

**PART1 MINUTES FOR THE SUMMER TERM MEETING OF THE GOVERNING BODY OF
ST MICHAEL'S CHURCH OF ENGLAND INFANT SCHOOL MICKELHAM
HELD AT THE SCHOOL ON MONDAY 13TH JULY 2015**

Present

Mr B Tatham (BT) Mrs P Hand (PH) – Chair Mr D Irvine (DI) – <i>from 20.40</i> Ms T Meredith-Bass (TMB) Ms M Kearley (MK) Mr J Banfield (JB)	Mrs M Piggott (MP) Mr J Smith (JS) – Headteacher Mrs K Thomas (KT) <i>from 19.10</i> Mr T Ala (TA) Revd M Raby (MR) Mrs S Standen (SS)
<u>In attendance</u> Mrs S Tanton (ST) – Clerk Ms V Nunn (VN) – SENCO 19.10 – 19.25	

Governance Role

Strategic – S

Finance – F

Educational Performance - E

1.	The meeting opened at 7pm prayers with led by MR	Role	Resp	Timescale
2.	Apologies for absence			
	There were no apologies for absence – DI and KT arrived during the meeting as indicated below. The meeting was quorate.			
3.	Constitution of the Governing Body	S		
	<p>The Governors noted:</p> <p>a) Governors whose term of office is due to expire before the next meeting or this academic year – None</p> <p>It was noted that TA's term ends on 11th September and that he will be prepared to continue as a PCC appointed Foundation Governor if the PCC agrees.</p> <p>MP's term ends on 20th September And arrangements are in train for the election of a Staff Governor.</p> <p>b) Governors appointed since last meeting – None</p> <p>Any vacancies to be filled – none although SS will probably be resigning before the next meeting (as a Diocesan Foundation Governor) and was thanked for her hard work especially in relation to fund raising. A skills audit will be needed over the summer with a report at the next meeting.</p> <p>Actions:</p> <ul style="list-style-type: none"> • MR to submit proposal to PCC for TA to continue as PCC Governor • JS to progress election of Staff Governor • PH to complete skills audit 		MR JS PH	July July Aug
4.	Declaration of interest	F		
	<p>There were no declarations of interest relevant to the business of this meeting.</p> <p>From September details of Governors including name, category of governorship, appointing organization, committees and positions, term of office and interests declared will need to be published on the School website. ST will prepare a draft of the information and circulate it prior to the next meeting when Governors will also have the opportunity to update the Register of Interests.</p> <p>Actions – Clerk to prepare Governor information for publication</p>		ST	July
5.	Minutes of Previous Meeting			

	The Part1 minutes of the meeting on 23 rd March 2015 were confirmed (2 copies were initialed on each page and signed at the end by the Chair)			
6.	Matters arising from the Minutes (not covered elsewhere on the agenda)			
	<p>The Action Sheet annotated to show completed actions had been on the GVO.</p> <ul style="list-style-type: none"> From next term Governors will aim to record any visits to the school including monitoring visits and regular visits to assist with reading etc on the Calendar so this is available for any Ofsted inspection. <p>Action: All Governors to record any visits in the Calendar.</p>		All	September onwards
	<i>KT and Victoria Nunn (SENCO) joined the meeting at 19.10</i>			
	Special Education Report			
	<p>VN is the SENCO and the year has been one of change (new Code of Practice and staff changes). Initially she looked at the systems in place and how to match the needs to the resources. She concluded:</p> <ul style="list-style-type: none"> Some of the children who had been previously identified as having special needs no longer needed additional support. Training was needed in several areas eg strategy for autism, speech and therapy and gross motor skills. The nurseries she has visited have also identified eating issues. <p>VN has visited nurseries who feed the school which have confirmed that these areas are the greatest needs. She has also been able to identify the needs of children who will be joining the school (eg by being proactively sensitive when organizing events to try to remove anxiety).</p> <p>She is developing ways of identifying needs earlier, although this is difficult as often development is related to age within the year. An "initial concern" stage has been introduced.</p> <p>There have also been staffing changes and it has been necessary to try and pinpoint skills and gaps. VN has recently completed an audit and hopes that next year the needs and the resources will coincide earlier so that support can be provided.</p> <p>The external support agencies have not responded as quickly as would be desirable. VN has been checking out successful schemes used by other schools.</p> <p>Diagnostic tests are not possible though she would like to introduce "indicative" tests so that the school can introduce a measured response.</p> <p>VN has been undertaking SENCO training which includes visits to other schools.</p> <p>KT commented that it has been useful to develop resources within the school especially for speech and language.</p> <p>VN has been working with staff to identify children who are anxious as early as possible and trying to identify the reasons for this. Other children will benefit from this and the visual display of timetables which has been introduced.</p> <p>BT asked for confirmation that more children are being identified with special needs which was given by VN</p> <p>From a visit to Mickleham Nursery VN has suggested that there is scope to improve the playground facilities at St Michael's</p> <p>In response to a question from PH, VN advised that the Surrey and Dorking Schools Partnerships networks she attended had been useful. She would also find it helpful to attend the Early Years group.</p> <p>In response to a question from JS, VN said that she was finding training useful though hasn't had time to progress this sufficiently and</p>			

	<p>will need to complete 2 assignments over the summer if she is to meet the required timetable.</p> <p>In response to a question from BT, VN advised that more boys are identified with special needs though girls with autism and speech and language don't tend to be identified so quickly possibly as girls are better able to hide the issues. She also said that speech and language skills can be linked to gross motor skills.</p> <p>VN suggested that children of this young age often find it difficult to transfer new skills to other areas and so, where a child has made progress outside the classroom, they will be accompanied by a Learning Support Assistant (LSA) for a while in the main classroom to ensure that they can make the links to the application.</p> <p>JS said that the school is considering training on data analysis. Each LSA will be specializing in phonic support, numbers, speech and language.</p> <p>TMB suggested that there are some parents who have skills and expertise which could be used. VN said that this might be helpful especially as the existing LSA works only in the mornings which means that children are removed from core lessons which disrupts the learning of all pupils. JS has looked at ways of changing around hours and has not yet come up with a solution.</p> <p>SS asked whether, if LSAs are specializing, they will be working with different years. JS and VN said that this will be happening as they move from being classroom assistants and that they have responded positively to the new approach.</p> <p>KT wanted to emphasise the hard work undertaken by VN in her first year including successfully completing an Education Health Care Plan (EHCP) when agencies have been finding the way through the process themselves.</p>			
7.	<p>Business from the Chair</p> <ul style="list-style-type: none"> • Dorking Schools Partnership – issues are complex and there is a report on the GVO. The structure of the trust needs to be developed to take forward co-ordination of a range of activities. There is now a Board of elected Trustees and they will present proposals at the next DSP/DALSCo members meeting. • Other meetings – Diocese heads and chairs meeting; meetings with other local primary schools to ensure that they and small schools have an adequate voice within the Dorking Partnership • Preparing for inspections – need to ensure that the GB is aware of good governance issues including thinking strategically about the future of the School, and identifying and meeting training needs. PH proposed that the September meeting should focus on this. • PH read out a series of questions that the National Leadership College has suggested Governors should be able to answer. SS reminded the Governors that a series of answers had been prepared previously. Both BT and JB suggested that the questions are complex. PH suggested that each Committee already has a series of areas on which to focus. ST suggested that breakout groups at the next meeting might be the best way to progress discussion efficiently. <p>Action – PH to prepare structure of discussion for next GB</p>			
8.	<p>Governance</p> <ul style="list-style-type: none"> • Election of Chair and Vice-Chair for 2015/16 – chaired by the Clerk. A nomination form proposing PH as Chair had been received. There were no nominations for Vice-Chair and no other expressions of interest in either post. PH was elected as 	S		
	<ul style="list-style-type: none"> • Election of Chair and Vice-Chair for 2015/16 – chaired by the Clerk. A nomination form proposing PH as Chair had been received. There were no nominations for Vice-Chair and no other expressions of interest in either post. PH was elected as 			

	<p>Chair unanimously; the position of Vice Chair remains vacant. <i>The Clerk has subsequently been advised by B4S that there is a statutory requirement to fill this position</i></p> <ul style="list-style-type: none"> • Succession Planning – PH emphasized that there needs to be succession planning especially as Parent Governors are not associated with the school for as long as in a Primary School and there are likely to be changes in membership over the next couple of years. JB pointed out that from his experience with his other school that there are difficulties in recruitment. One option might be to ensure that there is strong Vice Chair who has responsibility for planning recruitment and the transitional arrangements. A second option is to impose terms of office. It was suggested that it is not a good idea for staff Governors to take on the role of Vice Chair as they could have to stand in as Chair on matters from which they are precluded. KT suggested that a local university might be able to suggest ex-students interested in joining GBs. • It was agreed that the Committee structure should continue for the present and that it appeared to have been effective for its first year. MP suggested there should be a process to evaluate the effectiveness of the structure more formally. MK asked if the committees had had targets against which the Committees could be assessed. TA said that there had been tasks linked to the SDIP rather than specific targets though it was agreed that the Committees could still be assessed from a review of the Action Sheets. TA suggested that there are 2 questions – the effectiveness of the structure and a secondary question as to the performance of each committee. PH suggested that as there are other significant issues to address it is important to progress any review quickly in order to prepare for future demands on the school and that the performance review could be a self-evaluation by each Committee which could be done by small groups during the next meeting. It would then be possible to start to take a view as to whether the structure is effective. • A list of Committee members and Nominated Governors was agreed which will be posted on the GVO. • The dates for 2015-16 GB meetings were agreed– see below • A Code of Practice for Governors was agreed as posted on the GVO prior to the meeting <p>Actions:</p> <ul style="list-style-type: none"> • Further discussion re Vice-Chair at next meeting • PH to initiate approach to local Universities to recruit Governors • ST to update and post Committee structure etc • PH to prepare structure of discussion for next GB 					PH	Summer
						PH	Sept
						ST	July
9.	School Building Project	S	BT/PH				
	<ul style="list-style-type: none"> • It was noted that the new building had been named the “Ben Tatham Hall and Library” – in recognition of all his hard work for the school particularly on premises. <p><i>There was Part2 discussion of this item from 8.10 – 8.30pm</i></p>						
10.	Reports from Committees and nominated Governors	F/S/E					
a)	Finance and Resources Committee						

	<p>The draft Part1 minutes of the meeting on 22nd April 2015 had been on the GVO and were noted. They were introduced by JB who reported that the Budget for 2015-16 was agreed and submitted within the timescale. This includes increases in National Insurance for staff. <i>There was Part2 discussion of this item from 8.30 – 8.35</i> The Health and Safety maintenance report dated June 2015 which had been on the GVO was received. BT reported that most items have already been resolved; the remainder will be addressed on 23rd July. <u>Policy Review</u></p> <ul style="list-style-type: none"> • Health and Safety - progress to be determined (JS to check) 			
b)	School Community and Communications Committee		MR	
	<p>Draft minutes of meeting on 29th June 2015 had been on the GVO and were introduced by MR and noted. <u>Policies Due for Review by 31/7/2015 (approved 29th June for 3 years)</u> Safe Working Practice Agreement Special Leave <u>New policies approved (29th June for 3 years)</u> Social Media Policy (new) Courtesy and Conduct (new)</p>			
	<i>DI arrived at 20.40</i>			
	<p><u>Proposed new policy for Lettings based on legal advice – was approved.</u> PH highlighted practical issues re the letting of a building with only one toilet, opening and closure of the building and availability of car parking which can only be addressed on a case by case basis. The aim has been to ensure that the policy is not so restrictive that JS cannot implement it flexibly. A Breakfast Club is needed (BT reminded the GB that this has to be self-sustaining financially) and there will need to be other documents supporting the overall policy. The documents have been based on Surrey CC documents tailored to the needs of the School. BT asked who would run the Club. JS advised that 3 parent volunteers with children in YearR will run the Club and it will be independent of the School. The parents will need to sign agreements including identifying a key holder. BT asked if there had been contact with other schools running breakfast clubs – JS said that he had discussions with 3 schools and the parents had visited 1. DI asked if this initiative had come from parents. MP advised that this is often a question from prospective parents. In the past the school has surveyed parents and there hasn't been enough demand to finance the project – this proposal is based on volunteer parents without paid staff. MP advised that this will be on a pilot basis in the Autumn Term. DI suggested that if the parent volunteers peter out after a year there could be a problem though it was suggested that if the venture is successful it may then be possible to employ paid staff. MK asked about the hours of operation. PH – advised that the project is on a pilot basis to ensure that the appropriate processes are in place for the letting of the hall. She and MP will be looking at the user guidance documentation associated with the Village Hall.</p>			

	<p><u>Performance and pay review policies</u>– PH suggested that there should be a single document and that this is reviewed annually.</p> <ul style="list-style-type: none"> • Action ST to upload approved policies and archive the old policies and discussion • PH to finalise lettings policy • PH/ST to discuss timing of review of Performance and Pay Review policies 			
c)	Learning and Teaching Committee		TA	
	<p>The draft minutes of the meeting on 11th May 2015 were introduced by TA: Michael Youlton (B4S) visit had identified recommendations and support to be provided to the school. The value of Governors and staff taking on responsibility for subjects was recognized. A review of planned activity by Governors within SDIP is an opportunity to support the School A review of the Fronter system identified it as fun to work through and a credit to the School, providing an asset for curriculum support RE curriculum to be developed with support from TMB. SENCO report considered – see discussion above, <u>Policy Reviews</u></p> <ul style="list-style-type: none"> • Special Educational Needs and Disability (SEND) policy – the review has been thorough and thanks were expressed to KT. Approved subject to amendments in the light of comments (on GVO) from DI. JS/KT to finalise. • Accessibility policy – progress – minor amendments to be made by JS • Learning and Teaching – approved by the Committee <p><i>There was Part2 discussion between 8.55 and 9.00pm</i> SEND risk to be closed.</p>			
11.	Headteacher’s Summer Term Report	S/E		
	<p>The report had been on the GVO and was introduced by JS who said it had been a challenging year – particularly with building work and staffing issues. A particular strength is in Reception where the scores reflect progress and improvements in the teaching structure. Yr 1 - still gaps between boys and girls. Yr2 – there is a need to address writing in particular. An action plan has been developed (which was tabled) and there are subject leaders in place with external support. The staff team is now established and committed with continuous improvement in teaching and consistent marking feedback (a new scheme has been developed). LSAs have been trained and will develop specialisms next year. Ways in which they can support the children in writing have been identified. The priorities are writing and phonics with external support. In phonics 4 fewer children achieved the pass level. Schools are adopting schemes to assist and support children which should also help them to improve their spelling and writing. A writing scheme is to be identified including identifying topics which will motivate children to write. Each child has a folder of independent writing which is used fortnightly. KT asked why this was less frequent – JS said this is because it is additional to the teaching of the fundamental elements and gives children more time to develop each piece of writing and staff time to process the marking. He has previously found a weekly cycle is too rushed. Each subject lead will feedback to governors in a written report.</p>			

	<p><u>Discussion</u></p> <p>PH asked about the B4S assessment scheme – JS advised that this is the scheme being used by most school. PH commented that this is appropriate as the children go on to different schools. MK asked if the independent writing is in addition to literacy which was confirmed by JS. TMB asked if the Read/Write scheme is alongside Jolly Phonics. JS advised that Read Write Inc is a circular system and that the school should adopt only one scheme. A staff member is being trained and there will be an INSET in the autumn.</p> <p>MR asked whether there is tendency for identifying and criticizing individual staff in a small school. JS advised that he is seeking to encourage a culture of mutual support.</p> <p>MP suggested that leadership and management statement in the tabled document is not accurate.</p> <p>SS – asked if assessment of children joining the School has been reinstated and if there are systems in place. JS advised that the teacher concerned will be doing a baseline assessment in the first week and all schools will be using the same scheme</p> <p>BT asked whether the teachers compile and analyse the data. MP compiles the data and needs to attend a course on a new B4S scheme. TA asked if all schools are following the same scheme – MP advised that schools can design schemes within the overall scheme to meet their needs though ideally all should be following similar schemes.</p> <p>Pupil Premium – PH asked about the impact of the expenditure. JS stated that his completed analysis was discussed at L and T in the Autumn and will be an L & T agenda item again this Autumn. Noted that the report will be anonymized.</p>			
12.	School Development and Improvement Plan			
	School ethos and aims (outcome of 1 st June INSET discussion) New vision and values statement and strapline were formally agreed together with 5 aims. These were the outcome of INSET discussion on 1 st June to which Governors had been invited- SS, MR, TMB, MK, MP, PH attended			
13.	Surrey Governor Updates from Babcock 4S			
	<p><u>April edition</u> – which had been on the GVO</p> <ul style="list-style-type: none"> • 4 documents issued about Safeguarding - noted • Revisions to Ofsted procedures - noted • Requirements for information about Governors to be published on School Website (and other information which is required) and guidance on reconstitution re avoiding domination by “particular mind-sets or strands of opinion” and allowance for variations in terms of office of Governors – in hand • SEND guidance – in hand • SFVS update - noted • Effective Buying Guidance – noted 			
	<p><u>July edition</u> – which had been on GVO</p> <ul style="list-style-type: none"> • British Values to be incorporated in curriculum etc – in hand • Safeguarding lead – JS is the lead and MP the deputy • New Ofsted framework – noted (discussion at next meeting) • Coasting schools – noted • Baseline assessment for Reception Year – in hand 			
14.	Governor Training		PH	

	<ul style="list-style-type: none"> • SCC proposal for “Gold” level of Diocesan Training was agreed • This year governors completed 10 sessions and on-line course (Early Years) • JB had attended a “managing allegations against staff” course. • Safeguarding training – 3 completed this term. KT asked re frequency and MP advised that for staff full training is required every 3 years with an annual update. PH suggested that 2 – 3 Governors should update their training each year. • Preparation for Ofsted – to be an item at the next meeting 			
15.	Standing Items	S	TA	
	<p><u>Risk Register</u> (overall update). TA reported that at the end of this meeting the following risks will be closed: Building project; Complaints and exclusions; SENCO.</p> <p><u>Policy Review</u> – those which are the responsibility of the Full GB</p> <ul style="list-style-type: none"> • Data Protection Policy – defer as Surrey CC model is now available • Freedom of Information Policy – still to be reviewed • HT’s Performance Review Policy – in hand with Pay Review policy 			
16.	Governors Fund		SS	
	<p>This was discussed as Part2 business in relation to the Building Project. The final position will be recorded at the next meeting.</p> <p>Action: - SS to prepare final Governors Fund statement</p>			
17.	Any agenda items for next meeting			
	<ul style="list-style-type: none"> • Skills Audit in relation to Diocesan Foundation vacancy - PH • Vice-Chair position - PH • SDIP – PH/JS • Self evaluation of Committees - PH • Ofsted framework - PH • Governors Fund statement – SS • Visit from another member of staff (possibly subject lead) - JS • Dates for Committees for 2015/16 • Safeguarding report for 2014/15 (or December meeting) – JS <p><i>There was Part2 discussion between 9.30 and 9.40</i></p>			
18.	What have we done at this meeting that has improved education for the children in our school?			
	<ul style="list-style-type: none"> • SEND policy approved • Writing action plan considered • Sufficient funds identified to complete the building project • HT report shows development through change and challenge and this was celebrated. • Visit from member of staff to present her work to the GB. MR suggested that this should be repeated at each meeting (eg subject leads) supported by a GB buddy. 			
19.	<p>To note Governing Body meeting dates for educational year 14-15) – all <u>Mondays at 7pm</u></p> <p>14/9 7/12 21/3 11/7</p>			

The meeting ended at 9.45pm

Signed.....