

**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 7th December 2015**

Governance Role

Strategic – S

Finance – F

Educational Performance - E

Present

Mrs P Hand (PH) – Chair Mr D Irvine (DI) Ms T Meredith-Bass (TMB) Mrs M Kearley (MK)	Mrs M Piggott (MP) Mr J Smith (JS) – Headteacher Mr J Banfield (JB) Mr B Tatham (BT) Mrs K Thomas (KT)
<u>In attendance</u> Mrs S Tnton (ST) – Clerk Ms L Packman (LP) - Observer	

1.	Opening Prayers at 7.05 led by Mrs Busbridge	ACTIONS		
2.	Apologies for absence	Role	Resp	Time
	a) Absence b) Agreed apologies for absence – Malcolm Raby, Tour Ala Quorum is 6 Governors (1 vacancy out of 12) Linda Packman was welcomed as an observer and Susie Busbridge (staff)			
3.	Presentation by subject lead for phonics and writing – Susie Busbridge			
	<p>This was presented in a classroom where Governors also sampled some of the learning exercises undertaken by children.</p> <p>The Government requires a rigorous phonics programme which can be evidenced. 11 of 21 pupils did not pass the phonics test in Year1 suggesting that the quality of teaching was questionable rather than so many children having special needs. Mrs B went to observe teaching in an Outstanding London school where the children had multiple disadvantages. The staff there had researched available programmes and each had presented a scheme to their peers. A vote was then taken and the ReadWriteInc scheme was selected. Mrs B concluded that the research had been adequately completed and therefore recommended this scheme for St Michael's. Although the methodology is formulaic she considers that this is acceptable for part of teaching.</p> <p>Some materials were bought between July and September and she attended 2 days' training and the scheme was introduced from September though in Reception they waited until all the children had started so that they could follow the scheme together (in schools where all children start in Reception from September the children will get ahead initially).</p> <p>The scheme has advantages over Jolly Phonics (used previously) as it facilitates the writing back of sounds and accepts that there will be misspellings in the early stages.</p>			

	<p>The daily exercises are conducted swiftly as they are revisiting and reviewing previous material and become part of the school routine. The literacy slot is usually about 30 minutes each day unless additional practice is needed. Relevant activities will be introduced at other times in the day.</p> <p>Year2 was initially split though some work was done jointly and there are always 3 adults in each Year group. Mrs B has translated the results to the former curriculum levels and demonstrated that substantial progress has been made during the first term as a result of focusing particularly on the priority children.</p> <p>More resources have been purchased so that each Year teacher has their own set of cards, guide books and frog puppet. Reading books have been purchased (which are currently only used in school) and in response to a question from TMB, Mrs B explained how they match reading levels. In response to a question from ST she advised that £2.5k has been spent on resources and assured DI that this was a one-off purchase rather than for any licence. The Friends have raised additional funds and books (possibly paper copies) will be purchased so that they can be taken home by pupils.</p> <p>BT asked if the experience is being shared with other Dorking Schools. Mrs B advised that Ofsted has recently produced a list of 20 schools of which 10 are using this scheme - some schools have issues with adopting "schemes".</p> <p>PH commented that the important features are that there now is consistency across the school and progress is being achieved.</p> <p>Mrs B explained that she assessed all the children in October. In Reception there were some children who had not reached a level in the assessment although the children had only started Read Write Inc phonics mid-September due to a staggered start. Progress should be evident when the children are re-assessed (due on 9th December) now that they have acquired skills and the codes for reading. She will maintain records for the whole school and will be able to identify problems.</p> <p>Mrs B isn't recommending the writing element of the programme. In response to a question from ST she advised that, whilst the school doesn't have a writing scheme, it has a detailed writing policy.</p> <p>The Governors thanked Mrs B for her clear and interesting presentation.</p>			
4.	Constitution of the Governing Body	S		
	<p>The Governors noted:</p> <ol style="list-style-type: none"> Governors whose term of office is due to expire before the next meeting or this academic year – none Governors appointed since last meeting – TA reappointed as PCC Governor from 21st September 2015. As Tour's previous appointment ended on 11th September he was not a Governor at the previous meeting (14th September) at which he was not present. TA needs to complete declaration for new appointment Any vacancies to be filled – one Diocesan Governor following the resignation of Susan Standen on 15th September. Linda Packfield had been interviewed by PH and JS and her appointment was recommended. ST to progress in discussion with MR and Diocese. <p>Actions:</p> <ul style="list-style-type: none"> TA to complete declaration for new appointment ST to progress appointment of LP as Diocesan Governor with RB and Diocese 		TA	Asap
5.	Declaration of interest	F		

	<p>Governors are reminded of the ongoing need to notify the clerk of any interests, financial or otherwise, and direct or indirect which could be perceived as interfering with the exercise of a governor's independent judgment.</p> <p>Action: Register of interests form needed from TA</p>		TA	Asap
6.	Minutes of Previous Meeting	S/F/E		
	The Part1 minutes of the meeting on 14th September 2015 were confirmed. 2 copies were initialed on each page and signed at the end by the Chair. The Part2 (confidential) Minutes were confirmed and 1 copy was initialed on each page and signed at the end by the Chair.			
7.	Matters arising from the Minutes (not covered elsewhere on the agenda)			
	<p>The Action Sheet was reviewed and most items have been completed:</p> <ul style="list-style-type: none"> • PH has started to investigate sources of briefing for governors and receives headlines weekly from the National Governors Association (with an option to subscribe to detailed articles), has signed up to the Babcock Better Governor website (there's a charge for accessing any podcasts) and the Governor e-learning site • Monitoring – PH provided a summary of sub-committee proposals • Risk Register has been updated • ST has confirmed that the Code of Conduct as at September was on the GVO under "Key Documents/Governance" 	S/F/E		
8.	Business from the Chair	S		
	<p>PH has attended 9 internal meetings and 6 external meetings including 3 training sessions:</p> <ul style="list-style-type: none"> • The Heads and Chairs of schools met to discuss admissions and PAN issues with Southeast Area Education Officers. • Diocese Heads and Chairs meeting - A facilitated Governors meeting was offered – there is a strong push for small schools to work in partnership with other schools. • An informal Primary School Chairs meeting resulted in a joint presentation to Dorking Schools Partnership. 			
9.	New Build Project			
	<p>BT had circulated a Completion Report. The Project was completed at the end of April though negotiations on finances continued. Ultimately the 10% Governors' share was only c£300 above original projected cost. BT suggested that this note of the history of the project will be useful for future projects. MP proposed thanks to BT for retaining documentation which enabled the proposed increased costs to be challenged</p> <p><i>7.40 MK left the meeting (to move her car)</i></p> <p>DI took over the Governors' Fund in mid-November (after resolving access security issues). It was noted that the Humphrey Richardson Trust funding has been spent on percussion instruments as stipulated in the terms of the grant.</p> <p>CAF account provides on-line banking and the Skipton account operates as an interest earning savings account.</p> <p>Subsequent to the meeting PH confirmed the position by email following discussions with Sam Sprigg, Sarah Bourke's Diocese finance management assistant, DI and Sam Rathband:</p> <ul style="list-style-type: none"> • one last invoice of £444.72 remains to pay towards the Governors' 10% liability for the building project. This relates to the last DHP invoice number 19130 for the project. • The overall cost of the project so far as the Governors are 	S		

	<p>concerned is within the agreed budget because, between them, the Diocese and DHP have covered the additional costs incurred and some items were less than allowed for in the estimates.</p> <ul style="list-style-type: none"> The Governors Fund accounts have been confirmed by DI. There is £17,441.55 in the two accounts. The total raised was £82,571.55 and does not include the £11k made available out of the school's FSM grant to cover the early project invoices. <p>There is sufficient money in the Governors Fund to release £7,440 to the school for the last invoice, Library and other hall equipment. The return of the £2k to the school accounts for the audio equipment (recovered via the small claims court as a supplier failed to fulfill an order) means the school will have £9k in total to spend on further equipment and furniture for the library and hall.</p> <p>The boiler replacement was funded mainly from the Diocesan capital maintenance allocation with 10% being met from the Governors' Fund.</p> <p>The Governors also have the funds to set aside for the school's contingency budget needs of £5k. This is the second tranche of monies we are paying back for the use of the FSM grant. It has been proposed that the £5k be held in the Governors Fund interest earning account until requested.</p> <p>This all leaves the Governors Fund with £5k in hand to plan for the next round of projects and meeting any immediate needs. <i>MK returned at 7.45</i></p>			
10.	Reports from Committees/Working Parties and nominated Governors	S/F/E		
a)	Finance and Resources Committee			
	<p><u>ToR</u> (GVO Link provided) had been agreed though it is recommended the minimum no. of members be reduced. This was agreed. <u>Report from meeting on 30th November</u> – Link on GVO – JB presented: In the Budget as approved for 14/15 there was an uncommitted contingency of £11.5 of which £6k has now been drawn down. For 15/16, the £6k owed from the Governors' fund for the building works will be part of the new reduced contingency sum.</p> <p>As pupils increase then funds increase. The roll probably needs to increase to 84 (rather than 75 as previously) pupils to achieve a balanced budget and not to have to draw down from the contingency. Budgets are not increasing as fast as costs (eg forthcoming increase in NI and pension contributions). MP advised that if the School admits 28 pupils in 2016 this will bring the roll to 84 though the funding only increases retrospectively. Budgets will therefore need to be carefully monitored.</p> <p><u>Policies</u> – Finance Policy; Charging and Remission Policy still to be finalised. Pay Policy agreed by Pay Committee</p> <p>Actions:</p> <ul style="list-style-type: none"> Finance and Charging/Remission still to be finalized ST to upload revised Pay Policy 		JB ST	Spring Asap
b)	Learning and Teaching Committee -			

	<p><u>ToR</u> (GVO Link provided) have now been updated so that there is now a monitoring plan so that visits align with SDIP priorities in order to achieve meaningful outcomes.</p> <p><u>Report from 12th October meeting</u> – Link on GVO – DI presented:</p> <ul style="list-style-type: none"> • Data has been reviewed • Subject reports had been uploaded on the GVO as they form part of JS's Performance Review – these are for information only for all Governors and will be looked at in depth by L and T Committee. • MK reported that she had undertaken a "Book Look" and DI that he had monitored Early Years <p>Policies – Accessibility – Plan to be finalised to accompany the policy</p> <p>Action: Subject reports to be considered at next meeting</p> <p>Accessibility Plan to be finalized</p>		JS TA	asap Spring
c)	<p>School Community and Communications</p>			
	<p>a) ToR - GVO Link had been provided and there were no changes</p> <p>b) <u>Report from 2nd November meeting</u> – Link on GVO – PH presented:</p> <ul style="list-style-type: none"> • The website had been updated and the (statutory) information about governors has been uploaded though it is still being reformatted for greater clarity by MP. • New RE syllabus is being introduced TMB has discussed it with the lead teacher and will be speaking to pupils. • Safeguarding audit has been completed – ST to check it has been sent in. • E-Safety has been reviewed and there will be a whole school day on safety (with visits from police, fire brigade etc) • Attendance and Behaviour <ul style="list-style-type: none"> ○ Absence related to long term illness was explained by JS; ○ Cloud system and house points appear to be an effective means of promoting good behaviour • Positive feedback had been received from a survey of new parents. A survey of parents whose children have left recently about the transition arrangements particularly to St Martin's was proposed as a way of reassuring new parents that the link is strong. In Sept 13 of the 15 reserved places at St Martin's were taken up - geographical reasons explained why the remaining 2 places weren't taken up. • School caretaker has resigned – replaced by SCC service • Changes to staffing arrangements for Yr1 had been noted. • Christian Distinctiveness - DI had attended a course and now knows what to look for and has noticed that this is strong on entering school (displays etc) • Lettings – barn dance and a birthday party went smoothly with no issues • Breakfast club is going well and an After School club is to start to use the hall. <p>8.15 – KT arrived</p> <p>c) <u>Admissions for September 2017</u> –</p> <ul style="list-style-type: none"> • MB and MP have reviewed and considered that the para about education at a chronological age was unclear and was therefore replaced by SCC model one. The Diocese suggested that this was too long and too prominent and therefore reference to acceleration was removed and the reference to deceleration was shortened; 		ST	31/12

	<ul style="list-style-type: none"> The Diocese also suggested that criteria no 4 referring to a "nearby church" should be redefined as a Christian Church that is a member of Churches Together (nb this criteria only applies if an applicant lives outside the St Michael's parish). It was proposed that the PAN of 28 should continue and the criteria remain as previously. MP advised that there was no need to consult as the changes only clarify the previous wording. <p>The Admissions Policy for 2017 was <u>agreed</u> and can now be determined.</p> <ul style="list-style-type: none"> <u>Policies</u> - St Michael's Social Media Policy – policy agreed (Facebook still to be activated); Child Protection and Safeguarding – agreed Intimate Care – agreed; Capability – agreed; Freedom of Information – o/s still waiting for SCC model, Behaviour - agreed <p>LP left at 8.20</p> <p>Actions:</p> <ul style="list-style-type: none"> ST to check Safeguarding report has been sent in Fol policy still to be reviewed; Agreed policies to be uploaded – ST MP to arrange determination of Admission Policy for 2017 JS to arrange survey of parents whose children left recently about the transition arrangements 		MP	Asap
			MR	Spring
			JS	Spring
11.	School Development Plan			
	General progress – the draft was agreed. PH tabled a schedule to show how Governors will monitor the SDIP to be put on GVO. (Progress on priorities reported in HT's report). Action: PH to upload monitoring schedule for SDIP on GVO		PH	asap
12.	Headteacher's Autumn Term Report	S/E		
	<p>(GVO Link provided)</p> <p>5 main priorities had been identified to address the areas where improvement is required</p> <ol style="list-style-type: none"> Writing across the school (especially lower achieving boys). Phonics teaching across the school. Developing robust systems for assessment in reading, writing, maths and other subjects. Strengthen leadership at all levels; SLT core, subject leaders, foundation subjects. Identify children with Special Educational Needs and put in place early interventions so that children can achieve. <p><u>Staffing</u></p> <ul style="list-style-type: none"> There is now stability apart from staff returning from maternity leave for which a plan is in place to minimise disruption and ensure there is consistency in teaching. BT sought confirmation of this (detail explained as Part2 business) Children with significant needs require proportionately more support (detail explained as Part2 business) Staff training happens in teams and in collaboration with other schools facilitating the cross fertilization of ideas <p><u>School Roll</u> - numbers are increasing across the school</p> <p><u>Attendance</u> – children whose attendance has dropped below 90% are tracked.</p> <p><u>School Values</u> – a formal scheme has been developed and presentations in assemblies are followed up in class.</p>			

	<p><u>Achievement and Progress</u></p> <ul style="list-style-type: none"> • KS1 reading and maths are good whilst writing is less good. In most areas pupils do better than the national levels. • Girls did better than boys - there were more boys than girls. • It should be remembered that individual children in a small school have a greater impact. Disadvantaged children have done either as well or better than expected in comparison with their starting points in reading and maths. • Physical development is being addressed with additional activities to develop motor skills. • Data for benchmarking with other local schools will be available later in the week. • For writing, moving on from phonics, the topics and presentation will be important for addressing the issues in relation to boys <p><u>Governor Questions and Responses</u></p> <ul style="list-style-type: none"> • (TMB) - Home school reading material will be provided. • (MK) - Current clubs which use the hall will continue alongside Caterpillars After School Club (this is based in the library though it will also use the hall – the only clash is on Wednesdays when Caterpillars will use other space) • TMB/MK suggested that the significant progress in phonics should be reported to parents. • DI asked whether there are similar programmes for maths. JS suggested that it is mental arithmetic which is important. PH suggested that understanding concept of number is important. MK said Maths Makes Sense is a programme being used in the school. JS said materials had been bought and agreed that progress needs to be monitored. With extra time available as the lunchtime is shorter activity games are being introduced for revision, and also at the start of the day. <p><u>Raise-online and Inspection Dashboard</u></p> <ul style="list-style-type: none"> • JS explained the data, stressing the need to remember that cohorts are small • Pupil premium report on Raise-on line from KT will assist – she suggested that with the new Baseline assessment in Year R it will be easier to compare starting points and progress over KS1 • Early Years data is out of date and the absence is for 2013 – updates will be available at next meeting. • Additional meeting on 5th October had briefed Governors on some of the issues. • Actions: Progress on phonics to be reported to parents 			
13.	Safeguarding and Looked After Children Reports for 2014/15	E	JS	asap
	<ul style="list-style-type: none"> • Safeguarding Report - GVO Link provided - all actions from previous audit actioned and statutory guidelines met. • Safeguarding nominated Governor - The list of committees etc agreed at the 13th July meeting and confirmed at the 14th Sept meeting included MK in this role (and the list on the GVO is dated 13/7). • Safeguarding staff leads – Jeremy Smith (DSL), Marisa Piggott Deputy DSL • Safeguarding policy – see discussion above (SCC) and below (Governor update) 			
14.	Governor Update – November is first issue this term (on GVO)	S		

	<ul style="list-style-type: none"> • New Ofsted Framework for September – noted • Inspection Dashboard – noted (see discussion above) • Induction for NQTs - none in school • Keeping children safe in education (July 2015 edition) – <i>this included latest guidance on FMG, Prevent, Child Sexual Education, Children Missing from Education</i>. Need to check that all Staff and Governors have read and signed this latest version. • Quorum of a Committee (Top Governance Question) – noted <p>Action – need to check all staff and governors have read and signed the July version of Safeguarding statement</p>		MP	asap
15.	Standing Items	S		
	<p>a) <u>DSP/DALSCo update (including academies)</u></p> <ul style="list-style-type: none"> • PH involved in joint presentation to Governors' Forum on common inspection framework; • Company reported on formal setting up of services – including sports, home school liaison to which is being added the Speech and Language scheme (which was welcomed). BT asked if JS is happy with the services: home school liaison officer is in the school on Weds; the sports co-ordinator has worked with the school on the purchase of new equipment and teaching skills. Although the service is expensive it is cost effective for a small school with additional benefits - sharing good practice, training etc. • First formal AGM held and 2 further schools have joined (Weald and St John's) and more representation from Ashtead area; DI asked if there would be a limit to the number of schools – PH said that if it becomes unmanageable there could be an option to provide services on a smaller area basis. She noted that the arrangement relies on the goodwill and support of 2 local Secondary schools • NW Surrey observer had attended with a view to setting up a similar model. • DI asked if there are joint events that can be attended – PH said governors could attend meetings and documents have been posted on GVO. 			
16.	Any agenda items for next meeting			
	<ul style="list-style-type: none"> • Analysis of Raise Online and Inspection Dashboard data including updated Early Years data • Budget monitoring • Safeguarding – check that all staff and governors have read and signed the latest (July 2015) version. • HT's report for Spring Term • Early Years presentation in Spring Term (Maths in future) 			
17.	Standing Items			
	<p>a) <u>Risk Register</u> - updated</p> <ul style="list-style-type: none"> • Building project removed. • Risk around SEND to be removed (SENCO qualified, SEND policy in place, accessibility plan prepared) 			

	<ul style="list-style-type: none"> • Risk around fluctuation in numbers in relation to budget to be added. DI asked if there is any mitigating action and the following were suggested: <ul style="list-style-type: none"> ○ to speak to other schools ○ to publicise Open Day more (eg banners facing A24)) ○ to look at St Martin's admission policy ○ maintain links with local schools and nurseries b) <u>Policy Review (overview)</u> – Committees generally on target with reviews c) <u>Governor Training Attended.</u> d) DI – Christian Distinctiveness; MP – data, MK Safeguarding, PH leadership (succession planning, ideas re way GB works, more support for committees – to meet with ST) e) Data (follow up to meeting on 5th October) – leads to prepare presentation and cross check into Raise on-line data, including gender. <p>Action :All to identify at least one question for next meeting.</p>		ALL	March
18.	What have we done at this meeting that has improved education for the children in our school?			
	<ul style="list-style-type: none"> • Challenged JS re maths and whether any support is needed • Gained insight into teaching of phonics and understood how this is improving • Considered about future and year 3 transition arrangements • Safeguarding – noted report for 2014/15 and confirmed policy • Ensured sufficient funding for the school 			
19.	To note Governing Body meeting dates for remainder of educational year 15/16) – all <u>Mondays at 7pm</u> 21/3 11/7			

The meeting ended at 9.30pm

Signed.....