

SEVENOAKS PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY/ MEETING
HELD ON THURSDAY 30th JUNE 2015 AT 7.45PM

PRESENT

Steven Collins – Chairman

Virginia Al-Rais, Lizzie Bourne, Elaine Bracken, Peter Davies, Alan Duffy, Natalie Fitz-Gerald , Ian Harby, Ian Harby, Victoria Kerton(from 8pm) , Anja Lehmann, Simon Leigh, Amanda Manuel, Melanie McInerney, Trevor Thake, Jo Wildman, Bri Wood and Kath Baillache (Clerk)

Part 1 of the minutes

ACTION

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

No apologies were received in advance though Victoria Kerton had sent notification that should would be late. No changes in business interests were declared.

2. **APPOINTMENT OF CHAIR AND VICE CHAIR**

In line with the terms of reference for the governing body the posts of Chair and Vice Chair were due for annual election. Both officers officially stood down and the clerk chaired the election process. In line with the standing order in place nominations were sought in advance via email for the positions and detailed on the agenda. Prior to the meeting nominations were only received for; Steve Collins as Chair and Melanie McInerney as Vice Chair. Both individuals had stated their willingness to re-stand prior to nominations and were therefore re-elected unopposed for a further year.

3. **RECONSTITUTION**

Following the government requirement for governing bodies to reconstitute, discussions took place from November 2014 and paperwork was submitted to the local authority in May. The requested constitution of the governing body was initially challenged, however following detailed explanations from the Chair of the reasoning behind the proposed structure this was eventually agreed and agreed by order of the local authority on the 13th May to come into effect on the 30th June 2015. This maintains the GB size at 20 with governors deployed effectively in roles. The new structure is as follows:

- 9 parent governors (Ginny Al-Rais, Peter Davies, Natalie Fitz-Gerald, Anja Lehman, Simon Leigh, Amanda Manuel and Rod Mclay)
- 1 Local authority governor (Trevor Thake)
- 1 Staff governor (Elaine Bracken in addition to the headteacher, Alan Duffy)
- 8 Co-opted governors - 6 permanent and 2 spaces for 'governors for specific requirements' (Lizzie Bourne, Steve Collins, Ian Harby, Victoria Kerton, Melanie McInerney, Jo Wildman and Bri Wood)

A pdf copy of the signed instrument was circulated to all governors with the meeting papers signed by the Chair of governors (Steve Collins) and the Senior Improvement Advisor for leadership and governance (Sue Tunnicliffe).

All terms of office are for 4 years and co-opted governors were officially reappointed with their term starting from the effective date of the instrument i.e. 30th June 2015 although governors were reminded that they could stand down at any point.

4. **GOVERNOR RESPONSIBILITIES FOR 2015-16**

Parent governors - Amanda Manuel whose parent governor term ends in October and who will cease to be a parent at the school from the end of term had indicated her intention to stand down from the governing body. In order to retain her skills the Chair has suggested that when her term ends in October that she is made an Associate governor. All those present agreed.

Following the reconstitution and Amanda's end of term of office there will be 3 parent governor vacancies to fill in October. The Chair agreed to look at the skills required so that these can be added to the nomination letter which will be issued in September to allow for the inclusion of new parents joining the school .

SC/KB

Governor Responsibilities - updated list circulated prior to the meeting. Chair and Vice Chairs of committees confirmed that they were happy to remain in post and this decision was approved.

Resources: Melanie McInerney (Chair) and Victoria Kerton (Vice Chair)

Learning and Development: Ian Harby (Chair) and Jo Wildman (Vice Chair).

Individuals were asked if they were able to fill assigned roles. No changes were requested.

Phase link governors - in previous years when governors have been linked to year groups they have remained with the year group throughout their time in school. However this year with the change to phase link governors it was

agreed that the governor should remain in the phase as it was considered more productive to retain the relationships built with the phase staff.

5. MINUTES OF THE PREVIOUS FGB MEETING ON 17th JUNE 2015

The additional FGB meeting was convened to sign off the budget following the late release of figures and new financial system introduced. Staffing discussions had been included within a confidential minute and governors were happy for this to remain confidential.

A governor queried whether the sports legacy discussions should be included within the confidential minutes as they also related to staff members. The headteacher was happy for this to remain non confidential as the staff concerned were fully aware of the situation.

Outstanding actions:

Staffing - Bri has had an email communication with Schools' Personnel Services and Victoria confirmed that she was more comfortable with the answers to the questions raised.

Fundraising - confirmed that virtual meeting had taken place and fundraising is moving on.

Support staff review - carried forward to term 2 and placed on the planner for preparation by the headteacher .

Previous minutes agreed without amendments as a true record and signed by the Chair.

6. REVIEW OF MINUTES OF COMMITTEE MEETINGS

Learning & Development Team meeting (15th June 2015)

Anja Lehmann had not been present at the meeting and requested her removal from the attendees list. A number of other changes were highlighted to wording . Clerk to amend.

KB

Updates:

Lizzie Bourne had deferred her meeting with the Senco who is currently absent from school. Anja Lehmann has also deferred her monitoring visit due to teachers increased workload.

Policies for ratification:

Child Protection policy - ratified by all governors present and marked forward for review in a year.

SEND policy - a number of typographical errors were noted. Elaine agreed to send these to the clerk for inclusion in the final version of the policy. Clerk to make amendments and forward final version to the Senco. Governors agreed subject to minor amendments and asked that annual review date remained as September 2015.

KB/EB

A governor also thought a way should be considered of monitoring SEND pupils who would not be picked up on the basis on attainment. This requires consideration and in inclusion within the policy.

The FGB noted that the following key points were discussed; updates on the annual twilight session, annual review of spotlights and updates following governor monitoring visits on behaviour and leadership and management.

Resources Team meeting (17th June 2015)

No changes were requested to the circulated minutes. Agreed that actions would be covered at the next meeting.

Financial accounts - monitoring year end position at the end of March showed a surplus rollover of £61,524. Other financial detail was covered in the budgeted setting meeting on 17th June.

Financial monitoring - the monitoring side for the new finance system is not yet in place. The Bursar and assistant are booked on a training for the monitoring course on 15th July. Bursar confirmed that KCC are equally frustrated by the new system which is currently unsatisfactory for all, however as all schools will have to file their 6 month returns in September the system will need to be working effectively by then. In the meantime she is able to use reports from existing Financial Monitoring systems in school to review actual against budgeted figures. It was confirmed that from these it has been ascertained that finances are roughly within budget. Fuller update at next Resources meeting.

BW

In addition to these items the FGB noted that the following key points were discussed at the shortened meeting; details of the catering contracts from 3 different providers and an asbestos update.

7. HEADTEACHERS REPORT

Hard copy report circulated at the meeting:

Fair Access Process - since previous information supplied by the headteacher on the partnership fair access policy the headteacher informed the governors that following attendance at a fair access meeting with other partnership headteachers on 24th June he has agreed to take a child on a managed move into year 5 from September.

Under the managed move the local authority aims to place a pupil in danger of permanent exclusion from their current school. The placement is initially for 6 weeks however if it proves unsuccessful the child will revert to their original school. It was confirmed that a number of schools were approached however with the managed move gives the schools the opportunity to be more proactive without the situation being imposed by the local authority. The local authority inclusion manager (Maxine Gamage) attends these meetings and advises schools but also has the right to compel a school to take a child.

The headteacher has had 3 such discussions with the LA in recent months. So far the system has worked well within the partnership and no child has been excluded more than once. By being proactive and taking this child the school will move to the bottom of the list and won't be considered for a managed move within the partnership for some time making it fairer. A governor asked if the protocol was dependent on the size of the school but it was confirmed this was not a consideration.

Headteacher fairly confident that the managed move will be successful with a new school sometimes providing the opportunity for a new start. Also have access to TRACKS a 6 week programme to help reintegrate excluded pupils if this is required. This provides an opportunity to ensure that in future the school is prepared to cope with children who offer a challenge. With the reduction in special school places and the philosophy to include all pupils it is likely this will happen again.

A governor asked if additional support or costs would be required to support the accepted child. Confirmed that there would be no additional costs or staffing needs. The headteacher was unable to provide details of the individual situation due to the requirement for confidentiality. However it was confirmed that all measures would be taken by the school to reduce risks though these could not be negated.

A governor queried whether if schools are putting appropriate interventions in place and acting early that this situation should not arise. Explained that some behaviour cannot be prevented and some children come from complex backgrounds and individual situations are not always straightforward.

Staffing - there are still a number of teaching assistant positions to fill. Dependent on the skills of those recruited there may be a need to move some other staff to meet needs.

Performance Management (PM)

Support staff - total contribution to pay for all support staff has been completed.

Teaching staff - Final review part of the PM will be completed by the end of term 6. The head is meeting with phase leaders to review the evidence collated and make overall judgements. External moderation and validation of judgements is to take place in the last week before term ends by the headteacher of Kemsing primary school (Eileen Mumford) and School Improvement Partner (Lynda Pritchard). The headteacher asked if a member of the pay committee could also be present.

Chamber of Commerce - the school is hosting a chamber of commerce coffee morning on Wednesday 8th July from 10-12pm and governors available were welcomed. The headteacher intends to talk about the new build plans and drum up further local support. Particular thanks was given to Melanie and Ginny for their efforts in the fundraising campaign to date.

Achievements detailed in the report including:

- Cricket - qualified for the County finals and came fourth.
- Gymnastics - numerous medals and squad made the County finals
- Dry slope skiing
- Chess - team qualified for the Kent School competition semi final.

Given the success of schools sports teams Ginny has been offered corporate sponsorship for some of the teams. The headteacher is aware that this has been done in the past for team kits however sponsorship in financial terms is the current requirement.

Although fundraising discussions so far have not been for long term relationships governors considered that it would be useful to prepare a set of guidelines covering such relationships for opportunities arising during ongoing and future discussions. Matters discussed for consideration within the guidelines:

- Exit clause "reasonable discretion of governors and damages reputation of the school reserve the right to terminate"
- Difference between donations and sponsorship

- Term of the relationship/contract

Peter Davies agreed to prepare a some guidelines in bullet point form for governors to review and to formalise what the school already does. This will be sent to the fundraising group which have been involved in decisions on who to target. (Melanie, Ginny and Simon)

PD

Bullying Update - scheduled on the governors planner for terms 2,4 and 6 had been omitted from the report and the headteacher agreed to circulate this post meeting. It was also requested that a behaviour review was added to term 6 of the year planner to coincide with this end of year update.

AD

8. NEW BUILD UPDATE

Bri has sent a chaser to Kevin Powley and is hoping to receive the new build schedule by the end of term. She has contacted Sport England regarding the grounds and has received no response as yet.

9. GOVERNOR MONITORING UPDATES

Monitoring reports discussed at the last committee meetings included behaviour and leadership. A draft report from the phase 1 link governors (Amanda and Ginny) was circulated for this meeting. Amanda was thanked for preparing a comprehensive report. Clerk to correct minor typo and remove 'draft' from document.

Points for consideration following visit:

When considering the new build design the importance of transition for Phase 1 children was stressed. A governor asked if it had been considered placing other year group in the modular classrooms. Explained that this was not feasible due to heights of windows and toilets which are only suitable for the younger children. Agreed that transition considerations would be key going forward and Bri agreed to look at timetabling going forward particularly for IT, lunch breaks and PE sessions.

BW

Monitoring in 2015-16 - the clerk agreed to continue to maintain a record of all governor visits and reports for the year. All governors were asked to inform the clerk of monitoring visits and their purpose so that these can be recorded and forward written reports in a timely fashion.

GOVERNING BODY STRATEGY

10. REVIEW OF 2014-15 and DEVELOPMENT FOR 2015-16

Powerpoint presentation prepared and delivered by the Chair of governors to review and reflect on the previous year and changes for the year ahead with the last formal review having taken place 2 years previously.

Snapshot of the year - Not a holistic list but focusing on the important things as a team and aspirations. Staff and governors were congratulated on their adaptability to new initiatives this year: new national curriculum, new SEN code of practice, new budget system (delays and complications), election uncertainty, increasing school size (this year exceeded 500 children), new staff though workforce feels stable and 3 new governors.

One of most sizeable projects this year has been the agreement for the new build and extensive work on fundraising prior to building commencement. Huge efforts have been absorbed within the normal workload of all. Extensive achievement considering the starting point a year ago.

SIP-Reviewed at the last L & D and significant progress made over the last 12 months carefully reviewed by the SCIP committee guided by Jane Durkin. L & D have focussed on the new spotlights and SEN legislation.

Pupil performance and attendance - Initial SATs result are not expected until 7th July and will be reviewed in detail in term 1. However governors were shown a snapshot of the pupil progress data from this year from Raise on Line data showing points of progress higher than the LA figures in all areas. Attendance is good and the school is largely full with waiting lists in 4 years groups.

External Recognition and success

- Letter on success of last year's Pupil premium children from David Laws
- Glowing health and safety audit
- Fundraising recognition in media and through funds raised to date.
- School successes in sports and art recorded throughout the year.

Team Goals 2015 and beyond - Gaps and opportunities discussed

- Training - making individuals more accountable through training to keep up to date
- Succession planning- consideration of the governing body needs and what help is needed to fulfil roles.
- Well being of staff and children - easy to be driven by targets
- Embedding of new assessment system in school, understood by staff and governors.

A governor suggested the need for the school to be more ambitious when setting SIP targets and look at what school needs to achieve to put it in the top 25% of schools and document clearly what is already happening in school. The headteacher would be interested in making comparison with other partnership schools and reiterated that the SIP

involves constantly looking at and reviewing. Also important to recognise achievement and take time to celebrate in order to achieve a good balance. From a governor perspective the need to continue to demonstrate challenge within the minutes to provide proof of what is happening in school was stressed.

Life without levels - a teacher governor highlighted how challenging next year will be for staff working with the new assessment data and she warned governors that staff may be stretched in terms of having progress data available for governor to review as Karl Newman may be needed to help support the staff with the new system.

The headteacher informed governors that the school have decided to use the 'Pupil Asset' system which has been adopted by 16 partnership schools including academies and special schools. It is hoped that a reduced cost can be negotiated for the partnership and will also mean that moderation can take place between partnership schools. The headteacher has liked this comprehensive package best and SEN advisor Ann Massey has been involved in setting it up. As there is no set system some schools are establishing their own though all schools will be judged by the new SATs test to be delivered in May 2016.

Draft Parent questionnaire - following previous discussions by the governors on preparing a parent questionnaire with the last official one being done during Ofsted inspection in April 2013. A draft version prepared by the school staff in conjunction with the Parent Council has been prepared on SurveyMonkey and circulated. All governors were asked to give any feedback the Rachel Sermon in the school office by the end of the week. Governors were reminded that it would cost extra to add additional questions.

ALL

Reports go out on 10th July and will be tight to receive a response from parents by the end of term. The headteacher suggested sending the questionnaire out in term 1 to capture year 6 and new parents.

11. TRAINING & DEVELOPMENT

In order to make governor more accountable for their own learning agreed that in addition to the continuation of the governor training package which the school already pays for the school should invest in GEL learning package and governors should be encouraged to complete modules independently.

Clerk to investigate GEL subscription.

KB

12. PROPOSED MEETING TIMETABLE and YEAR PLANNER FOR 2015-16

Timetable

School term dates and draft timetable circulated to all prior to the meeting. Only changes are that the 2 strategy sessions have reverted to FGB meetings.

Changes requested:

Term 4 - very short term due to early date for Easter leaving only a week between committees and FGB meeting. The clerk requested that the FGB meeting was moved forward to Tuesday the 22nd March and governors agreed.

Term 6 - the final FGB meeting is set for Tuesday 7th July. Post meeting the clerk confirmed this is a Thursday.

It was also suggested that term dates were clearly signposted on the newsletter and website for parents.

Clerk to make amendments and circulate updated version with these minutes.

KB

Planner

Changes requested:

- Support staff operating review to be moved to the end of term 2
- Pay and reward policy - moved for an extra review in term 1 to allow discussions re awards prior to performance management reviews.

13. AOB

Governors asked the headteacher to congratulate his staff on fantastic sports days and thank them for their continued support.

All available governors were invited to an end of term cream tea on the 20th July.

All governors were thanked for their hard work over the course of the year and staff wished a good end of term.

Meeting closed 10.00pm

Signed by the Chair of Governors: _____ *Date:* _____

Term 1 meeting dates starts Wednesday 2nd Sept and ends Friday 23rd October (Development days 2nd Sept)

Monday 21st September 7.45pm Learning & Development Team

Wednesday 23rd September 7.45pm Resources Team

Thursday 15th October 7.45pm Full Governing Body

Actions arising from these minutes and extract from governors year planner:

Action	By whom	Date	Completed
1. Clerk to scribe the recording of the public information evening to retain within governor records.	KB	Post meeting	
2. Clerk to make amendments to meeting timetable and circulate with the minutes.	KB	Post meeting	
3. Support staff review carried forward to term 2-clerk to place on planner for term 2	KB	Post meeting	
4. Clerk to make requested amendments to L & D minutes.	KB	Post meeting	
5. Clerk to update SEND policy with Elaine's typos and forward to Senco. Annual review due Sept L & D.	KB/EB	Post meeting	
6. Clerk to investigate joining GEL for GB	KB	Post meeting	
7. H/T to forward bullying update for term 6 post meeting.	AD	Post meeting	
8. All governors to review parent questionnaire and send comment to Rachel Sermon.	ALL	Post meeting	
9. Peter to prepare sponsorship guidelines for fundraising group.	PD	Post meeting	
10. Phase 1 transition consideration to be included in new build and timetable discussions.	BW	Post meeting	
11. Parent governor election for 3 parent governor vacancies to be held in Sept	KB/SC	Sept 2015	
12. Bursar to update on financial monitoring following training course.	BW	Res Sept	

	Main GB Meeting	Learning & Development Team	Resources Team
Standing Items	Headteacher's Report School Roll SIP H & S update Child protection Training & Development Bullying: terms 2,4 & 6	SIP Review Curriculum spend Staff welfare & attendance Parent Council Chgs in Business Interests	Review expenditure and Forecast H&S update Staff update – teaching standards, PM timescales New Build Chgs in Business Interests
September Term 1	Set timetable for gov year group and subject reports Review SIP priorities Set GB Priorities and objectives for year Update on parent questionnaire Review Pupil progress data, SATS Results GB skills audit Approve staff grievance and disciplinary procedures NEW BUILD PRIORITIES Review: Ratify finance policy FGB terms of reference	Governor monitoring updates from Lizzie (SEN) and Anja. Review staff and governor responsibilities Review Pupil progress data, SATS Results Priorities for new SIP based upon SATs data Parent questionnaire update Review Terms of reference and policy calendar (ann) SEN policy (annual) Curriculum policy (ann) Staff ICT Acceptable Use policy	Risk Review Review Year Planner Finance Catering contract update Update on financial monitoring following training Update on HNF applications Staffing Staffing update. Update on staff consultation of the grievance procedures. Review pay structure in pay policy Premises - updates RM Asbestos Register update Review Terms of reference and policy calendar (ann) Finance Policy (ann- FGB) Managing Allegations (3 yr) Staff Recruitment (3 yr) Lettings (3 yr) c/f Pay & Reward (ann)