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Present: Katie Blood (HT), Stephen Berry (Chair), Fr Martin Morgan (Vice Chair), Anthony Firmin, Dan MacIntyre, Francesca Urquhart

In attendance: Tom Way (Clerk), Fiona Keeling (Deputy HT)

Apologies: Jane Gray, Ian Beggs

Quorum: 6 out of 8 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

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## **1. Welcome / apologies for absence and declarations of interest**

Governors accepted the apologies for absence from JG and IB.

There were no declarations of interest for this meeting.

## **2. Minutes of FGB meeting held on 23.05.19**

The GB agreed that the minutes were an accurate representation of the meeting.

*The following actions have been met:*

- The Clerk has updated the school records with FrMM as Vice Chair
- The Chair and School Business Manager have met and produced a benchmarking report to be presented at the next Resources Committee meeting in Autumn
- The HT has looked into other possible candidates for the position of parent governor and how to raise awareness of the role amongst parents [a further discussion was had around this topic]
- The Clerk has constructed a draft policy schedule plan for future FGB meetings in the next academic year and sent to the HT/Chair
- The HT and Chair have met with the SBM to clarify the budget and to check whether a further review by governors was required before the deadline
- The HT had made a minor amendment to the Health & Safety policy and sent to the Chair when ready to be signed off
- The Clerk had transferred item 8c (governor nomination for termly premises inspection) to this FGB agenda (has been transferred to the next FGB agenda in Autumn)



- The Clerk has updated the school records with the ratified Staff Sickness Absence/Special Leave of Absence policies
- The Clerk has transferred the NGA review of governance action plan item to the top of this FGB agenda
- The Clerk had transferred the consistent financial reporting item to this FGB agenda (has been transferred to the next FGB agenda in Autumn)

Matters arising, not otherwise on the agenda:

N/A

#### **ACTIONS**

**2.1** The Chair to work on Health & Safety checklist with Senior Leaders – **ongoing**

**2.2** FrMM to produce a plan of fundraising proposals – **ongoing**

**2.3** Any governors requiring assistance accessing their school accounts to contact the SBM – **ongoing**

**2.4** FU and the Chair to complete Safer Recruiting training and pass certificates on to Jess Evans – **ongoing**

**2.5** HT to discuss potential governor's school visit day (22.10.19) with the Chair and update governors – **ongoing** (visit to focus on Phonics and Spelling)

### **3. NGA review of governance – action plan**

The Chair explained that this item was following up on the review of governance carried out by Jenny Barnard-Langston in April 2018, and all governors confirmed that they had received a copy of the review document in advance.

The Chair asked governors if someone would volunteer to do the data governance role, and there was a discussion around what would be involved in this. DM volunteered to do this based upon their background experience.

The Chair suggested that as many governors as possible attend training events. The Chair agreed to read the review again and highlight several points to raise with governors at the next FGB meeting.

#### **ACTIONS**

**3.1** Chair to read the NGA review of governance again and highlight points to raise with governors at the next FGB meeting



#### **4. Election of LA governor – SB nomination**

The HT confirmed that an election had to be held for the position of LA governor as Rupert Bagilhole had left and that SB [The Chair] had been appointed as an additional LA governor. The Clerk confirmed that SB had been nominated as an LA governor by the LA governor panel.

*FrMM nominated SB as LA governor, FU seconded this nomination.*

*A vote was held and all governors agreed to SB being appointed as the LA governor.*

#### **ACTIONS**

**4.1** Clerk to update the records with SB as LA governor and inform governor support

#### **5. School Final Data**

The DHT presented the school final data and provided a breakdown for governors.

The DHT advised that the school's score for Reading was 63% against a national average of 70%, and that Writing is 65% against a national average of 78%, and that they would like these results to be higher but that they were also pleased with the school's Greater Depth (above ARE) score of 30%.

The HT advised that they are happy with the results considering the challenges involved with this year's cohort and extenuating circumstances relating to this. The HT advised that the results are slightly lower than last year's, and that there have been a few changes to teaching plans that took time to implement, but that overall no pupils fell particularly short of their predicted results and there were some who did far better than expected.

#### **What does Greater Depth mean exactly?**

The DHT and HT explained the specifics of the Greater Depth marking system. FU advised that there aren't clear models for what leads to Greater Depth results.

The DHT advised that the Maths score is 78% and explained that it had been 42% two years ago and 82% last year, and that the overall trend is positive. There was further discussion around the data and improvements from this cohort's KS1 results compared to now.

The HT advised that the KS1 and Early Years results for this year were great but that a particular problem for this year has been Phonics. The HT advised that they have raised this with the strategy board and accepted full responsibility, but also elaborated that this can be attributed more directly to issues with teaching and TA's. There was a further discussion around this topic and additional explanation of the data breakdown, followed by a general



discussion around the planned integration of Phonics as a subject in all aspects of school life. The HT advised that the school needs to double up the amount of support for pupils who didn't pass Phonics the first time around.

**Do you have the resources to do this, and if not, how can we help as a governing body?**

The HT advised that it will be difficult as the school doesn't have many support staff but that they will manage.

**Is there any room for parent volunteer contribution?**

The HT advised that there is, and that parent volunteers currently help with Reading so Phonics can be added to this.

**There is less improvement in Reading than in other subjects – how will this be addressed?**

The HT advised that this will be a focus within next year's SIP, and that the aim has been to move towards more of a class-reading form of teaching but that teachers still need more training in this. The DHT advised that within KS2 83% of pupils made expected progress and 43% made more than expected progress, and that the difference in these scores is based upon just 4 pupil's results. The HT advised upon further issues relating to pupils for whom English is a second language and the difficulties that they can encounter within the Year 6 tests because of this.

**In the context of the school deficit, is there any manoeuvrability for training/resources?**

The HT and the Chair advised that there is a bit of room for this, and the HT advised that if they at any point expected that the quality of the school might falter then they will manoeuvre within the budget to prevent this.

There was a discussion around the difference between the school's pupil progress against the national average, and it was acknowledged that the gap has closed considerably and that there had been significant achievements made by disadvantaged children in this year's cohort. The HT and DHT advised upon their self-reflective practice in relation to where they could have helped in certain areas of learning and what to do in the future going forwards. FrMM commented that the HT and DHT have done very well with this year's cohort.

**6. Vision – HT**

The HT gave a presentation to governors on the new school vision.



The HT advised that during the inset day on 23.04.19 the new school vision was shared with staff and they were invited to share their own ideas and provide critical feedback towards the school and the HT.

The HT provided governors with an overview of different sources of inspiration that were included in the school vision and shared with staff with an emphasis on the value of teachers being in a unique position to bring joy into children's lives. The HT advised that they have been training from a variety of sources in relation to the school vision and that Core skills, Christian values, Rich Learning experience and Learning skills are the cornerstones of the draft school vision. The HT provided further explanation of this and also advised governors that this is currently a draft version of the school vision and that it is open to governor's input. The HT presented governors with the draft written version of the school's vision.

### **How much of the aims contained within the vision are achievable to the school clubs?**

The HT advised that all of it is, and that it consists of things that pupils can do as part of the clubs as well as the school.

FU commented that they like the vision as it can be incorporated into all aspects of school life and be helpful for teachers, and that the biblical quote within the vision is good as it focuses on encouraging all to achieve their potential.

There was a discussion around a reference made within the vision to overcoming cultural divisions and the HT advised that there had been a bit of controversy over this, and that they felt that it was important to put this in as there is a lot of diversity at the school and it is relevant to world issues today, but the HT also acknowledged that this could be seen in a negative light. There was further discussion around this and governors agreed to revise the sentence slightly to provide more of a positive impact. There was a broader discussion around the topic of diversity.

Governors agreed that this is an exciting document and a good vision. The HT asked FrMM if they thought that the vision reflected Christian values and FrMM agreed that it was. FrMM also advised that they were supportive of the part within the vision that acknowledged other faiths.

The HT welcomed any further feedback on the school vision from governors before the end of the Summer term.

## **7. Review Governors Audit/Action plan**

Governors were provided with paper copies of the skills audit to complete by the end of August and were also advised that it is possible to complete the audit online if preferred.



**ACTIONS**

**7.1** Governors to complete the skills audit document by the end of August

**8. Committee Reports/Plans**

The Chair provided a short overview of the Resources committee minutes from 06.06.19 and there was a brief discussion regarding outstanding items/actions. There was a discussion around the upcoming Lettings Policy review in relation to after-school clubs.

FU provided a short overview of the T&L committee minutes from 12.06.19, and there was a brief discussion regarding outstanding items/actions and clarification of terminology within the minutes. It was requested that the Clerk send the subject leader reports to all governors in PDF format.

**ACTIONS**

**8.1** Clerk to send copies of the subject leader reports to governors in PDF format

**9. Ratification of SEND policy, Anti-Bullying policy, Health & Safety policy**

The Chair asked governors if there were any points of clarification in relation to these policies.

**Is there anything related to crisis management within the Health & Safety policy?**

The HT advised that there is a telephone-tree in place but that crisis management could be developed further and that this is on the HT's to-do list.

**Is there a Health & Safety governor in place?**

The HT and Chair advised that roles and responsibilities will be decided upon in the Autumn term.

**Is the Anti-Bullying policy only related to the bullying of pupils? (and not the bullying of teachers?)**

The HT advised that it was, and that the Staff Whistleblowing policy was perhaps more relevant to this kind of issue, but they acknowledged that it was a point worth considering and advised that they will look into it further. AF advised that this may be more relevant to secondary schools and there was further discussion around this.

*All governors agreed to the ratification of the SEND policy, Anti-Bullying policy, and Health & Safety policy.*



### **Is there a Safe Internet Use policy in place?**

The HT advised that this is on their to-do list and that they will relate this to the Anti-bullying policy when they develop it.

#### **ACTIONS**

**9.1** Clerk to update the school policy records with the SEND policy, Anti-Bullying policy, and Health & Safety policy

### **10. Budget updates/Annual write-offs reports**

The Chair advised that they have not received these reports yet. The HT advised that they had met with the SBM and discussed a few updates, in particular the possibility of saving money on a teacher not being replaced and savings related to pension funding.

#### **Will having one less teacher in the school have a detrimental effect on the pupils' education?**

The HT advised that it would relate to the size of the classes, and they gave a breakdown of how focus can be shifted between topics across classes. The HT advised that one potential issue may be having multiple teachers for Year 1 classes, and the HT acknowledged that this issue would need to be resolved as it would be difficult for teachers to manage.

#### **Is there a plan to increase class numbers?**

The HT advised that there was, but also acknowledged the problem of falling pupil numbers across Brighton & Hove. The HT advised that they had been pursuing various channels to bring more pupils to the school, such as visiting nurseries. There was a broader discussion around pursuing new channels for finding new pupils for the school whilst also raising the profile of the school. Governors acknowledged that the school's Ofsted grade had only just improved and that it will take time to raise the school's profile, and it was also acknowledged that the after-school clubs will help with this.

### **11. Health & Safety**

#### **HT report on safety matters**

The HT advised that there was one incident where a child had injured themselves on the school playground and that the HT had prepared a HS2 form to be sent to the LA, but that otherwise there was nothing else to report.



**12. Finding new Foundation and Parent governors**

Governors acknowledged that a discussion had been had around this topic earlier [item 2].

**13. Premises update – building project**

Governors agreed to remove this item from the agenda.

**14. Feedback from Governor Training/School Visits**

- AF has conducted a Maths visit at the school recently
- The Chair has completed Headteacher appraisal training
- DM advised that they are booked on governor induction training in October

**15. Urgent business not on agenda**

The HT advised that they are currently expecting 14 pupils to begin in Reception next year (up from 7), and that this could possibly increase to 17.

The meeting closed at 7:41pm

Signed .....[signed copy kept in school office]..... Chair of Governors

Date.....

The next FGB meeting will be on Thursday 17 October 2019 at 5.45pm