



Present: Fr David Clues (DC) – Chair  
Amanda Healey (AH) – Headteacher  
Sue Richardson (SR)  
Gail Hall (GH)  
Rupert Bagilhole (RB)  
Rev Alice Whalley (AW)

In attendance: Sharon MacKenzie (SM) – Clerk

Apologies: Helen Barnett (HB)  
Fiona Keeling (FK) – Deputy Headteacher / Associate Member

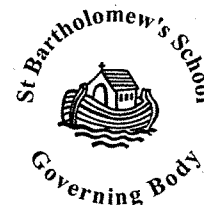
Item	Discussion and Decisions
1.	<p><b>Apologies for absence</b> The GB accepted the apologies of Helen Barnett due to work commitments and Fiona Keeling due to sickness.</p> <p><b>Declarations of interest</b> No interests were declared.</p>
2.	<p><b>Minutes of the meeting held on 17.03.15</b> The minutes were accepted as an accurate record.</p> <p><b>Matters arising not covered elsewhere in minutes</b></p> <p><b>Item 5: Interviews for KS1 Co-ordinator</b> – AH reported that they did not appoint after the second round of interviews. All those we have interviewed were good teachers but had a lack of leadership experience. Several candidates have been put forward from agencies but no one has been interested in taking the position on. There is one more possible interview on Friday. AW and DC agreed to be available for interviews.</p> <p><b>Q: Where have we advertised?</b> A: Brighton &amp; Hove website and the Times Educational Supplement.</p> <p><b>Q: Are candidates put off by the cost of living in Brighton?</b> A: This has not been a problem in the past; agencies are saying teachers don't want extra pressures, such as schools in Requires Improvement. But this is an ideal post for someone who is looking for a post for the next stage in their career.</p> <p><b>Item 5: Stage 3 Absence Hearing</b> This has been recorded as a separate confidential item relating to a member of staff.</p>



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3.	<p><b>Governors' Action Plan</b></p> <p>HMI advised that this dovetails with the post-Ofsted action plan.</p> <p>AH circulated the up to date Ofsted data dashboard which has now been published (showing 2014 results). Governors noted that Key Stage 2 data was very positive, but we mustn't get complacent. Even though it has improved, progress is still in the fourth quintile against all schools in reading and maths. We should be aiming for 100% expected progress.</p> <p>Attendance is a concern but at present it is 94.86%, so heading in the right direction (target 95%).</p> <p><b>Q: What are we doing to improve attendance?</b> A: We are employing an independent attendance officer (Maggie Baker) for a few hours a month, who will challenge parents and check paperwork. We have also started fining parents for unauthorised leave.</p> <p><b>Q: Do holidays have the worst effect on attendance?</b> A: Some do, but some are persistent absentees and Maggie is helping with these cases.</p> <p><b>Q: Do we have a home-school liaison person?</b> A: Yes, she calls parents in to talk to.</p> <p><b>Q: Do you keep track of the attainment of the persistent absentees?</b> A: Yes, and if there is a link we identify this to relevant parents by inviting them in for a meeting to discuss progress.</p> <p><b>Q: Are there any children entitled to Free School Meals, but haven't declared it so we are not receiving their Pupil Premium?</b> This will be easier in the future, as we will get National Insurance numbers when they start school which enables us to identify this online rather than expecting them to fill in a form.</p> <p>Governors discussed the progress against the Governors' Action Plan and this was updated. There was some discussion around the following areas:</p> <p><b>Section 5: Evidence about pupil achievement</b> Governors noted that the most important work we do is to see what is going on in the classrooms, in order to be as well informed as we can. Referring back to the inspector's comments, governors should be challenging the HT where pupils are not achieving what they should.</p> <p>When carrying out visits, if certain children have been identified, then we can ask the teacher what steps they are taking for that child. We can be the eyes for the HT and ask questions. Visits can show us in action what we are agreeing in GB meetings.</p>



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	<p>Governors suggested that a cross-section of pupils' books could be brought to a governors' meeting, to see what teachers' expectations are, particularly in relation to attainment in Maths. AH to ask Helen Banks if this would be possible when she presents at the next meeting.</p> <p><b>Section 8: Performance management of all staff</b></p> <p>Governors noted that, whilst performance management of teachers is statutory, it is not for support staff but is good practice. It should be looked at in the future, as it's important to celebrate successes and discuss any concerns and development needs periodically, even if only once every six months like clerks have.</p> <p>The clerk advised that the Clerks' Performance Management Guidance has been developed recently and could be adapted for support staff, so will forward this on.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• AH to arrange for a cross-section of pupils' books to be brought to a governors' meeting</li> <li>• Clerk to forward Performance Management Guidance to AH to consider adapting for support staff</li> </ul>
4.	<p><b>Governor Visits</b></p> <p>The clerk has emailed all governors asking for the dates/times they are available w/c 6 June. The focus will be Maths. AH will send out the new form to be used.</p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• All governors to inform clerk of availability for governor visits</li> <li>• AH to circulate new Governor Visits' Form</li> </ul>
5.	<p><b>Feedback from HMI</b></p> <p>AH circulated the letter from HMI, following the visit on 30.04.15. Staff have been informed of the outcome: that the school leaders and governors are 'taking effective action to tackle the areas requiring improvement'.</p> <p>Governors noted it was more positive than last time, but the pressure still needs to be kept on. There are good processes in place but it needs to be consistent across the school. The KS1 Co-ordinator position will be crucial in holding the teachers to account.</p> <p>The inspector recognised that Maths has improved since last time and we are making progress in developing middle leadership. She was positive about what had been put in</p>



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	<p>place so far but we need to move it to the next level.</p> <p>The HMI letter will be on the Ofsted website on Thursday and parents will be informed in the newsletter.</p>
6.	<p><b>Action Plan improvement cycle</b></p> <p>AH and FK have developed the cycle, which had been circulated to governors. Governors commented that it was very clear, with good examples to explain the process.</p> <p><b>Q: Can we highlight some of the positives from the inspection to staff on the staffroom wall?</b> A: This can be arranged, as well as having access to the full letter so that they understand what needs to be done to move forward, which can be worked on after half-term.</p> <p>Governors agreed to refer to the HMI letter at the next few meetings to keep on track and also identify in the Governors' Action Plan that we're taking the comments from HMI on board.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AH to identify the highlights from the report for staffroom</li> <li>• Clerk to add to papers for forthcoming meetings and also to Governors' Action Plan.</li> </ul>
7.	<p><b>April data summary</b></p> <p>Data analysis had been circulated for Maths, reading and writing. The number of pupils has been added to better inform governors and put into context.</p> <p><b>Q: Why is Y5 'above expected progress' not as good as rest of school?</b> A: It is hard to maintain an even profile in a one form entry school. On Friday, AH is meeting with all teachers to carry out pupil progress reviews, where they bring evidence to explain why individual pupils' progress may not be as good as it should be, and what they have been doing to rectify it.</p> <p>GH left the meeting at this point.</p> <p><b>Q: Why is Y1 'above expected progress' lower in Maths?</b> A: This only accounts for three children.</p> <p>Results of SATS are out in the first week of July.</p>



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8.	<b>Matters brought forward by the Chair</b>  Governors noted that it's important that we don't neglect other aspects of the curriculum and that we still celebrate the music and other creative aspects of the school.
9.	<b>Dates of future meetings</b> <ul style="list-style-type: none"><li>• FGB: 08.06.15, 4.00 – 6.00pm.</li><li>• FGB: 13.07.15, 7.30 – 9.30pm (one hour training / one hour data).</li><li>• T&amp;L Committee: 09.07.15, 1.30 – 3.00pm</li></ul>

Signed DR

Date 9.7.15

