

St Mary's C of E Primary School
 Petworth Road, Chiddingfold,
 Godalming,
 Surrey, GU8 4UF



Minutes of the meeting of Governors held on 20thth November 2018 commencing at 18.00 hours.

“Advice given by Governors at this school is incidental to their professional expertise and is not given in their professional capacity”.

Present: Janis Radcliffe (Headteacher) Caroline Doherty (Chair) Alison Howells Jo McCarthy-Holland Miranda Hughes Sheila Buckley Paul Mercer Brett Freeman	Absent: Ben Moir In attendance: Yvette Oqvist – SBM
	Welcome and opening prayer
Item 1	Apologies for Absence Meeting Quorate
2	Register of Interests Members present noted that they had no interests to declare under any agenda item. Action: <ul style="list-style-type: none"> • <i>Clerk to send MH the declaration of interest</i> • <i>Change Aitken to Hughes as surname</i> • <i>Clerk to forward Declaration of Interests to YO to upload onto school website</i>
3	Constitution of the GB New Rector has been appointed for the Parish and she will start in January.
4	Minutes of the last meeting Action: <ul style="list-style-type: none"> • <i>Clerk to access a copy of minutes from GVO from last meeting to circulate and sign and upload to website</i>
5	Matters arising from the Minutes There were no matters arising.
6	Chair's Action None
7	Head teacher's Report Item 5 – BF commented that it was really good to hear about the curriculum items, especially the non-measured curriculum. Governors discussed Sport and Mental Health and suggested it would be good to have a presentation from the PHEW (Physical Health and Emotional Wellbeing) coordinator. Action: <i>HT to arrange this with Mrs Wright for next governors' meeting.</i>



Governors asked for more info on the **TEEP training**: HT explained that GST is facilitating the Teacher Effectiveness Enhancement Programme for teachers and TAs. The programme is run by SSAT (Schools, Students and Teachers Network) and is a teaching and learning framework to improve teaching and school outcomes and gain the best possible learning outcomes for pupils.

School Places: LA demand for school places is not exceeding demand for Sept 19.

Attendance:

Following a meeting with EWO (Education Welfare Officer) –targets are met – she very impressed with our excellent processes. New ambitious targets of 97.5% and 2.8% for persistence absence have been set.

PM asked if we always know where an absent child is – yes, always by 10am – 2nd point of contact is made if necessary to determine the reason for absence.

Use of Funding

Trust CEO, Mr Billings, has asked Heads to request governors give consideration to/discuss the topic of **Pupil Premium and Sports Funding**. He would like all schools to contribute to the debate.

St Mary's total income is £974,655, which includes £29,040 pupil premium funding and £17,620 sports funding. The total income from all GST schools is 'massive' and CEO would like discussion around what might be pooled to make savings. Schools should ask: 'What services do we use?'

CEO says: *'Funding in our schools for the Pupil Premium currently amounts to £845,102 and total Sports Premium funding amounts to £198,640. Head Teachers are currently looking at how we, individually and collectively, account for this money and how we might work together on some projects to increase the impact of these funds on teaching and learning and the development of the whole child?'*

Governors agreed that St Mary's Pupil Premium money is very well spent and accounted for in the Pupil Premium Funding and Impact statement. Much of the funding goes to pay Teaching Assistants and a Home School Link Worker; both have a level of expertise in working with pupils who attract Pupil Premium funding and the impact of spending is evident in **pupils' progress, which is better than for other pupils**. Governors felt that the negative impact of redistributing the money among Trust schools would be huge. PP children are being allocated the money for use in school.

Regarding Sports Funding, the school employs a part-time sports specialist and the impact of Sports Premium Fund spending is evident in the amount of opportunities for physical activity available to pupils. The sports leader is also deployed as a PHEW (Physical Health and Emotional Wellbeing) Coordinator. She has received mental health training to become an accredited school mental health leader. St Mary's takes the view that the physical and mental and emotional health of pupils is all very closely interlinked. Senior Leaders are looking to renew the school's 'Healthy School' status and, furthermore, to acquire a mental health accreditation.

BF said that in the event that economies of scale could be achieved, for example, by obtaining cheaper sports coaching by working with another school, it might be worth considering pooling funds, but currently, due to the physical distance between Trust schools, this is not practical. Governors agreed there were no inefficiencies in terms of buying in additional services and said they were satisfied with competitive sports opportunities available to the school through the local confederation.

Action:

JYR to explain to GST re PP and Sports funding, show how we spend this money and the impact of spending. Inform GST that, if we felt it would benefit our pupils more, we would be open to suggestions.

Trust school joiners – Associate membership – sub tier Shorefield, Grayswood and St Johns.

2	<ul style="list-style-type: none"> • Clerk to send MH the declaration of interest • Change Aitken to Hughes as surname • Clerk to forward Declaration of Interests to YO to upload onto school website 	✓ ✓ Waiting on 2 x governors
4	<ul style="list-style-type: none"> • Clerk to access a copy of minutes from GVO from last meeting to circulate and sign and upload to website 	No access for clerk as yet
7	<ul style="list-style-type: none"> • HT to arrange for Mrs Wright to report at the next governors' meeting as PHEW (Physical Health and Emotional Wellbeing) coordinator. • JYR to explain to GST re PP and Sports funding, show how we spend this money and the impact of spending. Inform GST that, if we felt it would benefit our pupils more, we would be open to suggestions. • CD to email Kate Evans to check our website. • Clerk to remove Sarah Brough from any Governors emails. • CD to make contact in the new year with new rector and invite her to the next Governors meeting. YO to share contact details of new rector with CD when available. • JYR to ask Optimus for login for MH 	✓
17	Clerk to include Lindsey Wright PHEW presentation in January	✓
18	Clerk to set rest of dates for the year	Agenda Item for next FGB

	<p>Donations of £750 from fete and £200 from Bonfire Committee.</p> <p>HT visit to Jeremy Hunt in Farnham - £10K (from Hammond) to be spent on capital. JH is going to write to Damien Hinds on our behalf.</p> <p>Governors commented that a GST one website for all schools – would be a good use of money – looking through Ofsted’s eyes</p> <p>Action:</p> <ul style="list-style-type: none"> • CD to email Kate Evans to check our website. <p>Action:</p> <ul style="list-style-type: none"> • Clerk to remove Sarah Brough from any Governors emails. • CD will make contact in the new year with new rector and invite her to the next Governors meeting • YO will share details with CD when available. <p>3 members of SLT will have been on safeguarding training by end of November.</p> <p>Miranda Hughes needs Governor training – give another login for Miranda so that she can look at training online.</p> <p>Action:</p> <ul style="list-style-type: none"> • JYR to ask Optimus.
8	<p>Annual Reports</p> <p>Safeguarding audit, commissioned by GST, has been submitted to Governors in lieu of annual safeguarding report and SLT are actioning the points raised.</p>
9	<p>Individual Governors Reports</p> <p>PM completed a H&S and Premises Visit on 14th November 2018 and was impressed with the grounds and H&S.</p>
10	<p>Finance</p> <p>SBM reported that GST has not yet provided final year end information.</p> <p>GST also has not provided the template for the Management Accounts so as yet unable to produce monthly management accounts. SBM meeting is next Wednesday 28th November so hopefully will have more information then.</p> <p>Governors expressed disappointment in the lack of information.</p> <p>SBM reported that she has no cause for concern in the level of expenditure to date this academic year.</p> <p>A new GST Head of Finance has been appointed and Stephen Collyer has now retired and is doing 2 days a week.</p> <p>School Fund Account – SBM reported that we have received more donations this term than last year at £1,365 from 45 out of 148 families approx. 30%. Termly amount suggested is £25 per pupil.</p> <p>CD asked YO to report on possible restructure of the SBM roles. YO reported that in September all SBMs and Heads were briefed that going forward, the GST wants to have Trust Business Managers (in GST offices) looking after 3 or 4 schools with School Administrators in schools to take on some HR and Finance responsibilities. YO reported that the SBM roles are “not at risk” and that these changes are to happen “organically”. Job descriptions for Trust Business Managers and School Administrators are being drawn up but not ready at present. The TBM roles will not be advertised but expected to be filled organically over time (by summer 20).</p>

	Governors were concerned by these proposals and need further information.
11	<p>Review of Policies</p> <p>The following policies were reviewed and agreed by governors:</p> <ul style="list-style-type: none"> ◆ Managing Violence ● Inspections ● Manual Handling ● Electrical ● Fire Safety ● PAT Testing ● COSHH Policy ● Lone Working ● Disaster Recovery Plan ● Report of Injuries ● First Aid Policy
12	<p>Structural Changes</p> <p>None.</p>
13	<p>Governor Training and Development</p> <p>Miranda Hughes as new Governor to be given access to Optimus Education CD will review the minutes from the Chairs and Clerks meeting on 21st November to determine if GST are providing any training.</p>
14	<p>Governors' Self-Evaluation</p> <p>Governors voiced their frustration at not having spent enough time discussing the curriculum but instead the focus being on the challenges of GST.</p>
15	<p>Clerks update</p> <p>Kate Woodhouse heading up support in the diocese – has volunteered to be our new clerk. CG will speak to her this week . Governors sign in the book and member of staff will fill in the impact visit .</p>
16	AOB
17	<p>Items for the next Agenda.</p> <p>Action: Clerk to include Lindsey Wright PHEW presentation in January</p>
18	<p>Next meeting dates</p> <p>[all meetings to start at 18.00 hours] 3rd week of January 22nd January 2019</p> <p>Action: Clerk to set rest of dates for the year</p> <p>Invite someone from GST later in the year.</p>
19	<p>Part 2 items</p> <p>No changes</p>

Signed.....  (Chair of Governors)

Date 22/1/2019

Caroline Doherty