk assessment for checking the building rather than a process for roll call.

- Admission consultation: Governors were made aware of the consultation on the Admission 2017-18 Policy where the LA and the Diocese had some conflicting wording but we have stayed with the LA guidance as this was in line with other schools. **This was approved by Governors at the meeting.**
- Library & Spiritual area proposals

MB informed governors that the school had reviewed the library space with Beth Manning (BM) in her role as subject lead for literacy as it needs updating to reflect the use by the older children and it is still very first school orientated. It is used for small group work and there is a lack of break out spaces. BM suggested using the roof space for a mezzanine floor. Claire, from The Diocese has said she will put forward a request for

	<p>financial help towards the capital costs of conversion. MC is in the process of obtaining quotes and assessment of feasibility but roughly the costs would be in the ball park of £30k. We need to consider accessibility and introducing a lift would substantially increase costs but this is in line with the school be accessible throughout. MF has offered help to make the vision come alive. The Diocese has also said it will help repair the conservatory roof and also provide funds to refresh it as a spiritual area. The Diocese will commit funds at the beginning of the financial year provided there are no emergency capital schemes that need the money as a priority. We would look to have the work done during the school holidays then look to fund raising activities to resource the library etc. Friends will be running some cash neutral events this year so may not have lots of additional money but we will discuss this possibility with them. MC and MB are making a FOYLE grant application which is specifically for libraries. We would look to transform the ICT suite into the library and create learning zones.</p>	
5	<p>School Improvement Plan update</p> <ul style="list-style-type: none"> • Progress is included in the Headteacher report. • Headteacher summary report ~ Governors were asked for any questions on the report: <p>P2 ~ governors commented that the attendance report on staff absences seem high and MB said she would clarify whether the figures represented days or sessions, she said the percentage was a better figure to review. Governors asked having a benchmark for other schools to see if we were in line with schools of a similar size.</p> <p>P3 progress ~ no questions</p> <p>P4 ~ Safeguarding ~ no new incidents, 3 cases have been closed off by social services leaving them for monitoring in school.</p> <p>P5 ~ Prevent training will have been undertaken by all staff by Easter. MB wanted to raise the general awareness for Prevent training which is available as E-learning or a training evening at Castlewood. LM to circulate the email from Governor Services with the dates. It was agreed to add a link into the risk assessment for educational visits over what to do in the unlikely event of a critical incident such as a terrorist attack. One of the current recommendations from within the LA is to encourage British values within school. Governors were directed to look at the link on page 5.</p> <p>Send update ~ no additional comments from governors.</p> <p>P7 ~ Governors were pleased there was so much CPD activity for staff both through external training and internal. 3 candidates for Kate's replacement interviewing on Monday 8 February.</p> <p>P8 ~ Governors found the sample appraisal was useful. MB commented that the pay progression table doesn't evidence specifically where staff haven't progressed as this may lead to identification of an individual. Governors thanked MB for the comprehensive report.</p>	<p>MB</p> <p>LM</p>
6	<p>Worlebury Conference</p> <p>Governors and staff attending the Visioning days in November, the next step is to include parents and so the evening has been arranged with the speaker Dr Tom Robson on 24th February, 6pm to 8pm, at the school. He will cover Mind-sets and Learning without Limits. This links well with the Assessment evening held where about 50 parents attended.</p>	
7	<p>Policies for adoption</p> <ul style="list-style-type: none"> • Social Media LA policy ~ adopted by governors who commented 	

	<p>that we should raise awareness with parents</p> <ul style="list-style-type: none"> • Educational visit policy ~ this is an annual review of the policy and approval of residential visits. It was amended to say that the H&S governor will see the residential risk assessment 6 weeks in advance and Governors will agree the residential visit before confirmation of the booking. The school is thinking of changing the Y6 residential trip in the future. The policy was adopted by governors with that amendment. 	
8	<p>Governor Reports & Monitoring</p> <ul style="list-style-type: none"> • Feedback on base line data for 'now' data and pupil progress <p>Governors will have received the summary from KF, who met with NG and AJ to look at data. It was decided to go with narrative sheets for the report as the FGB have the full spreadsheets. MF will join the data group and help to look at the data in detail. MB commented that with the new assessment framework staff may be reluctant to label 'mastery' in a subject at this stage. The aim is to get everyone to secure in subjects but some children may become fluent and need more depth to reach mastery. It will probably take a full year to demonstrate mastery. KF and AJ reported they comfortable with progress to date as it is progressing as expected, the school is confident in embedding assessment in the classroom. MB said the school has avoided following other schools in using a detailed data tracking system at this point. Next data is due at Easter (it is in terms 2,4,6) and pupil progress meetings will continue.</p> <p>MP would like to set up a governor group to gather data required for installing speed signs for the road. She went to a Worlebury resident group meeting recently and they would be happy to help too. MP, HG, AJ, TF all agreed to help together with a parent who has expressed an interest. MB will arrange the initial meeting.</p> <p>GE left the meeting 7:45pm.</p> <ul style="list-style-type: none"> • Update on governor appointments and roles ~ AJ reported the Audit skills response was 75% of governors. He issued the results and explained red is where we say we have no skills, amber is a risk, When new Foundations are appointed by the Diocese he will do skills audit with them and identify skills gap to inform the debate for the new LA governor appointment. • Shadow SIP & SSE document ~ AJ proposed the school develop the plans and inform governors where the links are for governor input plus we identify the areas that we are monitoring and measuring. It would help if we link the lead governors to key aspects and have a sheet for a governors' improvement plan. MB would like the SSE and SIP to be developed collaboratively in future. FW asked if governors are happy with links and make changes for next year. MF suggested governors need a benchmark of what good governance looks like for governance and keep this within the SIP, e.g. have all governors completed mandatory training, have we got links for core subjects covered, have they done the necessary training, do we challenge and what evidence we have for this. Governors agreed to use the DfE governance objectives. • Document Management MF would like to see a place where governors can access latest information. They debated this and agreed to use of NSESP website as this was secure. It was agreed it would be useful for governors to have some training in the use of 	MB

	the site.	
9	<p>Strategy and visioning</p> <ul style="list-style-type: none"> • Future for our school <p>4 governors completed the future school questionnaire and had a similar feel and understanding of the school. We need to think about our next steps and FW will arrange the next Future Schools evening. We have the collaborative working with St Anne's and Uphill, which is good but we will need to consider what benefits there may be within multi academy trusts (MATs). In the past we thought a Diocese MAT was a fall-back position but this may not be the case. MB is aware of other collaborations and she has been asked if we would be interested in a Worle collaboration with Becket, Worle village, Mendip Green and St Martin's? We could also look at other church schools. Governors need to be aware of the benefits for our school and how will we retain our identity. We need to explore the options over this academic year with an action plan for the next year. Governors could join with an NAHT presentation at Becket if they wished and should let MB know if they do.</p> <ul style="list-style-type: none"> • Succession planning ~ not covered 	FW
10	<p>What impact will this meeting have on our pupils</p> <p>Governors listed the Library area, better book value for money, plan for improvement, knowledge of courses, pupil safety, consistency in approach for the children.</p>	
11	<p>Any other business:</p> <p>Start the Staff Governor replacement process as KP is leaving at Easter.</p>	LM

Meeting closed at 8:30pm