

**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 18th July 2016**

Present

Mrs P Hand (PH) – Chair Ms T Meredith-Bass (TMB) Revd. M Raby (MR) Mrs L Packman (LP) Mr T Ala (TA) Mrs T Meredith Bass (TMB) from 7pm	Mrs M Piggott (MP) Mr J Smith (JS) – Headteacher Mr J Banfield (JB) Mr B Tatham (BT) Mrs K Thomas (KT) (from 6.15) Mrs M Kearley
<u>In attendance</u> Mrs S Tanton (ST) – Clerk	

		Role	Time
1.	The meeting opened at 6pm with Prayers led by Revd M Raby		
2.	Apologies for absence		
	Agreed apologies for absence – Mr D Irvine (DI) Quorum is 6 Governors (0 vacancies out of 12)		
	<i>There was Part2 business from 6.05pm – 7pm</i>		
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 – Mr B Tatham's term expires on 21 st September 2016 and Mrs P Hand and Mrs K Thomas terms end during November 2016 – all are willing to continue b) Governors appointed since last meeting – none c) Any vacancies to be filled – none d) DBS checks for Governors – everyone who needs one has done one and advice from LA was that those who already have one don't need to do it again. MP to check that KT's is valid. Actions: ST to progress reappointment of PH, BT, KT MP to check that DBS for KT is valid		July July
4.	Declaration of interest	F	
	There were no declarations of interests specific to the business of this meeting		
5.	Governance for 2016/17	S	
	<ul style="list-style-type: none"> • <u>Election of Chair and Vice-Chair for 2016/17</u> – chaired by the Clerk. PH and MK had been nominated by BT and were elected unanimously. • <u>Succession Planning</u> – to be discussed outside the meeting • <u>Committee structure, membership, Chairs and Terms of Reference for 2016/17</u> PH reported that the Chairs and PH, JS had met and agreed to retain existing structure and all Chairs had agreed to continue. KT thanked them all on behalf of the other Governors. The only change to committee membership is that DI will move to F and R from L&T swapping with LP. Full list prepared as Appendix A; Terms of Reference to be reviewed by Committees at Autumn meetings. • <u>Nominated Governors</u> – SEN & PP, and Safeguarding to continue as for 2016/17; LP to become Link Governor • <u>Dates for 2016-17 GB meetings</u> – see below • <u>Code of Practice for Governors</u> – This was agreed. It was also agreed that a separate school email system is not needed as sensitive information can be shared via the GVO. 		

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	<ul style="list-style-type: none"> • <u>Open or Closed meetings</u> – as previously both FGB and Committee meetings will be closed. • <u>Professional Negligence</u> - The following resolution was passed: "Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity" Actions: <ul style="list-style-type: none"> • ST to prepare Appendix • Chairs to arrange review of Terms of Reference • PH to consider succession strategy 		Aug Sept Aug
6.	Minutes of Previous Meeting	SFE	
	The Part 1 and Part 2 minutes of the meeting on 23 rd March 2016 which had been on the GVO were agreed and (2 copies of Part1 and 1 of Part2 were initialed on each page and signed at the end by the Chair)		
7.	Matters arising from the Minutes		
	Action Sheet (updated on GVO) All actions completed - TA has read safeguarding guidance; need to check with DI (though there is new guidance for September which will need to be read by all.		Sept
8..	Headteacher's Summer Term Report	E	
	<p>The report had been on the GVO. JS highlighted the main issues: Phonics – 92% passed this year following introduction of ReadWriteInc in a systematic way throughout the school also involving parents. As the curriculum has changed and expectations are higher so historical comparisons are difficult between this year and last (e.g. meeting end of year expectations is not the same as a level 2c) Provisionally above Surrey and national average for Reading and writing. 68% attainment for Maths though high figures for working at greater -depth in Maths, Reading and Writing.</p> <p>Discussion <u>Moderation:</u> MK asked why moderation happened for the second year running – JS didn't know though general agreement that this had advantages as it gives validation for our judgements as a school. <u>Staffing</u> BT noted that a Learning Support Assistant who provides substantial art input is leaving and asked if there is anyone else to take this on. KT suggested that there might be a parent with expertise who could help in the future. Staffing difficulties are being addressed by trying to ensure there is continuity with an early appointment and continuity of supply teacher. KT asked if parents were aware of the changes – these have been communicated.</p> <p><u>Maths attainment.</u> MP asked whether the maths results were lower because the pupils hadn't done the new system since reception. JS agreed that the main reason was because the assessment methodology has changed. LP suggested there might have been more focus and motivation for ReadWriteInc at the expense of Maths. KT asked if there's a scheme for Maths – JS is looking at schemes especially to support those with special needs. TA asked if JS was disappointed by the results especially in the light of the progress that he had observed during a monitoring visit. JS agreed and suggested that perhaps this was in part attributable to the split between calculation and other aspects across the week between the job sharers. This arrangement is being reviewed. MR – asked about support for GTA children. JS said that it is a question of recognizing who those children are and that the aim is to give children opportunities to explore wider issues through in-depth open challenges. LP asked whether there is a maths club – JS said that no one has been identified to run this.</p>		

	<p><u>Subject leadership</u> PH asked about subject leadership with changes in staff. Maths will be shared with JS; English and RE will be determined once new staff have settled in. TMB asked how much JS is teaching – he is teaching 2 days at present and will revert to 1 day when a member of staff returns from sick leave <u>Link to SDIP</u> PH suggested that areas for development identified will be incorporated in the SDIP next term.</p>		
	<i>There was Part2 discussion between 7.30 and 8.10</i>		
9	<p>Business from the Chair</p> <p><u>Publication of Governance information on School website</u></p> <ul style="list-style-type: none"> • A draft effectiveness statement for the work of the GB during 2015/16 had been on the GVO – there were no suggestions for amendments. • ST will be preparing a schedule of meeting attendance for checking and Governors will also be invited to confirm or amend their personal statements. <p>Actions</p> <ul style="list-style-type: none"> • MP to arrange for uploading of governance effectiveness statement on school website • ST to produce attendance record for checking by all governors (together with their personal statements) 		Sept Sept
10.	Reports from Committees and nominated Governors – headlines only	SFE	
a)	Finance and Resources Committee – some business was within the Part2 discussion		
	The report from the meeting on 26 th April was noted including that the budget continues to be carefully monitored.		
c)	School Community and Communications		
	<p>The report from the meeting on 13th June to which a link had been provided was noted.</p> <p><u>Open Day planning –</u></p> <ul style="list-style-type: none"> • Working Group to meet 1.30 – 3pm on Weds 14 Sept (all invited to participate either by attending the meeting or by submitting ideas). • MP had suggested that the planning meeting could be held on an INSET day – it was agreed that staff ideas should be canvassed then, though the planning meeting will still be on 14th September • MP suggested a survey of existing parents as to why they chose St Michael's. MR suggested it might be worth asking parents who attended the Open Day why they didn't choose the school. MP gave reasons such as transport difficulties and suggested it would be better to focus on positive aspects. <p><u>Open Day organization</u></p> <ul style="list-style-type: none"> • KT suggested that the Open Day could be better stage managed (eg performance by choir, discussion with staff, children showing prospective parents around). • LP asked whether part-time staff could come in for an extra day to free up the time of the teachers to speak to parents, although recognizing that this would have a cost implication. • KT suggested that there should be more than one Open Day. • Evening sessions were considered although children would not be present. MK suggested that some parents attend the Open Day and then visit the school when it's fully operational and that others come in a year in advance • LP asked whether the Open Day should be held sooner as the admissions process starts from 1st September. TMB suggested it shouldn't be too soon as the new Reception children would not have settled. JS suggested October before half term although the children will be tired. TMB said that parents will go to other schools to make comparisons anyway so that it would be better to be at the same time as other schools. It was agreed that the dates should be <u>Wednesday 3rd November am and Thursday 4th (both mornings and pm).</u> 		

	<ul style="list-style-type: none"> LP suggested that the banners need to be attractive. In response to a request from KT, JB agreed to arrange for the positioning of a banner on Box Hill School land. LP suggested that pupils from Box Hill could be invited to assist to strengthen links – it was agreed that there will be sufficient parents, friends and governors <p>Actions</p> <ul style="list-style-type: none"> All to attend or input to Open Day planning session at 1.30 on 14th September. All to assist when they can during Open Days –Wednesday, 3rd November (am) and/or Thursday 4th (am and pm). JB to arrange for permission for banner on Box Hill land. 		Sept Nov July
b)	Learning and Teaching Committee		
	<p>TA introduced the report from the meeting on 16/5) which had been on the GVO.</p> <ul style="list-style-type: none"> Data had been reviewed Monitoring – look outside before the meeting noting good characteristics including recovering from building works, proposals for mural, that funds have been secured to repaint the playground which is in progress and should be completed by the Open Days. Reviewed staffing to ensure continuity 		
12.	Governor Update (May issue on GVO)	S	
	<ul style="list-style-type: none"> White Paper - Two key articles were published on www.bettergovernor.co.uk detailing the key policy initiatives within the White Paper and the press statement updating the position on Academies on 6th May Promoting Better Governor service DBS checks for Governors – reminder of the requirements Surrey Chairs of Governors meeting – last meeting as this will no longer be funded 		
13.	Standing Items	S	
	<p>a) <u>Risk Register</u> – new version uploaded by TA prior to the meeting</p> <p>b) <u>Safeguarding</u> - JS reported:</p> <ul style="list-style-type: none"> new version of guidance (changes focus on monitoring and internet usage) will come into operation from September and needs to be read by all Governors. A safety day has been held (first aid, dogs, fire). Info about internet safety is on the website and e-safety has been covered in class <p>c) <u>Policy Review</u></p> <ul style="list-style-type: none"> SCC approved policies (all with 3 year review cycle): Photographic images, Health and Safety and Welfare, Freedom of information L and T reviewed policies – SEN (minor amendment only), Learning and Teaching (to be done during August) Data Protection – on GVO Timing of Policy Reviews especially statutory policies – list for review in 2016/17 was included on the GVO with the agenda. Most of the policies with 3 year reviews are for SCC and it was agreed that JS would review all these over the summer holidays for approval at the Autumn Term SCC meeting. Any statutory policies will be reviewed in line with model policies. It was noted that in future the DfE will issue statutory policies although the LA will still have responsibility for safeguarding. <p>d) <u>Governor Training</u></p> <ul style="list-style-type: none"> PH explained that needs should be reviewed in the light of academies and related issues and in relation to the available budget. She noted that quite a lot of training had been done by Governors recently within the agreement with the Diocese so renewal may be less of a priority. PRPay and Financial efficiency and Understanding Data are free offer by Babcock – all to consider as Open Day dates have been changed and attendance is now possible 		

	Actions: <ul style="list-style-type: none"> • JS to commence policy reviews over the Summer and all 3-year reviews to be considered at Autumn Term meetings (mainly SCC) • ST to upload revised policies • TA to amend risk register • All to read new safeguarding guidance 		Aug Sept Aug July Sept
14.	Any agenda items for next meeting <ul style="list-style-type: none"> • Committee Dates for 2016/17 – ST to upload from Cttee reports though SCC will be on 7/11 and L and T on 8th May • Policy reviews • Maths presentation (for December) • Academies update • Governor information on School website (confirmation) 	S	Aug
15.	What have we done at this meeting that has supported the headteacher and staff and improved the education for the children in our school? <ul style="list-style-type: none"> • Reviewed the evidence of progress by the pupils – thanks were expressed to JS and the staff • Open Day arrangements reviewed • Noted that a good staff team is in place for the future (including teaching staff, teaching assistance and administrative support) and that Governors had been involved in the appointments 	S	
16.	To note Governing Body meeting dates for educational year 16/17) – all <u>Mondays</u> at <u>7pm</u> 19th September 5th December 20th March 10th July	S	

The meeting closed at 8.45 pm

