

**MINUTES OF THE 1ST AUTUMN TERM MEETING OF THE GOVERNING BODY OF
ST MICHAEL'S CHURCH OF ENGLAND INFANT SCHOOL MICKELHAM
HELD AT THE SCHOOL ON MONDAY 14th SEPTEMBER 2015**

Present

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| Mrs P Hand (PH) – Chair Mr D Irvine (DI) – <i>from 20.40</i> Ms T Meredith-Bass (TMB) Mrs M Kearley (MK) | Mrs M Piggott (MP) Mr J Smith (JS) – Headteacher Revd M Raby (MR) |
| <u>In attendance</u> Mrs S Tanton (ST) – Clerk | |

Governance Role

Strategic – S

Accountability – A

Challenge and Support – C

| 1. | Opening Prayers – the meeting opened at 7.05 with prayers led by Revd. M Raby | Role | Resp | Time |
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| 2. | Apologies for absence Apologies for absence were accepted for Ben Tatham, Susan Standen, John Banfield, Karina Thomas Tour Ala was also absent The meeting was quorate (Quorum is 6 Governors - 0 vacancies out of 12) | | | |
| 3. | Constitution of the Governing Body The Governors noted: a) <u>Governors whose term of office is due to expire before the next meeting or this academic year</u> – TA: term as PCC Governor ends on 11 th September; MP: term as elected Staff Governor ends on 20 th September b) <u>Governors appointed since the last meeting</u> – a) The PCC will meet on Mon 21/9 and consider the reappointment of TA as PCC Governor. b) JS reported that MP had been re-elected as staff Governor with effect from 21 st September. c) <u>Any vacancies to be filled</u> – Mrs S Standen will be resigning as a Diocesan Foundation Governor following this meeting. PH has initiated the process of identifying a new Governor (via SGOSS) with finance skills (a need confirmed by the skills audit) <u>Skills Audit</u> a) PH had uploaded the results in advance of the meeting which demonstrate strength in the areas which are essential and identifies a few areas where there is a need for additional skills in the context of succession planning. TMB identified understanding of special needs as an area for improvement and there is the opportunity of training in this area and Pupil Premium. Procurement and project management could be required skills when there is next a vacancy. Keeping up with educational developments is an ongoing need – ST advised that there is a weekly letter from the National Governors Association (PH to investigate) and Governor e-learning (GEL) web site 'Hot Topics' is another source. Governors found the audit helpful to identify personal training needs. | S | | |
| | <u>Alternative voting arrangements</u> b) The following arrangements were again agreed: "... 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 | | | |
| | | | MR | 21/9 |
| | | | PH | Oct |
| | | | PH | Oct |

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| | <p><i>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>" PH reminded the GB that the latter mechanism has already been used successfully (eg election of Vice-Chair)</p> <p>Actions:</p> <ul style="list-style-type: none"> • MR to report on re-election of TA as PCC Foundation Governor • PH to pursue identifying a new Diocesan Foundation Governor • PH to investigate obtaining weekly NGA newsletters for all • All to consider additional training including knowledge of special needs and Pupil Premium | | | |
| 4. | <p>Committees and Nominated Governors</p> | | | |
| | <p>a) The election of Melanie Kearley as Vice-Chair (conducted via the GVO in August) was noted and thanks were expressed to her for volunteering to fill this statutory office.</p> <p>b) The appointment of Duncan Irvine as responsible for the Governors' Fund (agreed via the GVO in August) was noted and he was thanked for taking this on. Final handover from SS to be arranged.</p> <p>c) The arrangements for Committees agreed at the July meeting (on GVO) were confirmed</p> <p>d) Programme of dates for Committees</p> <ul style="list-style-type: none"> • SCC – 2/11; 29/2 & 13/6 confirmed after the meeting(Mondays) • FR – 30/11 (Mon); 14/3 (Mon); 26/4 (Tues) • LT – 12/10; 1/2; 16/5 <p>e) Effectiveness of Committee Structure – discussion led by PH based on a summary which had been circulated via the GVO with some questions and the TOR for each committee which had been highlighted with the agenda. It was noted that responsibility for Statutory Inspections of Anglican and Methodist Schools (SIAMS) had moved from L and T to SCC. DI is to attend a relevant course (Christian Distinctiveness) and PH and TMB had attended a course on the depth of SIAMS.</p> <p>In response to JS' question as to whether the structure which had been operating for a year was better than before MP advised that it distributes the workload better though some administrative issues remain, including the need for minutes and action sheets to be issued more promptly. ST suggested that draft minutes could be circulated and could incorporate action points. DI suggested that the action points could probably be summarized the day following the meeting. Responsibility for finalizing the agenda is with the Chairs. F and R is administered by Sam Rathband at the moment; DI offered to be responsible for producing the Action points list and Minutes for L&C; SCC is administered by MR and PH. ST prepares the draft agendas for the Chairs for L&T and SCC. JS finds that the timings of meetings is sometimes difficult as it means he and MP stay late though he recognized that evening meetings are more likely to attract new Governors. It was noted that F and R meets during the day and that working parties should meet during the day if possible. The reduction in the overall number of meetings has been beneficial.</p> <p>Actions:</p> <ul style="list-style-type: none"> • DI to complete handover of Governors Fund from SS • ST to check all committee dates are in the calendar • DI to prepare Action points list and Minutes for L&T | <p>DI</p> <p>ST</p> <p>DI</p> | <p>Asap</p> <p>Asap</p> <p>Asap</p> | |

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| 5. | Declaration of interest and Publication of Governor Information | A | | |
| | <p>There were no declarations of interest relevant to the business of this meeting. All had been asked to complete new Register of Interests forms. It was <u>agreed</u> that, as previously, the local organisations to be included should only be those in Surrey where the Governor is an officer or trustee. A listing of the information proposed to be published on the School website had been circulated in advance of the meeting and Governors were asked to confirm that this was accurate.</p> <p>In addition it was noted that there is a new requirement to publish the attendance record for individual Governors at the full GB and Committee meetings during the previous academic year and that information for Governors who had served during the previous academic year should also be included. It was <u>agreed</u> that the Code of Conduct agreed in July should be amended to reflect the requirement relating to attendance. ST is waiting for B4S to provide good practice examples of uploaded information which can no longer be as a pdf and has to be integrated within the website.</p> <p>Actions:</p> <ul style="list-style-type: none"> • KT and TA to complete new Register of Interests forms • ST to amend Code of Conduct • ST to compile information required for publication | | KT/TA | Asap |
| | | | ST ST | Asap Asap |
| 6. | Emergency Procedures | A | | |
| | A list of contacts was completed during the meeting. ST to send to B4S/Diocese | | ST | Asap |
| 7. | Open or Closed Meetings | S | | |
| | It was agreed that the meetings should continue to be closed | | | |
| 8.. | Professional Negligence | A | | |
| | It was resolved that: <i>"Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity"</i> | | | |
| 9. | Confidentiality Statement | A | | |
| | It was agreed that the following statement should be included on minutes and other governing body minutes "Governors must respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting." | | | |
| 10. | Minutes of Previous Meeting – on GVO | A | | |
| | <p>The Part 1 minutes of the meeting on 13th July 2015 were agreed and 2 copies were initialed on each page and signed at the end by the Chair.</p> <p>The Part 2 Confidential minutes of the meeting on 15th July 2015 were agreed and 1 copy was initialed on each page and signed at the end by the Chair.</p> | | | |
| 11. | Matters arising from the Minutes | | | |
| | <p>The Action Sheet from the July meeting had been on the GVO. The main outstanding action is for F&R to consider possible playground improvements (suggested by the school's SENCO co-ordinator)</p> <p>Item 16 – <u>Governors' Fund Final Statement.</u> SS had provided an updated schedule showing invoices paid to the diocese. By her calculations there is £2,128.97 in the Governors fund at the school (awaiting payment of any more invoices) together with amounts in the Skipton and CAF ie there is £15,862.80 left to spend. The Santander account has been closed. It is not clear whether all income has been paid in.</p> <p><u>The future of the Charity Number 311911</u> – there had been email correspondence on this and JB/PH are awaiting information from the</p> | S/A | JB | Oct |
| | | | DI | Asap |
| | | | JB/PH | Asap |

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| | Diocese prior to a possible decision to close the Charity. HMRC have provided a form to PH asking about current contact details and this was passed to DI. Actions: <ul style="list-style-type: none"> • F&R to consider possible playground improvements – JB • DI to complete handover of Governors’ Fund from SS • JB/PH to report on discussions with Diocese re 311911 | | | |
| 12. | Business from the Chair including any (emergency) Action taken | | | |
| | PH and MP had arranged the renewal of licence for GVO costing c£1k for 2 years then allowing for a review after 4 years of operation. The agreement includes full support from SLS though this hasn’t recently been called on. | | | |
| 13 | Update from the Head | | | |
| | <ul style="list-style-type: none"> • Reception classroom had been redecorated • There had been an increase in pupil numbers • The start of school day had been reorganized (there had been correspondence about this) and the transition is progressing smoothly. • Staffing has stabilized • INSET days have been held with a focus on phonics to ensure consistency • A Breakfast Club has started run by parent volunteers. PH asked how many children are attending. JS said there had been between 2 and 5 in the first week and that he expected numbers to increase. • After School Clubs run Mon – Thurs (3 sports and 2 non-sports clubs) <p>There will a full written report at the next meeting</p> | | | |
| 14. | Building Project – Progress | S | | |
| | The final invoice is still outstanding. DHP have not yet reached a final agreement with the contractor despite meetings and attempts to contact staff now that they have returned from holiday. As a result at present it is not yet possible to furnish library fully. | | BT | asap |
| 15. | Admissions for 2017/18 | S | | |
| | It was noted that the dates for consultation and determination of any changes to the admissions criteria had been brought forward. | | | |
| 16. | School Development and Improvement Plan | S | | |
| | <p>JS outlined the main features of the updated plan.</p> <ul style="list-style-type: none"> • There will be a focus on writing and phonics. • Subject leadership is being developed, providing for increased accountability. B4S support has been used and Action Plans are being developed. • The Vision and ethos are now being embedded in the school day-to-day (eg Responsibility is currently the value of the month) <p>Actions: JS to post draft SDIP on GVO by first week of October 2015 so each Committee can develop monitoring plans leading to reports for FGB.</p> | | JS/ Chairs | |
| 17. | Surrey Governor Update and Clerks’ Briefing (9th Sept) – ST | | | |
| | <p><u>Surrey Governor Update – July</u></p> <ul style="list-style-type: none"> • British Values to be incorporated in curriculum etc – JS advised that there had been a staff meeting today (14/9) which had also reviewed the Prevent guidance and steps would be taken to promote values (democracy, individual liberty, rule of law, mutual respect and tolerance) through the curriculum within Circle Time, the School’s Christian ethos and to assemble evidence of this. • Safeguarding lead – all staff undertake 3-yearly in depth training • New Ofsted framework – 5th Oct GB development meeting | | | |

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| | <p>(facilitated by supported by B4S)</p> <ul style="list-style-type: none"> Coasting schools - noted Baseline assessment for Reception Year – training has been undertaken and a system chosen working with other Dorking schools including moderation <p><u>Clerks briefing</u> – oral update following B4S briefing on 9th September Safeguarding – MK is to attend a course; DI is doing training in his role as a Councillor; Safeguarding monitoring report to next meeting</p> | | | |
| 18. | Standing Item | | | |
| | <ul style="list-style-type: none"> a) Academies and Partnership update – no information b) Risk Register – amendment to be made re SEND c) Policy Review – see Action Sheet for outstanding issues d) Governor Training – Ofsted Framework (GB session booked on Monday 5th October); Data – MP; DI Christian Distinctiveness; PH Leadership/Governance through National College and PRP, MK – Safeguarding <p>Actions:</p> <ul style="list-style-type: none"> TA to update Risk Register Policy Review – ST/JS to amend and upload outstanding policies All to complete evaluation forms for training | | TA ST/JS PH/MK /DI/MP | Asap Asap |
| 19. | Any agenda items for next meeting | | | |
| | <ul style="list-style-type: none"> Safeguarding report for 2014/15 – including new guidance HT's report for Autumn Term Visit from another member of staff (possibly subject lead) – phonics and writing was suggested – MK to support her at the meeting | | JS JS JS/MK | Dec Dec Dec |
| 20. | What have we done at this meeting that has improved education for the children in our school? | | | |
| | <ul style="list-style-type: none"> Planned Governor training will improve monitoring Reflected on SDIP Reviewed and consolidated structure to be more effective, identifying strengths and weaknesses Parents will know who Governors are once fuller information is included on the School website. | | | |
| 21. | <p>To note Governing Body meeting dates for remainder of educational year 13/14) – all <u>Mondays and all starting at 7pm</u></p> <p>5/10 – development (Ofsted framework) 7/12 21/3 11/7</p> | | | |

The meeting ended at 8.45pm

Signed.....