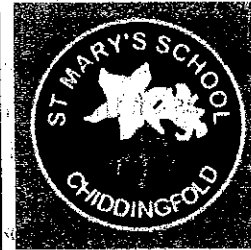


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St Mary's C of E Primary School
 Petworth Road, Chiddingfold,
 Godalming,
 Surrey, GU8 4UF



Minutes of the meeting of Governors held on 5th December 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>Present: Caroline Doherty [Chairman] Janis Radcliffe [Headteacher] Sarah Brough Brett Freeman Alison Howells Sheila Buckley Joe McCarthy-Holland</p>	<p>Absent: Paul Mercer Ben Moir</p> <p>In attendance: Nicholas Hetherington [Clerk to GB] Yvette Oqvist - SBM Jane Whittingale - Guildford Diocese</p>
	Welcome and opening prayer	
1	<p>Apologies for Absence Apologies had been received and accepted from Ben Moir, Paul Mercer and Hannah Pye, St Mary's Parish, Children and Families Worker.</p>	Meeting Quorate
2	<p>Register of Interests 1. Members present noted that they had no interests to declare under any agenda item.</p>	
3	<p>Constitution of the GB 1. Clerk noted that in discussion with the Chairman and David Brown CEO of GST looking at the present Governor roles and numbers against set out in the new [2016] Scheme of Delegation it had been agreed that the present situation can remain until the end of this 2017-2018 academic year when all present Members, Alison Howells apart, come to the end of their current terms of office. At that time there would be the opportunity to re-appoint some governors, should they wish to continue, to different positions to allow new parent governor elections in September 2018 and maintain the "corporate memory".</p>	

4	<p>Minutes of the last meeting Minutes of the last meeting had been circulated, were approved and signed for the record.</p>	
5	<p>Matters arising from the minutes. 1. Clerk was asked to circulate all meeting documents in one batch as far in advance of the meeting as the last documents are available. Documents would be stored on the GVO but in the main members were more comfortable with circulated documents.</p>	Clerk
6	<p>Admission arrangements 2019-2020 academic year. 1. Members discussed the fact that there seemed to be no reason for any changes to the text of the Policy as it had been revised last year and which had been fully understood by staff and Parents alike. 2. HT was therefore asked to submit the draft of the policy as it stands to GST as their timetable required for their review on 13th December 2017.</p>	
7	<p>Headteachers reports All papers had been circulated, Members noted that the Executive Summary was now a very useful document and to be continued in the present format.</p> <p>1. transcript of verbal feedback from HMI.</p> <ul style="list-style-type: none"> a. Main Findings - SLT and staff have made an extremely professional response, pupil outcomes are good and school is now well placed to be judged 'good'. The full report is awaited. b. Improvements in GLD and building on previous successes in maths and reading. Teaching is a real strength. Highest priorities now Early Years; writing and staff stability (see below for more about staff instability). <p>2. Staffing</p> <ul style="list-style-type: none"> a. Year 3 NQT appointed September 2017 - monitoring and evaluation identified quality of teaching as inadequate despite extensive support. b. Meeting with Babcock induction team led to a request, by teacher, to be released from contract. HT agreed, to limit negative impact on quality of children's education, also taking into account the unsustainable level of colleague support required 	HT to circulate when received

- and the health and welfare of the young teacher.
- c. NQT was replaced with a teacher who had already been appointed to Year 6 maternity cover position (ready to start in January 2018); she agreed early start after October half term 2017, however this was another short-lived appointment due to serious ill-health of teacher concerned, who has now resigned. In the meantime another Year 6 teacher was appointed Miss Alex Pringle to cover Y6 teacher's maternity from January to July 2018 and is a potential permanent Y3 teacher from September 2018. School has advertised for a further replacement for Year 3 teacher from January 2018 to July 2018 and SLT is managing staff absence, deploying in-school colleagues and a high-performing supply teacher. Parents have been provided with a timetable (see appendix 2) to show which teacher is teaching each session from now to end of autumn term. The quality of teaching and learning is consistent (validated by HMI), due, in part, to the availability and use of last year's extensive planning and resources.
- d. Members asked how consistency was maintained in Year 3 where there was more than one teacher. SB stated that the planning being used was that of the previous Year 3 teacher, Miss Howells and was of high quality. SB said each day's work was agreed and then followed up at the end so that she tracked the progress closely.
- e. Members noted their concerns over the frequent staff changes and queried the quality of appointment procedures. HT noted that with the appointed staff they had conducted joint interviews, joint lesson observations and taken up references but had still been let down. Governors in the profession noted that a full day of observation would be useful. Chairman noted that GST were considering adding a probationary period to teaching staff contracts.
- i. HT also noted that the numbers of professionals applying for teaching positions was in decline (in common with other schools).

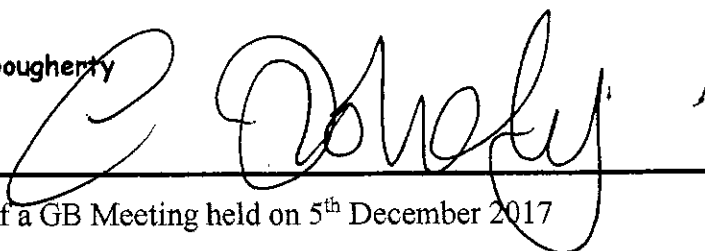
- iii. Chairman noted that she would prefer not to be disappointed if there were any doubts, and to continue with supply.
- f. Gayle Lawrence requested a return to part time work following her maternity leave. A job share has been arranged in Year 1, sharing with Mrs Spong (this is already a successful job share, currently with Mrs Buckley); Mrs Lawrence's return will release Mrs Buckley to concentrate on her other many commitments (DH, DSL, SEND, Assessment and Reporting).
- g. Mrs Newton to go on maternity leave from end of autumn term; has indicated she plans to return in September 2018.
- 3. Teaching and Learning**
- a. HMI (Simon Hughes) and GST Consultant (Isobel Ramsay) have validated the accuracy of Headteacher and SLT members' lesson observation judgements. All teaching is at least good with some areas of outstanding practice. Teachers' questioning is good. Interventions are purposeful. Pupils' learning is high quality, including in Year 3 (see above) and learning outcomes are good.
- 4. Phonics**
- a. Despite reports to the contrary, it appears that last year's Year 1 phonics results were in fact published, leaving only 4 or 5 x current Year 2 children to do the retakes. Phonics results were still lower than predicted or expected last year (72% compared to 84% prediction) but it is expected that they will at least match national expectations this year, 86% target set for Year 1 phonics 2018.
- b. Year 2 teacher is confident that all but one of the retakes will be successful.
- 5. SB presented further detailed year to date data against expected year end targets.**
- a. Members queried their understanding of the relationships between the percentages in the data until all was clearly understood.
- b. Again it was queried that the most able children might start their work further along the programme so that they did not get bored. HT noted that this was to be the practise from Easter onwards.???

8	<p>Christian Distinctiveness</p> <ol style="list-style-type: none"> 1. Jane Whittinton, Diocesan Services to Schools Co-ordinator, made a presentation to Governors covering the whole area of the what makes a Church of England school distinctive. Noting that these schools are not Faith schools but rather have a distinct ethos; provide religious education, links with the Church in the district and a particular school environment for the children of the local community. 2. This schools Vision Statement was adopted from the 2016 C of E's vision statement: "Wisdom, Hope, Community and Dignity or Respect". 3. Staff and Governors were encouraged to follow through the audit template in the hand out; to ensure they are making a difference to the school that pupils and parents will notice and approve. This should be done as soon as possible to ensure readiness for the next SIAMS inspection. 4. JW noted that acts of Collective Worship are a legal requirement for all schools. The worship activities could be on several levels; whole school, class groups and small groups as long as it was carried out. 5. JW would mail the documentation to the Clerk for distribution as then the internet links could be used to research the areas that were suggested. 6. Rev Sarah gave all Members a copy of "Church School Governance" and recommended that all might read this. 	Clerk, done 11.12.17
9	<p>Subject - Class Governor visits</p> <ol style="list-style-type: none"> 1. Chair (Caroline Doherty): multiple visits/telephone conversations with HT and meeting with HMI. <ol style="list-style-type: none"> a. (REACH assembly end of term?) 2. Rev Sarah: Religious Education review and planning activity with Mrs Spong and children's Christmas card judging 3. Hannah Pye: meeting/handover with Christian Distinctiveness teacher and display updates 4. Ben Moir: Single Central Register 5. Paul Mercer - health and safety visits with bursar 	Reports for visits awaited
10	<p>Reports</p> <ol style="list-style-type: none"> 1. Chairman <ol style="list-style-type: none"> a. Nothing additional to the comments during the meeting. 2. Bursar <ol style="list-style-type: none"> a. Reported that the the budget had forecast a year 	

<p>end deficit for 2016/2017 year of £-6k. However the actual deficit was £-19k showing now a current year end projected deficit of £-68k. Chairman asked if GST was fully aware of this and was told that the Budget for the academic year 2017-2018 had been accepted by GST.</p> <p>b. Bursar reported that GST had increased the "top-slice" from 5% to 5.5% of the total grant for the school, increasing the deficit without any communication. Indeed un-agreed and uncommunicated changes in the figures were a feature of GST Finance team activities resulting in the SBM having to spend a lot of time finding where the changes have been made.</p> <ol style="list-style-type: none"> i. Members noted that the increase in the top-slice was in effect a 10% rise and should be queried. ii. After discussion between members it was decided it would be useful to get a view from GST on the projected deficit in the budget as well as query the un-communicated changes in the data. HT was asked to draft a formal request to GST for the Chairman to review before sending. iii. Members thanked SBM for her presentation noting that restricting comment to areas with a variance of more than £5k +/- made the whole easier to focus on. <p>c. Staff sickness insurance had been finalised after a risk assessment of the impact on the school of any prolonged absence, it being unaffordable to insure all staff.</p> <p>3. Clerk's notes</p> <ol style="list-style-type: none"> a. There is new guidance from OFSTED on visits to Good and Excellent schools about the notice period and completion of the visit if grade changes are foreseen. b. Despite the fact that the new governance regulation does not apply to academy schools, all governors should understand the <ol style="list-style-type: none"> i. Nolan Principles of public life <ol style="list-style-type: none"> 1. Selflessness; 2. Integrity; 3. Objectivity; 	<p>Done [Clerk]</p>
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	<p>4. Accountability;</p> <p>5. Openness;</p> <p>6. Honesty;</p> <p>7. Leadership.</p>	
12	<p>Policies HT was asked to confirm that routine policies had been reviewed. Bursar confirmed that routine policies were being reviewed in batches, she would note these to the next meeting. Clerk will mount to the VGO once reviewed and sent to him by SBM.</p>	Bursar [done]
12	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. 1 x Year 4 pupil in 'Child in Need' category. SB has attended 'Child in Need Meeting'. Monitoring and timeline. HSLW support 2. 1 x Y5 pupil living in difficult circumstances with an autistic sibling - HSLW support 3. Minor amendment to Single Central Register required; addition of staff qualification column. Ben Moir (link safeguarding governor) to check Single Central Register with Designated Safeguarding Lead (DSL) and School Business Manager (SBM) on 12 December. <p>New staff to be covered by DBS checks.</p>	
13	<p>AOB no AOB items has been advised prior to the meeting</p>	
14	<p>Meeting dates [all meetings to start at 18.00 hours] Tuesday 28th November 2017 30th January 2018 13th March 2108 15th May 2018 10th July 2018</p>	
16	<p>Part 2 items. No part 2 issues</p>	
	<p>Meeting closed at 20.17 hours</p>	

Caroline Dougherty
Chairman



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