



Present: Amanda Healey (AH), Karen Ashdown – Chair (KA), Sue Richardson (SR), Rev Alice Whalley (AW), Fr David Clues (DC), Rupert Bagilhole (RB), Ian Beggs (IB), Fiona Graham (FG)

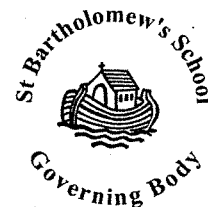
In attendance: Sharon MacKenzie (SM) – Clerk
Fiona Keeling (FK) – Deputy HT – Associate Member
Stephen Lawrenson (SL) – *joined the meeting during Item 5*

Apologies: Stephen Vinall (SV)

Quorum: 8 out of 9 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the headteacher and deputy are highlighted in bold.

Item	Discussion and decisions
1.	<p>Apologies for absence and declarations of interest</p> <p>The GB accepted the apologies of Stephen Vinall. No interests were declared. Fiona Graham was welcomed as the new parent governor (to be appointed at this meeting) and Ian Beggs as the new staff governor. Governors introduced themselves.</p>
2.	<p>Election of Chair / Vice Chair</p> <p>The clerk led this item and governors agreed that the term of office for the Chair of Governors would be for two years. KA had been nominated for the position so was asked to leave the room while governors discussed this. It was unanimously agreed that KA would continue as Chair of Governors.</p> <p>KA then led the election for the Vice Chair and proposed that the two Chairs of Committees would be the Vice Chairs. Governors agreed this and to keep the Resources and Teaching & Learning committees. FK and AH added that the Vice Chairs would need to be available for Ofsted/HMI visits if KA was not available. Governors agreed that the Vice Chairs' term of office would be for one year.</p> <p>DC proposed AW to be the Chair of the Teaching & Learning Committee and governors unanimously agreed. DC agreed to take on the role of Chair of Resources Committee for the autumn term but due to time commitments would prefer if another governor could continue after that. Governors agreed to revisit after a term.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • Clerk to inform Governor Support about the chair and vice chairs • Clerk to add election of chair to Resources Committee agenda in Spring Term 2016



Item	Discussion and decisions
3.	<p data-bbox="244 427 836 461">Minutes of the meeting held on 13.07.15</p> <p data-bbox="244 501 1473 573">Governors agreed the minutes were an accurate representation of the meeting. Actions have been met, with the following points to note:</p> <div data-bbox="244 607 1473 943" style="background-color: #f0f0f0; padding: 10px;"> <p data-bbox="244 607 384 640">ACTIONS</p> <ul data-bbox="244 645 1390 909" style="list-style-type: none"> • (Item 2) All Reception parents have received a form, still need to do for Y3 (AH) • (Item 2) Some governors came to inset day so Ann Holt session may not be necessary yet • (Item 5) AH to inform parents about new attendance award • (Item 6) Clerk to send out minutes of Strategy Board when received • (Item 7) Clerk to send report from Hammersmith visit, once received from HT • (Item 9) KA to send training report to clerk for GSP in summer term </div>
4.	<p data-bbox="244 947 799 981">Governing body succession planning</p> <p data-bbox="244 1014 724 1048">a) Governing Body membership</p> <p data-bbox="284 1088 1449 1234">The governing body agreed to appoint Fiona Graham as a parent governor, with effect from today's meeting. Elections had recently taken place but there were no nominations. Therefore, the governing body may approach suitable candidates and appoint them in a meeting.</p> <p data-bbox="284 1267 1414 1379">Karen Ashdown's term of office expires on 10.10.15. An election must take place and KA can apply, along with any other candidates. The clerk agreed to set a timeline and organise the paperwork for the nomination/election process.</p> <p data-bbox="284 1413 1445 1480">Ian Beggs started his term of office as the new staff governor on 01.09.15, following an election in July 2015.</p> <p data-bbox="284 1514 1390 1592">The clerk had contacted the Diocese about Canon Geoffrey Baulcomb and they confirmed that his term as governor ended on 13 July 2015.</p> <p data-bbox="284 1626 1382 1704">Stephen Lawrenson's term of office expired on 31.08.15 and he has previously confirmed that he would like to continue as a governor.</p> <p data-bbox="284 1738 1390 1839">Sue Richardson's term of office expires on 07.12.15 and she confirmed that she wishes to carry on. The clerk agreed to forward the application form from the Diocese.</p> <p data-bbox="284 1872 1430 1948">Foundation governor vacancies: AH reported that Levison Kandi is interested in applying for one of the posts, who has been nominated by Fr John Wall. The clerk</p>



Item	Discussion and decisions
	<p>agreed to forward the DBE application form. For the other vacancy, Richard Walton, Chair of Governors at St Paul's in Hammersmith has links with Archie Coates from St Peter's Church. AH and KA agreed to ask him to set up a meeting to see if anyone from the congregation would be interested.</p> <p>b) Committee membership</p> <p>Governors agreed membership would be as follows:</p> <ul style="list-style-type: none"> Resources: DC (Chair), FG, SV, AH and KA Teaching & Learning: AW (Chair), SR, IB, AH, RB, FK <p>c) Chairs and vice chairs of committees</p> <p>Chairs were agreed as above. Vice chairs will be determined at the first meetings. Governors agreed that they should concentrate on the school priorities and divide this work between the two committees to avoid duplication.</p> <p>d) Individual roles</p> <p>It was agreed to have a safeguarding governor and AW agreed to take this on as she already leads on this at Moulsecoomb Primary. The clerk agreed to temporarily lead on co-ordinating the training and development for governors, until the GB reaches its full complement. Governors asked for the Diocesan training to be added to the report so the clerk agreed to contact the Diocese. DC agreed to co-ordinate governor visits and ensure that forms were completed and reported to the GB. FG agreed to carry out a learning walk with another governor for her first visit. Governors were reminded that all visits must be linked to the School Development Plan. FG agreed to be the PTFA liaison as she already attends.</p> <p>In summary:</p> <ul style="list-style-type: none"> Safeguarding governor: AW Training & development of governors: SM Co-ordinating governor visits: DC PTFA liaison: FG
	<p>ACTIONS</p> <ul style="list-style-type: none"> Clerk to inform Governor Support & Diocese about membership changes Clerk to arrange nomination/election process for parent governor election SR to arrange to send in her completed form to Diocese AH and KA to contact Richard Walton re setting up meeting with Archie Coates Clerk to add election of Vice Chairs to each committee agenda Clerk to contact Diocese re training & development



Item	Discussion and decisions
	<ul style="list-style-type: none"> • FG to arrange a learning walk with another governor
5.	<p>Governing body documents for agreement</p> <p>a) Standing Orders</p> <p>The clerk explained that standing orders should be adopted by the GB, which set out the principal areas of law and good practice and outline the procedures for carrying out GB business, such as electing a chair. Governors welcomed this document and requested the following amendments</p> <ul style="list-style-type: none"> • The GB has two vice chairs so this should be referenced throughout the document • In the 'Meetings' section, governors are encouraged to send questions to the clerk if they can't attend a meeting. <p>Governors agreed to the changes and the clerk agreed to update the changes.</p> <p><i>Stephen Lawrenson joined the meeting at this point.</i></p> <p>b) Code of Conduct</p> <p>The clerk explained the Code of Conduct should be reviewed each year. This document outlines the expectations of governors and all governors must agree to it on appointment to the GB. One change has been made this year – the 'Publication of Governors' Details and Register of Interests' section, as required in the latest governance constitution regulations. Governors also asked for one slight change to 'The Role of the Governor' section – to clarify that the vice chair only makes public statements in the absence of the chair.</p> <p>Governors agreed to the changes and to abide by the Code of Conduct.</p> <p>AH reported that there is also a Diocesan Code of Practice for foundation governors. DC added that all governors are obliged to sign this if they wish to be a governor. The clerk agreed to liaise with the Diocese to co-ordinate completion of this task.</p> <p>c) Governor Visits</p> <p>The clerk had circulated an example form to be considered by the GB.</p> <p>RB commented that he came to the end of term concert which was very impressive, so he agreed to complete a form for this. The clerk agreed to circulate the example Governor Visits Policy and DC will make any changes, then report back at the next FGB. DC to arrange for a file of all visits to be kept in the school office with a list of when governors visit the school for all occasions (interviews, panels etc).</p>



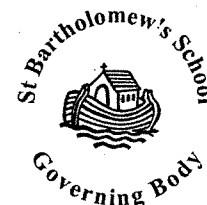
Item	Discussion and decisions
	<p>d) Terms of Reference</p> <p>Governors agreed that AH and the clerk could update the documents for both committees and these would be agreed at the first meetings. The Teaching & Learning TOR just needs reformatting but Resources needs to be rewritten.</p>
	<p>ACTIONS</p> <ul style="list-style-type: none"> • Standing orders – clerk to update, chair to sign, clerk to upload onto website • Code of Conduct – clerk to update, chair to sign, clerk to upload onto website • Clerk to liaise with Diocese re Code of Conduct for foundation governors • RB to complete Governor Visits form for end of term concert • Clerk to circulate Governor Visits Policy and DC to amend as necessary • DC to set up a Governor Visits file for the school office • SM & AH to update Resources Committee terms of reference and clerk to add to agendas
6.	<p>Register of interests</p> <p>Governors submitted their completed forms. The clerk agreed to produce the Register of Interests and publish on the school website, as per governance regulations.</p> <p>SR agreed to assist SL with completing the form and also the foundation governor application form. The clerk agreed to convert these documents to size 14 font to make them more accessible.</p> <p>The clerk showed governors the updated governor pages on the website, which had been a lot of work as extra information about governors had to be published from September 2015. The governors thanked the clerk for all her work on this.</p> <p>ACTION</p> <ul style="list-style-type: none"> • Clerk to produce Register of Interests and publish on website • Clerk to send documents to SR in larger font • Clerk to contact SV for his completed form
7.	<p>School policies for agreement</p> <p>a) Admissions arrangements</p> <p>AW and AH reported on the updated document, which they worked on over the summer after attending training. The criteria haven't changed, but have added in the published admissions number, the procedure for in-year admissions and the</p>




Item	Discussion and decisions
	<p>deadline for withdrawing a place.</p> <p>Q: Why are children with medical reasons or statements not placed higher up the criteria?</p> <p>A: If we are named in a child's statement we would have to take them. We can't change the foundation categories as the Diocese would object. If we found that we were full in the first few categories, then we could revisit this, but it isn't an issue here as the majority of children come under 'G', which relates to the distance they live to the school. So there is no risk of children in the 'F' category not being granted a place (medical or other exceptional reasons).</p> <p>Governors suggested the following clarifications:</p> <ul style="list-style-type: none"> • In 'F', to stipulate that the criteria relates to the child • Waiting list – that they will come off at the end of the academic year unless we hear otherwise. <p>Governors agreed for the arrangements to be adopted, for the clerk to update the cover page and then for it to be uploaded onto the website.</p> <p>b) Child Protection Policy</p> <p>This has been updated using the local authority's format. Governors discussed Safer Recruitment training, which is online training that is available through the NSPCC website. AH suggested that all governors carry this out in case they are required for recruitment panels. The clerk added that safeguarding training for governors is also important, which clarifies governors' roles and responsibilities in all areas of safeguarding. Governors agreed they would try to attend both. It was agreed that RB, AW, FK and AH would carry out the Safer Recruitment training first and then other governors at Easter. This way, governors would not all run out at once so we would always be covered. The clerk agreed to arrange.</p> <p>Governors discussed the designated person for safeguarding. AH explained that in a small school it's difficult to have someone who's readily available to deal with social services and attend meetings. Governors agreed that it would be good to have another deputy designated person to work alongside FK.</p> <p>Annual training for staff – governors agreed that it would be good practice for the safeguarding governor to attend, who should also attend local authority safeguarding training for governors.</p> <p>Governors confirmed they had all looked at the policy and agreed with the changes. AH reported that they will be transferring to the database CPOMS later on this term, which will make it more manageable. Brighton & Hove's Data Security team has</p>



Item	Discussion and decisions
	<p>approved it and most schools in the City Partnership will be using it.</p> <p>Q: Will the information from the last six years be uploaded? A: For those who are currently in school we will aim to add their details.</p> <p>Q: Are all policies on final page of the policy up to date? A: Some are not up to date but the clerk has agreed to produce a schedule of updates for this year. FK agreed to send the new Teaching & Learning Policy to the clerk to circulate to all governors.</p> <p>ACTION</p> <ul style="list-style-type: none"> • Admissions arrangements – AH to make changes and clerk to update front sheet and upload to website • Child Protection Policy – clerk to arrange for governors to have access to Safer Recruitment Training, to update front sheet policy and upload to website • AH to identify another deputy designated person to work alongside FK • Clerk to produce a schedule of policy updates for the year • FK to send Teaching and Learning Policy to clerk
8.	<p>Headteacher Report: September 2015</p> <p>Governors thanked AH for the informative report and discussed the importance of having governor representation at the Parents' Evening on 21 October, to talk to parents informally and find out their views of the school. AW agreed to co-ordinate the attendance so that the evening is covered. FG agreed to be available.</p> <p>Governors discussed the format of the headteacher reports, the purpose of which is to provide governors with the information they need to carry out their role effectively. It was agreed that AH should provide a report once each term under each of the Ofsted priorities, new initiatives and evaluation of the School Improvement Plan.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • AW to co-ordinate attendance at the Parents' Evening on 21 October • Clerk to add the HT report to one FGB agenda each term
9.	<p>Training & Development report for 2014/15</p> <p>The clerk had circulated a report on training attendance and gave a demonstration on the new training portal BEEM, with relevant training identified. DC, SR and KA agreed to book on HT Appraisal training and IB & FG to attend Governor Induction.</p> <p>SR, RB and KA had attended an INSET day at the beginning of term and agreed to fill in</p>



Item	Discussion and decisions
	<p>a training report. They were thanked for attending.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • DC, SR, KA, IB and FG to book on training, as identified above • SR, RB and KA to complete training report for INSET day
10.	<p>Urgent action by chair</p> <p>KA reported that she had claimed governors' expenses for the trip to Chichester to attend a reception hosted by the Bishop.</p>
11.	<p>Urgent business not on agenda</p> <p>AH reported that a child who had a statement has moved to an Education and Health Care Plan (EHCP). We are expected to provide up to £6K from the budget for additional support for this pupil but it is costing us £6959, and we would also like to provide for more one to one work with him prior to moving to secondary school. Governors agreed for AH to draft a letter to the council for extra funding, which KA would check and sign.</p> <p>AW has audited the website and will do so again next week once the clerk has updated the governor pages again.</p> <p>FK reported on really impressive data about whole school average increase at Age Related Expectations (ARE). Governors were impressed with the results that have come out today showing that we are doing well against similar schools in the city.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • AH to draft letter for KA to check • Clerk to update website and AW to check
12.	<p>Dates of future meetings</p> <ul style="list-style-type: none"> • FGB: 12.10.15, 23.11.15, 25.01.16, 09.05.16, 11.07.16 (all 6.00 – 8.00pm) • Resources Committee: 08.10.15 from 2.00 – 3.30pm • Teaching & Learning Committee: AW to arrange by email

Signed  Chair of Governors

Date.....12/10/15.