

**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 23RD March 2015**

Present

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| Mr B Tatham (BT) Mrs P Hand (PH) – Chair Mr D Irvine (DI) Ms T Meredith-Bass (TMB) Ms M Kearley (MK) | Mrs M Piggott (MP) Mr J Smith (JS) – Headteacher Mrs K Thomas (KT) Mr T Ala (TA) Revd M Raby (MR) |
| <u>In attendance</u> Mrs S Tanton (ST) – Clerk | |

Governance Role

Strategic – S

Finance – F

Educational Performance - E

| 1. | The meeting opened at 7pm with prayers led by Revd M Raby | Role | Resp | Time |
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| 2. | Apologies for absence | | | |
| | Agreed apologies for absence – John Banfield, Susan Standen 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) Governors appointed since last meeting – None c) Any vacancies to be filled – none | | | |
| 4. | Declaration of interest | F | | |
| | Governors were reminded of the ongoing need to notify the clerk of any interests, financial or otherwise, and direct or indirect which could be perceived as interfering with the exercise of a governor's independent judgment – there were no declarations of interest relevant to the business of this meeting | | | |
| 5. | Minutes of Previous Meeting | S/F/E | | |
| | The minutes of the meeting on 8 th December 2014 were confirmed. The Chair initialed 2 copies of the Part1 minutes on each page and signed them at the end | | | |
| 6. | Matters arising from the Minutes (not covered elsewhere on the agenda) | | | |
| | An updated Action Sheet had been made available. Most actions had been completed or were already on the agenda. It was noted: <u>Item 11 - a drinks evening for parents</u> will not be organized for the present as the formal blessing of the new hall and the Barn Dance will involve parents. <u>Item 12 – the monitoring visit report form</u> has been amended to include specific reference to safeguarding and all were asked to complete forms whenever they visit the school. Actions – Completion of Governor Visit forms It was also noted that the SENCO report will be considered at the Summer Term meeting though an interim Spring Term report has been uploaded | S E E | ALL | ongoing |
| 7. | Business from the Chair | S | | |

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| <p>a)</p> | <p>Dorking Schools Partnership The Chair reported that she had attended the Dorking Schools Partnership meeting on 17th March:</p> <ul style="list-style-type: none"> • The main point was to sign the formal company agreement which will underpin the Dorking Schools Partnership and PH signed on behalf of the Governors in line with the GB's resolution at the meeting on 8th December 2014. • There is documentation on the GVO which includes FAQs. • JS had had an email from the Diocese asking whether the school was considering joining a partnership or needed help in brokering a partnership with other schools. The Diocese has stated that they won't allow church schools to join a Multi Academy Trust (MAT) in which they are not involved, as they have controlling interest in the land and would also not be keen on diluting the ethos of Church schools. The email suggested that there would be a follow-up phone call from the Diocese which has not yet happened. <p><u>Discussion</u></p> <ul style="list-style-type: none"> • TA asked whether this partnership addressed the needs of the School. PH responded that it did as the Dorking Partnership is a longstanding partnership which has been used as a case study nationally and most of the local schools are signing up to it. • KT suggested that as a small school St Michael's has been forward thinking and involved in the development of the partnership. • In response to a question from TA, JS, as a relative newcomer is strongly in favour of a partnership like this as a small school needs to collaborate with others in procurement and resourcing giving examples: the school has made use of resources and networking on phonics sharing good practice; and offers music workshops to other schools. TMB said that it was useful to have links with St Martin's in particular. | - | | |
| <p>b)</p> | <p>Use of GVO The Clerk gave a brief demonstration of the use of the calendar, uploading and downloading documents (the latter especially for editing) and creating links.</p> <p>Actions; Preparation of a summary guidance note Use of the calendar for recording all meetings and visits to school as this will give a good overview of Governor activity.</p> | | ST ALL | April Ongoing |
| <p>8.</p> | <p>New Build Project</p> | | | |
| | <p>BT gave an oral progress report:</p> <ul style="list-style-type: none"> • The contract was originally to finish in February and this was then delayed till 10th April. There has been a further delay as the company supplying the windows has gone out of business and it is now 24th April. <i>(At a meeting on 24th March the Working Group was informed that the expected completion date was now 30th April)</i> • There have been changes during the contract – for example the outdoor surface will now be turfed (rather than sown grass) so that it can be used sooner. • The contract sum was £509,000 including various provisional sums for items to be finalised in detail. £ 502,000 is the committed expenditure. Minor items have still to be agreed | S/F | | |

such as handrails.

- It was note that it is a large hall in a building which had to be detached (including toilet provision) and so that the project could be zero rated for VAT. However, there is only 1 toilet so there may need to be discussions with the School about use of additional toilets for lettings.

Discussion

- KT asked about the provision of staging. JS responded that funding needed to be identified for this, AV and Library equipment and gym equipment and that £5k had been used from Sports Premium funding to provide gym equipment for 30 children. If the number of pupils in each class increases to 30 there will be a need for more furniture – it is possible that Surrey CC may be able to assist.
- MK gave an example of equipment at the school where she teaches which had not worked as it had been too high up for pupils to use for assemblies. PH, MP and JS have been visiting other schools and have found examples of equipment that doesn't work and other examples of good practice (eg sound system)
- At handover there will be a need to transport equipment (large and small) from storage and around the school. This was to be in early April and will now be delayed though JS is reluctant to arrange a firm date. MK can obtain use of a roller to move the piano.
- PH said that the contractors will not fit the flooring or the underfloor heating before the windows are in and that for the flooring the temperature has to be within a specific range. KT asked whether there is a time that the flooring has to be in place before it can be used. MK also suggested that it is important for the concrete to dry before the flooring is fitted. These issues were all to be raised at the meeting with DHP on the 24th.

Discussion

MR asked how much the Governors have to raise. BT advised that the total project cost is c£700k (first phase, current phase and fees) and that therefore the Governors needed to raise c£70k, although KT reminded the meeting that the Governors had hoped to raise more to provide for longer term future projects. PH advised that there is still c£10k required as a minimum. The sum currently in the Governors Fund is sufficient for most of the 3 forthcoming invoices. Overall the Governors have sufficient funds to meet the building costs. Additional funds will need to be raised for furnishings and equipment and to provide for a contingency sum. In addition it is hoped to replenish the School Fund (£11k had been used on the basis of works to provide free school meals to all children). It was noted that the Friends have already contributed £7k and raised £4k more from a recent event. BT and PH advised that the Ranmore Trust and one other trust had suggested that there might be a positive response if they were approached for additional funds. The local community has also earmarked contributions from the proceeds of the forthcoming Village Garden Party, Open Gardens and Plant Sale.

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| 9. | Reports from Committees/Working Parties and nominated Governors | | | |
| a) | Finance and Resources Committee | | | |

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| | <ul style="list-style-type: none"> • The TOR have been revised and these and the draft report from 16th March had been on the GVO. • PH reported that there is a higher surplus in the budget for this year than planned though the financial consequences of staff changes have placed a strain on the budget. • The SFVS was submitted on time (13th March) and this also asks whether the Governors have acted responsibly. • The accounts for the School Fund had been presented. • Preparation of the draft Budget for 2015/16 is in hand. • Policies had been reviewed: Governors Expenses, Whistleblowing and Financial Regulations <p>Actions: Policies section of GVO to be amended</p> | F | | |
| b) | Learning and Teaching Committee | | ST | April |
| | <p>TA reported:</p> <ul style="list-style-type: none"> • The TOR have been revised and these and the draft report from 16th March had been on the GVO. The programme attached to the TOR is developed annually based on the School Development and Improvement Plan. The Committee hopes to be able to prepare this sooner though recognized that this had been JS's first year as headteacher. • There has been a focus on Special Education provision. • The best way to monitor the quality of teaching and learning and an approach of participating in a class activity had been piloted whereby TA and DI had been able to connect what they observed with the theory. • The Committee had tried to ensure that the detail of the SDIP and SENCO report is only reviewed once, working on the basis that at L and T the perspective is to identify areas where support is needed with the formal review happening at the FGB. • The review of the Special Education Needs and Disability (SEND) policy is in progress and is being considered by a group of parents whose child(ren) have SEND issues. The SEND report for the Spring Term is on the GVO and the SEN Co-ordinator (SENCO) has developed plans for the future especially in relation to induction and the involvement of new teachers who will be asked to indicate that they are aware of the policy and plans. • Policies – None due for review at present • Risks – some closed and a couple opened <p><u>Discussion</u></p> <p>PH pointed out that the terminology and process has changed which is challenging. TA suggested that it is therefore worth getting it right. KT commented that St Michael's seems to be one of the only local schools which is developing a detailed policy and plans. TA asked if the Dorking Partnership could be of benefit. KT advised that the SENCO meets with other local SENCOs and is seeking to work closely with St Martin's to facilitate the transition of children from infant to junior school.</p> <p>The Governors expressed thanks and encouragement to the SENCO for her hard work</p> | E | | |
| c) | School Community and Communications | | | |

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| | <p>MR reported:</p> <ul style="list-style-type: none"> a) The report from the SCC had been on the GVO. b) Policies reviewed – Admissions 2016, Behaviour, Exclusion, Anti-racist, Anti-bullying and e-safety. Community Cohesion not needed. c) A Risk had been added about parents expressing concern about the effect of staff changes with suggested mitigating actions <p>Actions: Policies section of GVO to be amended</p> | S | | |
| | <i>There was Confidential Part2 discussion between 8.00 and 8.35pm</i> | | | |
| 10. | Headteacher's Spring Term Report | S/E | | |
| | <p>The report had been on the GVO and JS highlighted:</p> <p>a) Overall</p> <ul style="list-style-type: none"> • Pupil numbers • Current and forthcoming changes in staffing have been the biggest challenges to the school. • The handover of cleaning contract went smoothly. • Improvements were being made to communications with parents by improving the website. A parent is helping with this and initiatives include standard templates for parents' evenings and advance notice of upcoming topics. • All Governors were invited to an INSET day on 1st June at 1.30 to consider future SDIP <p><u>Discussion</u> TA asked whether the temporary teacher recruited for the Summer Term is full-time taking on all responsibilities – JS advised that she is including being in school during the holidays. For the Job Share post there is budgetary provision to allow a half day overlap for first half of term. BT enquired about cover in Yr2 – this is by JS</p> <p>b) Safeguarding Issues in the Safeguarding Audit have mainly been addressed. MP will become the DCPO (Designated Child Protection Officer, although the terminology has now changed to DSL (Designated Safeguarding Lead) when Mrs Papworth leaves.</p> <p>c) Quality of Teaching The B4S Adviser has advised upgrading the B4S consultancy support to the "Focus Support Light" for a year from the Summer Term which will include pairing up with another school. This should be seen as a nurturing opportunity to support the staffing changes and will provide opportunities to observe a greater range of good practice than there is scope for in a small school. Support will be available for new staff and TAs .</p> <p><u>Discussion</u> TMB and MK's schools have recognized good practice in the Early Years. KT asked about the cost implications – JS advised that there are no specific cost implications for the School. He will be looking for an experienced teacher for September as the school cannot provide sufficient support for an NQT. In response to a question from KT JS advised that the timetable allows for a 2nd round of advertisement.</p> <p>d) Progress and Attainment The School is currently expecting to achieve targets BT commented that the report was thorough and the GB expressed thanks to JS for this.</p> | | | |

| 11. | Governor Update (December and Feb issues) – Link | S | ST | |
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| | <p>The Governors noted (specific actions taken by the School in bold):</p> <p><u>December</u></p> <ul style="list-style-type: none"> • Raiseonline – information on its layout • British Values – guidance • <i>Nb the response to the top question is incorrect. We did not need to seek renomination of BT as Local Authority Governor on reconstitution.</i> <p><u>February</u></p> <ul style="list-style-type: none"> • Exclusions – reversion to process as at Sept 2014 - policy amended • Governors Handbook (revised) – Addressing conflicts of interest including suggestion that Governing Bodies should publish an annual statement of the key issues faced and addressed (1.7) and payment for services (7.6.3); guidance for Governors on benchmarking Cultural Development (Annex A), PRP for teachers – link provided on GVO and proposal for Code of Practice • Data Dashboard timings • SFVS annual return due by 13th March - completed • Childcare disqualification checks – and disqualification by association with a person who is themselves disqualified - addressed • Revised standards of excellence for headteachers – not mandatory though could be used in headteacher’s appraisal and other performance management activities - incorporated • Unannounced Behaviour inspections by Ofsted – what might trigger them and what the Inspectors will be looking for | | | |
| 12. | Standing Items | | | |

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| | <p>a) <u>Academies update</u> PH highlighted a link on the GVO to information on the viability of small schools though this doesn't identify options. The Diocese has been advised that they cannot include more schools in the Good Shepherd Trust as schools already included are in need of significant support. She noted that most schools which would be eligible are small.</p> <p>b) <u>Risk Register</u> - TA reported</p> <ul style="list-style-type: none"> • Risks Closed – boiler (as new boiler); Temporary classroom has been removed. • He suggested a modification to the way the risks are recorded using the GVO since at present there can be duplicate versions of the register. The guidance agreed previously needs to be transferred from Fronter to the GVO and meanwhile Governors should inform TA of the information. In his view School is keeping abreast of risks – new risks have been identified, some of which are quite near to closure (eg SENCO) demonstrating that the turnover of risks is active and the system is working well. <p>Actions: Transfer risk register guidance from Fronter to GVO</p> <p>c) <u>Policy Review (overview)</u> – Data Protection and Freedom of Information (due for review 31.7) policies MP advised that there are privacy notices that are issued to staff and parents and she will also ask Surrey CC if they have a model policy. The Headteacher's performance review policy needs to be reconsidered.</p> <p>Actions: Ask Surrey CC re model Data Protection Policy</p> <ul style="list-style-type: none"> • Review Freedom of Information Policy • Review HT's Performance Review Policy <p>d) <u>Governor Training</u> – report on GVO</p> <ul style="list-style-type: none"> • All were encouraged to attend Safeguarding course – new were Governors asked to provide certificates if they have completed training in another context. • Governors should also complete an evaluation of courses attended including the impact on their work with the school <p>Actions: Attend Safeguarding Course (if not previously done)</p> <ul style="list-style-type: none"> • Provide certificate of attendance at Safeguarding course | S | | |
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| | | S | MP | March |
| | | S | | |
| | | E | MP PH/ST PH | April Summer Summer |
| | | | ALL TMB/MK | Summer asap |
| 13. | <p>Any agenda items for next meeting</p> <ul style="list-style-type: none"> • SEND – report and attendance by SENCO (availability to be confirmed) • Tour of new building works – will meet in new hall • Code of Practice for GB | | | |
| 14. | <p>What have we done at this meeting that has improved education for the children in our school?</p> <ul style="list-style-type: none"> • Reviewed School Risk Register and associated procedures • Agreed proposals to provide support to raise teaching standards and ensure that staff changes are effective • Developed proposals for partnership working with other schools | | | |
| 15. | <p>To note Governing Body meeting dates for remainder of educational year 14/15) – all <u>Mondays at 7pm</u> 13/7/15</p> | | | |

The Part1 meeting ended at 9.15

Signed.....Chair