

School Office

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



Minutes of the meeting of Governors held on 19th September 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 Paul Mercer Brett Freeman Alison Howells Sheila Buckley Joe McCarthy-Holland Ben Moir</p>	<p>Absent: None</p> <p>In attendance: Nicholas Hetherington [Clerk to GB] Yvette Oqvist - SBM Hannah Pye - St Mary's Church Children & Families Worker</p>
	Welcome and opening prayer	
1	Apologies for Absence All Governors present	Meeting Quorate
2	Register of Interests 1. Members present noted that they had no interests to declare under any agenda item. New annual declarations provided by most Governors - the remainder soon please [Clerk]	
3	Constitution of the GB 1. Clerk had earlier noted that as the school had been "reborn" as an Academy and then most of the present members were appointed in 2014, these members terms of office would end during the summer 2018, 2. Clerk notes that in discussion with the Chairman and looking at the Governor roles and numbers in the new Scheme of Delegation when renewing some Governor's appointment roles would change, this area Clerk would discuss with GST.	Clerk Clerk
4	Minutes of the last meeting	

	Minutes of the last meeting were circulated, approved and signed for the record.	
5	<p>Matters arising from the Minutes</p> <p>1. Two of the items mentioned fall within the agenda, the exception being access to the GVO for the Governors. SBM had re-circulated the "certificate" required to be installed to members machines, by the school's IT security. Clerk had installed this as directed, as had others who were still unable to access the GVO or other useful sites as they might require without the dialogue prompt that the protection was in place. SBM will contact the IT specialist to arrange a meeting. Clerk will report and try to assist after instruction by school's IT specialist.</p>	SBM [done 21/09]
6	<p>Admission arrangements 2018-2019 academic year.</p> <p>1. Helen Dean of GST had sent some data on this matter to HT.</p> <p>2. 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. HT was therefore asked to submit the draft of the policy as it stands to GST as their timetable required.</p>	
7	<p>Headteacher's report</p> <p>1. The new school year had started well with 52 enrolled into YrR. Potential for 60 given the new classroom space.</p> <p>a. The new Classroom was working well. The library had been dispersed throughout the classrooms in age and subject appropriateness. SB noted some parents had asked about the Library and she had explained the library was intact but not in one place.</p> <p>2. Staffing: HT noted that all staff were now settled into their roles and classes, new and "old" alike had commenced well and had supported one another.</p> <p>3. Admin: Efficient procedures in place. Paperwork updated. New procedures in place. Preparing for October Census. Website updated to reflect school requirements as outlined by Clerk.</p> <p>4. Sport: - An additional £8K is expected to be forthcoming from Central Government and school leaders are considering how best to use this funding. Sports leader has revised sports funding statement on website. SLT to invest in healthy living, including physical, mental and</p>	

emotional wellbeing, developing pupils' resilience, a positive mind-set, and tackling obesity.

5. **SDP/SEF** - SLT in process of revising SEF and SDP. The format to be based on recommendations of GST Consultant, Subject and Aspect Leaders are contributing through their Action Plans. SDP priorities have been determined from findings of Ofsted Inspection Report as well as from school's own critical self-evaluation and analysis of assessment data.
- a. Phonics and reading high priority. Plugging the phonics gaps to ensure more Year 1 children pass the phonics test and 100% of Year 2 children pass the retakes. To be monitored and review by literacy leader/SLT. Literacy Leader has also been moved from Year 3 to Year 2 to provide the best possible chance to achieve end of KS1 desired outcomes.
 - b. Presentation/handwriting. Writing to be neatly presented in ALL books, to be monitored by literacy leader and reviewed at half term.
 - c. Further Increase % EYFS children achieving GLD 'good level of development'. To be discussed in Pupil Progress meetings and monitored/reviewed by EYFS Lead and SLT.
 - d. Identification of disadvantaged and vulnerable pupils and Venn diagrams produced to provide information about disadvantaged, EAL, SEND, pupils known to social services and Young Carers etc. Class Teachers and SLT to ensure information circulated to all relevant stakeholders so that pupil in need have appropriate support.
 - e. Year 3 teachers to find out which children did not meet expectations in reading, writing and maths (RWM combined) so that we can identify and focus in on the area that let them down. To be monitored by SLT and Literacy Lead.
 - f. Extension for more able pupils. Last year's end of year KS2 results were impressive and new KS2 target will be to get more higher ability children to aspire to and achieve 'greater depth learning'.
 - g. Target for more Reception Class children to attain level 3's. Monitored by SLT, EYFS Lead and Subject Leaders in consultation with 'Higher Ability' Coordinator.
 - h. Focus for all classes, especially Years 3, 4 and 5 on improving the quality of writing, whilst retaining

- maths focus (and increasing % greater depth maths). Year 2 children particularly working on comprehension - revisiting old SATS papers.
 - i. More 'Able' Conference feedback in October (Year 6 to attend and bring feedback to staff twilight training session).
 - j. Booster maths sessions to begin next week (Class Teacher and Deputy Head).
 - k. Phonics and reading, writing training event for parents of R/Y1/Y2 this week. (EYFS Lead).
6. **MAT Support** - Isabel Ramsay - GST Consultant - to continue working with the school this year. Imminent visit to look at SDP and the following visit will include joint lesson observations to validate the quality and accuracy of SLT's lesson observation judgements.
7. **Pupil Premium** In 2017/18 the school will receive approximately £27,720 in Pupil Premium funding for 21 eligible pupils (based on the previous January's pupil census). Pupil Premium is additional funding to raise the attainment of pupils from low income families, looked after children and families with parents in the armed forces to close the gap between them and their peers.
- a. The Sutton Trust Report suggests five "safe bets" which help improve results amongst pupils in receipt of free school meals. The four that relate to primary schools are: Building Literacy and Numeracy in Primary Schools; Smoothing the Transition from primary to secondary; Driving FSM Best Practice and sharing and Building Teacher Skills to support FSM pupils.
 - i. Governors commented that the level of the data provided by HT was now excellent. There was a danger in a small school to become over engaged in the level of detail as had been noted in earlier reports.
8. **Phonics**; The results of the Phonics test for the last year had been rejected as null and void by the DfE. HT had intervened when the class teacher for Yr1 had reported a 27% pass level. SB had repeated with the children the same test material without stressing that this was "a test" and had shown a 72% pass level which was the level predicted by staff. HT had not signed the HT declaration. The test will be repeated with this cohort now in Yr2 and submitted.
9. Governors were concerned that this might affect the

	<p>result of any OFSTED visit which might take place before the new phonics tests had been taken, marked and submitted. HT noted that if this occurred she would undertake to explain events. Governors accepted that HT had duly followed procedure and could have done no more.</p>	
8	<p>Christian Distinctiveness</p> <ol style="list-style-type: none"> 1. Rev'd SB noted that she and Hannah Pye [HP] had visited the school to bring staff into the action plan developed by HP and displayed to members at the last meeting. <ol style="list-style-type: none"> a. Classroom displays have been updated. HT asks that Mrs. Ryder be fully involved such that she can be fully engaged alongside HP in the work. b. It is now expected that the children will be actively engaged in the preparation of the Christmas and other Christian festival events in the school. c. It was envisaged that Jane Wittington [GST] would visit at a forthcoming GB to review the work as it unfolds. d. The PCC had named HP as The (temporary) Christian Distinctiveness Officer to the school. 	
9	<p>Subject - Class Governor reports</p> <ol style="list-style-type: none"> 1. No reports had been circulated see 6.3. d 2. Governors noted that visits had been programmed 3. Chairman noted that visit reports were required - a lack of reported visits had been picked up in the Governance review, Member agreed to retro fill reports on recent visits. 	
10	<p>Reports</p> <ol style="list-style-type: none"> 1. Chairman <ol style="list-style-type: none"> a. Reiterated that Governor visit reports should be completed after every visit and submitted to the Clerk b. HT was asked to circulate the suggested calendar of visits - PM asked that she might also circulate the list of subjects / classes that each Governor had agreed to cover. c. Noted that from her reading of the requirements of the GB Members from the Governance review was; <ol style="list-style-type: none"> i. Training and recording the fact ii. Reporting on visits to the school iii. Being "The Critical Friend" of the school iv. Succession planning 	<p>Done [Clerk]</p>

	<p>2. Bursar</p> <ul style="list-style-type: none"> a. Reported that the last years ending had showed a small but positive balance at the school level. It was unclear if GST had any further debits to include. b. The Budget for the academic year 2017-2018 had been accepted by GST c. A "wish-list" of capital works was being compiled to discuss with GST as additional funding would be required for this. d. BF noted that there were several budget lines with sums of consequence titled "other" which was unhelpful for Governors understanding of the budgetary control. SBM would separate out the data. <p>3. Clerk's notes</p> <ul 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 is??) grade changes are foreseen. b. All members to complete the Code of Conduct return and send this to the clerk for the record, c. Those who had not completed, at the meeting, the annual Declaration of Interests please do so and return to the Clerk. d. ASP (Assessing School Performance) to replace Raise-on-Line, will be operational for Primary schools by mid-October and OFSTED will use this data and Safeguarding data as the basis for their inspection visits after this date. e. Governors attention is drawn to the following new or up-dated documents: <ul style="list-style-type: none"> i. Educationinspection.blog.gov.uk [OFSTED blog] ii. School-teachers-pay-and-conditions.pdf iii. Exclusion_Guidance_consultation_response.pdf 	<p>Bursar</p> <p>All Governors</p> <p>All Governors</p>
11	<p>Preparation for an OFSTED visit</p> <p>HT reported that they were now aware of the changes to the OFSTED programme what(?) a visit occurred. All data was constantly up-dated and the school remained as prepared as it could be at all times.</p>	
12	<p>Policies</p> <p>Policies due for review this term as follows:</p>	

	<ul style="list-style-type: none"> ❖ School Child Protection Policy - Sept 17 ❖ inspections Policy - Dec 17 ❖ management of Regulations - Sept 17 (GST) ❖ responsibilities Policy - Sept 17 ❖ Electrical Policy - Dec 17 ❖ Fire Safety Policy - Dec 17 ❖ portable Appliance Policy - Dec 17 ❖ COSHH Policy - Dec 17 ❖ Special Educational Needs Policy - Dec 17 ❖ Accident and Emergencies Policy - Dec 17 ❖ PTA Policy - Sept 17 ❖ Appraisal Policy - Sept 17 (GST) ❖ Whistleblowing Policy - Sept 17 (GST) ❖ Medical Conditions Policy (GST) ❖ New Staff Induction Policy - Dec 17 ❖ Confidentiality Agreement to be re-circulated to new and existing staff <p>Members considered the list and agreed that these were policies that might safely be reviewed by HT and her staff. Noting that it was basically only the Statutory Policies that needed the close attention of Governors.</p> <p>HT was asked to confirm once these policies had been reviewed for the minutes. Clerk will mount to the VGO once reviewed and sent to him by SBM.</p> <p>Governors agreed to review the Safeguarding Policy, which had been circulated, by half-term, after which it will be set up on the school website. Members thanked BM for his input to the policy.</p>	All Governors
12	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. Nothing to report on safeguarding matters 2. New Staff have had or are to have the "Prevent" training 3. Safeguarding Policy as discussed above. 	
13	<p>Next GB meeting dates [all meetings to start at 18.00 hours]</p> <p>Tuesday 28th November 2017 30th January 2018 13th March 15th May 10th July</p>	

14	AOB no AOB items has been advised prior to the meeting	
16	Part 2 items. No part 2 issues	
	Meeting closed at 20.12 hours	



Caroline Dougherty
Chairman