



Present: Amanda Healey (AH), Karen Ashdown – Chair (KA), Sue Richardson (SR), Gail Hall (GH), Ian Davey (ID), Rev Alice Whalley (AW), Stephen Vinall (SV)

In attendance: Sharon MacKenzie (SM) – Clerk
Fiona Keeling (FK) – Deputy HT – Associate Member
Rupert Bagilhole (RB) – observing (LA governor starting 04.05.15)
Ann Holt (AHO) – Diocesan Director of Education – observing

Apologies: David Clues (DC), Stephen Lawrenson (SL), Helen Barnett (HB)

Absent: Geoffrey Baulcomb (GB)

Quorum: 7 out of 11 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	Action
1.	<p>Apologies for absence and declarations of interest</p> <p>Everyone introduced themselves. Ann Holt announced that she was attending as a representative of the Diocesan Board of Education (DBE) to offer assistance with governor recruitment and forming the new governing body (GB) now it has reconstituted. She may also be able to be an additional governor if required. Rupert Bagilhole has been appointed by the local authority (LA) as the new LA governor, to take over from Ian Davey, who was attending his last meeting. Governors also welcomed Rev Alice Whalley, who was appointed as a Foundation governor on 20.04.15.</p> <p>The GB accepted the apologies of SL due to sickness – and DC and HB due to prior commitments.</p> <p>No interests were declared.</p>	
2.	<p>Governing body membership</p> <p>Unfortunately no nominations were received in the recent round of parent governor elections. We can now approach parents individually and the GB can consider appointing them directly onto the GB. At a parents' meeting last week, KA and AH did mention the vacancy, but there was no interest.</p>	

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	<p>Q: Have we approached parents on the PTFA or at parents' evenings? A: Yes, we have tried both of these approaches, but unsuccessfully.</p> <p>Q: Have we looked at the spread of ethnicity in the school and approached those groups of parents? A: We do have a very diverse pupil population, but a very white British GB, so this is something we have thought about. We included a paragraph in the parent governor advert, stating that we are keen to reflect the school's diversity on the GB and welcome applications from BME parents.</p> <p>Governors discussed different strategies that could be used to encourage parents to apply:</p> <ul style="list-style-type: none"> • Two parents could apply together, on the understanding that one could be appointed as a governor and one as an associate member, if they had the required skills. This may be less daunting. • A parent could be appointed as an associate member to a committee, only attending FGB meetings once their confidence had grown. • Talk to any PTFA members who could make a contribution as a governor instead of a PTFA member – it's more important to fill vacancies on the GB as it is a statutory group. <p>Q: When a new child comes into reception, do we explain to new parents about the role of the governor? A: We do talk about the PTFA but this is something we could add in. AH agreed to include this in future.</p> <p>FK informed governors that the PTFA had recently had a re-launch.</p> <p>Q: Could we therefore be involved in the development of the PTFA and organise a meeting with them so that both bodies find out more about the role of the other? A: Yes, that could be beneficial. SV agreed to arrange this.</p> <p>Governors agreed to move on from this subject but there had been some useful ideas to take forward to improve parental engagement. SMC has also updated the Governors' Noticeboard with details of the governor role and who to contact if interested.</p>	<p>AH – when meeting new parents</p> <p>SV – by next FGB</p>
3.	<p>Minutes of the meeting held on 02.03.15 Governors agreed they were an accurate representation of the meeting.</p> <p>Matters arising not covered elsewhere on agenda: Actions have been met, with the following points to note:</p>	

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	<ul style="list-style-type: none"> Item 2: SMc has drafted emails to the ex-Associate Members – to forward to AH to send. Item 3: Rose Wisdom to follow up with Hilary Ferries re receiving minutes from LA Strategy Meetings. Item 3: Use of Skype – governors agreed that if done properly, this could be beneficial for extraordinary meetings. SMc advised that it was important to agree a policy about its use, so that factors could be taken into consideration, such as how often it could be used, how often individual governors could use it, what would happen if technology failed etc? Governors agreed that we would need to investigate the cost of using business level Skype, but it was not a priority at the moment. Behaviour Policy to be added to next FGB agenda 	<p>SM</p> <p>AH</p> <p>SMc – next agenda</p>
4.	<p>Correspondence</p> <p>(1) Parents' termly Ofsted meetings AH produced a presentation for parents re our current position. Q: How does the PTFA forward this information to other parents and how do we know the message is getting through? A: The event was very well attended and the information is in the newsletter. Q: It is important that governors attend these events – can this be arranged? A: AH agreed that next time they plan an event, we'll see how governors can be involved. Q: How have parents been reacting at the meetings? A: HMI have given us some comments that can be shared about what has been done since the inspection, showing most recent data and quoting some positives that HMI have identified. We talked about how parents could support the school – eg good attendance, using the Learners at home and getting more involved in school life. It was a very positive response.</p> <p>Governors discussed some ideas about how to give all parents more information about progress since the inspection:</p> <ul style="list-style-type: none"> A synopsis of the Ofsted action plan on display in the school An area where parents can make comments on post-it notes Talking to individual parents in the playground Display the Ofsted questions to parents so they are really aware of them when filling in the questionnaire next time Ofsted visit – eg one question a week on a portable whiteboard <p>(2) Consultation on School Term Dates 2016/17 Governors expressed concern that there was less than two weeks for the</p>	

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	<p>Christmas break in the East Sussex model, so would prefer Proposal A. SMc to add to record with Governor Support.</p> <p>Q: As the outcome could affect members of the school community, can this be sent to parents so they can also respond before the deadline (8 May)?</p> <p>A: AH agreed that if SMc sent it to Sarah Foster, School Business Manager, it could be added to the website and mentioned in the newsletter</p>	<p>SMc 08.05.15</p> <p>SM 28.04.15</p>
5.	<p>Governors' Action Plan</p> <p>This has been divided into two sections so that the two committees can update at each meeting. Part 1 was reviewed at the Resources Committee on 20.04.15. AW agreed to join the Teaching & Learning Committee and RB to Resources temporarily. This can be reviewed in September.</p> <p>Governors discussed that it should be clearer how to evaluate impact. AHO advised that a review date is added to each action, as the impact of some actions will not be realised until a much later date. AH recognised that some actions marked 'R' have been partly achieved but the T&L Committee needs to complete this part of the Action Plan. This is still a 'work in progress' but it is an important tool so its effectiveness should be reviewed. For example, if governors carry out visits, how are we showing that the knowledge gained is being used to challenge school leaders? This is the evidence that needs to be identified on the action plan (eg GB minutes).</p> <p>Governors acknowledged that the action plan shows all the hard work that has been carried out since September and how the GB is continuing to progress. Other governors at the partnership meeting asked to use the proforma, which has been forwarded on.</p>	<p>DC – next T&L Cttee</p>
6.	<p>Chairs of Committees Report: Resources 20.04.15</p> <p>ID gave a brief summary of the content, which included a budget update. AHO advised that any underspends with allocations were identified as such, to show effective monitoring. One challenge had been for parents to sign up for Free School Meals, which attracts considerable Pupil Premium funding, as there was less of an incentive due to Universal FSM. AW agreed to investigate how Moulseccomb Primary has been successful with this. The budget plan will go to the next meeting so it can then come to FGB.</p>	<p>AW – next FGB mtg</p>
7.	<p>HT report</p> <p>AHO advised about the importance of showing consistency across a class</p>	

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	<p>and the school.</p> <p>Q: Do school leaders know where the inconsistencies are? A: Two teachers were identified and the School Partnership Adviser (SPA) videoed their lessons, which had a positive impact. They took the comments on board and improved the next time they were observed.</p> <p>Q: Can we aim for every teacher to benefit from this process? A: This will be a useful tool for staff if they work in pairs to evaluate each other, rather than using senior leaders. It can be beneficial if two teachers plan the lesson and one delivers it, as they both take ownership.</p> <p>Q: Why has Y3 reading attainment made such big steps forward? A: We had a four-week reading programme for targeted children, identifying strategies for parents to use at home</p> <p>Q: How do we support the parents who have English as an Additional Language (EAL), so they can effectively support their children? A: We do get some support from Family Learning when needed. We have held Phonics workshops for parents to support their children.</p> <p>Q: Are we aware of which parents don't have the skills to support their children? If we're identifying strategies, but parents don't understand, their children are unlikely to be receiving support at home. A: Unfortunately, adults are not generally forthcoming but we have helped individuals in the past.</p> <p>AH presented the Post-Ofsted Action Plan and has included as much evidence as possible. Governors recognised that the colour coding was useful to show progress. It was positive to see that there has been no complacency and everyone has been getting involved at making the necessary improvements. AHo commented that AH's confidence has grown immensely through this process and justifiably so.</p> <p>Ian Davey left at this point and everyone thanked him for his contributions as a governor.</p>	
8.	<p>Statutory policies for schools</p> <p>Admissions Policy: AW and AH attended the Diocesan Admissions course last week. New guidance has come out so we need to update our documents. AH and AW agreed to draft, SV to scrutinise and AHo to check it's compliant before going to FGB for ratification.</p>	AW/AH/SV

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9.	<p>Summary of Monitoring</p> <p>Governors agreed this is a helpful report as governors can check what has been discussed at FGB</p> <p>Q: What are the 'three steps'? A: We have been working with a Maths Consultant re how to move to Age Related Expectations (ARE) at the end of the year, so this is about the depth of understanding.</p> <p>Q: How is that recorded? A: ARE sheets are at the back of books for teachers to fill in, so is not a huge change. KA commented that she had seen this on a recent visit.</p> <p>Q: Where we have potentially outstanding teachers, how are we using these to benefit others? A: A number of ways – for example, one has carried out team planning which has brought up the skills of another; they are also observed by other teachers and teachers can observe in partner schools also.</p> <p>AHo commented that AH should not undermine her professional judgement of teachers and have the confidence to say in the report if she has seen outstanding practice. Governors recognised that AH should aspire to her judgements being secure.</p>	
10.	<p>Clerk's report</p> <p>The clerk reported that GBs must publish their Register of Interests on the school website from Sept 2015, so this will need to be updated. There are also other requirements for the content of school websites (see attached) and SMC can keep the statutory documents updated.</p> <p>Q: Do we need to write a policy to ensure the website is updated and consistent? We must ensure we are compliant. A: AHo advised that this is a work instruction for a member of staff and AH needs to take this forward as appropriate.</p>	AH – next FGB mtg
11.	<p>Governor visits</p> <p>KA has completed a visit and drafted the form, which AH remarked had been useful</p> <p>Q: Can we see an example of a completed form, so we know what would be useful to the school?</p>	AH/FK –



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	<p>A: FK and AH agreed to develop some examples.</p> <p>Governors reiterated that whilst it is essential there is a co-ordinated schedule of visits, not all governors can attend during the day but do contribute in other ways.</p> <p>The next round of visits was agreed for w/c 08.06.15 with a focus on Maths, as this has been identified as a priority area. SMc to email all governors re their availability and then forward to AH to set times with class teachers</p> <p>Governors commented that whilst on visits, it has been beneficial seeing how important support staff are in the classes.</p>	<p>next FGB</p> <p>SMc ASAP</p>
12.	<p>Training and Development</p> <p>SMc gave a report from the Clerks' Forum on 17.03.15 (see attached). Governors agreed that this proforma will be useful for all governors to complete after training to ensure they provide feedback and consider actions for the GB. SMc to develop proforma and send to governors.</p> <p>SV attended an inset day as part of the partnership of schools. He reported that there was an inspiring positivity from other school and that Martin Kaliszewski gave a particularly good presentation re data.</p> <p>SV also attended LA training on Governor Visits. Positives from the training included hearing from other governors how they managed their visits and also learning about the different types of visits (not just classroom-based). SMc agreed to forward the handout to all governors.</p> <p>KA had viewed the LA's new training brochure for 2015/16 and identified that it would be beneficial for a couple of governors to attend the 'Introduction to Being a Chair' course for succession planning purposes. SMc advised that an updated version of the brochure will be sent out to all governors this week with all the dates and further details.</p> <p>KA has booked on the Chairs & Vice Chairs' Forum in May and RB has booked on Governor Induction this term also.</p>	<p>SMc - for next mtg</p> <p>SMc – for next mtg</p>
13.	<p>Matters brought forward by the Chair</p> <p>Sian Thornton, HMI, will be carrying out a monitoring visit on 30.04.15. DC will be attending and SMc will also be available to give an update on plans for the GB. RB announced he may be able to attend and will let AH know</p>	



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	<p>as soon as possible.</p> <p>Governors asked AHo to clarify the difference between the LA and Diocese Code of Conduct. All Foundation governors are asked to sign the Code of Conduct on appointment and AHo asked SM to send a copy of the LA Code of Conduct to compare them. SMc to add to agenda for FGB meeting in September, as there needs to be a process in place to ensure all governors have signed the LA Code of Conduct. This can be discussed at the governors' business meeting in September.</p>	<p>SMc – for next FGB mtg</p> <p>SMc – Sept agenda</p>
14.	<p>Dates of future meetings</p> <ul style="list-style-type: none"> Resources Committee: 18.05.15, 10.15am Teaching & Learning Committee: 19.05.15, 2.00pm FGB: 08.06.15, 4.00 – 6.00pm. FGB: 13.07.15, 7.30 – 9.30pm (one hour training / one hour data). 	

Signed Chair of Governors

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