

**PART 1 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 19th MARCH 2018 at 7.00 pm**

Governance Role

Strategic – S

Accountability – A

Challenge and Support – C

Present

Mrs P Hand (PH) – Chair	Mrs M Piggott (MP)
Mr T Ala (TA)	Mrs Micheline Smith (MS)
Mr J Banfield (JB)	Mr B Tatham (BT)
Mrs P Bliss (PB) – Executive Head	
Mrs L Packman (LP)	
In attendance	
Mrs B Smith (BS) – Clerk	

1.	The meeting opened with prayers led by JB	Role	Resp	Time
2.	Apologies for absence were received from Mrs K Thomas and Mrs M Kearley which were accepted. Mr T Ala had given apologies that he would be late for the meeting.			
	The meeting was quorate.			
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 – <i>JB's term as a Diocesan Foundation Governor ends on 31/8/2018.</i> b. <u>Governors appointed since the last meeting</u> – one Parent Governor has been nominated and elected; Micheline Smith. PH proposed MS join the Finance Committee, this was agreed unanimously. c. <u>Any vacancies to be filled</u> – Two Diocesan appointed Foundation Governors. Canon John Harkin will be approached and invited to become a member of the governing body. and PH would be speaking to someone else who was interested in becoming a governor.			
	Code of Conduct was signed by all governors present.			
	Actions: <ul style="list-style-type: none"> • BS to inform Babcock4S of Micheline Smith's appointment as Parent Governor. • PH to make enquiries on interested persons to become a Foundation Governor. 		BS PH	April

	<ul style="list-style-type: none"> MS to be registered on GVO and the Finance Committee listing BS to present Code of Conduct at next meeting for Mrs K Thomas and Mrs M Kearley to sign. 		BS KT/MK	May July
4.	Declaration of interest	A		
	<p>a. There were no declarations of interests relevant to the business of this meeting.</p> <p>b. All Governors present had now confirmed their entries to the Register</p>			
5.	Minutes of Previous Meeting	A		
	The Part1 and Part2 minutes of the meeting on 4 th December 2017, which had been on the GVO, were agreed . 2 copies of Part 1 and 1 copy of Part 2 were initialed on each page and signed at the end.			
6.	Matters arising from the Minutes	S/A		
	<p>Outstanding Actions from December 2017 meeting:</p> <ul style="list-style-type: none"> Item 3 – MP to add MS to school website. Item 10 - BS to explore future GVO arrangements with SLS – ongoing. PB to discuss the use of technology with other schools with shared management arrangements – ongoing. Item 14 - PB/BS – to consider whether Complaints and Staff Behaviour (Code of Conduct) policies should be reviewed now in the light of new model policies – PB advised this was due for review PB agreed to ensure Emergency Plan was up to date. Safeguarding policy review – completed, MP to upload to school website. <p>7.20 TA arrived.</p>		MP BS PB PB PB MP	May Ongoing ongoing
7.	Joint Meeting with Governors from Newdigate School	S/A		
	See Part 2 Minutes.			
8.	Business from the Chair including any (emergency) Action taken			
	<ul style="list-style-type: none"> The school had consulted regarding an adjustment to school hours. The school were receiving responses from parents with any issues being addressed by the school. Parents would have six months' notice of a change in school hours. TA advised that parents should receive an explanation for consultations in future. Other actions noted below under Admissions and Finance and Resources. 			
9.	Executive Headteacher's report for the Autumn Term	C/A		
	The report was issued at the meeting due to PB having an Ofsted inspection at Newdigate School the previous			

<p>week. The report was linked to the School Development Plan (SDP) and would be made available on GVO.</p> <p>PB highlighted key points:</p> <ul style="list-style-type: none"> • Admissions for September 2018 were looking more positive than initially thought but remained lower than hoped. One first choice applicant had been deferred from the previous year and would be out of chronological year group. This had been approved by the Chair under Chair's Actions. <p>Staffing was stable. TAs supporting SEND children would need to be redeployed in September 2018 due to the number of SEND children leaving at the end of the academic year. The school has had a Home/School Link Worker (HSLW) funded as part of the core service through the DSP. This has been a valuable service for vulnerable families but is not currently in place as the HSLW allocations were readjusted by the DSP in the autumn term 2017 and the need for support here at St.Michael's was felt to be lower than other schools. This service will no longer be funded as part of the core service from September 2018 and schools will need to pay additional funds to access this. Limited TA support in Year 1 (no class TA) and Year 2 (TAs mainly allocated to SEND support) has limited the potential for intervention sessions for children making low progress. This has been addressed to some degree using extra time with HB who is working with identified individuals/groups.</p>	PB	April
<ul style="list-style-type: none"> • Parent Survey – the main comments received were regarding parents being unsure of feedback regarding children's progress. One parent had also requested clarification about the role of an Executive Headteacher. PB suggested a letter be issued to parents to clarify this. JB noted that PB's presence at the Mothers' Day Service evidenced good PR. • Maths Mastery (Singapore Maths) – It was felt that this project had not yet built up the momentum initially hoped for but would continue to be led and completed by RH. • The Safeguarding Audit had been completed. PB had introduced a 'First Concern' form for staff to complete. SP was the Designated Safeguarding Lead (DSL) and MP the deputy DSL. • An ELSA Station is being made which will provide a calming therapeutic area for children that need time out. A traffic light system had been introduced as a visual aid for behavior. PH asked if this would be a problem for children who were colour blind as red and green would appear the same colour to them. PB suggested that maybe the traffic light could be held low, middle or high to also indicate the colour to help address this problem. 	PB	May

	<ul style="list-style-type: none"> • Pupil Progress meetings were held to identify children who were in need of interventions, a limited availability of TA hours has made this difficult to organise. • GB were reminded that current Year 2 SATs results would not be likely to match last year's due to the nature of the current cohort, which includes 3 EHCP pupils with significant needs. Detailed information was shared with the L&T committee and summarized in the data booklet • Staff had attended training and moderation sessions to ensure integrity of the school data. • Phonics Screening data may be skewed by the low numbers in Year 1, 1 child represented 6%, The school are currently targeting 81% to match the National pass rate, but this is ambitious. • Boys' writing was identified as a focus. • LP thanked PB for the detail provided in the report. 			
10.	SDIP			
	<ul style="list-style-type: none"> • Discussed within Headteacher's Report (Item 9). 			
11.	Reports from Committees and nominated Governors	S		
	<p>a. Finance and Resources Committee</p> <ul style="list-style-type: none"> • Report (meeting on 26th February 2018) • Terms of Reference – agreed without amendment. • SFVS for formal approval – PH had signed the SFVS under Chair's Action. • Budget Monitoring - JB explained that the Budget predicted a surplus of £15,000 which would mean the school would be in a reasonable place for this year. Further resources could be needed, a lot of savings had been made but there could be more funding needed for staffing in the next two years. The committee had agreed to fund additional time for TA to enable Intervention sessions to be organized this term. • LCVAP – BT informed the meeting that two bids had been submitted for LCVAP funding, one for repairs and one to improve security at the school gate. The governors would need to pay 10% of the cost of these. The school would know if the bids were successful after the Easter holidays. • Policies – Staff pay related policies are being updated so they are in line with good practice and HR guidance. <p>b) Learning and Teaching Committee</p> <ul style="list-style-type: none"> • Report (meeting on 5th March) – TA explained that there was a need to consider how to manage a good cycle of IT provision/equipment in school including the cost of Broadband. PD said that LD was currently looking at the costs of different providers. MP said that many of the school PC's were old and not compatible for security updates meaning they could not connect to the internet. TA suggested an inventory should be made of 			

	<p>all equipment currently in place to enable the school to create a rolling programme of replacements/updates. It was noted that the school were addressing the work/life balance of staff which was currently considered high risk.</p> <ul style="list-style-type: none"> • Policies SEND policy to be carried forward with no amendments. <p>Actions</p> <ul style="list-style-type: none"> • MP to organise an inventory of IT equipment to enable a rolling programme of replacements/updates to be made. • TA to adjust the Risk Register to account for considered higher risk of work/life balance of staff. 		MP TA	
12.	Standing Items	A		
	<p>a. Risk Register – Register may need adjusting following the Diocese and local schools meeting on 20.3.18</p> <p>b. Safeguarding – Safeguarding Audit had been completed. The Single Central Record had been checked and was confirmed to be up to date.</p> <p>c. Governor Training - new governors would be attending Induction Training and Prevent/Safeguarding training. MP agreed to check if any governors were due to complete Safeguarding/Prevent update training. LP requested to observe RE as the new RE link governor but asked for information to help in this role. PB said that Gayle Priestly the RE SL from Newdigate School would be visiting the school and could provide information regarding RE and SIAMs.</p> <p>Actions</p> <ul style="list-style-type: none"> • PH to review the Risk Register. • MP to check and inform any governors due to complete Safeguarding/Prevent training. • PB to arrange for Gayle Priestly, RE SL from Newdigate School to meet LP regarding role of RE link governor. 		PH MP LP	May April April
13.	Policy Review			
	<p>a. Complaints; Staff Behaviour (Code of Conduct) – approved.</p> <p>b. SEND – approved.</p> <p>c. Admissions Policy 2019-20 – PH advised that there had been a small change in terminology on advice from Surrey. Approved.</p>			
14.	Admissions			

15.	<p>Governor Update – Dec 2016</p> <p>December issue –</p> <p>GDPR (General Data Protection Regulation) – Following general discussion it was agreed that GDPR be added to the Risk Register. MP confirmed that she had attended GDPR training with LD.</p> <p>Actions</p> <ul style="list-style-type: none"> • PH to add GDPR to Risk Register. 				
16.	<p>Any agenda items for next meeting</p> <ul style="list-style-type: none"> • HT's Summer Term report • Chairs, Committees, Nominated Governors for 2018/19 • Meeting dates for 2018/19 • Policy review for 2018/19 • LCVAP • IT Strategy • GDPR – link governor and DPO • GST – update 				
17.	<p>What have we done at this meeting that has supported the headteacher and staff and improved the education for the children in our school?</p> <ul style="list-style-type: none"> • Challenging and supportive questioning to establish that pupils' progress and achievement are good showing an understanding of the school data. • Approved increase of TA hours for Interventions. • Looked at the development of new arrangements of Leadership/staffing. • Appreciation of creative thinking regarding use of LCVAP funding, Sports Premium and SEND funding. 				
18.	<p>To note Governing Body meeting dates for remainder of educational year 17/18) – all <u>Mondays at 7pm</u></p> <p>9th July 2018</p>				
19.	<p>Part2 <u>Confidential</u> business (separate agenda)</p>				

The meeting closed at 9.00 pm.

Signed  Date 9/7/18

Chair of the Governing Body of St Michael's C of E (Aided) Infant School, Mickleham