

	All actions had been completed or were on the agenda.	S/A	PH
7.	Joint Meeting with Governors from Newdigate School Information is available on GVO.		
8.	Business from the Chair including any (emergency) Action taken PH informed the governors she had attended meetings; SGA conference at Denbies – LA update on changes in support services for schools. DSP – update on cuts to children’s centre services and PH asked governors to respond to the SCC online consultation. PH tabled samples of guidance in the form of ‘things to consider’ summaries which had been sent out to parents to encourage them to respond. A second presentation was on recently introduced different structures of school leadership. PB had previously spoken about her role as Executive Head. The Ashcombe secondary school has also changed leadership structures and Powell Corderoy now has joint Co-heads. Finally, PH and PB had attended the Diocesan Headteachers and Chairs termly briefing meeting. PH asked if anyone could go to one of the next heads and chairs meetings in January 2019 as she would be unable to attend.		
9.	Headteacher’s report for the Autumn Term PB had issued her report on GVO prior to meeting which is now presented in same format that she presents to Newdigate Infant School. There were currently 51 pupils on roll. Four children had left since July to go to all through primaries. PB had noted that there was a tendency for children who attended the school as their second choice school left if a vacancy arose in the all through primary which had been their first choice. Six children who had been accounted for in the original budget plan had left the school. PB noted the school were near to having 15 children per year group which would enable mixed year groups to be formed. If admissions were higher in the next academic year class arrangements would need to be reviewed. Currently there is a need to constantly review classes and staffing because of fluctuating numbers. SW asked how many applicants there were for next year’s intake. PB replied there were 7 first choices, 11 second choices and 4 third choices. The school were competing against all other local schools as there was a surplus of school places in Mole Valley. JH asked how the school attracted prospective parents. PB replied it was a mixture of; word of mouth, social media, leaflet drops in nurseries and adverts in local papers. SW asked when was the deadline for applications for September 2019. PB replied it was 15 th January 2019, the numbers she had given governors were from applications received so far. JH asked if enough was being doing to promote the school. MP said that the school send emails thanking parents for visiting on open mornings. PB said the work put into open mornings was phenomenal with the attendance of governors too. KT had spoken to one parent who had visited six schools. SW had spoken to parents who were surprised at the amount of family events/support in school. PB said that everything possible was done. PB also commented that Mole Valley schools seemed to have greater mobility because of the extra spaces. MS said that the school is in an area of good schools and needed to have something that made St Michael’s better/different to attract parents. MK family links were a good attraction and church workshops at weekends. The number of SEND children was lower compared to previous years; there were currently no children with EHCPs. Phonics was flagged as in previous years the school results were higher than national averages and last year the school were lower, it was considered this was cohort specific but also lack of TAs to enable interventions had had an impact. Quality of teaching and learning – PB said that she considered the school would still be graded as good. Teachers are used to new assessment systems now without levels. Ofsted changes are planned for implementation in 2019, with analysis of the curriculum being a focus. The school will look more closely at the curriculum but it was felt that the school had already been working on this. A		

	<p>creative curriculum could be used to raise the school's profile/attract parents, by using links to village history/life and links with the older generation. The Forest School leader wanted to complete the Level 3 course which would enable development in this area of the curriculum.</p> <p>Attendance – The school had some children with persistent absence so this was being monitored, the level was below national. Attendance was improving but overall 2017/18 was still below national averages so the school were working on reducing this further. 2018/19 figures are further improved. PH asked if there had been a good response to the flu vaccination. MP said there had been about 75% of children who had received this. PB said the NHS had sent winter readiness information to schools which would be implemented.</p>		
10.	SDIP		
	PH proposed and governors approved the three completed sections of SDIP. PB would complete fourth section on Leadership and Management after meetings with the Diocese/Good Shepherd Trust during the coming week. This will be posted on GVO as soon as possible.		PB
11.	Admissions for September 2020	S	MP
	<p>2020-21</p> <p>MP explained she had originally updated the dates on the current Admissions Policy but had then been advised by the Diocese to change the section regarding medical criteria. These changes have now been made as advised and the Governors determined the Admissions 2020-21 Policy.</p>		
12.	Governors' Fund Update – PH advised there was no change on the balance of the Governors' Fund.	A	
13.	Reports from Committees		
a)	Finance and Resources		
	<ul style="list-style-type: none"> • Report from meeting on (29th October) - The school would have a deficit budget, and children who had left the school would have a financial impact. It had been agreed not to introduce a request for parental donations. • Terms of Reference – The minimum required number of committee members had been changed to three. • 3 year budget forecast and strategic planning (Financial & Pupil Numbers Strategy confidential draft on GVO) PH drew governors attention to the document and asked them to confirm support for the clearly stated set of commitments on which to base agreed strategies. The overall aim is to look at ways in which we can continue to deliver on the commitments listed, build income revenues, continue to explore routes to be cost-effective and finally increase pupil numbers in future years. SW outlined the discussions held at the finance meeting and the follow up working group meeting to enable the school to manage the in-year deficit and make it financially viable whilst coping with the pupil numbers as stated in the Headteacher report. The school needs a strategy to work forward in a positive way to increase revenue and pupil numbers, to fully understand why the school is below PAN and how this could be addressed. There followed a rigorous discussion about the issues identified by the working group and feasibility of potential solutions. Agreed that a short survey to be devised for school and nursery parents looking for their views. A working group meeting to be held on 10th December 3.30pm to progress proposals and a full report will be posted on GVO to keep everyone informed and involved. Governors agreed it was important a staff meeting be arranged early next term to everyone informed. • Policy Reviews – Pay Policy had been amended to meet new regulations. Health & Safety, Charging and Remissions, Finance Policies had been reviewed and were approved. 		

	<ul style="list-style-type: none"> Staffing and staff issues, PB was consulting with HR and PH confirmed the staff sub-committee had met and agreed pay recommendations based on verified evidence of reviews. Pension contributions were due to be increased, but it had not been confirmed whether the government would provide funding to help with this. <p>Actions</p> <ol style="list-style-type: none"> SW/PB to progress on a survey regarding afterschool provision. LP to investigate use of the playground for sponsorship event. JH with JB to investigate church/PCC link. PB to contact St John's Primary School regarding information on applying for grants/bids. PB/MS to investigate the possibility of applying to become an Eco-School. 		
b)	Learning and Teaching		
	<ul style="list-style-type: none"> Report from meeting on (19th November 2018) MK said they had looked at the SDIP and agreed a monitoring plan for this year based on the quality of teaching, learning and assessment section with its key targets of challenging able pupils; school T&L charter – growth mindset. The committee had discussed the proposed new Ofsted guidance due for publication in September 2019. PH asked PB to scan and upload the Ofsted article from Headteacher Update to GVO. Terms of Reference – it was agreed that two meetings would be held, autumn and spring term, and a full review of outcomes for the SDIP would be completed in July by the whole GB Policy Review – the SEND Policy had been reviewed and updated. The Accessibility Plan was scheduled for review in 2020. Risk register had been discussed and areas for updating noted. 	PB	
14	<p>Standing Items</p> <ol style="list-style-type: none"> Safeguarding Policy – the school agreed to adopt the Surrey policy which has been personalised to the school. This was an area of concern to be addressed in the Risk Register. Academies update – PH had held discussions with the CEO of the GST and a meeting at the school was planned later in the week to clarify St Michael's position and next steps. Risk Register – PH to update the Risk Register and circulate a draft to governors for comment. PB asked for LA Children's Services to be included as a risk as they had been graded inadequate again, which put schools at risk. MP asked for the school website to be added as it had been hacked and required immediate attention to re-set it. Policy Review – Admissions Policy – discussed and approved earlier in the meeting. Governor Training - Safeguarding Training had been completed by four governors with the school on the INSET day in September 2019. <p>Actions</p> <ol style="list-style-type: none"> PH to update the Risk Register and send to governors for comment. 	PH/TA	LP
15.	Babcock Clerks' briefing/Surrey Governor Updates		
	<ul style="list-style-type: none"> Keeping Children Safe in Education – had been updated in September 2018. It was recommended that schools should have a dedicated Safeguarding Governor who should attend Safeguarding training annually plus a trained Safer Recruitment Governor. Schools should ensure they hold more than one emergency contact number for all pupils on roll. GDPR – governors should receive a GDPR compliance update report from the school. DPO (Data Protection Officer) should have been appointed and minuted. Updated policies shared for review. PB reported that the school were working towards ensuring they were GDPR compliant. A 		

	<p>DPO needed to be appointed, SW agreed to enquire with his employer's DPO for guidance.</p> <ul style="list-style-type: none"> • Teachers' Pay 2018. • National Funding Formula (NFF) – full implementation delayed until 2020-21. • Ofsted – timing of inspections to change, Good schools now 4-5 years. Expectation of curriculum designed and implemented for individual schools according to their needs (including extra-curricular activities), governors able to explain 'how they know they are good governors'. • Updates to information schools must publish on their websites • Schools Financial Value Standard - assessment due by 15/3/2019 • Support Staff Pay – <p>Actions</p> <p>9. SW to make enquiries with his employer's DPO regarding appointment of school DPO.</p>		Agenda
16.	Any agenda items for next meeting		
17.	<p><u>How has the discussion at this meeting benefited the pupils, challenged the School Leadership Team and supported the staff of the School?</u></p> <p>Governors discussed strategic plans for the future of the school and their commitment to high quality teaching and creative curriculum</p>		
16.	<p><u>To note Governing Body meeting dates for educational year 18/19) – all Mondays at 7pm</u></p> <p>18th March 2019 8th July 2019</p>		
18.	PART 2 CONFIDENTIAL BUSINESS		

Meeting concluded at 9.25 pm.

Signed _____ Date _____

Chair of the Governing Body of St Michael's C of E (Aided) Infant School, Mickleham

Please note:

Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.