



MINUTES OF THE FULL GOVERNING BODY MEETING		
Date	20th September 2017 at 6pm	
Venue	St James CE Primary School; extended room	
Present	Andy Gait Chris MacIntosh Derrick Watson Gavin Shortall Hilary Jones Imran Naseem Jess Kippen Jo Gait Jo Westhead Lynda Newton Rev. Paula Robinson Pete Baylis	DBE governor Parent governor Foundation governor Headteacher Foundation governor LA governor Parent governor (Chair) Foundation governor Staff governor Foundation governor (Vice-Chair) Foundation governor Foundation governor
Apologies	Steve Lomax	Associate member
Absent	None	
In attendance	Laura Nicholson	Clerk

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

The meeting met its quorum

AGENDA ITEM 1	INTRODUCTIONS & APOLOGIES FOR ABSENCE
Discussion:	Introductions were made. Jess Kippon welcomed new elected parent governor, Chris MacIntosh and Rev Paula Robinson Foundation governor to the Board. Steve Lomax sent his apologies. Governors were reminded that records of governor attendance are required to be published to the School website (<i>Constitution of Governing Bodies of Maintained Schools – August 2015</i>).
Decision	RESOLVED: that the apologies of the above-named governor be accepted.

AGENDA ITEM 2	APPOINTMENT OF CLERK FOR 2017-18 (STATUTORY)
Discussion:	It was proposed that Laura Nicholson (Second2None School Support) be appointed as Clerk to the Board. There were no objections.
Decision:	RESOLVED: that Laura Nicholson be appointed as clerk. All agreed.

AGENDA ITEM 3	APPOINTMENT OF CHAIR & VICE CHAIR FOR 2017-18 (STATUTORY)
Discussion:	Chair: The Clerk advised that she had not received any nominations for Chair prior to the meeting and therefore asked for nominations to be tabled. Jess Kippen was nominated as Chair of governors for 2017-18 academic year. There were no other nominations. Jess was happy to continue in the role of Chair. Proposed by Derrick Watson and seconded by Pete Baylis. All agreed. Vice-Chair:



	The Clerk advised that she had received one nomination for Vice-Chair, namely Lynda Newton. There were no other proposals and Lynda was happy to continue in the role. Proposed by Hilary Jones and seconded by Joanna Gait. All agreed.
Decision:	RESOLVED: that Jess Kippen be formally appointed as Chair of governors for 2017-18 academic year. All agreed. RESOLVED: that Lynda Newton be formally appointed as Vice-Chair of governors for 2017-18 academic year. All agreed.

AGENDA ITEM 4	ANNUAL DECLARATIONS (attached)
Discussion:	<ol style="list-style-type: none"> Governors were informed that they were required to read, complete and sign the declaration statement in relation to the following: <ul style="list-style-type: none"> Declaration of pecuniary, personal, educational interests. <i>Clerk will type up into Interests document and send to school to publish to the school website.</i> Code of Conduct - Please note that the DfE expect governing bodies to adopt a Code of Conduct and governors should sign this. (<i>Constitution of Governing Bodies of Maintained Schools – August 2015, p.7&10</i>) Confirmation of eligibility <p>All presented completed and signed the forms.</p> Governors are asked to check their details on the Edubase form are correct (<i>Clerk will update and send to school to use to update Edubase with – should not be published publically</i>). All present checked and updated their details.

AGENDA ITEM 5	GOVERNING BODY MEMBERSHIP (attached)
Discussion:	<ul style="list-style-type: none"> Vacancies: none. <p>The Clerk advised that Steve Lomax as Associate Member can be given voting rights to the finance and staffing committee. Governors discussed this and noted the effective contribution and support to the school that Steve offers. Governors observed that they would like to make Steve a full governor. LN advised that the board is full and the only way he could join is under the remit of foundation governor or LA governor of which there are no vacancies and Steve is not eligible at present.</p>
Decision:	RESOLVED: that Steve Lomax be given voting rights as associate member to the Finance & Premises committee

AGENDA ITEM 6	COMMITTEE STRUCTURE & MEMBERSHIP 2017-18
Discussion:	<p>Hilary Jones proposed a change in structure reducing the committees to two:</p> <ul style="list-style-type: none"> Enjoyment & achievement (standards and staffing) committee and, Resources committee (premises and finance) <p>This is to avoid duplicating work across committees. Governors discussed the pros and cons of how the meeting structure works now and how the new system could work. Careful agenda planning would be needed to ensure timeframes work e.g. LCVAP, if the new system were agreed as the premises committee would no longer meet. It may mean longer meetings.</p> <p>Decision: It was agreed to trial the new committee structure. It was also agreed to agree the dates for the rest of the year's committee meetings at the first of each of the committees. Chris MacIntosh stated that he would like to attend both committees and then decide on membership.</p> <p>The following committee membership was agreed:</p>



	<ol style="list-style-type: none"> 1. Finance & Premises committee – Pete Baylis, Jess Kippen, Gavin Shortall, Derrick Watson, Jo Westhead, Chris MacIntosh, Steve Lomax. Remove Imran. 2. Parent, pupil & curriculum & Staffing committee – Imran Naseem, Hilary Jones, Lynda Newton, Andy Gait, Jo Westhead, Paula Robinson, Chris MacIntosh, Gavin Shortall remove Pete Baylis. 3. Pay committee – Lynda Newton, Pete Baylis, Imran Naseem 4. Pay appeals committee – Andy Gait, Hilary Jones, Paula Robinson 5. HT Performance Management panel – Paula Robinson, Lynda Newton plus external advisor 6. Pupil Discipline & Exclusion panel (<i>please note that if a PE is appealed after the governors have met, the next stage is an Independent Review Panel which we are not involve with</i>) – Paula Robinson, Hilary Jones, Jo Gait 7. Staff Discipline & Dismissal panel – Jess Kippen, Imran Naseem, Hilary Jones 8. Staff Discipline & Dismissal appeal panel – Jo Gait, Pete Baylis and Lynda Newton 9. Complaints – Paula Robinson, Jo Gait, Andy Gait (<i>it was noted that no formal complaints have been received in recent years</i>) <p>Action required:</p> <ul style="list-style-type: none"> • Confirm Chair and Vice-Chairs of Committees. RESOLVED: It was agreed to organise this at the first committee meeting of the year.
--	---

AGENDA ITEM 7	AGREE GOVERNOR SUBJECT LINKS & LEAD GOVERNOR ROLES 2017-18
Discussion:	<p>The following lead and link governors were agreed:</p> <p>Lead governors:</p> <ol style="list-style-type: none"> 1. Child Protection/Safeguarding (including Prevent) – Hilary Jones 2. Pupil Premium – Jo Wethead/Lynda Newton 3. Health & Safety – Peter Baylis 4. SEND – Paula Robinson <p>Link governors:</p> <ol style="list-style-type: none"> 1. English link – Pete Baylis 2. SMSC (including pupil voice) – Hilary Jones 3. Maths link – Andy Gait 4. Foundation subjects - tbc 5. Geography – Lynda Newton 6. Computing – Jo Gait 7. Outdoor area – Jess Kippen 8. Science link – Jess Kippen 9. PE link – Pete Baylis? <p>It was noted that a more systematic approach to governor visits is needed throughout the year.</p> <p>Hilary Jones left the meeting at 6:35pm. Hilary informed governors of sad passing of a previous governor, Margaret Roberts. Governors were invited to her funeral. Condolences were expressed by all.</p> <p>Pete Baylis left the meeting at 6:40pm</p>

AGENDA ITEM 8	TERMS OF REFERENCE 2017-18 (see attachment)
Discussion:	Governors reviewed the terms of reference for the following committees:



	<ol style="list-style-type: none"> 1. Full Governing Body committee 2. Standards committee 3. Finance & Personnel committee 4. Pay committee 5. School Collaboration terms of reference. Gavin Shortall advised that he is proposing to link with Mauldeth Road in relation to collaboration work. Action: Jess Kippen to follow up with the Chair of governors at Mauldeth Road regarding the Collaboration terms of reference. Once agreed, FGB to formally approve the terms of reference. <p>It was noted that as the committee structure has changed, the terms of reference will need to be amended to reflect the work of the committees going forward. They will then need to be approved by the FGB. It was suggested that the ToR for each committee are reviewed and agreed at committee level.</p> <p>Action: LN to send ToR to committees to review at their next meetings. Action: All terms of reference to be approved at the October FGB.</p>
--	--

AGENDA ITEM 9	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion	<p>It was recommended that any new governors attend the new governor training through One Education. Interested governors to email LN/GS to book on.</p> <p>Lynda Newton reported that she continues to attend the chairs briefings. Governors thanked Lynda for this ongoing commitment which provides useful updates for governors.</p>

AGENDA ITEM 10	GOVERNOR MONITORING REPORTS SINCE LAST MEETING
Discussion:	<p>No visits have taken place this term yet.</p> <p>Action: each committee to agree a schedule of governor monitoring for the term/year according to the work of the committee.</p>

AGENDA ITEM 11	GOVERNOR SELF EVALUATION & ACTION PLANNING 2017-18
Discussion	<p>At the next meeting, governors will consider their specific priorities for this academic year at the next meeting. Governors were asked to contact JK if they would like to make any amendments to the governor action plan which was circulated with the papers.</p>

AGENDA ITEM 12	PART ONE MINUTES OF THE LAST MEETING (13th July 2017)
Discussion	<p>Governors reviewed the minutes of the last meeting which were circulated prior to the meeting.</p>
Decision:	RESOLVED: that the minutes be accepted as a true and accurate record. The Chair signed the minutes.

AGENDA ITEM 13	MATTERS ARISING
Discussion:	<p>Item 6:</p> <ul style="list-style-type: none"> • GS to send LN Chris McIntosh's email address. Action completed. • Re annual governance statement JK to write this over the summer and circulate the document to governors. Action completed. LNe will propose items to include. • JK to forward governor action plane to LN to circulate to governors. Action completed. <p>Item 7: GS to find out if the apprenticeship levy applies to VA Schools. MCC schools are classed under the same umbrella and are required to pay the levy. However, as a VA school, staff are employed by the governors. So St James doesn't need to pay into the</p>



	<p>levy as they don't have an income of £3million per year. The School can access the funding pot for apprenticeships although they don't pay into it.</p> <p>Item 10: Re Headteacher's report, the next two questions should focus on what progress the school has made towards the 2016-17 SDP and what should be prioritised in the 2017-18 SDP. Item 14.</p> <p>Item 15: GS to seek recommendations and governors should agree a SIP at the next meeting. GS advised that has contacted a couple of people about securing a SIP. No responses have been received yet. He has also contacted OE and invited someone in with recent Ofsted inspection experience, Mary Arnold who comes recommended. She is attending the School next week.</p> <p>Action: LN to send ECM contact details to GS. Governors advised that GS feeds back with costs at the next meeting.</p> <p>Item 16: Ofsted preparation:</p> <ul style="list-style-type: none"> • JK to circulate key questions document to governors which will include links to evidence. JK/GS have been working on a document summarising key points. JK will circulate. • GS to circulate crib sheet. As above. • LN to email out the Ofsted handbook (section 5) – p.37, to governors. Action completed.
--	---

AGENDA ITEM 14	SUMMARY HEADTEACHER'S REPORT
Discussion:	<ul style="list-style-type: none"> • 14.1 - HT Update – Sep 2017 GS delivered presentation on progress (please refer to the presentation notes for all information). <ul style="list-style-type: none"> - The School was disappointed in the progress scores this year. Work has been done to unpick the scores. Mr Shortall explained progress scores and how the system works. - 100 is the expected standard and where pupils should be. - 31 children took SATs in 2017. 28 had taken KS1 Y2 tests. - The progress measure was 0.3 reading, 1.5 writing and 1.9 for maths. Confidence scores don't take into account EAL etc. <p>Q: What does progress tell about the school and what does it mean for upcoming Ofsted inspection? A: Of the 28 children that the progress score is based on, 3 did not complete the Y2 tests at this school, some did not attend more than 2 years at the school. Therefore, this is not an accurate reflection of the school overall.</p> <ul style="list-style-type: none"> - Without the 3 children, the scores puts the School in the top 25% of schools. - The School is happy with the course of direction overall. Reading needs a little further work. - Reading – 15 pupils had positive progress scores. 10 had negative progress scores. There are 4 outliers (who underperformed in the test than were expected to). - As outcomes across the country aren't known ahead of time, it's impossible to track and predict progress scores. - Governors questioned the data in light of those children who had a 'bad day' on the test but whose teacher assessment proved otherwise. The latter would have had a positive impact overall, putting the school into the top 40% of schools nationwide. - Governors noted that this year group was known to be a challenging cohort so given that, the results are pleasing. - Progress does not indicate underperformance. It's about accounting for individual children. <p>Q: What does it mean for the school? A: the quality of provision is still high. For reading, the School has instigated guided reading and audit review. It has reviewed</p>



	<p>and updated monitoring and independent reading. Money has been allocated to improve reading resources and reading will be closely tracked this year. The School is confident that this is just a dip, not a trend.</p> <p>Q: Are there any concerns with the quality of teaching? A: No.</p> <p>Q: Can children be prepared better for tests if stress is an issue for some children?</p> <p>A: The challenge so far is that historically everything the school has done has worked. Also, the School doesn't want to just train children for tests, it wants to continue with a holistic approach. Children do have exam practice.</p> <p>Q: out of the cohort in year 6, how many of those were in y2? A: will find out.</p> <ul style="list-style-type: none"> - The strength of teaching in the school deserves to contribute to an outstanding grade. The School has worked extremely hard to achieve outstanding in all areas and results to date have indicated this with the exception of reading outcomes of 4 children this year. <p>Q: how can the School gauge progress of high performing children in KS1?</p> <p>A: outstanding progress is still achievable and children can be pushed higher.</p> <p>Q: is it normal for schools to have different bandings for different subjects?</p> <p>A: Yes. They are assessed differently. Writing is assessed over the year. Reading is assessed via a test.</p> <p>It was noted that the governors know the school well and can account positively for it. Governors agreed that they have seen improvements since the appointments of new staff. Governors expressed their admiration of the integrity and courage of this school to do the right thing in supporting all pupils. Governors believe that this is an outstanding school.</p> <ul style="list-style-type: none"> • 14.2 – HT Update Appendix 1 – St James SDP 2016-17 Final Review <ul style="list-style-type: none"> - There have been no Permanent exclusions or fixed term exclusions in the last academic year. - Reports on complaints (informal and formal) from previous academic year. There were no formal complaints last year. Mr Shortall received 73 emails from parents. Only 7 expressed concerns. Governors noted that this reflected the effective management of the School and thanked Mr Shortall for his work.
--	---

AGENDA ITEM 15	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
-----------------------	--

Discussion:	<ul style="list-style-type: none"> • School Pay policy (can be deferred to Pay committee) <p>The policy was approved by the Pay committee today.</p>
--------------------	---

AGENDA ITEM 16	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
-----------------------	--

Discussion	<ul style="list-style-type: none"> • Mr Shortall suggested having a governors' open day. All agreed. • Governor photos for Joanne, Andy and Chris are also needed for the School website and in-school board. Action: Above named governors to send to Jo Westhead before the next meeting.
-------------------	--

AGENDA ITEM 17	DATE OF NEXT MEETINGS (attached)
-----------------------	---

Discussion:	<p>Please refer to the meeting schedule circulated with the papers for all dates for the academic year.</p> <ul style="list-style-type: none"> • 19th October 2017 at 6pm
--------------------	---



AGENDA ITEM 18	CONFIDENTIAL UPDATE (if applicable)
Discussion	There was no confidential update.

There being no further business the meeting closed at 7:40pm