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School file

PART1 MINUTES OF THE SPRING TERM MEETING OF THE GOVERNING BODY OF
ST MICHAEL'S CHURCH OF ENGLAND INFANT SCHOOL MICKELHAM
HELD AT THE SCHOOL ON MONDAY 20th March 2017

Mrs P Hand (PH) – Chair Mr T Ala (TA) Mr J Banfield (JB) Mr B Tatham (BT)	Mrs M Piggott (MP) Mr J Smith (JS) – Headteacher Ms T Meredith-Bass (TMB) Mrs K Thomas (KT) – arrived 7.10
In attendance Mrs S Tanton (ST) – Clerk	

Governance Role

Strategic – S

Finance – F

Educational Performance - E

1.	Opening Prayers by JB at 7.05		Actions	
2.	Apologies for absence	Role	Resp	Time
	Apologies for Absence accepted - Mrs L Packman (LP), Revd. M Raby (MR), Ms M Kearley (MK), Mr D Irvine (DI) The meeting was quorate – initially 7 then 8 present (Quorum is 6 Governors - 0 vacancies out of 12)			
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 – none b) None. c) Any vacancies to be filled – none d) Succession Strategy – yet to be developed		PH	Summer
4.	Declaration of interest	F		
	There were no declarations of interest relevant to the business of this meeting.			
5.	Minutes of Previous Meetings	S/F/E		
	The Part1 minutes of the meeting on 5 th December 2016 (Link provided) were confirmed and 2 copies were initialed on each page and signed at the end			
6.	Matters arising from the Minutes			
	Action Sheet (link provided to updated version) <ul style="list-style-type: none"> ToR for F and R reviewed with no change at last meeting DBS forms completed by BT - to check re DI <i>KT arrived at 7.10</i> <ul style="list-style-type: none"> PH to do safeguarding course in June Babcock are offering courses from National College free of charge together with free live webinars (recording is then available). BT suggested MAT course would be useful. All to consider National College courses; PH to circulate list of webinars. LP has sent email re on-line GEL courses TMB to sign up to Raise online depending on the dates 		MP/DI PH All/PH TMB	Asap June Asap Asap
7.	Reports from Committees and nominated Governors	S/F/E		
a)	Finance and Resources Committee		JB	

	<ul style="list-style-type: none"> • Report (meeting on 8th March) introduced by JB • Terms of Reference – reviewed with no changes • SFVS formally approved by GB • Budget Monitoring – more or less on track • Policies – Finance and Charging/Remission, Financial Regulations, Governors Expenses, Whistleblowing – all agreed without change <p>Action: ST to upload latest versions of reviewed policies</p>			
b)	Learning and Teaching Committee			
	<ul style="list-style-type: none"> • Report (meeting on 20th Feb – link provided) introduced by TA • Thanks to PH and JS for leading the Part1 business items. • SDIP reviewed and has been amended following the Ofsted report. • Reading and Writing outside English is to be focused on; there will be a Book Scrutiny later this week. • Monitoring of the Library was undertaken by the Committee which was positive – any remaining worn and out of date books will be weeded out. TA had noted that the Oxford Reading Scheme books do not follow Read Write Inc. JS advised that books for the latter scheme are currently kept in school though there are plans to acquire a set for use at home. JS reported that the ex-Dorking Librarian is working voluntarily in the Library on Wednesday afternoons and plans to do this for the next 3 years. She is planning a reading competition and will review the stock. BT asked if there are books elsewhere - JS said that there is still a small book corner in each classroom and there is some stock still to be unpacked and reviewed. • TMB suggested making a list of books required so that parents of leavers can consider donating a book and all present thought this was an excellent idea. 			
c)	School Community and Communications			
	<ul style="list-style-type: none"> • Report (meeting on 27th Feb – Link provided) introduced by TMB. There had been an E-safety day, attendance is good and a minor behavioural issue involving 2 pupils is being dealt with. • TMB has been monitoring RE and reported that the school seems well prepared for SIAMS. An Easter reflection is to be run shortly by MB. • The Committee toured school looking out for behaviour and welfare issues and how these are addressed. • The Open Day was successful with positive feedback and admissions applications and first preferences have increased this year. • Policies - Safeguarding/Child Protection and Responding to Parents Concerns (Complaints) agreed – Link provided – and a plain English leaflet version of the latter has been agreed for uploading to the website. <p>Actions – ST to upload revised policies</p> <ul style="list-style-type: none"> • JS to upload complaints leaflet on website 			
8.	Headteacher's Spring Term Report	S/E	JS	

Paper introduced by JS (link provided)

a) BT had asked how More Able children are being challenged.

JS explained that

- for Reception the class teacher has been identifying children through group work and has set targets and parents have also been informed of these (an example was shown of guided reading with questions to stretch the pupils).
- Across the school More Able children will get more difficult reading challenges, writing (harder spellings, less of a physical framework for producing pieces of work etc) and maths (reasoning, problem solving - of which examples were produced for Year2) and similar tasks are set in Year1.

TA commented that use of physical shapes and colours helps understanding and suggested that the approach will encourage children who are numerate yet have difficulty with language as they work to understand complex questions.

PH commented that there is greater use of open questions by teachers.

b) KT asked about gender balance – JS said that there are more boys than girls this year in Reception though the total numbers are only small.

a) JS explained that the School is trying to integrate Science with English and sometimes Science is done in the morning so that children are fresher.

b) MP noted that in Year2, 100% of children are on track to achieve at least Year End Expectations in Reading. JS suggested that this is because of a change in the method of measurement

c) JS said that the prediction is for 90% of children to meet expectations in phonics and there is regular monitoring.

d) PH noted that 75% is the target across the board. JS said that although in Year2 there is a prediction of 73% for writing, overall the prediction is for over 75% to achieve the expected level. In year 2, 77% of children are on track to meet at least YEE. 1/4 SEND children and 7/10 summer born are making expected progress with 36% making above expected progress. 6/11 boys are on track to meet end of year expectations. It is predicted that 73% of children will achieve at least YEE with 37% exceeding expectations.

e) To address concerns about writing the latter is being done earlier in the day. JS said that teachers are generally cautious so as not to be over optimistic. KT pointed out that from January children often progress suddenly.

f) PH noted in relation to Safeguarding there has been an NSPCC assembly and asked about a system to alert the office when renewals of Safeguarding etc are due – JS said that this is in place.

g) He explained a change to training requirements for Reception aged children, whereby one adult needs to have pediatric first aid training following a 2 day course and there has to be one adult on all trips with this qualification.

JS was complimented for the thoroughness of the assessment and support for children (and parents). It was noted that the SENCO has secured external resources and training at no cost.

h) It was noted that the following reports had been uploaded:

Pupil Premium for June (by KT)

SEND – Nov report to be finalized (KT)

EYFS , Maths and English reports – staff were thanked for the very full reports

9.	Governor Update – Dec 2016	S		
	December issue – on GVO in FGB Library <ul style="list-style-type: none"> • Ofsted Annual Report • LA appointed Governors – new scheme seems to be working well • Expected DfE publications: Revised Governance Handbook, Competency Framework for Governance, Ofsted Report on Governance • Governors' Access to Raise-Online data – should only be to the level where they cannot identify individual pupils. 			
10.	Standing Items	S		
	a) <u>Risk Register</u> – this has been updated and the previous mitigation plans for current open lists have been completed. b) <u>Safeguarding</u> – covered in review of training (above) and in HT's report c) <u>Governor Training</u> – see above plus 10 places were allocated for Diocesan training and there is still scope for greater take-up. PH to circulate list and all to consider.		PH/All	Asap
11.	Any agenda items for next meeting			
	<ul style="list-style-type: none"> • HT's Summer Term report • Committee reports from Summer Term meetings • Chairs, Committees, Nominated Governors for 2017/18 • Meeting dates for 2017/18 • Policy review for 2017/18 			
12.	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"> • Forward Planning for the future of the school • Much evidence shared about the school progressing well 			
13.	To note Governing Body meeting dates for remainder of educational year 16/17) – all <u>Mondays at 7pm</u> 10th July			