

St GILES C of E (Aided) PRIMARY SCHOOL

Minutes of a Meeting of the Governing Body

Held on Wednesday, 13th July 2016 at 8:00 pm at the School

- Present:** Mrs Marion Lott (Chair), Mrs Myra Boyce, Ms Katherine Brooke-Webb, Mrs Joanna Francis, Ms Helen Jones, Mrs Lynne Mulcare, Ms Fiona Price, Canon John Twisleton, Mr Peter Whatling and Mrs Alice Wintergold (*arrived 8.15pm*)
- In attendance:** Mrs Kathy Jerbi (Clerk) and Mrs Becky Barnard (prospective Foundation Governor)
- Apologies:** Mrs Alison Nicholson and Mr Paul French

The meeting was opened with prayer led by Mrs Lott.

Mrs Lott welcomed Mrs Barnard, prospective Diocesan Foundation Governor and here to observe.

1 **APOLOGIES for ABSENCE**

Apologies received as above – reasons accepted by the Governing Body.

2 **URGENT MATTERS**

None

3 **DECLARATION of INTEREST (agenda items only)**

None

4 **MINUTES of the FGB MEETING held on 4th May 2016 and of the EFGB MEETING held on 12th May 2016**

Were both agreed as being true records & signed by the Chair.

5 **MATTERS ARISING from the MINUTES of 4th MAY 2016**

Action 1: Review of Acceptable Use Policy – yet to be actioned

Action 1: ICT Committee

Action 2: Update the list of Committee membership & subject governors – Mrs Jerbi has completed

Action 3: Verify whether or not governors holding old style CRB certificates are now required to carry out DBS checks – Mrs Jerbi received confirmation from WS Governor Services that “if the governor with a CRB check has been employed in school, or known to governors, since the time the check was undertaken, and governors are happy to accept it, then that would probably be OK”

Action 4: Organise a literacy based governor visit – this to take place in the autumn term

Action 2: Head Teacher/ML

(Mrs Alice Wintergold arrived at this point, 8.15pm)

6 **SCHOOL IMPROVEMENT PLAN**

(Report on actions taken included in Head Teacher’s report to Governors, circulated prior to the meeting)

Mrs Francis added that the ‘Testbase’ optional SAT’s purchased for pupils in years 3, 4 & 5 proved to be quite helpful, particularly in maths.

Mrs Francis also added that in addition to teaching staff having been trained in use of the school website, office staff are to undertake training imminently.

7 **SPORTS PREMIUM**

(Report entitled ‘Impact of PE & Sports Premium 2015-16’ and a financial statement of Sports Premium income & spending 2015-16 were circulated prior to the meeting)

The second tranche of this year’s funding was received in April & has to be spent by the end of the summer term. Subscription to the NEARS Sports Partnership was less than we expected. Other main expenditures have been coaching & supply costs to cover staff taking children to sporting events. St Giles has been represented at every NEARS sporting event this year & we have been very successful. ‘Swimming’ cost is to subsidise the expense of swimming lessons to families. Equipment has been ordered & will be paid for before the end of term, using up the balance of funding. This information is published on the school website, as required.

From September 2016, Mrs Tracy Self will take over responsibility for Sports Premium spending. The GB expressed a vote of thanks to Mr Reece for producing these reports.

8 **KS1 and KS2 SAT's**

(Reports entitled 'KS2 SAT's Results 2016', 'KS1 Assessment 2016' and 'Phonics & EY 2016' were circulated prior to the meeting)

KS2 – National data has historically not been available until November, but with the new curriculum we have it already. Reading – staff are very pleased with our result, way above national average. Writing – is not a test, but teacher assessment with moderation – the result reflects the cohort & their specific needs, as does the GPS result. Maths – very disappointing result and impacts the combined RWM result. Staff have checked the papers – 6 children were within 3 marks of passing. In a cohort of 16, had these 6 passed the percentages would be very different & this explains why the Teacher Assessment (TA) percentage is much higher.

Governors were reminded that the new curriculum was taught to the children over 1 year, whereas normally it will be taught over 3 years. Governors asked how other schools, faced with the same situation, have obtained higher pass rates. Staff governors suggested that some other schools impose a lot of homework on children, or focus only on maths and English, nothing else. The result has generated conversation between teachers about how to move forward with the teaching of maths.

KS1 – report is straight forward. One correction: 'Maths EXS or better' school result should read 77.9%.

Phonics – Mrs Boyce reported that staff are very pleased with the results of the Year 1 cohort of 12 children, as at the end of EY only 37% of these achieved a GLD. 66.7% pass rate is a realistic score for this cohort. The lowest individual score was 27 (out of 40). Mrs Boyce would like to celebrate the TA's contribution to the teaching of phonics – all children are taught in small groups of 8-10 with the help of TA's. Governors asked are children getting used to phonics now. Mrs Boyce replied that phonics has always been used to teach reading, just not as the only method. She did concede that children are happier now to read made up words in order to pass the phonics test. Mrs Lott thanked Mrs Boyce.

9 **SEF**

(Report entitled 'SEF – July 2016' was circulated prior to the meeting)

Mrs Lott reminded the GB that the SEF document is sent immediately to the Ofsted inspector once notification of their inspection is received – it is the inspector's starting point. It is an opportunity for the school to state its strengths & areas for development. It will need updating with the SAT's results now that we have them.

Governors are expected to be familiar with the SEF & be able to talk about it. It is an on-going document. Mrs Lott wanted governors to have the most up-to-date version. Governor questions & responses from Mrs Lott:

Q. is the SEF prepared by the Head?

A. yes; the SIP feeds into it & governors should contribute.

Q. should the GB review the current SEF?

A. yes, but not now due to the many changes forthcoming in September.

Q. should it be an agenda item in the autumn?

A. yes, the November meeting; any governor comments can be emailed to the interim Head Teacher, Debra Turner

Q. won't this be a hard task for Mrs Turner, newly in post?

A. she will have all the data & commentary on individual children.

10 **APPOINTMENT of HEAD TEACHER**

The first round of advertising for a replacement Head Teacher from September 2016 was unsuccessful. All members of the recruitment panel are able to go forward to the autumn term, except Mrs Amanda Clarke. Mrs Myra Boyce will take her place on the panel. Mrs Lott proposed that the advertisement be amended before the end of this term & placed on the WSGfL & Diocesan websites. TES to be considered, depending on cost. The cost to continue with WS Recruitment Services is also not yet known. Dialogue will be required at the end of the summer break to find out whether or not any interest in the position has been expressed before a decision is made whether or not to use the TES. The information pack for prospective candidates should also be re-visited before the end of term – Mr Whatling volunteered to do this. After discussion, **the timeline for Head Teacher recruitment was agreed by the GB as follows: application closing date 30th September 2016 / shortlisting 6th October 2016 / interviews 19th & 20th October 2016. An Extraordinary GB meeting will be held on Thursday 20th October 2016 at 8pm at the school to ratify the panel's decision.**

In the meantime, Mrs Debra Turner has agreed to be Interim Head Teacher for the autumn term. She has offered to be available for a second term if required. Mrs Lott has sought advice from WS HR & the Diocese re the legality of Mrs Turner's contract should the GB recruit a permanent Head Teacher to begin in January 2017 – awaiting response. Finance would have to be considered too.

11 **HEALTH & SAFETY ANNUAL REPORT**

(Report entitled 'Health & Safety Report July 2016' was circulated prior to the meeting)

This statutory annual report was presented to the GB. 'Accident reporting' – the intention going forward is that annual figures only will be presented & will be comparable to previous years. This report is not sent to WSCC, but when completing the statutory annual Health & Safety audit, the Head Teacher has to declare that this report has been presented to the GB. Mrs Francis invited questions from governors – there were none.

12 PUPIL PREMIUM

(Report entitled 'Pupil Premium April 2016 – March 2017' was circulated prior to the meeting)

This report fulfils the statutory requirement for the Head Teacher to report to the GB expenditure of Pupil Premium funding. St Giles has a very small percentage of Pupil Premium pupils compared to other schools. Most of the funding is spent on emotional support for these children. Support is on-going, though cost may be invoiced later. Take up of Pupil Premium funding has dropped due to UIFSM. Regular communications are sent home to families encouraging anyone eligible to apply.

13 PREPARATION for the AUTUMN TERM

Nominations for Chair & Vice Chair. Mrs Lott stated that her term of office ends in December 2016 & that she plans to retire from the GB at that time. She therefore wishes to focus governors' minds on the fact that a replacement Chair will be required, or perhaps co-Chairs, as well as a Vice-Chair. The Clerk will ask for self-nominations for both positions at the beginning of September; nominations to be listed on the agenda for the September GB meeting, at which elections will be held.

Action 3: KJ
Action 4: all

Mrs Lott further stated that if Head Teacher recruitment in October is not successful she will offer to continue on the GB. Canon Twisleton stated that St Giles is a community school with strong links to the parish church, but that a Chair need not necessarily have a Christian allegiance; we are a small community with the school at the centre of it; he asked governors not to be put off taking the lead at this challenging time.

Organisation of meetings & committees. Structure of Committees to remain unchanged: Finance, Premises and Health & Safety, Staffing, Pupils Parents & Community (PPC), Worship & Ethos, Computing. Membership of these Committees, as well as statutory Committees & Panels, was reviewed in May 2016 & does not therefore need reviewing again at this time.

Proposed dates of meetings. One change was made to the dates proposed for 2016-17 GB meetings on the agenda. **FGB meeting dates were agreed as follows: Wednesdays 21st September 2016, 23rd November 2016, 18th January 2017, 29th March 2017, 17th May 2017 and 12th July 2017.**

14 REPORTING to the GOVERNING BODY

a) Head Teacher's Report *(previously circulated)*

Mrs Francis further reported the following:

- Pupil number on roll for September 2016 is expected to be 110 – 16 x year 6 are leaving, as well as 1 x year 5 & 2 x year 3. As well as 6 x year R, we will have 2 joining other year groups.
- The literacy focused lesson observations showed evidence of Pie Corbett being used – quality activities, quality sentence structure; grammar & spelling being taught at every opportunity within the lesson. Children were very engaged with the teaching
- Following advertising for a replacement premises officer, no applications have been received. The Staffing Committee will look at re-advertising the post in September. There are several similar vacancies in the locality.

Canon Twisleton commended the school's participation in the village 'Queen's 90th Birthday' celebrations & the village fun run – he acknowledged the demand on staff, but said the benefit of their hard work was clear to see.

b) Performance Management

Nothing to report.

c) Committee Reports *(minutes previously circulated where applicable)*

i) Staffing – has met 3 times. Appointed a TA to work 2 mornings per week. Been working to fill the Premises Officer position. Interviewed for SENCo position. The Committee requires an additional governor to join it. Meetings are during the day. Meeting minutes to be circulated.

Action 5: FP/KJ

ii) Premises and Health & Safety – has met twice. Monitored health & safety & carried out an inspection. Reviewed its terms of reference, which will be presented to the GB in the autumn. Had new signage installed around the school. Agreed expenditure on various maintenance issues.

iii) PPC – has not met.

iv) Finance – has met twice. Reviewed expenditure against budget & continue to keep a close track.

v) Worship & Ethos – has met to think through the assembly programme for the autumn & to review meditation. Plan to meet with teachers in the new term & induct new teachers in meditation.

vi) Pre-School Working Party – following changes in management at the village pre-school, the GB approached the pre-school committee in May 2016 about forming closer links between us both & the possibility of bringing the pre-school onto the school site for the benefit of both. This would become part of our strategy to increase & maintain pupil numbers at St Giles. The pre-school committee expressed an interest in pursuing ideas; thus our GB formed a working party to further

negotiations & to explore various models & funding options. It has become apparent that there are many management options, all of which need exploring before we can proceed. This will take time. Conversation will continue with the pre-school.

d) Treasurer’s Report

Nothing to report.

e) PTA Link Report

The PTA has raised a fantastic £7,000 this year. This has paid for the trim trail to be completed, for which the GB thanked the PTA. They currently have a vacancy for the Chair position. Committee members are splitting the role & sharing out the running of events. They are very aware of the importance of the school community.

f) Governor’s Visits

Nothing to report.

g) Complaints received under Section 409 of the Education Act / Racist Incidents

None.

15 CHAIR’S ACTIONS

None

16 AOB

- Mrs Mulcare reported that the WS legal team have found the resources to transfer the part of the playing field which belongs to the Interim Trust to WSCC, so this will happen.
- Parent governors expressed concerns over rumours circulating amongst parents concerning recruitment of a replacement Head Teacher. The GB has maintained open communication with parents informing them of the processes we are going through in order to recruit & hopes these communications will quell any further speculation. Governors can tell parents that the GB continues to look for a replacement Head Teacher with the support of WSCC. A lot of parents have already met Mrs Turner, Interim Head Teacher from September.

Mrs Lott closed the meeting by thanking Mrs Francis for undoubtedly being an effective Head Teacher at St Giles and wishing her good luck in her new post.

DATE and TIME of NEXT MEETING

Wednesday, 21st September 2016 at 8.00pm

The meeting closed at 10.00 p.m. with a prayer led by Canon Twisleton.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	5	Review Acceptable Use Policy	ICT Committee	FGB mtg 21Sep
2	5	Organise a literacy based governor visit	Head Teacher / Mrs Lott	FGB mtg 21Sep
3	13	ask for self-nominations for Chair & V-Chair of GB; nominations to be listed on Sep meeting agenda	Mrs Jerbi	7Sep
4	13	Think about taking on the role of Chair, co-Chair or Vice-Chair	All eligible governors	14Sep
5	14c)i)	Circulate Staffing Committee minutes to governors	Mrs Price/Mrs Jerbi	asap

Signed as being a true and accurate account of the meeting:

.....

Date:

Name: Mrs Marion Lott **Position:** Chair of the Governing Body