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**MINUTES OF THE 1<sup>ST</sup> AUTUMN TERM MEETING OF THE GOVERNING BODY OF  
ST MICHAEL'S CHURCH OF ENGLAND INFANT SCHOOL MICKELHAM  
HELD AT THE SCHOOL ON WEDNESDAY 13TH SEPTEMBER 2017**

Governance Role

Strategic – S

Accountability – A

Challenge and Support – C

Present

Mrs P Hand (PH) – Chair Mr T Ala (TA) – from 8pm Mr B Tatham (BT) Revd. M Raby (MR) Mrs P Bliss (PB) – Executive Head	Mrs M Piggott (MP) Ms T Meredith-Bass (TMB) Mrs K Thomas (KT) – from 7.20pm Mrs M Kearley (MK) Mr D Irvine (DI) – from 8.20pm
In attendance Mrs S Tanton (ST) – Clerk	Mrs S Peers (SP) - Head of School

		Role	Action By	Time scale
	The meeting opened at 7.05pm with prayers led by Revd. M Raby			
1.	<b>Apologies for absence</b>			
	a) Paula Bliss (Executive Head) and Sandra Peers (Head of School) were welcomed b) Agreed apologies for absence – Mr J Banfield (JB), Mrs L Packman (LP) The meeting was quorate (Quorum is 6 Governors - 0 vacancies out of 12)			
2.	<b>Constitution of the Governing Body</b>	S		
	The Governors noted: a) <u>Governors whose term of office is due to expire before the next meeting or this academic year</u> JB's term as a Diocesan Foundation Governor ends on 31/8/2018; Although the agenda stated that TA's term as a PCC Foundation Governor ends on 20/9/2018 this is not until September 2019 b) <u>Governors appointed since the last meeting</u> – None - MR has been unable to suggest a replacement for DI in discussion with the PCC and an advert has now been placed in the Mickleham magazine c) <u>Any vacancies to be filled</u> – As identified at the last meeting TMB will be standing down as a Parent Governor as soon as a replacement has been elected even though her term does not end until December 2018; and DI will not be seeking reappointment when his term of office as a Diocesan Foundation Governor ends on 19th November. MR is to retire from the end of November – succession arrangement to be discussed by the Diocese in early October and there is likely to be at least a 6 month gap. d) <u>Succession Strategy</u> – It was noted that finance skills/experience are needed e) <u>Alternative voting arrangements</u> The arrangements agreed in previous years were confirmed: <i>"... in principle that alternative voting arrangements are only utilised for certain meetings where governors are not able to be present yet a wide cross section of views and opinions would aid decision making. The detailed arrangements are to be agreed on each occasion and it was noted that early notification of crucial votes is important. It was noted that: Skype is not confidential and could disenfranchise someone; telephone conferencing is impracticable; and proxy voting does not provide for participation in the discussion prior to a vote. It was suggested that using a GVO discussion group would be a better option."</i>		MP  PH	Oct  Oct

	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Formally notify Babcock/Diocese of MR and TMB's resignations (TMB following election of parent governor) - ST</li> <li>Arrange election of parent governor in October – MP</li> <li>Check outcome of Diocesan discussions in early Oct about successor for MR – PH</li> </ul>			
3.	<b>Committees and Nominated Governors</b>			
	<ul style="list-style-type: none"> <li>The arrangements agreed at the July meeting were confirmed apart from the need to reallocate MR's responsibilities from December onwards (in particular the Executive Head's Performance Review Panel) and for alternative members for an Admission Appeals Panel as TA and MP cannot serve on this Panel because they will both have been involved in the original allocation of places.</li> <li>RE is also an area that needs to be covered as both MR and the subject lead for RE are leaving. PB suggested that the subject lead at Newdigate could take this on; hopefully it will also be possible to identify a Governor to lead following TMB's departure.</li> <li><u>Dates of meetings</u> Finance and Resources – 6 Nov at 9.30 – revised ToR agreed at July meeting Learning and Teaching – 20/11, 5/3, 25/6 – Sandra Peers will be taking the lead on behalf of the school; Need to review ToR</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Revised version of the Committee structure to be uploaded on the GVO – ST</li> <li>Identify a new Governor lead for RE – PH</li> <li>Identify a new Governor for the Executive Head's Performance Review Panel</li> <li>L and T Committee to review terms of reference</li> </ul>		PH	Dec
			PH	Dec
			TA	Nov
.4.	<b>Declaration of interest and Publication of Information (on School Website and on national database (Edubase)</b>	A		
	<p>a) There were no declarations of interest relevant to the business of this meeting</p> <p>b) Governors present were invited to confirm their entries in the Register of Interests</p> <p>c) All Governors had been asked to check the information proposed for publication on the <b>school website and Edubase</b>. MK and TMB confirmed the information; MP has written to ST re changes; DI needs to make amendments; JB and TA – need to confirm or amend the information</p> <p>d) Governors present confirmed that their <u>contact details</u> (address, home and mobile phone nos and email addresses can be shared with other governors at the school, school employees, Babcock 4S and the Diocese.</p> <p>7.20 KT arrived</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>MP to confirm that all present re-signed the Register of Interests – ST to follow up</li> <li>DI to amend information for School website</li> <li>JB and TA to confirm or amend last year's attendance and information for the school website</li> <li>ST to pass attendance record and changes to MP for uploading on school website</li> <li>JB, LP, KT, DI, TA – to note item d) re use of contact details</li> </ul>		MP/ST	Asap
			DI/TA/ JB	Asap
			JB/LP/ KT/DI/ TA	Asap
5.	<b>Emergency Procedures</b>	A		
	<p><b>Action:</b> MP to organize discussion with PB and SP to update the emergency contact information (to be forwarded to ST) and the Emergency Plan (to be</p>		MP/ST	Asap



School

Handover programme

- This started in the Summer Term when PB and SP worked with Jeremy Smith (JS – previous Headteacher) familiarizing themselves with data, systems, challenges faced by the school etc.
- She hopes that both schools will benefit from the collaborative arrangements as she has faced similar issues in the past and also hopes to identify good practice to take back to Newdigate School (an example of this was the Risk Register which has been in place at St Michael's for several years).
- Governors, staff and parents have been welcoming and positive. The staff have been open and receptive to change and new ideas and to collaboration.
- She has spent 2 days in school of which one was an INSET day when the SIDP, which had been evaluated by JS, was reviewed. There was also initial consideration of a Learning and Teaching Charter.
- PB and SP have met with pre-school staff.
- PB considers that a very good working relationship is already developing with SP – her involvement in the appointment of SP was probably an advantage.

8pm TA arrived

Future plans – which will be continuously reviewed to maximize effectiveness/efficiency

- An open meeting with parents with tea and cakes.
- A meeting with the leadership team prior to which PH will send an email to staff inviting feedback in advance
- The staff have proposed a social meeting between the staff of both schools
- PB will now prepare the SDIP with input from governors, pupils and parents.
- The Learning and Teaching Charter will be finalised
- One member of staff is freeing up time for SP to meeting with PB on Mondays. PB may also come across occasionally at the end of the week occasionally in order to meet staff she wouldn't otherwise see. A structure for staff meetings has been initiated.
- In response to a question from KT she advised that it had been deliberately planned to avoid both PB and SP not teaching on same day as this would have meant the lack of a leader on site in both schools to support staff at the same time.
- Collaborative opportunities have already arisen naturally – RE (Newdigate lead); Maths (St Michael's lead), Literacy (Newdigate lead).
- It was recognised that MP has taken on additional workload at least at present because of her greater knowledge of the systems previously in place at St Michael's.

SP outlined her early experience as Head of School:

Teaching

The children seem more settled this week; Reception children (22) have only been starting this week and seem to be more settled this year, possibly because the cohort has more children with Autumn birthdays. The largest class (28 - now Year2) is settling better now that they are in a larger room, though there are several with special needs. As a result Year1, which only has 15 pupils, is managing with one teacher as there is no dedicated teaching assistant which may result in logistical problems at certain times of the day. Assistance will be provided from time to time on an ad hoc basis and any volunteers (an ex-teacher from the school, a Governor and any parents) are likely to be invited to support this year.

Head of School role



	<ul style="list-style-type: none"> <li>• SP is currently focusing on both and getting to know the school and the children she is teaching.</li> <li>• The use of the Headteacher email address needs to be managed; an Executive Head email address has been created. MP, SP, PB to keep under review as there may be alternative approaches.</li> </ul> <p>8.20 – DI arrived</p>			
10.	<b>Admissions</b>	S		
	<p>a) 2017 Admissions</p> <ul style="list-style-type: none"> <li>• 22 admitted to Reception and 1 to Year2; 2 left from Year 2, 2 left from Year1 is 15; Year2 is 28; 65 in total</li> <li>• KT asked about the reasons for children leaving: 2 children moved away; 2 moved schools for personal reasons; (1 for each reason from each Year)</li> <li>• At this stage there are no children with special needs in Reception of which school are aware.</li> </ul> <p>b) 2018 Admissions</p> <ul style="list-style-type: none"> <li>• Policy is on the GVO</li> <li>• Open Day – dates fixed; all Governors to consider whether they can attend</li> <li>• working party has met – another meeting may be needed</li> <li>• leaflets which have gone astray over the summer holidays to be chased</li> <li>• Action plan from last year is to be amended by PB/SP</li> <li>• Parents, possibly through Friends to be encouraged to attend to assist.</li> </ul> <p>c) 2019 Admissions</p> <ul style="list-style-type: none"> <li>• MP has been advised of the procedural changes required by the Diocese;</li> <li>• It was agreed that the PAN does not need to change</li> <li>• Admissions criteria – all to look and suggest any changes by 30th Sept. As there is no longer an SCC Committee TA and PB to review for ratification at the Dec FGB meeting. There will need to be 6 weeks consultation on any changes by March 2018.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Attendance at Open Days Fri 13/10 am and Mon 16/10 pm</li> </ul> <p>– <b>all Governors to consider</b></p> <ul style="list-style-type: none"> <li>• Open Day leaflets to be chased or reprinted – MP</li> <li>• Review of Open Day Plan – PB/SP (and possible further meeting of working party)</li> <li>• All Governors to consider changes to criteria - All</li> <li>• MP to prepare revised policy with Diocesan changes and any changes suggested by Governors – MP</li> <li>• Review of revised policy – TA, PB</li> </ul>		All	Asap
			MP PB/SP	Asap Asap
			MP	Sep
			All	Sept
			TA/PB	Oct/N ov
11.	<b>Governors' Fund Update</b>	A		
	<ul style="list-style-type: none"> <li>• DI reported that there has been no change in the balance</li> <li>• Summary spreadsheet to be on GVO (Governors fund under F and R – ST to create folder). Other paperwork to be retained in School.</li> <li>• CAF bank account (which holds a small working sum) to be transferred to Lloyds as CAF are introducing monthly £5 fee.</li> <li>• Larger sum is held in interest earning Skipton account (for which at present there is no fee) - links between the 2 accounts will need to be updated.</li> <li>• PH, JB and DI are currently signatories which will be changed</li> <li>• It was noted that the School is not fund raising for a large project at present.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Summary spreadsheet to be on GVO – DI</li> <li>• Folder to be created on GVO – ST</li> </ul>		DI ST	Asap Asap
			PH	Asap
			PH	Asap
			PH	By Nov

	<ul style="list-style-type: none"> <li>Funds to be transferred from CAF to Lloyds and links to Skipton updated, along with signatories (following departure of DI) – PH</li> </ul>			
12.	<b>Policy Review</b>			
	<p>Policies to be reviewed in the coming year:</p> <ul style="list-style-type: none"> <li>Admissions</li> <li>SEND (if further review is necessary) – KT to check with SENCO that no more changes are needed for this coming year.</li> <li>Finance – minor changes agreed at Summer Term meeting to Charging and Remissions, Financial Regulations, Finance, Lettings. School bursar (LD) to update and forward to ST for uploading</li> <li>Staffing (particularly Pay Policy) – November review</li> <li>Health and Safety – responsibilities need to be amended linked to Emergency Plan - MP</li> <li>LT Accessibility/Accessibility Plan - TA at Learning and Teaching Cttee</li> <li>Safeguarding will need amending to include Operation Encompass – MP to report to FGB</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Check with SENCO that no further changes needed to Safeguarding policy – KT</li> <li>Finance policies to be amended and uploaded – LD/ST</li> <li>Review of Pay Policy in November – JB/LD</li> <li>Health and Safety policy – MP</li> <li>LT Accessibility/Accessibility Plan – TA</li> <li>Safeguarding – MP</li> </ul>		<p>KT Sept</p> <p>LD/ST Sept.</p> <p>JB/LD MP TA Nov Sept. Nov</p> <p>MP Oct</p>	
13.	<b>Standing Items</b>			
	<p>a) Safeguarding – Annual review form to be completed in December plus review of policy to include Operation Encompass process</p> <p>b) Risk Register –</p> <ul style="list-style-type: none"> <li><u>Boundary Trees</u> - Residents Association had requested that the trees should be pollarded and the intention had been to obtain a formal report on the trees. Under Tree and Ditch SLA with Babcock/Surrey CC (which covers advice and works) the Babcock tree expert has advised that boundary trees immediately either side of the gate need no work, and that 2 trees need to be taken back to the trunk. Despite regular chasing this advice has not been put in writing or progressed by Babcock due to lack of resources and other priority issues. It was noted that a previous application for tree works is still valid so there is no need to seek permission for the works. DI to seek to progress with Surrey in the interests of addressing the issue raised by the Residents Association.</li> <li><u>4 live risks</u>: conversion to academy status – plan to be refreshed; attracting pupils – ongoing; Head of School and staffing structure – to be closed; new governors and succession; Friends – chair is resigning and several</li> <li><u>New risk</u> recruitment of new Governors and succession planning</li> </ul> <p>c) Friends Association – the Chair is to resign though still organizing events this term including the AGM and it was understood that several parents are interested.</p> <p>d) Governor Training – level of training with Diocese has been reduced though still includes access to on-line modules. Induction will need to be reviewed when new Governors are appointed.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Safeguarding – annual report in December, policy review – PB, MP</li> <li>Approach to Surrey CC re work to boundary trees - DI</li> <li>Risk register to be amended – TA</li> <li>Review of Governor induction training – PH</li> </ul>		<p>PB/SP MP Nov Sept</p> <p>DI Asap</p> <p>TA Oct</p> <p>TA Oct</p> <p>PH Oct</p>	

14.	<b>Any agenda items for next meeting</b>			
	<ul style="list-style-type: none"> <li>• Headteacher's Autumn Term report</li> <li>• Safeguarding report for 2016/17</li> <li>• Policy reviews</li> <li>• Academies update</li> <li>• Babcock Clerks' briefing/Surrey Governor Updates – July edition had nothing directly relevant to St Michael's</li> <li>• Admissions policy for 2019</li> <li>• SDIP – initially to L and T with some implications to be considered by F and R prior to FGB</li> </ul>			
15.	<b>What have we done at this meeting that has improved education for the children in our school?</b>			
	<ul style="list-style-type: none"> <li>• Welcomed new leadership team</li> <li>• Plan for future governance – recruitment and succession</li> <li>• Identified mitigating action re risk to children from traffic outside the School</li> </ul>			
16.	<b>Governors resigning</b>			
	Thanks are recorded to Malcolm Raby (particularly for introductory prayers enabling the Governors to focus on the business of meetings, as Chair of the School Community and Communications Committee and for support to the staff and pupils in the School), Duncan Irvine (for his work on the School Fund and as a member of Learning and Teaching and then Finance Committees) and Tracey Meredith-Bass (as lead Governor for RE and as a member of the School Community and Communications Committee) for their service to the School as Governors			
17.	<b>To note Governing Body meeting dates for educational year 17/18) – all Mondays at 7pm</b> 4th December 19th March 9th July			

The meeting ended at 9.10 pm

Signed..........(Chair)