



<b>MINUTES OF THE FULL GOVERNING BODY MEETING</b>		
<b>Date</b>	12 <sup>th</sup> July 2018 at 6pm	
<b>Venue</b>	St James CE Primary School; extended schools room	
<b>Present</b>	<b>Andy Gait</b> <b>Chris MacIntosh</b> <b>Gavin Shortall</b> <b>Hilary Jones</b> <b>Jess Kippen</b> <b>Jo Gait</b> <b>Jo Westhead</b> <b>Lynda Newton</b> <b>Peter Baylis</b>	<b>DBE governor</b> <b>Parent governor</b> <b>Headteacher</b> <b>Foundation governor</b> <b>Parent governor (Chair)</b> <b>Ex officio governor</b> <b>Staff governor</b> <b>Foundation governor (vice-Chair)</b> <b>Foundation governor</b>
<b>Apologies</b>	<b>Steve Lomax</b>	<b>Associate member</b>
<b>Absent</b>	<b>Paula Robinson</b>	<b>Foundation governor</b>
<b>In attendance</b>	<b>Laura Nicholson</b> <b>Carole Self</b>	<b>Clerk</b> <b>Observer clerk</b>

*For all sets of minutes and backing papers it is taken that all have been pre-read and coverage is therefore limited to: • accuracy • action points • challenge*

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion</b>	The Chair welcomed all to the meeting. The apologies of Steve Lomax were received.
<b>Decision</b>	<b>RESOLVED: to accept the apologies of the above-named governor.</b>

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF INTERESTS</b>
<b>Discussion</b>	There were no new declarations of interest.

<b>AGENDA ITEM 3</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>
<b>Discussion</b>	o KS2 SATs results.

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING (24<sup>th</sup> May 2018)</b>
<b>Discussion</b>	Governors reviewed the minutes which were circulated prior to the meeting.
<b>Decision</b>	<b>RESOLVED: that the minutes be accepted as a true and accurate record. The Chair signed the minutes.</b>

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING</b>
<b>Discussion</b>	Item 10: <ul style="list-style-type: none"> <li>LN and PB to source staff wellbeing surveys for governors to consider using. <b>Action completed.</b></li> <li>To consider a wellbeing day and look at recognising the work of staff and how to better value them. <b>To discuss under AOB.</b></li> <li>To formalise the health and wellbeing process which can be presented as a set of recommendations and feedback. This should also show the successes as well as development of health and wellbeing. <b>To discuss under AOB.</b></li> </ul>



- Outcomes of this project will inform the wellbeing target. **To discuss under AOB.**

AGENDA ITEM 6	GOVERNING BOARD BUSINESS
Discussion	<ul style="list-style-type: none"><li>• Membership: 1 x LA governor vacancy. LN to ask Steve Lomax to complete the application forms for the LA. This is important in order to enable SL to vote.</li><li>• Governor training attended and its impact:<ul style="list-style-type: none"><li>○ Lynda Newton attended the Chair's briefing. There was nothing major to report.</li><li>○ Mr Shortall and Jess Kippen attended school finance training.</li><li>○ Gavin Shortall attended a meeting of the primary strategy group in Manchester. An item at the governors' finance training was around maintaining appropriate levels of reserves. Anything over 8% is reportable to the LA. At the latest school's funding forum, they published the reserves total for all schools. Schools in Manchester are collectively holding £22million in reserves. This school is holding just over the 8%. GS spoke to Reena Coly and she was happy with this level. Funding in real terms has dropped by around 8% over the last few years. The funding formula is going to hit schools. The LA will clawback from schools with significant carry forwards.</li></ul></li></ul> <p>Governors agreed that if the School is funded for a certain amount per pupil and is keeping reserves, this is meant for the children in the school. A 5-year plan should set out priorities. St James is broadly in a strong position. The budget is being run carefully but there isn't too much unused money.</p> <ul style="list-style-type: none"><li>• Governor training required: none suggested.</li></ul>

AGENDA ITEM 7	GOVERNOR MONITORING VISIT REPORTS SINCE LAST MEETING
Discussion	<ul style="list-style-type: none"><li>• Andy Gait – Maths visit (summer 1 2018) The visit report was circulated and discussed at the T&amp;L committee.</li><li>• Hilary Jones – Foreign Languages (spring 2 and summer 2 2018) The visit report was circulated and discussed at the T&amp;L committee.</li><li>• Jess Kippen - SATS and restorative practice The visit report was circulated and discussed at the T&amp;L committee.</li></ul>

AGENDA ITEM 8	REVIEW OF GOVERNOR SELF EVALUATION & ACTION PLANNING 2017-18
Discussion	<p>The following governor priorities were agreed for this academic year:</p> <ol style="list-style-type: none"><li>1. Governor open day for staff and governors – <b>action completed.</b></li><li>2. Reading for pleasure – <b>book awards. Pete Baylis and Jo Gait offered to attend. HJ stated that the Y6 readers read really well in their practice for the leavers Eucharist.</b></li><li>3. Development of the outside space: <b>Action completed. The outside space has been developed to include a reading cabin, forest schools, woodland areas and the playground has been painted.</b></li><li>4. Continue to embed system of governor visits and subject links: <b>Action ongoing. It was suggested that next term visits are planned in, so every term there are planned governor links. Action: To address/agree this in September.</b></li></ol>

AGENDA ITEM 9	CHAIR'S ACTION TAKEN SINCE THE LAST MEETING
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<b>Discussion</b>	None taken.
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<b>AGENDA ITEM 10</b>	<b>HEADTEACHER'S REPORT, including School Development Planning Monitoring</b>
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<b>Discussion</b>	<ul style="list-style-type: none"> <li>• <b>10.1 – HT Update Jul 2018</b> Governors received the report with thanks.</li> <li>• <b>10.2 – St James SDP 2017-18 Review – Report to Governors – Jul 2018</b> There were no changes to report since the last meeting.</li> </ul> <p>Mr Shortall reported that the target for GLD is not on track to be met not because of the 10% not on track, but because children had dropped in one area. They need to have achieved 5 areas at the expected standard plus English and Maths. <b>Action: GS send out the Early learning goals to governors for information about how GLD works.</b></p> <p>Question for summer term 2 FGB meeting:</p> <ul style="list-style-type: none"> <li>• To consider the potential impact of the changes to universal credit and the impact on this school.</li> </ul> <p><i>Please refer to the information in the Headteacher's report.</i></p> <p>Mr Shortall explained that when the LA have completed their mapping exercise, the move to universal credit will see more children in a position to claim for FSM. The government are saying that anyone who qualifies for FSM will do so until the end of their education. Anyone applying for universal credit and is successful will be protected under Pupil Premium until end of their educational career (primary/secondary). The School shouldn't see a significant drop in funding.</p> <p>If the move to UC is a difficult one for families, there is likely to be an economic effect on the social/economic situation on families and therefore an increase in support required of the early help pastoral team. Stress at home may translate to higher stress for children. Therefore, St James's needs to continue with its effective pastoral team in school in light of this to support families. This will be about addressing root causes, not the symptoms. HJ advised that food banks are available at Holy Innocents CE Church and Union Baptists. There are contacts in the Church who can support families too. School has to find out about family situations in order to support them. Noted that the early help pastoral team at St James's are outstanding. However, there are time-pressures which must be addressed. Governors Suggested engaging the support of volunteers who are appropriately DBS checked. School resources must be carefully considered. It was noted that staff have been giving their own money which should not be happening.</p> <p>It was suggested that money management courses for families might be useful. It was also suggested crowd funding for a hardship fund. Caution was expressed in relation to how such funds could be managed in light of the School having charitable status. It was noted that the St Agnus fund may also be accessible. It is about school having links. Hilary Jones re-emphasised that the Church would be able to support the School. Charities such as Mustard Tree, Lighthouse, CAP (debt/money management charity) and Oasis were also suggested. This is a good way for the School and Church to work together and reinforces the Christian ethos of the School. Jo Westhead will set up a meeting to look at a plan for this in more detail. Governors expressed their hope that this level of support will engage the community better with the School and enable families to approach the School with more confidence.</p> <p><i>Pete Baylis joined the meeting at 6:40pm</i></p>
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Questions for autumn term FGB meeting:

- **Headteacher wellbeing – October meeting.**

Mr Shortall reported that the new SIAMs schedule/framework is due out next year. Also, the new Ofsted inspections will require Schools to account for staff wellbeing and what Governors are doing to support wellbeing in School. This will also feature in SIAMs. It was suggested looking at how this works across Manchester and in this School.

In light of the SIAMS expectations, governors must show that the school leadership is rooted in the Christian nature of the school. It was suggested addressing this in October. Mr Shortall explained the new grading system of SIAMs which is different to Ofsted criteria. The School's last grading in a SIAMs inspection was Outstanding. The criteria to achieve 'Excellent' are very high.

**Action: HJ and LNe to share an update from SIAMs and to present this as part of staff wellbeing update. GS will send information to both and report at October meeting.**

**SATS update:**

Mr Shortall was delighted to report a very pleasing set of SATs results this year. They were observed to be the best set the School has had in many years. They are better than expected overall.

The % of children achieving standard of reading was very high.

78.1% of children were high attaining. Mr Shortall noted that in his professional opinion, this is not reflective of the children's abilities and they have overperformed; above and beyond expectations.

**Q: What has been done differently to achieve this?** A: Reading has been taught differently. The paper was better understood than last year's. Writing is teacher assessed. Teachers marked more cautiously this year. Borderline children were predicted as expected standard. Mr Shortall gave all credit to the children.

**Action: GS to email LN the data to circulate with minutes.**

In September, any child who joined in Y5 and Y6 as EAL pupils will be taken out of the final results. The School is able to predict progress scores but doesn't have this information yet, nor the threshold.

Children have had a consistent journey through KS2 and teaching was a high standard.

Governors congratulated and thanked staff for all their hard work.

AGENDA ITEM 11	COMMITTEE REPORTS
Discussion	<ul style="list-style-type: none"> <li>• <b>Teaching &amp; Learning and Staffing committee</b> (2<sup>nd</sup> July 2018) The minutes were received and noted.</li> <li>• <b>Finance &amp; Premises committee</b> (27<sup>th</sup> June 2018) – this meeting was not quorate but an informal meeting took place between GS, JK and Jo Mason to discuss various points. A summary report was circulated. Information about LCVAP was submitted; the application was unsuccessful.</li> </ul> <p>The budget changes lead to three proposals; an additional office support, a TA2 to TA3 post and additional booster sessions. These recommendations were submitted to the FGB for approval today. The budget can sustain them.</p> <ul style="list-style-type: none"> <li>○ To note approval of the 2018-19 budget. The budget papers were submitted. Please refer to these for all detail.</li> </ul>



<b>Decision:</b>	<b>RESOLVED: that the 2018-19 budget be formally approved.</b> <b>RESOLVED: that the staffing structure for 2018-19 including the temporary staffing additions be formally approved.</b>
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<b>AGENDA ITEM 12</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion</b>	There were no policies for review.

<b>AGENDA ITEM 13</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>
<b>Discussion</b>	<p><b>Staff questionnaires:</b> Example questionnaires were circulated prior to the meeting. Governors discussed what they wanted to achieve from the questionnaire. The following was agreed: <i>To inform on staff wellbeing and generate an action/strategy at the end of it.</i></p> <p>Pete Baylis offered to draft a new survey from the two surveys. Governors are looking for the survey to provide a baseline to generate a better understanding than governors currently do in the form of general wellbeing. It will be anonymised. Mr Shortall will not take part in this as a governor. For context, Mr Shortall advised that there are a number of challenging children in the school and this can affect staff. It is important not to become complacent with regard to staff wellbeing and to monitor this. A review/baseline of where the staff are up was suggested and this could lead to action points, where Governors support the wellbeing of teachers and SLT. This must lead to something tangible e.g. Inset day on wellbeing. It is also about knowing whether staff feel confident in reporting any concerns to SLT. An annual review was suggested. It was also noted to be important that governors monitor how SLT are supported when they have to manage situations where staff are approaching them a lot for support. This would include all SLT as well as the Headteacher.</p> <p>Governors observed the need to be cautious in wording the survey so that staff understand why governors are running it and that they are doing it to support them. The aim is to empower the SLT to support teachers. It was suggested seeking external input in to wellbeing initiatives. All staff including support staff will be included in the survey. It was noted that there are some overlaps of strategy and operational within this. Governors are keen to retain and encourage good quality of staff.</p> <p><b>Action: Pete Baylis to put a staff wellbeing survey together. Governors will be invited to send feedback via LN.</b></p>

<b>AGENDA ITEM 14</b>	<b>DATE OF NEXT MEETINGS</b>
<b>Discussion:</b>	<ul style="list-style-type: none"><li>19<sup>th</sup> September 2018 at 6pm</li></ul> <p>Preceded by Pay committee at 5pm. The following governors agreed to sit on the Pay committee: Lynda Newton, Peter Baylis and Chris MacIntosh. <b>Formally approved.</b></p>

<b>AGENDA ITEM 15</b>	<b>CONFIDENTIAL MATTERS</b>
<b>Discussion</b>	There were no confidential matters to discuss.

**There being no further business the meeting closed at 7:55pm**