

School Office copy

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



**Minutes of the meeting of Governors held on 4<sup>th</sup> July 2017 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\*.

Item	Minute	Action
	<p><b>Present:</b>                      Janis Radcliffe [Headteacher]                      [Chairman]                      Sarah Brough                      Paul Mercer                      Brett Freeman                      Alison Howells                      Sheila Buckley                      Joe McCarthy-Holland</p>	<p><b>Absent:</b>                      Caroline Doherty                      Ben Moir</p> <p><b>In attendance:</b>                      Nicholas Hetherington [Clerk to GB]                      Yvette Oqvist - SBM                      Hannah Pye [ St Mary's Church                      Children &amp; Families Worker]                      Head Boy &amp; Girl and their Deputies</p>
	<b>Welcome and opening prayer</b>	
1	<p><b>Apologies for Absence</b>                      An apology had been received from and accepted from,                      Caroline Doherty and Ben Moir</p>	<b>Meeting Quorate</b>
2	<p><b>Register of Interests</b>                      1. Members present noted that they had no interests to declare under any agenda item.</p>	
3	<p><b>Constitution of the GB</b></p> <p>1. Given the hoped-for report on Governance, Chairman had asked the prospective Governor not to attend.</p> <p>2. Clerk noted that as the school had been "reborn" as an Academy and then they were appointed all members terms of office would end during the summer 2018, The EX-Officio Rev. Sarah apart, Clerk considered that some early resignations and reappointments to stagger this event might be considered, excluding of course the Parent Governors. Governors decided that they would continue to the end of the present terms of office and consider on reappointment to have some go for a shorter term of office.</p>	<b>Clerk</b> [to ensure documentation is sent to Miranda Aitken.]

[Date]

	<p>3. Clerk would produce the attendance data for the School Website and Edubase and forward these to the Admin Officer in good time.</p>	
<p>4</p>	<p><b>Minutes of the last meeting</b>  1. Minutes of the last meeting had been circulated to members.  a. These were agreed, with one typo amended and signed by the Chairman.</p>	
<p>5</p>	<p><b>Matters arising from the Minutes</b>  1. Item 8.1.6 - A new CEO, David Brown has been appointed for GST  2. 8.2.d - members who had joined the consultation of the Parish Plan noted that there was no mention of the school. Chairman should write to query this omission.  3. Budget - see under item 9</p>	<p><b>Chairman</b></p>
<p>6</p>	<p><b>Reports of the Headteacher</b>  1. A "stop-press" item HT had just received the SAT's results:  a) Writing - 90% had achieved the expected level  b) Reading - 95% had achieved the expected level  c) Maths - 100% had achieved the expected levels  Members queried the drop against expectation for writing. HT noted that the difference was 1 child's result.  2. <b>Phonics:</b>  a. HT reported: There has been an issue with the administration of this year's Year 1 Phonics Tests. The teacher who initially carried out the tests found only 27% pupils met the anticipated pass mark (now confirmed as 32). A Senior Leader was asked to carry out re-tests and a significant discrepancy noted (72% passed). The latter is more in-keeping with expected results, based on previously reported predicted outcomes and is an accurate reflection of pupil attainment; these figures have been reported on the National Curriculum Assessment (NCA) Tools page of the DfE website. The issue has been reported (by telephone and email) to the Standards and Testing Authority (STA) and the Headteacher's Declaration has been submitted to the STA, to reflect the fact the Headteacher was unable to</p>	

confirm the tests were properly administered. The situation is now in the hands of the authorities and it will remain to be seen if the test results are deemed acceptable or rendered null and void. Regardless of outcome, it is proposed that the second set of test results are reported to parents.

b. Members queried if this matter had been discussed with the staff member concerned, HT reported that it had and that staff member had chosen to leave the school.

3. SDP; HT summarised as follows;

- a. Reception class GLD already predicted to be higher than last year.
- b. Pupil progress rates increased in R and KS1.
- c. Deputy Head has attended 'Pupil Asset' training to enable her focus tracking on progress as well as attainment in Reception and KS1/KS2.
- d. Governors have been using the visits log and completing governor feedback forms and the impact of their visits recorded.
- e. HT and Deputy visited St John's School in February 2017 and partnership set up for informal peer review.
- f. Feedback from moderation and validation exercises with other confederation schools shows that assessments are accurate and expectations are high across all classes.
- g. Pupil progress is accelerated in EYFS and KS1, with end of year outcomes more closely aligned with anticipated national averages.
- h. Early Years moderation has taken place with Pauline Goldrick (Babcock EY Advisor) to confirm accuracy and consistency of assessments. Mrs Goldrick also gave guidance about strategies to further improve writing in Reception class and a number of new initiatives have been introduced (focus on writing and re-design of the school day).
- i. Quality of provision has been externally validated as at least 'Good' by the EYFS Advisor (Pauline Goldrick) who reported that the maternity cover EYFS leader is a highly competent and effective teacher with an excellent understanding of the children, their needs, attainment and progress.

Clerk queried if perhaps these should be reviewed by the GB at meetings.

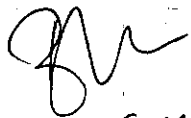


	<ul style="list-style-type: none"> <li>✓ Setting up the hall for assemblies and for acts of Collective Worship</li> <li>✓ Suggesting, and helping, with cutting up younger children's food to help them at lunch time.</li> <li>✓ Bring to Staffs notice premises faults - for instance broken paving slabs had been replaced by asphalt.</li> <li>✓ With staff involvement adjusting lunch portion sizes appropriate to the age of the pupil.</li> <li>✓ Acting as role models for others they had noted had in fact improved their own behaviour.</li> </ul> <p>When asked by members how often they met with HT, they explained every two weeks.</p> <p>When asked their greatest influence [notwithstanding notable having had Tomato Sauce restored to the lunch tables] they believed it was pupil safety and cited the broken paving slabs.</p> <p>Members thanked them for the presentation and noted that it was quite clear that they had an important role in the school.</p>	
8	<p><b>Presentation - Christian distinctiveness &amp; Collective Worship.</b> Given by Rev Sarah and Hannah Pye [St Mary's Church children and Families Worker]</p> <ol style="list-style-type: none"> <li>1. The presentation was founded upon the "God at the Centre" guideline for collective Worship from Guildford Diocese and the C of E's "Vision for Education".</li> <li>2. Covered the legal framework and the matter of being able to show [via SIAMS inspections] that there is a Christian Ethos in the school and all that it does for children and community.       <ol style="list-style-type: none"> <li>a. Also, that Governors are responsible for this happening</li> <li>b. An annual outline / theme to follow through the school</li> <li>c. Evidence of regular recording and monitoring / evaluation of collective Worship</li> </ol> </li> <li>3. "Unpicking" one aspect of the SIAMS framework, A suggested list of CPD training for Governors as well as staff was presented with the suggestion that at least one topic should be visited each year.</li> <li>4. The four key themes are:       <ol style="list-style-type: none"> <li>a. Wisdom</li> <li>b. Hope</li> <li>c. Respect [dignity]</li> <li>d. Community</li> </ol> </li> </ol>	

	<p>5. In this regard and looking to the School Logo - the Lily - flower of the Virgin Mary a design was displayed where each of the main petals was labelled with one of the four core values. It was discussed how this might be displayed in the school, and how that the prayer "corners" might be added to show various demonstrations of the children's work showing "a blossoming" of the Christian ethos in the school.</p> <p>6. Hannah Pye is now charged with, for the next year, of working with and in the school to assist with these displays and staff / governor CPD training. With the pupils, there would be the development of "Worship Teams" from among the KS2 cohort.</p> <p>7. The PowerPoint display would be sent to Clerk who would distribute this to each Governor and a copy to GVO for other interested parties.</p> <p>8. Members asked how this keyed in with those of other faiths or none. The response was that Christian Distinctiveness is about the ethos of, and values of, the school not about the values of any individual whether as a pupil, parent or visitor. There is no judgemental prescription.</p>	
<p>9</p>	<p><b>Reports</b></p> <p>1. Chairman.</p> <p>a. Nothing had been passed to V Chair who was standing in.</p> <p>b. It was noted that the report on Governance Issues expected from Menton consultants had not been received.</p> <p>2. <b>Note from GST on the availability of Alcohol at School functions</b> - This was discussed. Members noted the contents of the letter but had decided to continue as usual with alcohol available as there had never been a problem.</p> <p>a. It was resolved that: The provision of Alcohol, available to parents, would continue at school family functions.</p> <p>3. <b>Finance.</b></p> <p>a. The management accounts were presented by SBM. These showed a larger deficit to date than expected. These items were detailed to members who noted that among the issues was the delay in receiving the funds from ChidFest. Whilst not</p>	

	<p>negating all the deficit it would make a positive contribution.</p> <p>b. SBM was asked whether the budget as is had been submitted to GST, she confirmed that it had been submitted and there was no further correspondence yet - the deadline for lodging was 19<sup>th</sup> July 2017. SBM noted that there was a "lightly" modified version in hand in case of need.</p> <p>c. Given that there might be need to sign-off on another version of the Budget for 2017 - 2018 school year than was approved in June 2017, it was <b>Resolved</b> that Chairman was delegated to sign on behalf of the Governing Body should this be required.</p>	
10	<p><b>Subject - Class Governor reports</b></p> <p>No reports had been circulated see 6.3. d</p>	
11	<p><b>Policies</b></p> <p>There were no policies for presentation at this time.</p>	
12	<p><b>Safeguarding</b></p> <ol style="list-style-type: none"> <li>HT had no concerns to report.</li> <li>Designated Safeguarding Lead (Sheila Buckley) and Deputy Designated Safeguarding Lead (Janis Radcliffe) have provided contact details and been linked to 'Operation Encompass' Services [Police, Social Services] and will be first line of contact in school for concerns about issues of domestic violence (e.g. where a child witnesses an act of violence at home so that timely and appropriate support can be offered.</li> </ol>	
12	<p><b>Next meeting dates</b></p> <p>[all meetings to start at 18.00 hours]</p> <p>Tuesday October 3<sup>rd</sup>, 2017 at 18.00 hours</p>	
13	<p><b>School Website</b></p> <p>SB distributed booklets to show what might be provided by a commercial concern who would produce the School Prospectus and other brochures as well as redesign the School Website. The cost of this was £8k covering three years supply and website upkeep.</p> <p>No decision was taken it will be kept under review until next meeting to see if this might be an affordable cost.</p>	

14	<b>AOB</b> no AOB items has been advised prior to the meeting	
15	<b>Date of next meetings</b> The date of the next FGB meeting was set as; FGB Tuesday 3 <sup>rd</sup> October 2017 at 18.00 hours	
16	<b>Part 2 items.</b> No part 2 issues.	
<b>Meeting closed at 20.12 hours</b>		

PR   
B. FREEMAN

**Caroline Dougherty**  
Chairman