

**PART1 MINUTES OF THE SUMMER TERM MEETING OF THE GOVERNING BODY OF
ST MICHAEL'S CHURCH OF ENGLAND INFANT SCHOOL MICKELHAM
HELD AT THE SCHOOL ON MONDAY 10th July 2017**

Governance Role

Strategic – S

Finance – F

Educational Performance – E

Present

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

1.	The meeting opened at 7.05pm with prayers led by MR	ACTIONS		
		Role	Resp	Time
2.	Apologies for absence			
	There were no apologies and the meeting was quorate - quorum is 6 Governors (0 vacancies out of 12)			
3.	Constitution of the Governing Body	S		
	The Governors noted: a) Governors whose term of office is due to expire before the next meeting or this academic year –none b) Governors appointed since last meeting – none c) Any vacancies to be filled – TMB to resign as Parent Governor early in the Autumn Term so election will be held in October; DI's term as a Diocesan appointed Foundation Governor expires in Sept and he will not be seeking reappointment. Finance skills will be particularly needed. MR to discuss with PCC and then possibly to advertise in Parish Magazine d) Updates of info on School website - The Governor information on the School website will be updated by the end of September. In particular this will include attendance at FGB and Committee meetings – a schedule of this will be circulated over the Summer for confirmation by individual Governors and Governors will also be asked to check their personal information on the School website. Actions: • Election of Parent Governor in October – MP • Recruitment of new Diocesan appointed Governor – MR (ST to inform Diocese/Babcock of resignation) • Update of Governor information on School website – ST/ALL		MP MR/ ST ST	Sept/Oct July Aug/Sep
4.	Declaration of interest	F		
	Governors were 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. It was noted that BT is a member of the Village Hall Committee.			
5.	Governance for 2017/18	S		

<p>a) Election of Chair and Vice-Chair for 2017/18 – the Clerk chaired the election of PH as Chair and MK as Vice-Chair which was agreed unanimously.</p> <p>b) Succession Planning - PH plans to serve a further 2 years; it is therefore important in the future to identify a Vice-Chair who will be willing to succeed as Chair.</p> <p>c) Committee structure, membership, Chairs and Terms of Reference for 2017/18</p> <p><u>Overview discussion</u> PH said that at present there are a total of 18 FGB and/or Committee meetings each year with 4 joint meetings with Newdigate Infant School proposed and that neither the Executive Head (EH) or Head of School (HoS) will be able to attend all meetings. MP had suggested that the Governors need to be flexible and that assessment of the effectiveness of the GB during and between meetings is important. PH said that a Finance Committee is essential and needs daytime meetings which the Bursar can attend. The Chairs of SCC and L&T Committees understandably consider that the roles of their committees should continue and cannot satisfactorily simply be absorbed within FGB meetings. TMB said that the importance of issues varies during the year. LP asked about Newdigate's plans – PH advised that they will be reviewing their structure and possibly ultimately there will be joint Committees.</p> <p>PH suggested that the options include: one-off meetings for particular issues; shorter meetings; virtual meetings through GVO; 2 Committee meetings only per year.</p> <p><u>Finance and Resources Committee</u> JB (as Chair) advised that it will aim to meet 3 times per year (rather than 4) and incorporate Pay Review work</p> <p><u>School Communications and Community Committee</u> MR suggested that behaviour and attendance could be dealt with by email responses to the termly HT's report although admissions may need more attention. The review of policies could be allocated to individual Governors. It was therefore <u>agreed that SCC should meet virtually</u> using the GVO to conduct its business. A one-off working party will be needed early in September to plan the October Open Days. Safeguarding – JS to check whether or not there will be an audit because of the change of headship arrangements</p> <p><u>Learning and Teaching Committee</u> TA suggested that the SDIP may need further detailed attention with the change to a HoS who will be new, though JS has proposed a clear thematic structure for focusing discussion during the year. It was <u>agreed that L&T should continue to meet three times per annum</u> with information being circulated in advance to make them shorter.</p>		ST	Sept
<p><u>Joint Committee with Newdigate Infant School</u> 2 Governors need to be identified to serve on a joint Committee to monitor and review the working of the partnership including the Performance Review of the Executive Head (HoS will be reviewed by EH) – see discussion below.</p>		JS	July

	<p>Appendix A lists the agreed Committee membership and Nominated Governors.</p> <p>d) Code of Practice for Governors– to be amended to refer to Executive Headteacher and Head of School where appropriate</p> <p>e) Open or Closed meetings – it was <u>agreed</u> that, as previously, both FGB and Committee meetings will be closed. The arrangements for the joint committee need to be discussed with Newdigate though significant business is likely to be Part2.</p> <p>f) Professional Negligence - The following resolution was <u>agreed</u>: “Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity”</p> <p>Actions:</p> <ul style="list-style-type: none"> • JS to ascertain whether there will be a safeguarding audit • ST to notify Babcock and Diocese of Chair and Vice-Chair • ST to update and upload Committees etc list • ST to amend Code of Practice • PH to ensure that status of meetings of Joint Committee with Newdigate is determined 		ST	July
			ST	Aug
			PH	Sept
6.	Minutes of Previous Meetings	SFE		
	The minutes of the meetings on 20th March 2017 and 24th April (Part2 only) were agreed and 2 copies of Part1 and 1 copy of Part2 minutes were initialed on each page and signed at the end by the Chair.			
7.	Matters arising from the Minutes			
	All relevant actions on the Action Sheet had been completed (some had been superseded by other developments)			
8.	Business from the Chair			
	<p>a) Academies – interim CEO for Good Shepherd Trust appointed until 2018</p> <p>b) A draft effectiveness statement had been on the GVO and will be uploaded on the School website from September</p> <p><i>There was Part2 discussion from 7.55 - 8pm</i></p> <p>c) Dorking Schools Partnership</p> <ul style="list-style-type: none"> • The last meeting addressed the safeguarding issues of children accessing internet etc, in the light of findings that children (with the support of parents) are not translating the e-safety approach they learn at school to home. • JS reported that the School needs to consider whether to buy in 1 day per week from DSP for home school liaison at market rate (a significant increase on the current fee paid to DSP) or to consider an alternative source. Newdigate use another source. The member of staff used by St Michael's is the same as St Martin's which is valuable for the transition of children at Year3. BT asked if the demand is uniform through the year - JS said that it is focused at the beginning of the year • JS also reported that the School needs to consider whether to continue expenditure of Sports grant through DSP. PH said that it is not possible to transfer these funds to home school liaison <p>d) Residents' Association meeting – PH reported that the AGM will not be in school (as it's not in termtime) and that she will attend the</p>		PH	Sept
			EH/ HoS	Sept
			EH/ HoS	Sept
			PH	July

	<p>AGM and offer to become the school representative on the committee. It was agreed to approach the Council asking for further work to be done to the trees which are the responsibility of the school. They are within a Conservation Area so cannot be removed. DI to pursue with the Council. Otherwise pollarding will need to be funded unless a parent can be identified to help. This issue will be added to the Risk Register.</p> <p>Actions:</p> <ul style="list-style-type: none"> • EH/HoS to consider and report to Finance Cttee by December 2017 re future sourcing of Home School Liaison and use of Sports Grant • PH to upload effectiveness statement on School website • PH to offer to join Residents Committee • DI to approach Council re further work to trees • TA to add trees to the Risk Register 		DI TA	Asap Asap
1.	<p>Headteacher's Summer Term Report</p>	E		
	<p>JS presented the headlines from the report which had been uploaded on the GVO:</p> <ul style="list-style-type: none"> • Staffing in place for September • Meetings held with new EH and HoS <p>BT asked if any they had indicated any surprises during their visits to the school – JS suggested that they had been impressed by the quality of the volunteers and how a small school uses all of its available resources well. Also, the children's involvement and what they produce (eg in school production)</p> <ul style="list-style-type: none"> • SIAMS and Ofsted approval of leadership in the School • Attendance and levels of absence both very positive • The forest area has been developed and a local contractor will return annually to maintain it. • Issues identified in the Ofsted report are being addressed – eg writing and opportunities for using writing across the curriculum (eg for science) • The SATS results were good though more work is needed to support less able pupils with writing. In-depth work has improved. There has been good progress and achievement. Boys in Reception did better than girls and in Maths girls did better, reflecting the impact of work to change the gender bias. <p>BT commended the detail of the report showing that outcomes are being achieved. PH commended the benefits of staff all following the same approach in phonics, maths etc.</p> <p>JS reported that the Maths lead has been accepted to take part in a maths research project working with other local schools. TMB asked if Newdigate Infants School would be involved in this – PH advised that they would not, pointing out that this involvement fits with St Michael's being the maths lead for the partnership.</p> <p>Following the discussion thanks were expressed to JS for all his hard work over the past 3 years as Headteacher and he was presented with a gift and card from the Governing Body who wished him well for the future.</p>			
0.	<p>Reports from Committees and nominated Governors</p>	SFE		
1)	<p>Finance and Resources Committee – JB</p>			

	<ul style="list-style-type: none"> Minutes of meetings on 19/4 and 6th July are on the GVO and were noted. Letter of approval to budget for 2017/18 which had been on the GVO was noted. The Surrey CC financial adviser had suggested that the governors need to review the 3 year budget plan (which has already been done as part of the process of forming a partnership with Newdigate Infant School). The Terms of Reference had been reviewed and the proposed changes <u>were agreed</u> – attendance requirements to be a minimum of 3 Governors (including EH); quorum of 2 will be sufficient; Administrative officer to be Bursar; signing of bank accounts to be amended. It was noted that the amount Headteacher can spend may need amending for consistency <p>Actions:</p> <ul style="list-style-type: none"> ST to liaise with the Bursar re amendments to ToR <p><i>There was Part2 discussion 8.35 – 8.50pm</i></p>		LD/ ST	By Sept
)	School Community and Communications - MR		MR	
	<ul style="list-style-type: none"> The Report of the meeting on 12/6 had been on the GVO and was noted Open Day planning – proposed dates Fri 13/10 am and Mon 16/10 pm <p>Open Day – working group to meet on a Monday– KT, BT, PH and the EH (TMB is available on Weds and Thurs) and there's a parent who could help on the Friday Open Day with a whole school singing activity</p> <p>Action – Open Day working group to meet on <u>Monday 11th September</u> – KT, BT, PH and the EH (TMB also willing to be involved)</p>		KT, BT, PH EH (TMB)	Sept
)	Learning and Teaching Committee – TA		TA	
	<p>The report of the meeting on 26/6 on the GVO was noted:</p> <ul style="list-style-type: none"> End of year review of monitoring and SIAMs report SDIP reviewed and key objectives achieved with some areas where challenge needs to continue including specific recommendations (eg for writing). A more accessible version of the report is to be put on the school website. Monitoring during the meeting looked at writing through other subjects (eg science), marking schemes and related interaction between staff and pupils. SEND policy reviewed - KT has met with the SENCO and confirms there are no changes. No new risks identified. <p>Actions: JS to upload accessible version of SDP and SEF on GVO.</p>		JS	July
1.	Babcock Governor Update	S		

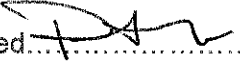
TAM

	<p>The following items from the March issue were noted:</p> <ul style="list-style-type: none"> • 2 new guidance notes re online safety – TA drew attention to the increasing risk of viruses/hacking. MP advised that Babcock advice is followed (firewall virus checker, updates, and sensible behaviour in response to strange emails). It was noted that the School should be wary of any apparently free gifts of software. • Child Sexual Exploitation guidance • Promotion of Babcock's Better Governor (all should by now have signed up to this) • Schools National Funding Consultation – consultation period has ended though Governors should be aware of the implications • Consultation on Exclusions guidance (ended on 25th April) • How to access Surrey County Council Bulletin • How to contribute to the ongoing Surrey Education Partnership discussions • Governor training and development opportunities • Top Question – recommended good practice that questions by Governors should be attributed to individual Governors in the minutes of meetings 			
2.	Standing Items	S		

<p>a) <u>Risk Register</u> – outstanding risks</p> <ul style="list-style-type: none"> • (New) Boundary Trees • School academy status • Number of pupils and impact on finances • Succession arrangements for JS • Succession arrangements for Governors <p>b) <u>Safeguarding</u></p> <ul style="list-style-type: none"> • MP reported that the School is now part of Operation Encompass whereby there is co-operation between schools, police and LA meaning that the school will be notified of any domestic incident so that they can support the child affected if necessary. Parents will be informed about this. • e-safety – see Dorking School Partnership and Governor Update discussion above. <p>c) <u>Policy Review</u></p> <ul style="list-style-type: none"> • SCC - Spiritual, Moral, Social and Cultural Policy. New policy - agreed • L and T – SEND policy – no change • Finance – technical/nomenclature amendments being made by the Bursar • Timing of Policy Reviews especially statutory policies for next year. All committees had proposed that all policies should be rolled forward for a year and that only the statutory priority ones will be reviewed in 2017/18 - ie Admissions, SEND (if further review is necessary) Finance (various) and Staffing (particularly Pay Policy), Health and Safety. Safeguarding will need amending to include Operation Encompass. This approach will be reviewed next July. It was suggested that policy development and review may be an area where there is scope for combined work with Newdigate Infant School. <p>d) <u>Governor Training</u> – it was noted that, as a budget saving, this has been reduced to the Diocesan silver service because there is on-line training and webinars</p> <p>Actions:</p> <ul style="list-style-type: none"> • TA to update Risk Register • ST to upload revised policies and check statutory policies • MP to progress informing parents about Operation Encompass 		TA	Asap
		MP	By Sept
		ST	July
3. Any agenda items for next meeting	S		
<ul style="list-style-type: none"> • Working in partnership with Newdigate Infant School • Committee Dates for 2017/18 • Policy reviews – see above for list for review • Academies update • Safeguarding – December meeting <p><i>There was Part2 discussion between 9.10 and 9.25pm</i></p>			
4. What have we done at this meeting that has supported the headteacher and staff and improved the education for the children in our school?	S		
<p>Restructuring of the Governance arrangements to make best use of available resources and ensure ongoing effectiveness</p> <p>Highlighted and addressed 2 new risks (Boundary Trees; Governance Succession)</p> <p>Demonstrated support for the Headteacher and staff through discussion of the Headteacher’s report</p>			

5.	<p>To note Governing Body meeting dates for educational year 17/18) – <u>all Mondays at 7pm (except the first one)</u> 13th September – Wednesday (now <u>agreed</u> by the EH/HoS) 4th December 19th March 9th July Action: - ST to enter dates of FGB, F&R and T&L (20/11, 5/3, 25/6) on GVO calendar</p>	S	ST	By Sept
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The meeting ended at 9.30 pm

Signed........