

**Part1 MINUTES OF THE 2nd AUTUMN TERM MEETING OF THE GOVERNING BODY OF
ST MICHAEL'S CHURCH OF ENGLAND INFANT SCHOOL MICKELHAM
HELD AT THE SCHOOL ON MONDAY 5th December 2016**

Governance Role

Strategic – S

Accountability – A

Challenge and Support – C

Present

Mrs P Hand (PH) – Chair Revd. M Raby (MR) Mrs L Packman (LP) Mr T Ala (TA) Mrs M Kearley (MK)	Mrs M Piggott (MP) Mr J Smith (JS) – Headteacher Mr J Banfield (JB) Ms T Meredith-Bass (TMB) Mrs K Thomas (KT)
<u>In attendance</u> Mrs S Tanton (ST) – Clerk	

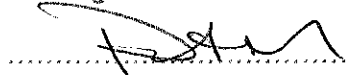
		Role	Action	Time scale
1.	The meeting opened at 7.05 with a presentation about the teaching of Maths in the School , held in a classroom and led by Rebecca Halsey which is summarized in Appendix A. At the end of the presentation thanks were expressed to Rebecca for staying after school and for the clarity of the presentation.			
2.	Prior to the formal business of the meeting Revd. M Raby led the Governors in prayer at 7.35.			
3.	Apologies for absence			
	Agreed apologies for absence Mr D Irvine (DI), Mr B Tatham (BT) The meeting was quorate - Quorum is 6 Governors (0 vacancies out of 12)			
4.	Constitution of the Governing Body	S		
	The Governors noted: a) <u>Governors whose term of office is due to expire before the next meeting or this academic year</u> The PCC has appointed PH and KT as Foundation Governors from 20/11/2016 for 4 years). PH and KT to sign form confirming eligibility. b) <u>Governors appointed since the last meeting</u> – None c) <u>Any vacancies to be filled</u> – none		PH KT	asap
5.	Declaration of interest	A		
	a) There were no declarations of interest relevant to the business of this meeting.			
6.	Minutes of Previous Meeting	A		
	The Part1 of the meeting on 19 th September 2016 were confirmed and 2 copies were initialed on each page and signed at the end			
7.	Matters arising from the Minutes			
	Action Sheet from September meeting had been updated and was on the GVO. MP had sent in the previous version of the Emergency Plan which now needs to be amended in the light of a new template. Action: MP to arrange updating of Emergency Plan	S/A		
8.	Business from the Chair including any (emergency) Action taken		MP	asap
	The draft budget (which can be amended) had been agreed by the Chair			
9.	Headteacher's report for the Autumn Term			
	This had been uploaded in advance on the GVO. Following the Ofsted inspection in the previous week, thanks were expressed to the head, staff and those Governors who assisted. The outcome was not known at the GB meeting.	C		

TL

	<p>a) <u>Staffing</u> is stable even though one member of staff has resigned</p> <p>b) <u>Leadership and Management</u> – Open Days went very well (strategic marketing has reaped benefits); governor accompanying parents was useful; thankyou emails have been sent to parents who now have an opportunity for a personal visit if they wish. JS asked if the banners could be re-erected. PH to approach Box Hill.</p> <p>c) <u>Christian Values</u> – reviewed with 6 values linked to golden rules. An assembly on the Christmas Story during Ofsted went very well. A SIAMs inspection can be expected shortly.</p> <p>d) <u>Attendance</u> has improved though there are a few children who have persistent absence due to illness. <i>Following the meeting and the publication of Raise-Online data JS alerted the Governors to a new issue – the number of children absent for more than 10% of sessions in 2016.</i></p> <p>e) <u>Assessments</u> – half termly assessment completed to identify gaps and some moderation with St Martin's planned for 12/12. Joint observation of phonics has been arranged so that new staff can familiarize themselves with this.</p> <p>PH noted that observation of TAs was done with the main teacher and asked how feedback is given. JS said that this is done by teachers. JS was thanked for the English, Maths and EYS reports which were on the GVO.</p> <p>Action: PH to approach Box Hill about re-erecting the Open Day banners.</p>		PH	asap
10.	Admissions for September 2018	S		
	The Governors <u>agreed</u> to determine the policy (which had been uploaded on the GVO). It was noted that minor changes have been made to dates and the procedure though criteria have not changed (which would require consultation).			
11.	Governors' Fund Update	A		
	This had been audited and stands at £11663.84. All outstanding building project bills have been paid. It was noted that some of the Fund is already committed to repay the School Fund. Action: DI to discuss with PH/Laura Dimmock		DI	
12	Reports from Committees			
a)	Finance and Resources – JB reported			
	<ul style="list-style-type: none"> Report from meeting on 28/9: it was noted that the discussion was all Part2; there had been some external input from Babcock which included analysis that there is no real scope for efficiency savings. Terms of Reference (to be considered at deferred 7/12 meeting) Policy Review – none <p>Action: Terms of reference to be reviewed at 7/12 meeting</p>			
b)	Learning and Teaching – TA reported			
	<ul style="list-style-type: none"> The report from the meeting on 7/11 was noted Terms of Reference – work programme of Committee is linked to the SDIP and a monitoring programme had been developed. Detailed analysis of data had been completed (reflected in the maths presentation) with robust discussion. Policy Review – none as Handwriting was identified as guidance only in order to avoid generating too many new policies. 			
c)	School Community and Communications – MR reported			
	<ul style="list-style-type: none"> The report from the meeting on 21/11 was noted Terms of Reference – no change Open Day – review concluded that as much as was possible had been done to encourage attendance Policy Reviews - SCC - Staff Conduct and SCC - Child Protection 			

	<p>Policy had been finalized. It was noted that Ofsted had considered that all procedures for safeguarding are in place.</p> <ul style="list-style-type: none"> It was noted that 2 or 3 children are leaving the School at the end of term. <p>Action: ST to upload reviewed policies</p>		ST	Dec
13.	<p>Standing Items</p> <p>a) Safeguarding – it was noted that the report for 2015/16 had been uploaded. MP advised that, in checking the Safeguarding List, Babcock had advised that all governors should do DBA (Disclosure by Association) although guidance does not require this unless they have contact with children. No cost to the School. It was agreed that form should be filled in by everyone.</p> <p>b) Governor Training – BT has done financial management; PH did preparing for Ofsted, TMB's attendance at Raise-Online was postponed because of Ofsted. LP advised that there are some free of charge Babcock courses – PRP, joining a MAT. PH is behind on general Safeguarding and would prefer to do on-line.</p> <p>Action:</p> <ul style="list-style-type: none"> DI and BT to complete DBA forms PH to complete Safeguarding training All to consider free of charge Babcock courses LP to check access to on-line courses TMB to attend Raise On-line course 		DI/BT PH ALL LP TMB	Asap Asap Asap Dec Jan
14.	<p>Any agenda items for next meeting</p> <ul style="list-style-type: none"> Headteacher's report for Spring Term Finance and Resources Committee Terms of Reference Reports from Spring Term Committee meetings 			
15.	<p><u>How has the discussion at this meeting benefited the pupils, challenged the Headteacher and supported the staff of the School?</u></p> <ul style="list-style-type: none"> Reviewed maths teaching through an excellent presentation Thanked the staff for their involvement in the Ofsted inspection and their work throughout the term. Ascertained that good practice is being followed in Safeguarding Noted that the Committees had discussed issues in detail within their remit, leaving the FGB to focus on strategic issues. Identified scope for additional training to enable Governors to enhance their skills Approved the Admissions Policy for 2018/19 			
16.	<p>To note Governing Body meeting dates for educational year 16/17) – all Mondays at 7pm</p> <p>20th March 10th July</p>			

The main Part1 discussion ended at 8.10pm with a further discussion from 9.25 and the meeting closed at 9.30.

.....(Chair)