

**Minutes of the 1st Autumn Term Meeting of the Governing Body of
St Michael's Church of England Infant School Mickelham
on Monday 19th September 2016**

Present

Mrs P Hand (PH) – Chair Rev. M Raby (MR) Mrs L Packman (LP) Mr T Ala (TA)	Mrs M Piggott (MP) Mr J Smith (JS) – Headteacher Mr J Banfield (JB) Mr B Tatham (BT) Mr D Irvine (DI) from 8.05
<u>In attendance</u> Mrs S Tanton (ST) – Clerk	

Governance Role

Strategic – S

Accountability – A

Challenge and Support – C

		Time
1.	The meeting opened at 7pm with prayers led by MR	
2.	Apologies for absence	
	Agreed apologies for absence – Ms T Meredith-Bass (TMB), Mrs K Thomas (KT) Mrs M Kearley (MK) Quorum is 6 Governors (0 vacancies out of 12)	
3.	Constitution of the Governing Body – A	7.05
	<p>To bring to the Governors' attention:</p> <ul style="list-style-type: none"> a) <u>Governors whose term of office is due to expire before the next meeting or this academic year</u> As identified at the last meeting PH and KT's terms as PCC appointed Foundation Governors end on 19/11/2016. b) <u>Governors appointed since the last meeting</u> – Following receipt of emails since the last meeting from a majority of the GB to the reappointment of BT as LA Governor, Surrey CC have agreed to this. This will be for 4 years from 22/9/2016. MR reported that the Parochial Church Council of St Michael's Church, Mickleham, have unanimously approved the reappointment of Pat Hand and Karina Thomas as PCC representatives on the Governing Body of St Michael's Infant School, Mickleham, for 4 years with effect from 20th November 2016. c) <u>Any vacancies to be filled</u> – none d) <u>Succession Strategy</u> – no progress e) <u>Alternative voting arrangements</u> <p>The arrangements agreed at the September 2014 and 2015 meetings 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></p> <p>Actions: ST to report appointment of PH and KT to the Diocese and Babcock PH to consider succession strategy</p>	Nov Nov
4.	Committees and Nominated Governors - S	

	<ul style="list-style-type: none"> The arrangements as further amended since the July meeting will be uploaded on the GVO Committee Chairs noted that Committee Terms of Reference should be reviewed at the Autumn Term meetings and be reported to the December GB meeting <p>It was noted that the Dorking Partnership is currently less active although the school is contributing financially and still using some services. The next meeting is on 21st November (to be attended by TA)</p> <p>LP to cover Child Protection/Safeguarding if MK cannot do this now she has changed her working pattern.</p> <p><u>Dates of meetings</u></p> <ul style="list-style-type: none"> Finance and Resources – 28/9 (special), 30/11, 8/3, 26/4 (Pay Cttee – 5/10) – please note all are now Weds to fit with new bursar's work pattern. Learning and Teaching – 7/11, 20/2, 8/5 School Community and Communications – 21/11, 27/2, 12/6 	
5.	Declaration of interest and Publication of Information (on School Website and, now, on national database (Edubase) – A	
	<p>a) There were no declarations of interest relevant to the business of this meeting</p> <p>b) Those present confirmed/amended their entries on the register – TMB, KT, MK to do this</p> <p>a) All Governors had been asked to check the information proposed for publication on the school website including attendance at meetings last year. Confirmation awaited from KT, TMB and MK.</p> <p>b) The Governors noted the new requirements for the inclusion of information on the Edubase data base from this September.</p> <p>c) Governors 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>Actions:</p> <ul style="list-style-type: none"> TMB, MK and KT to confirm entries on school website including meeting attendance last year TMB, MK and KT to confirm/amend declarations of interest ST/MP to arrange to upload information to School website and Edubase 	<p>Asap</p> <p>Asap</p>
6.	Emergency Procedures – S	
	<p>The emergency contact form was completed during the meeting (apart from for MK as Vice-Chair). It was noted that the current Emergency Plan should be sent to the Area Education Office.</p> <p>Actions:</p> <ul style="list-style-type: none"> ST to contact MK re emergency contact information and forward to Babcock and Diocese MP to forward current Emergency Plan to Area Education Office 	<p>Asap</p> <p>Asap</p>
7.	Minutes of Previous Meeting	
	<p>The Part 1 minutes of the meeting on 18th July 2016 which had been on the GVO were confirmed and 2 copies were initialed on each page by the Chair and signed at the end.</p>	
8.	Matters arising from the Minutes	
	<p>a) The updated Action Sheet from the July meeting which had been on the GVO was noted</p> <p>b) Open Day</p> <ul style="list-style-type: none"> Wide ranging publicity including nurseries, playgroups, supermarkets etc; Banners: hanging of banners has been agreed with Box Hill school (10th – 31st October) and owner of the fence at the entrance off the A24 into Westhumble ; PH reported that a licence for a banner in West St would be £200 plus the cost of the banner and erection – it was agreed that this would not be cost-effective and it may not be popular with other local schools. All to assist when they can during Open Days – Wednesday, 2nd November (am) and/or Thursday 3rd (am and pm) – nb dates corrected from Action Sheet 	

	<ul style="list-style-type: none"> • Involvement of pupils – handing out leaflets, boards in hall, singing, personal statements. • Starting tour at different points possibly with Governor and parent for each. • JS to speak to staff so that they can both supervise activities and speak to parents (possibly bringing in all teachers on that day) • 2nd meeting for 20/10 and briefings. • All to consider if there are any homes with young children who might be considering entry to school and arrange to deliver a leaflet • MK had also sent a note with a few suggestions which will be passed to JS <p>c) Risk Register - TA to amend risk register – 2 risks in draft (for comment by PH and JS)</p> <p>Actions:</p> <ul style="list-style-type: none"> • All to assist when they can during the Open Days • All to consider any scope for delivering leaflets to households • TA to amend Risk Register (in discussion with JS and PH) 	2/11, 3/11 Asap Asap
9.	Business from the Chair including any (emergency) Action taken	
	No Part1 business to report apart from work in the garden with BT	
10	Update from the Head - C	
	<p>a) Staffing – JS updated on staffing changes for the term. The Governors congratulated JS for organizing stable, sustainable and enthusiastic staffing arrangements</p> <p>b) School Development and Improvement Plan</p> <p><u>Overview:</u> JS outlined overall proposals for leadership and the forthcoming SIAMs review; The plan allocates responsibilities to each Committee which will assist them to identify areas for monitoring with focused visits and reports back. TA suggested that the context at the beginning refers to 4 years ago and wondered if there are more recent external influences that can be identified to reinforce the statements. JS to consider</p> <p><u>Learning and Teaching:</u></p> <ul style="list-style-type: none"> • The focus will be on challenging those who are achieving more and ensuring that the progress of pupils who need more support is addressed. • <u>Maths</u> TA had been surprised that, whilst reading writing and phonics were above the national average this was not the case for Maths. JS explained that the results for higher ability children were above the national average; for those needing more support the results had been below national average. TA had noted that the methodology appeared sound at the beginning of the year and wondered if there was more that needed to be done. JS explained that the assessment methodology had changed and new initiatives were being introduced including: continuity through the week on calculation; regular mental maths; physical apparatus to reinforce concepts; a new action plan; an on line games scheme was being considered (though MR warned of the potential for obsession by children keen to be on computer continuously); and a maths week. • <u>Reading</u> – continual focus; • <u>Writing</u> to remain highlighted in the plan (still less progress by boys than girls); • <u>Welfare</u> – focus on teaching children about keeping safe, healthy eating (on-line site – which could be funded from sports premium and also used for IT). • <u>Whole school rules</u> now rationalized and linked with Christian values. • <u>Data</u> <p>PH suggested that Governors need to be much more aware about shifts in assessment and data in the context of Early Years (as this is crucial for children when changing schools). JS said that schools will need to identify their own methods for this term as Raise Online data will not be available till December.</p> <p>Actions:</p> <ul style="list-style-type: none"> • JS to amend SDIP in the light of discussions about the introductory statements • Chairs to develop monitoring programmes in relation to SDIP priorities – MR, JB,TA 	Oct Autumn meetings

	<i>There was Part2 discussion between 7.50 and 8pm</i>	
11.	Policy Review – S, C	
	<p>Reviews of the following policies have been completed by JS in discussion with a member(s) of the relevant Committee. Where there had been changes the revised draft had been uploaded on the GVO under "Policies under development" to enable other Governors to look at the changes if they so wish. There were no further changes and therefore the following policies were approved: FR - Lettings – minor change to wording about car parking</p> <ul style="list-style-type: none"> a) FR - Financial Regulations – minor changes b) FR - Pay Policy – updated to reflect new model policy for 2016-17 c) FR - Finance Policy – name changes d) FR - Charging and Remissions – no changes e) LT - Learning and Teaching policy – now includes Early Year Foundation Stage f) LT - Special Educational Needs – no change (just reviewed) g) LT - Educational Visits – no change h) SCC - Health, Safety and Welfare – no changes i) SCC - Allegations against staff – no changes j) SCC - Attendance (staff) - this has major additions and follows the 2013 Babcock 4S model policy (new sections on Recording and Reporting absence) k) SCC - Governors' Induction – a few minor changes l) SCC - Recruitment and Selection – no changes m) SCC - Responding to parents' Concerns – no changes n) SCC - Behaviour – whole school rules now included to reflect our values o) SCC - Staff Grievance – no changes p) SCC - Induction of NQT staff q) SCC - Children with Medical Needs r) SCC - Pupil Attendance <p>There will be a new SCC - Staff Conduct and SCC - Child Protection Policy to reflect the new KCSIE from September 2016 which will be considered by SCC and reported to the December meeting.</p> <p>JS considered that the approach of reviewing most policies at the start of the year had been better as he had been able to concentrate on the reviews in a more sustained way and the Governors agreed that approach was more effective</p> <p>It was noted that there had been a focus on outcomes in the reviews as several had been amended in the light of monitoring including L and T, Lettings, H and S and Special Needs, Behaviour, Recruitment and Selection. Future monitoring visits will also be linked to policy reviews.</p> <p>Actions:</p> <ul style="list-style-type: none"> • ST to tidy all approved policies (headings and review box etc) as necessary and upload as the current policies Oct • JS to prepare SCC - Staff Conduct and SCC - Child Protection Policy Oct • MR – SCC to consider Staff Conduct and Child Protection policies • Chairs to ensure that monitoring visits are linked to the review of policies Autumn 	
12.	Standing Items – S	
	<ul style="list-style-type: none"> a) Safeguarding –KT, MK, TMB to confirm they have read the latest guidance b) Governor Training – LP possibly to attend further Child Protection training 	<p>Asap</p> <p>Oct</p>
13.	Agenda items for next meeting	

	<ul style="list-style-type: none"> • Committee Terms of Reference • Maths Presentation • Admissions for Autumn 2018 • Headteacher's report • Safeguarding report for 2015/16 • Policy reviews – SCC - Staff Conduct and SCC - Child Protection Policy • Academies update • Babcock Clerks' briefing/Surrey Governor Updates – ST will be attending on 20/9 and will draw attention to any issues via GVO • Admissions 	
	<i>DI joined the meeting at 8.05pm</i>	
14.	Governors' Fund Update	
	<p>There is currently £775 in one account from which £189 is to be paid to the Diocese to settle an outstanding invoice resulting in a reconciled balance of £586. There is £8993 in the other account. c£9580 is therefore available. DI will arrange for an independent examination of the accounts and will upload a formal statement on the GVO. This may need to include some information from the previous year.</p> <p>Actions: DI to prepare formal accounts and arrange an independent examination</p>	By Dec
	<i>There was Part2 discussion between 8.10 and 8.55pm</i>	
15.	What have we done at this meeting that has improved education for the children in our school?	
	<ul style="list-style-type: none"> • SDIP reviewed to focus on appropriate priorities for the School • Policies reviewed to achieve outcomes • Planned to structured work in the academic year to focus on the SDIP priorities and policy review 	
17.	<p>The Governing Body meeting dates for educational year 16/17 were noted – all Mondays at 7pm</p> <p>5th December 20th March 10th July</p>	

The meeting ended at 9pm

Signed.....

