

**PART 1 MINUTES OF THE SUMMER TERM MEETING OF THE GOVERNING BODY OF
ST MICHAEL'S CHURCH OF ENGLAND INFANT SCHOOL MICKELHAM
HELD AT THE SCHOOL ON MONDAY 9th July 2018 at 7.00 pm**

Governance Role

Strategic – S

Accountability – A

Challenge and Support – C

Present

Mrs P Hand (PH) – Chair	Mrs M Piggott (MP)
Mrs P Bliss (PB) – Executive Head	Mrs Micheline Smith (MS)
Mrs M Kearley (MK)	Mr B Tatham (BT)
Mrs L Packman (LP)	Mrs K Thomas (KT)
In attendance	
Mrs B Smith (BS) – Clerk	Canon John Harkin (JH)

The meeting opened at 7.00 pm

1.	The meeting opened with prayers led by Canon John Harkin	Role	Resp	Time
2.	Apologies for absence were received from John Banfield which were accepted. Mr T Ala was absent from the meeting. The meeting was quorate.			
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 – JB's term as a Diocesan Foundation Governor ends on 31/8/2018. JB indicated that he would be willing to continue for another term of office. b) <u>Governors appointed since the last meeting</u> – none c. <u>Any vacancies to be filled</u> – Two Diocesan appointed Foundation Governors. Canon John Harkin was willing to become ex officio Governor. PH had approached another prospective Foundation Governor and was waiting for them to confirm their willingness to join the governing body. Code of Conduct was signed by KT, MK and JH.			
	<u>Actions:</u> • BS to inform Guildford Diocese of Canon John Harkin's willingness to become an ex officio Governor for the school. BS to inform Babcock4S of Canon John Harkin's appointment as ex officio Governor when approval received from Guildford Diocese.		BS PH	July

	<ul style="list-style-type: none"> PH to make enquiries on interested person to become a Foundation Governor. 			July
4.	Declaration of interest	A		
	<p>a. There were no declarations of interests relevant to the business of this meeting.</p> <p>b. All Governors present had confirmed their entries to the Register</p>			
5.	Minutes of Previous Meeting	A		
	The Part1 and Part2 minutes of the meeting on 19 th March 2018, which had been on the GVO, were agreed . 2 copies of Part 1 and 1 copy of Part 2 were initialed on each page and signed at the end.			
6.	Matters arising from the Minutes	S/A		
	<p>Item 3: PH to follow up on possibility of Foundation Governor candidate.</p> <p>Item 6: PB use of tech – PB had discussed use of social technology as a means of communication with other schools. Not many were working together in this way although there is a Whatsapp group.</p> <p>Item 6: PB reported that Complaints and Staff Behaviour (Code of Conduct) Policies may need updating when the revised version of KCSIE is published in September 2018 – add to agenda next meeting for review.</p> <p>Item 11: MP and LD were organising an inventory of IT equipment to enable a rolling programme of replacements/updates to be made.</p> <p>Item 11: TA had adjusted the Risk Register to account for considered higher risk of work/life balance of staff.</p> <p>Item 12: PB said that Gayle Priestly had visited the school but had not met with a governor. PB will arrange a meeting with both schools' teachers re the new SIAMS framework.</p> <p>Actions</p> <ul style="list-style-type: none"> PB to continue to research use of social technology as a means of communication with other schools. Complaints and Staff Behaviour (Code of Conduct) Policies to be updated/reviewed re updated KCSIE at next FGB meeting. MP and LD to complete inventory of IT equipment to enable a rolling programme of replacements/updates to be made. PB to arrange a meeting with Newdigate and St Michael's teachers re the new SIAMS framework. 		PB PB MP/LD PB	
7.	Joint Meeting with Governors from Newdigate School	S/A		

	<p>The next joint Meeting between the governing bodies of St Michael's and Newdigate Schools – date to be confirmed for Monday 24th September 2018 at 7.00 pm at Newdigate School.</p> <p>Communications are still ongoing. PH to arrange a joint meeting for future planning, identify risks and discuss plans for beyond the two year arrangement with PB and AA (Newdigate Chair of governors).</p> <p>See Part 2 Minutes.</p> <p>Actions</p> <ul style="list-style-type: none"> • PH, PB and AA to confirm next date of joint meeting between Newdigate and St Michael's Governors. 		PH	
8.	<p>Business from the Chair including any (emergency) Action taken</p>			
	<p>Reports on GVO:</p> <ul style="list-style-type: none"> • Diocese Heads & Chairs briefing (18/5/18) • Surrey CC meeting for governors / chairs (12/6/18) – PH reported that the meeting had been interesting, but there were less attending. Surrey had to explain why they failed their Children's Services Ofsted inspection resulting in them buying in external help. PB said that when Surrey restructure Children's Services there will be change again leaving schools to get to know new documentation and how to manage reporting safeguarding issues etc. There was a possibility that MASH would no longer be operational and schools would work within quadrants. • Diocese Symposium on Small Schools (19/6/18) – PH found the key speaker was excellent but felt the afternoon was not useful. • Dorking Schools Partnership (25/6/18) – PH reported that it appeared all schools were struggling with their finances and recruiting new teachers. 			
9.	<p>Executive Headteacher's report for the Autumn Term</p>	C/A		
	<p>The report was available on the GVO prior to the meeting.</p> <p>PB informed the governors that the report had been written by both herself and SP.</p> <p>PB outlined the headlines of the report.</p> <ul style="list-style-type: none"> • Admissions – Currently there were 19 admissions for Yr R for September 2018 with NOR for the whole school at 54 which was a continuing issue. Many local schools had low admissions for September 2018 with South Mole Valley schools more affected. PH had provided a summary of children coming/going which did not evidence any patterns. SP had been working hard to further develop relationships with pre schools and Junior schools to make good links. 			

	<ul style="list-style-type: none"> Staffing changes were highlighted on the report. The school would no longer have an HSLW (Home School Link Worker) as this role was not covered by DSP (Dorking Schools' Partnership) core service anymore and it was not felt appropriate for our small school to buy the previous level of service. PB has requested buying into hourly HSLW support as required.. PH felt current staff could cover this role and also the school were unable to afford to pay for an HSLW. Leadership and Management – were embracing the changes. Generally, feedback from parents had been positive, with 90% of comments from parents' questionnaire indicating they felt the school was well managed. PB ensures she is visible around school, especially at the beginning and end of the day and at events. PB asked PH to carry out a staff feedback questionnaire in September 2018. PB felt there had been positive and professional exchanges with staff happy to work across both schools. There had been exchanges between Subject Leaders, Gayle Priestley from Newdigate school had visited St Michael's with an RE focus and had carried out book scrutinies and given feedback to teachers. Governors had been collaborating. PB had felt that when governors had attended meetings at DSP, GST etc they felt stronger due to the collaboration between the two schools. The two schools were sharing a clerk to governors, had held moderation sessions together. This had been especially useful for Year 2 moderation as Newdigate School had been moderated by Surrey this year and had received good feedback on their judgements of children's attainment. SP is an Early Years moderator and had assisted Newdigate with her experience in this area. PB had spoken to ELSA trained staff re incorporating the HSLW role in their work. The Bursars from both schools had met for joint discussions re budgets. A lot happened that was not on the original plan which showed the success of the collaborative work between the two schools. The school were currently graded 'good' with Ofsted and 'outstanding' with SIAMS. A new SIAMS framework was being implemented from September 2018 with the grading being changed, outstanding will now be 'excellent', it would therefore be necessary to ensure the school retained a high grading. PB and SP (along with GP) had attended training on the new SIAMS framework. Attendance/absence figures had been affected by illness, with a winter flu/virus causing many children to be absent. Attendance was just below 96% which was just below national averages. PB would highlight the importance of attendance to parents at the beginning of the new school year. Safeguarding measures were still strong, the school would need to change how referrals were made when MASH etc changed. Governors were invited to attend the Safeguarding training from 9 am – 12 pm at St 		PH	Sept 2018
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	----	-----------

	<p>Michael's school. An updated version of Keeping Children Safe in Education would be implemented from September 2018, Governors would need to read and sign to evidence they had read and understood this document. An INSET day had been planned for 4th September 2018 which would cover Safeguarding training. July INSET to be used to discuss new rules system which was currently in use at Newdigate school – Bee Rules which incorporated an infant friendly way to introduce how values influence our lives</p> <ul style="list-style-type: none"> Teaching & Learning, Assessment – PB still graded as 'good', and felt she had observed at least 'good' practice throughout the school, if not better. Teachers continued to assess using the Babcock4S system, MP had set up tracking sheets for staff which worked for the school. It provided a clear system where teachers tracked children on tracking grids, meetings were held termly to check attainment to enable interventions to be put in place if <i>problems were identified. It had proved difficult to organise sustained intervention sessions if teachers did not have a TA attached to their class (e.g phonics in Year 1).</i> The school would be looking at further improving the curriculum to ensure it was engaging and creative. Ofsted would now also be looking for evidence that schools were providing a well-rounded curriculum. The school were incorporating Forest Schools as part of the curriculum with a TA currently on training and working towards Level 2 accreditation in September 2018. The plan is to introduce regular Forest Schools sessions to Years R and 1 in September 2018 for one afternoon per week and gardening every Thursday afternoon. The school were investigating use of Sports Premium funding to develop a sensory circuit. <p>Actions</p> <ul style="list-style-type: none"> PH to organise a Staff questionnaire for September 2018. All - Safeguarding training 4th September 9am at school 			
10.	SDIP progress and outcomes leading to preparation for 2018-19			
	<p>Data</p> <ul style="list-style-type: none"> PB explained The Phonics Screening results were an area of concern for Y1 which was related to the cohort. The school had been hopeful the results would be just under national averages but were just under 70%, this would be flagged up on the ASP (Analyse School Performance) when issued in October 2018. PB explained there were a combination of factors; low numbers in the class resulting in each child equal to a high percentage (6.7%), two children who were on target to pass but just did not manage on the day and a lack of a TA to enable extra support/interventions. 			

	<p>PH asked would this trigger an Ofsted inspection when flagged on ISDR (Inspection Data Summary Report). PB explained that EYFS and KS1 SATs results would also be taken into account, as these were fine it should not trigger an inspection. This is also not a pattern of poor results as previous years phonics results were higher.</p> <ul style="list-style-type: none"> • KS1 - SP explained that the school had compared KS1 SATs data with the National and Surrey results from last year. From this the school had met the national averages for maths and Greater Depth for maths. KT noted the high expectations now in place. SP explained that from September 2018 a new curriculum had been issued for maths which had lowered expectations for Year 2. The school were pleased that this cohort had managed to reach national averages. PH asked if Singapore/maths mastery had had an impact on results. SP said that 32% of children had reached Greater Depth so it was felt it had had an impact. PB said that at the beginning of the year the school were not predicting the data to be as good as last year's so the school felt there had been incredible achievements. PH congratulated PB and SP for their hard work in achieving these results. PB discussed Data which analysed groups and gaps. This would be used to ensure relevant interventions were put in place to ensure gaps were closed. PB explained that data highlighted in red showed concern, yellow expected, green exceeded. If children fell below the school looked at each child concerned and set up a case study to evidence the work done to address any issues. KT asked if parents were informed of any concerns. SP explained that parents would be informed via mid-year reports and discussions at parent consultation sessions, they are also issued with end of year results and KS1 SATs results. The school provided a parent friendly document to explain the attainment and assessment procedures. KT expressed she felt these were good results considering the predictions set at beginning of the year. BT also congratulated PB and SP. • PB said EYs achieved 86% GLD (Good Level of Development), this evidenced a year on year increase. Having SP to moderate had been very helpful and gave the data integrity. PB felt the exceeding targets that had been rolled over from the previous academic year and re-set had been too ambitious and they would be set to be more realistic but still challenging targets for next year. Targets would be put in place when the school knew the children's starting points. <p>Governors Self Review questions (Part 2 Business)</p>			
11.	Reports from Committees and nominated Governors	S		

a) Finance and Resources Committee

- Report (meeting on 30.04.2018) – PH reported that the budget for coming year had been set with careful management. The Governors' Fund was healthy with a contingency plan in place. The LCVAP bid was turned down which could entail additional funds needed to increase security around the school. All policies had been approved with an addition to the Pay and Conditions Policy.
- IT – The IT expert from Boxhill School visited the school to discuss the costs associated with fibre cable being linked to the school. It was noted that the current IT equipment would not be workable with an improvement in broadband. Unicorn had been approached for advice re providing fibre without success. The school were not tied into a contract at moment and had just changed their phone provider. LD was keen to also change the broadband provider. Boxhill, school had a big internet project ongoing at the moment and came to talk to MP to investigate possibilities, MP was waiting for feedback. There *could be savings with a new provider*. PB asked if there was a rough cost of hardware needed. MP said that even the newest PCs were 2011 working on a 2007 system. MS informed the governors that the company she works for have provided ex PCs to local schools, so had approached a contact within the company with a view to helping St Michael's. They had indicated they would be happy to look into helping, the cost could be approx. £6,5000. The governors agreed to look into use of DFC money to cover this project. MP said the new PCs would also need to have systems installed – SIMS etc. updates to PCs would be essential so there would be a need to look into this. It was agreed that the Finance Committee would discuss this further. BT explained that as the LCVAP bid had been turned down, money would be needed to cover the security work, BT had been trying to work with DSP to get this completed.

a. Chairs, Committees, Nominated Governors for 2018/19

- PH explained the current structure was two committees; Finance, Learning & Teaching and the FGB. There would be a need for a working party to work on open days and admissions for next year. (open day Friday 16th and Monday 19th November 2018), with a need to start planning in September. MS, BT, KT offered to help, also LP if before 11th September as she would be on holiday after that. BT asked if there was enough information on the school website to advertise the school well. MS had noticed some items on the school website were in need of updating. KT suggested asking parents to spread word locally. PB said the school should also put items on local Facebook pages and twitter to publicise the school. PB agreed to ensure all

	<p>information was up to date and make additions if necessary. The school could also advertise in Dorking and Leatherhead libraries and local pre-school groups to raise the profile of the school. PB noted that there is a Dorking Parents page, that would be a good area to advertise the school on too.</p> <ul style="list-style-type: none"> PH had a list of governor nominations to fill. There would be no change to the structure at the moment, but this could be discussed further at the joint meeting with Newdigate School. MS, JB and PH are on the Finance Committee. MP, KT LP and SP on the Learning & Teaching committee. Governor roles were agreed to be as follows; Liaising with the LA – PH, SEN – KT, RE – LP, DSP – PH, Building and Premises – BT, link for diocese – LP, Performance Review PH, AA (chair at Newdigate school) and KT – KT would need to complete training in this area (GEL). <p>a) Working Group for Open Days and admissions – discussed above</p> <p>Actions</p> <ul style="list-style-type: none"> MP/LD to continue to pursue possibility of having fibre broadband installed to the school MS to further pursue possibility of her company providing ex PCs to the school. MS, BT, KT and LP to set up a working party to advertise/help with open mornings to the school in Autumn 2018 term. 		FR Agenda	July
12.	Standing Items	A		
	<ul style="list-style-type: none"> <u>Risk Register</u> - PH reported that the school would need a DPO and an Action Plan. The DSP were working together to share information regarding GDPR.. MP informed the governors that LD had completed an audit and had proposed an action plan. Privacy notices had been issued and the school were organising a company who would collect and shred any confidential papers no longer needed. PB had a Data policy based from a model on The Key. The DSP had discussed sharing DPOs. It was agreed that GDPR should be kept on the Risk Register. <u>Safeguarding</u> PH noted 'First Concern' forms were being used for low level concerns. <u>Governor Training</u> – MS had completed introductory training and courses. LP had completed the NGA Learning Governors Role in School Improvement. PH had completed Safeguarding training. BS had completed the Clerk's Accrediation Course. PH asked governors to be aware of training with new updates due out. <p>Actions</p> <ul style="list-style-type: none"> PH/PB to appoint a DPO 		PH/PB	ALL PB

	<ul style="list-style-type: none"> • Governors to view Data Action Plan prepared by LD. • PB to implement Data Policy 			
13.	Policy Review			
	<p><u>Policy Review for 2018/19</u></p> <p>PH proposed reviewing Statutory Policies such as Safeguarding and Pay and Conditions. MP said that the Admissions Policy would need to be reviewed in the Autumn 2018 FGB meeting.</p> <p>Actions</p> <ul style="list-style-type: none"> • Statutory Policies to be reviewed • PB to upload Accessibility Plan to school website • Admissions Policy to be reviewed at FGB Autumn meeting 		PB PB MP	
14.	Admissions			
	Discussed above.			
15.	Governor Update – Dec 2016			
	<p>December issue –</p> <ul style="list-style-type: none"> • GDPR (General Data Protection Regulation) discussed above. 			
16.	Any agenda items for next meeting			
	<ul style="list-style-type: none"> • Complaints and Staff Behaviour (Code of Conduct) Policies to be updated/reviewed re updated KCSIE • Staff Questionnaire • IT/Broadband • School marketing • GDPR – DPO, Data Policy, Data Action Plan • Accessibility Plan • School Website – compliance for new school year 			
17.	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"> • Governors had discussed support that had been given to PB, SP, staff and school. • Data – governors were aware that some results were improving and interventions had been put in place to address any that were not. • Discussed improving communications with staff. • Completed a self review of governance. • Ensured children are safe via various documents discussed and training completed. 			
18.	To note Governing Body meeting dates for remainder of educational year 17/18) – all <u>Mondays at 7pm</u>			

	Joint meeting St Michael's and Newdigate - 24 th September 2018 (at Newdigate School)			
	FGB/Business Meeting - 3 rd December 2018			
	FGB Meeting - 18 th March 2019			
	FGB Meeting - 8 th July 2019			
19.	Part2 Confidential business (separate agenda)			

The meeting closed at 9.00 pm.

Signed _____ Date _____

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