



- Present:** Amanda Healey (AH), Karen Ashdown – Chair (KA), Sue Richardson (SR), Rev Alice Whalley (AW), Stephen Vinall (SV), Fr David Clues (DC)
- In attendance:** Sharon MacKenzie (SM) – Clerk
Fiona Keeling (FK) – Deputy HT – Associate Member
Rose Wisdom (RW) – local authority representative
Gail Hall (GH) – previous governor (term of office recently ended)
- Apologies:** Rupert Bagilhole (RB)
Stephen Lawrenson (SL)
Helen Barnett (HB)
- Absent:** Fr Geoffrey Baulcomb
- Quorum:** 6 out of 10 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 |
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| 1. | <p>Apologies for absence and declarations of interest</p> <p>The GB accepted the apologies of SL and HB due to sickness, and RB for personal reasons. No interests were declared.</p> <p>Governors discussed current vacancies. GH's term of office ended on 30.05.15 so AH and DC agreed to meet to discuss ways forward for filling this foundation governor vacancy.</p> <p>HB's term of office is ending on 31.08.15 and the clerk agreed to draft a notice for staff governor elections before the end of this term.</p> <p>Another notice has been sent out in the newsletter for any interest for the parent governor election. SV and AH have a parent in mind to approach.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • AH and DC to discuss filling the foundation governor vacancy • Clerk to draft notice for staff governor elections before end of term • SV and AH to approach potential parent governor |



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| 2. | <p>Minutes of the meeting held on 27.04.15</p> <p>Governors agreed they were an accurate representation of the meeting.</p> <p>Matters arising not covered elsewhere on agenda</p> <p>Actions have been met, with the following points to note:</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • (Item 2) Clerk to send draft emails to AH re ex-Associate Members • (Item 3) Clerk to add Behaviour Policy to next FGB agenda – AH to consult with staff first • (Item 6) AW to contact Moulsecoomb Primary re their strategy for encouraging parents to sign up for Free School Meals to attract Pupil Premium funding • (Item 8) AH and AW still working on Admissions Policy, then to SV to scrutinise and to Ann Holt to check it's compliant before going to FGB for ratification • (Item 10) Clerk and AH to incorporate website updates into governors' annual workplan • (Item 13) Clerk to send Brighton & Hove's Code of Conduct to Ann Holt |
| 3. | <p>Correspondence</p> <p>KA reported that lottery permission has been renewed.</p> <p>Governors discussed expenditure from the Governors' Account to show appreciation for governors and staff. This is income from lettings and not part of the school budget. Governors agreed that letters of thanks should be sent to all governors who have recently left, plus a £20 voucher. It was also clarified that the staff/governor social event would be taking place on 12.06.15 and this has been well received by staff.</p> <p><i>Rose Wisdom joined the meeting at this point.</i></p> <p>ACTION</p> <ul style="list-style-type: none"> • AH and KA to arrange letters of thanks to governors who have recently left |
| 4. | <p>Presentation from Helen Banks, Maths Co-ordinator</p> <p>Helen is currently undertaking the National Professional Qualification for Middle Leaders (NPQML), which is helping drive Maths forward in the school.</p> <p>Helen explained to governors about the underlying principles of the new curriculum, which are to look at depths of understanding in three stages:</p> |



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| | <ul style="list-style-type: none"> • Step 1: Emerging • Step 2: Expected • Step 3: Exceeded. <p>Q: How does this differ to the previous methods used? A: It means the class can be together, moving through the steps at different pace. It's less pre-determined than in used to be, so they can go as far as they're able to. The pupils are not identified into groups according what they are perceived to achieve.</p> <p>This is also being carried out in English.</p> <p>Planning can be linked to the Age Related Expectations (ARE) targets the children are working to, which every child has in the back of their book.</p> <p>Q: Is there a discussion with the children about assessment? A: Some more than others, the older they get they have a better understanding of where they should be.</p> <p>Q: How do the children perceive AREs? A: In Year 6, we use the term 'secondary ready'.</p> <p>Teachers use 'Next steps marking', where they use questions to deepen the children's understanding, such as "Can you explain how?", to challenge them further.</p> <p>Q: How well are we delivering this methodology? A: We're focussing on using the cycle 'Know, Plan, Teach, Mark and Assess' with teachers, which we have gradually developed over the years. Tomorrow we have a session on the quality of the Next Steps Tasks (NSTs) – they need to take learning forward and be based on AREs.</p> <p>Q: How are parents engaged with this? A: In end of year reports, it will say if the pupils are working at ARE, or above/below. It would help to run a parents' workshop on this.</p> <p>Q: Do you feel it's helped you understand where each individual child is? A: Definitely, as we had a tendency to think of groups of children before.</p> <p>Q: Are we sharing practice with other schools? A: We have attended partnership meetings and we are marking in more depth than other schools.</p> <p>Q: Is it changing the culture of learning in the school or a bit too early to tell? A: We will be carrying out pupil interviews soon, so can include that. So far the feedback has been positive.</p> |



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| | <p>Q: Is everything always up to date for each child? A: That's our biggest challenge, as it is time-consuming and teachers are improving at writing the NSTs. We are building up a file of good practice examples.</p> <p>Helen and Fiona agreed to provide an update on how this is progressing in the November FGB meeting. Helen was thanked for her time.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • Governors to look at Next Steps Tasks when on school visits – and also in the back of pupils' books • Clerk to add an update to agenda of November FGB meeting |
| 5. | <p>HMI Monitoring Report</p> <p>This has been discussed in depth at the committee meetings. Governors should note that the letter states that "the school should take further action to improve the leadership and pace of improvement, by ensuring governors develop a systematic approach to evaluating the overall effectiveness of the school." Having the annual work plan will be essential to this; AH has already started on the 2015/16 action plan and the governors' actions will be included in that.</p> <p>Governors were reminded that HMI outlined that we need to be clear what 'good' looks like for us, so any evaluation needs to be in relation to where we want to be.</p> <p>KA, AH and Ruth Cumming from the Diocese are hoping to visit an outstanding school in London at the beginning of July, which HMI suggested would be helpful.</p> <p>KA and SV will be attending Governor Support's 'Being Strategic' workshop run by Rose Wisdom, so can feed back to governors after hearing from other schools.</p> <p>Governors discussed updating the Governors' Action Plan to include "What would success look like?" in the final column – short, medium and long term impact. The discussion at this FGB meeting can also be added to the action plan.</p> <p>AH acknowledged that it was important to have the two governors and the clerk at the HMI interview and should aim for three governors in future.</p> <p>ACTION</p> <ul style="list-style-type: none"> • AH and KA to report back from London school visit at next FGB • SV and KA to provide a training report at next FGB from 'Being Strategic' • Clerk to update Governors' Action Plan |



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| 6. | <p>Chairs of Committees Reports (incl Governors' Action Plan)</p> <p>Resources Committee 18.05.15 SV reported that the budget was scrutinised at the meeting and governors carried out a robust comparison with 2014/15. They asked for a column to be added in to explain if underspend has been allocated. Annual contracts were also reviewed in detail. Governors agreed to formally ratify the budget for 2015/16.</p> <p>Teaching & Learning Committee 19.05.15 DC reported that the Governors' Action Plan was discussed and data was scrutinised.</p> <p>Governors discussed the action plans and agreed to just work to the one plan from September. But it has been important to have the governors' action plan this year to focus our actions.</p> <p><i>DC left the meeting at this point.</i></p> |
| 7. | <p>Headteacher's report</p> <p>AH provided governors with a report prior to the meeting.</p> <p>Attendance: this is improving and up to 94.86%, near to the national average of 95%.</p> <p>Q: What is the barrier? A: Unauthorised holidays – one of the reasons given is that some parents work for the bus company, where employees don't have much flexibility with their leave. However, Gill Manton at the local authority has informed us that the bus company has stated that if employees are given leave in term-time, it would be a one-off. It has been useful to have the support from the council.</p> <p>Q: So is this target out of our control? A: We keep tightening up and it is improving. But we have families with relatives abroad and also there is absence due to religious festivals etc.</p> <p>Q: Can these issues be 'mitigating circumstances'? A: It will always be a challenge but we have to keep reminding parents about the importance of good attendance.</p> <p>Q: Have we had any positive interventions? A: We worked with one family and sent a letter to say we'd like to discuss the child's progress, which gets them into school. Their attendance has since improved. We also carried out a home visit to one where there was repeated lateness, which helped.</p> |



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| | <p>Q: Is there encouragement for those who achieve 100% attendance? A: There is an attendance shield presented every week in assembly.</p> <p>Staffing: there was a confidential item reported about a member of staff and this has been recorded separately.</p> <p>Q: Have we had any applications in for the staff vacancies? A: We are getting positive interest for the KS2 teacher post and would like to request governor attendance at the interviews, which KA agreed to. The clerk and RW queried governors taking part in teacher interviews – it is only necessary for senior appointments. However, governors agreed that if a governor was available, it would be good practice as they are the employer in a church school.</p> <p>Governors discussed the effectiveness of the reports provided by AH. They agreed that the monitoring report helped governors' awareness of what is going on in the school and would like this to continue. It was agreed that the HT report only needs to include pupil numbers at alternate meetings.</p> <p>There was some discussion about how the reports can work together to explain what needs to be focussed on next and we need to be clear what our strategy and vision are. RW reminded governors that they need to be driving the vision and values of the school, so a session on 'getting to good' with the Senior Leadership Team could help this.</p> <p>Governors said that other stakeholders should also be consulted – staff, parents, children etc – and we can then look at their ideas when deciding how to move forward.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • KA and AW to assist with teacher interviews • AH to change frequency of reporting of pupil numbers in HT report • AH ask Ann Holt if she could provide input at the next FGB on creating a vision for the school, using the information gained from the stakeholders. Some input might be able to come from SV and KA from the 'Being Strategic' session. |
| 8. | <p>Governor visits</p> <p>SR is visiting Y1 on 10.06.15. AW is also available and will arrange a date with FK. Copies of forms are available in the office.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • SR and AW to report back at next FGB |



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| 9. | <p>Clerk's report</p> <p>The clerk had circulated a report on local and national updates that affect school governance. Governors agreed that safeguarding training was important to attend, so the clerk will send dates for upcoming training. Governors were also encouraged to fill in the NGA survey.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • Clerk to send dates of safeguarding training to all governors |
| 10. | <p>Governor Training and Development</p> <p>KA recently attended the Chairs' Forum run by the Governor Support Team. Other points to note are as follows:</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • AW to attend the partnership meeting at Middle Street Primary School • New Training & Development governor to be allocated in September – clerk to add to agenda • AH to visit SL • Chair to Chair mentoring – KA to discuss with RW |
| 11. | <p>Matters brought forward by the Chair</p> <p>SV reported that the Resources Committee would like a letter to be written to the church wardens as a formal dialogue about the fire exit.</p> <p>ACTION</p> <ul style="list-style-type: none"> • AH draft the letter and KA to sign on behalf of the GB |
| 12. | <p>Dates of future meetings</p> <ul style="list-style-type: none"> • FGB: 13.07.15, 7.30 – 9.30pm • Resources Committee: moved from 03.07.15 to 13.07.15 at 6.00pm • Teaching & Learning Committee: 09.07.15, 1.30 – 3.00pm <p>GH was thanked for her contributions to the governing body.</p> |

Signed Chair of Governors

Date..... 13/7/15

