



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 5 December 2017 at 7.30pm at the School**

Present:	Nicola Furlonger (Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D'Alton (ADA) (SBM) Vanessa Lines (VL) Claire Robertson (CR) (Item 5 (part) onwards) Louisa Rowlands (LR) Carla Thompson (CT) Michael Webber (MW) (Items 1- 6 and 10 (part))	
In attendance	Lesley Hardwick (Clerk)	Action
1.	<p>APPOINTMENT OF NEW GOVERNORS</p> <p>The Chair reminded Governors that there were four vacancies on the GB currently, and reported that three applications had been received, all from applicants with no previous connection with the School. She confirmed that all three had visited the school and had met with her and with the HT, and that she was happy to recommend all three to the FGB.</p> <p>Governors then reviewed each application in turn, referring to the application forms circulated in advance of the meeting and to the skills audit.</p> <p>Andrew Pembroke The Chair advised that Andrew Pembroke was Vice Chair of Governors at Nexus Special School (formerly Ridge View), and Vice Chair of its Resources Committee. She commented that he would therefore bring prior governance experience to the GB and knowledge, although not professional experience, of SEN. A Governor asked if there would be any conflict of interests with Nexus. The HT advised that she did not envisage that any conflicts would arise. It was agreed that Andrew Pembroke should be appointed as a Co-opted Governor</p> <p>Jo Winkler VL advised that she had known Jo Winkler (JW) for a number of years, and that she had been a PE teacher/head of department in a secondary school, before moving into School Improvement as a senior SIP for Kent, currently in respect of the education and training of NQTs. The Chair noted that she had understanding of the education sector and of the LA's processes and procedures. A Governor noted that JW did not live locally and asked if this would be a potential problem for her. VL advised that JW had also been approached by Mereworth School, which was much closer to her home, but had given the matter a great deal of thought and had concluded that she would have the greatest impact at Sussex Road. The HT noted that JW had researched the School, but was confident that she would be completely independent of the LA in her role as a Governor. It was agreed that Jo Winkler should be appointed as a Co-opted Governor</p> <p>John Tomlinson VL advised that John Tomlinson (JT) was the Manager of Oaklands Nursery, having previously had a long career in the banking sector. He was keen to develop links with Sussex Road and to build on the Nursery to Reception transition process. He had asked Oakfields' parent community if they would support his application, and they had confirmed that they would do so. The Chair commented that JT had good links with the local community, and that his knowledge of EYFS would be helpful. She also remarked that he had worked in the sales and marketing area of banking and that this might also be useful to the School. Governors questioned whether JT would have sufficient time</p>	

	<p>to devote to the governor role, in respect of visits to the school. The Chair confirmed that JT had not perceived this to be problem and that she was happy to recommend his appointment.</p> <p>It was agreed that John Tomlinson should be appointed as a Co-opted Governor</p> <p>Governors discussed potential monitoring roles for the new Governors. It was suggested that Jo Winkler could take on T&L monitoring, with an additional focus on Sports Premium, that John Tomlinson could share EYFS monitoring and that Andrew Pembroke could monitor SEND and potentially PDBW. The Chair confirmed that she would contact all three new Governors. The Clerk agreed to arrange initial meetings to go through 'admin' arrangements</p>	<p>NF LH</p>
<p>2.</p>	<p>APOLOGIES FOR ABSENCE Apologies from Des O'Dwyer (attending a Parish Council meeting on business) were received and accepted.</p>	
<p>3.</p>	<p>DECLARATION OF BUSINESS INTERESTS No declarations of interest were received in respect of any item on the Agenda.</p>	
<p>4.</p>	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>Minutes of FGB meeting held on 19 October 2017 The minutes of the meeting held on 19 October 2017 were approved as an accurate record and signed by the Chair.</p> <p>Action Points It was confirmed that all other action points were either completed or dealt with elsewhere on the agenda.</p> <p>Other Matters Arising There were no other matters arising from the minutes.</p>	
<p>5.</p>	<p>HEADTEACHER'S REPORT/STRATEGIC PLAN</p> <p>Progress against the 2017/18 Strategic Plan/SEF The HT pointed out that the Plan was changing all the time, and that she would upload an updated copy to Governor Zone shortly.</p> <ul style="list-style-type: none"> • <u>Leadership and Management</u> <ul style="list-style-type: none"> ○ The HT advised that School Improvement Partner (SIP) Kim Berganesco had recently carried out a visit and had confirmed and validated the Leadership and Management judgements in the SEF. She reported that these had mostly been in regard to SEN and the curriculum and that although provision in the School continued to be Good, the leadership team now had expectations that this would rise to Outstanding. ○ The HT confirmed that middle managers had received training on lesson observations and that further training would be carried out. Interviews had taken place for KR5 TAs, who could also provide lesson cover. ○ The HT advised that Pupil Progress meetings would be held during w/c 11/12/17, and as part of these Pupil Premium progress, and the use of the PPG would be reviewed. The Chair commented that this would be a key area of focus for leadership and management monitoring the beginning of Term 3. The HT confirmed that the results of T2 data collection would be available on 8/12/17. She advised that there was more information in the SEF about the impact of PPG. In response to a question, the HT confirmed that the School was still using the PPG pupil profile monitoring tool and a proforma which set out each PPG pupil's interventions and the impact these had had. A Governor commented 	<p>SB</p>

	<p>that the description of the items in the SP were quite generalised and did not refer to the need for specific evidence to support why staff believed provision for a PPG student was good. The HT agreed to clarify the need to point to evidence of where good provision could be seen in practice.</p> <ul style="list-style-type: none"> ○ The HT confirmed that actions for the Spring Term would include development for middle leaders and in this connection advised that the LA had asked if the School wished to put any staff forward as Specialist Leaders of Education. A Governor questioned what this would involve. The HT explained that SLEs went out to support other schools (in relation to primary provision generally and not subject specialisms) and that this was a development opportunity for staff. A Governor questioned how this would impact on their classes and on other school priorities. The HT advised that there was a need to balance the school's needs against the potential benefits in terms of staff retention by giving teachers this opportunity to develop their professional expertise. Another Governor added that this provided an opportunity for teachers to see a variety of practice and bring fresh ideas back into their school. ○ The Chair pointed out that Governor-based actions for the Autumn Term had included monitoring visits and noted that although fewer visits had taken place in T2, the pace was now increasing. She confirmed that the monitoring plan for the remainder of the year and the Monitoring Visits Policy would be discussed later on the agenda. ○ The Chair suggested that, following the new Governor appointments, <i>the GB needed to re-run the skills audit to identify any remaining gaps that might need to be filled by training. In this connection, she confirmed that she was in the process of arranging a bespoke training session for the GB on effective monitoring.</i> ○ The Chair suggested that the GB still needed to explore how to increase its engagement with the school community. In this connection, she suggested that this could be explored as part of the next parent survey, <i>and also agreed to prepare something for the next parent newsletter.</i> [CR joined the meeting] <ul style="list-style-type: none"> ● <u>Teaching and Learning</u> <ul style="list-style-type: none"> ○ The HT confirmed that progress in the delivery of the new milestones curriculum was positive, with parents indicating support of the new assessment levels at parents' evenings and ongoing training on the immersive curriculum continuing. She advised, however, that the leadership team had in fact hoped progress might be even better. A Governor asked what the concerns were. The HT advised that delivery was still not completely consistent, and that, although the delivery of English within the immersive curriculum had now improved, and pupils were not missing out on any particular element, some things were currently working better than others. ○ The HT confirmed that SEN provision across the school was good, and that the School was working towards Outstanding provision, for those pupils working below ARE and those on the SEN Register. She advised that all teachers were now personalising their planning effectively and that two more Inset days would be held next term, including a SEN day with four different workshops, including CBT, to further improve the provision. ○ The HT advised that Reading was going well, and was being monitored across the school. Pupils were given opportunities to respond in a written way, and the School had been chosen to participate in the Blue Peter Book Awards, where children in Year 5 and 6 would judge both fiction and non-fiction books. She explained that Sussex Road was one of 12 schools in the Country chosen to do this. A Governor asked how the school had been selected. The HT explained that that the English lead had submitted an application to the programme. She also advised that the 	<p>LH</p> <p>NF</p> <p>NF</p>
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School was now using the Power of Reading scheme, which used high quality texts that linked to the English curriculum.

- **A Governor asked if trips linked to a topic could take place at an earlier stage within that topic in order to provide the 'hook' to that area of learning, noting that a Year 3 trip had taken place on the last day of the topic which gave the children little time to use the trip in their topic work.** The HT confirmed that a meeting had taken place following this meeting to ensure that there was better planning to avoid this happening in future.
- The HT advised that there were only minor changes to QTLA in the new Ofsted Handbook, and confirmed that the SEF would be updated following to take account of the Term 2 data.
- The HT confirmed the three NQTs were performing very strongly. She reported that Ofsted had come into school to carry out an assessment as part of their inspection of University of Winchester (their training college). In response to a question she advised that this visit had included observations of their teaching and of their mentors giving them feedback.
- **A Governor noted the proposal to introduce a stereotypes and language programme in the Summer and asked if this had been prompted by anything specific.** The HT advised that there was nothing specific and that, although she would like to run a gender stereotyping working group with the children, this was currently not a priority.
- Personal Development, Behaviour and Welfare
 - The HT advised that attendance was currently 97.1%. **A Governor noted that there seemed to have been a drop in PPG attendance.** The HT reported that a couple of PPG children had not been coming into school, but were doing so now, and provided further details. She also confirmed that persistent absence continued to reduce, and was now down to 6% which, although lower than the end of year figure of 3% was still below the National Average (8.2%). She anticipated that this figure would improve further as the two PPG children referred to above were now in school.
 - The HT reported that KS2 children and staff had now had mindfulness training, and that the next steps would be to offer training to parents and to introduce CBT training. She commented that work on case studies with PPG children to identify causes of absenteeism had not found any particular pattern, in respect of the children, although parents' mental health was an element in three families. **In response to a question, she provided details of the support that was given. A Governor suggested that the School could consider picking children up to relieve the burden on families.**
 - **A Governor questioned the level of staff absenteeism/absence.** The HT reported that there had been little absence, and so far no incidences of long-term sickness. She also commented that staff morale seemed to be good. **In response to a further question she advised that staff attendance had been tracked when there seemed to be a problem, but was not being tracked currently as there did not appear to be any issues.**
 - The HT reported that the LA had been trying to set up an Attendance Group with local primary schools, although only two (Sussex Road and Woodlands) had expressed an interest so far.
- EYFS
 - The HT confirmed that the DHT was working with the EYFS teachers to try to enhance 'positive play', making sure it was of a high quality and purposeful. She commented that the SIP had suggested that the word 'play' should not be used in this context, because the children were learning. She added that findings from of the Ofsted 'Bold Beginnings' research on EYFS provision suggested that the schools with the best

progress used more formal teaching, in terms of the impact when children transitioned to the Year 1 curriculum. However, she pointed out that the structure championed within the report did not always sit hand in and with KCC exemplary practice, nor with what was believed to be the best EYFS provision at Sussex Road Primary School. **In response to a question, she advised that some of the judgements for EYFS would be included within the QTLA section of the SEF.**

- **A Governor asked what changes needed to be made to ensure 'purposeful play'**. The HT advised that the SIP had suggested that the learning element needed to be more specific, so that children were able to talk about what they had learned from the activities that they had been undertaking. This point had been highlighted by Kim Bermanasco in her visit.
- The HT pointed out that all children were expected to be at ARE by the end of EYFS and commented that there were still some gaps currently. A Governor asked whether ARE for EYFS children was assessed by the month of birth. The HT advised that the same ARE applied whenever in the year children were born. She also confirmed that the expectation from the DfE was that all children needed to be ready for the new Year 1 curriculum by the end of EYFS.
- **Outcomes**
 - The HT pointed out that if everything else was working well, good outcomes would follow and that the actions specified what senior and middle leaders would be doing in relation to pupil outcomes.
 - **A Governor asked whether the data for meeting and exceeding ARE related to the expectations for this point in the year, or for expectations at the end of the year.** The HT confirmed that the assessment would be against the expectations of Milestone 1, and provided further details. **A Governor remarked that it appeared that all year groups except Year 4 were below expectations.** The HT explained that the assessments in the SP/SEF were based on the October data collection, and anticipated that the December assessments would be more accurate, as the teachers would have had more opportunity to get to know their children, and they would also have had greater opportunities for Writing. However, she commented that the October data identified children who were potentially vulnerable or who needed to be closely monitored.
 - **A Governor remarked that the target for PPG was not in the data.** The HT confirmed that the target was in the SP, but not in the in-year data. She added that some of the PPG/SEN data had not yet been updated. The Chair suggested that the next Data Group monitoring should explore PPG progress.
 - In response to a question, the HT advised that the data group had currently had some training on RAISE, but that data from its replacement (ASP) had not yet been released. **She agreed to provide further training at the next data group meeting if the ASP information was available by that time.**

SB

HT's Admin Report

A Governor asked how TA recruitment was progressing. The HT confirmed that two appointments had been made, but that two more TAs had left/were leaving. She advised that the School was interviewing all the time, but that although there was no shortage of applicants, it found it hard to fill the vacancies. **A Governor questioned the reason for this.** The HT advised that the School expected TAs to be able to pass the KS2 SATs papers, to be satisfied that they had the level of numeracy and literacy needed to support teaching, and that it was hard to find suitable candidates. **A Governor asked if the salary was commensurate with the position.** The HT did not feel that the School's

	<p>expectations were unreasonable and pointed out that some TAs were paid at KR5, which compared well with other schools. A Governor asked why TAs left the school. The HT advised that people had left for a number of reasons and provided further details. She commented that previous appointments had been very successful, including younger people who wanted to become teachers and saw this as a step in this process.</p> <p>Other Issues arising from the Strategic Plan No other issues were identified.</p>	
<p>6.</p>	<p>FINANCE</p> <p>Benchmarking A Governor commented that it appeared from the benchmarking data that Sussex Road received less income per pupil than other comparable schools, but also delivered better than average outcomes for less expenditure. The HT confirmed that she hoped that the National Funding Formula would address this. The Chair noted that the School had been able to produce a positive three-year budget in difficult circumstances. The SBM commented that she understood that there had been an increase in the number of schools submitting deficit budgets, and that from the September monitoring, it was clear that Sussex Road was doing well in comparison. The HT commented that the school recorded good value, in terms of spend on teaching staff, but was one of the highest in respect of spend on consultants and experts. She suggested that this was a positive approach which had delivered good outcomes in relation to PPG, speech and language, etc. The Chair asked whether this information should be reviewed again at budget-setting. The SBM confirmed that benchmarking should be reviewed regularly and a Governor remarked that this helped Governors keep a track on expenditure.</p> <p>Report on Compliance Visit The SBM reported that the final report, circulated in advance of the meeting, had been very positive and added that the School had subsequently received a H&S Audit, but had not yet received the report. In response to a question regarding the Legionella Assessment, the SBM confirmed that the Auditor had been satisfied that the assessment visit had been carried out and that the School had done its best to obtain the assessment report, although the LA had not so far been able to provide the documentation. The HT and Chair thanked the SBM for all her work in connection with the Audit visit. The SBM confirmed that the Auditor had read, and been satisfied with all the information sent to SFS in advance of the visit, and remarked that the report was good vote of confidence in the School's financial management.</p> <p>Feedback from 6th Month Monitoring The SBM remarked that she understood from the compliance visit that a number of schools had complained about the comments that they had received from SFS in their feedback reports.</p> <p>HT Performance Review The HT left the meeting whilst this item was discussed. The recommendation in respect of the HT's pay progression was approved. Details are recorded within the Confidential Minutes The HT returned to the meeting.</p>	
<p>7.</p>	<p>PREMISES</p> <p>Outdoor Space LR advised that the Outside Space project was progressing well, with input from the DHT and Governor Des O'Dwyer.</p>	

8. HEALTH AND SAFETY/SAFEGUARDING

Health and Safety Monitoring Visit Reports

LR reported that she had met with the SBM to catch up on progress in relation to health and safety issues, and had circulated an updated version of the 'tracker' reflecting the progress that had been made. The following issues were raised:

- Netting for Forest School - **A Governor noted that the action regarding protective netting for the Forest School remained red, in that, although appropriate mitigating was taken to manage the risk, the nets had not yet been installed, and asked when this might be done.** The SBM commented that the Compliance Auditor had advised that new regulations on working at height would introduce further restrictions on the use of ladders. A Governor suggested that, in the light of this, the School should ask for parent volunteers who already had the requisite qualifications to undertake this type of work (scaffolders, decorators, builders, etc). AC indicated that he may have a contact who could assist in this regard and that he would get in touch with this person.
- Fire Doors – The SBM confirmed that there had been a change of KCC supplier, but that all fire doors were now closing properly.
- Forest School Risk Assessments/Training – The SBM confirmed that the Forest School Leader had undertaken the relevant training and would be sharing this information with all staff, including the need for class teachers to carry out a site walk before their classes used the Forest School.

AC

Safeguarding Monitoring

The Safeguarding Governor advised that she would be carrying out a monitoring visit on 8/12/17 to complete Safeguarding Tool 2.

Other Health and Safety or Safeguarding issues

Neither the HT or SBM had any Health and Safety or Safeguarding issues to report.

General Data Protection Regulations

The SBM reported on training that she had undertaken in preparation for the new General Data Protection Regulations, and circulated copies of an ICO document that outlined the 12 steps that organisations would need to put in place to be compliant. She reported that the potential fine for a breach of the new regulations had increased from £500,000 to up to £18M for a serious breach, and explained that the Governing Body was ultimately responsible for ensuring appropriate processes were in place.

The SBM advised that she was currently writing a policy reflecting the requirements of the new Regulations. She explained that schools were able to retain a certain amount of data to fulfil their purpose, but that it would be important to be transparent and circumspect about how the data was used, and how it was shared with third parties, such as the DfE or Ofsted. In this connection, she explained that organisations were recommended to carry out an audit of these third parties, to satisfy themselves that they would be using and storing the information they were given in an appropriate way.

The SBM advised that staff would receive training in respect of access to SIMS and in managing this information on their own devices, which could be a potential regulatory breach. She pointed out that it was accepted that schools would not be able to remove all the risks, but needed to demonstrate that these risks were being managed and that they had done everything in their power to avoid a breach. She reported that KCC would be running further training courses for schools in January, and that any processes put in place to manage the new Regulations needed to be in place by May. However, she advised that the message from the training had been that the ICO was not expecting full compliance by that time, but that organisations would need to be able to demonstrate that they were working towards it. In response to a question, she confirmed that this might be a Data Plan or an Audit of the information held, how that information was shared,

	<p>programs that the school was signed up to and what it did with the data. The School would also need to be transparent about the actions it took to protect the data that it held including encryption and passwords in emails to make sure the data was safe.</p> <p>The Chair suggested that this should be a standing agenda item for the time being and asked whether the GB should appoint a Governor to monitor this area. The SBM advised that there was a requirement within the Regulations for organisations to appoint a Data Controller, who should not be involved in producing the data. She did not feel that this would be a role for a Governor, and suggested that it might be a function that would be provided (probably at a cost) by the LA, possibly through its existing Data Protection/ Freedom of Information team. It was, however, agreed that a Governor would be selected to monitor the progress to compliance with the new Regulations. [Post meeting note: CR offered to undertake this role].</p> <p>The SBM finally commented that one other element of the Regulations was the requirement that data should only be kept for as long as it was needed, and remarked that this had implications for SIMS, as currently it was not possible to delete information on former pupils once they had left the school. She confirmed that she would draft an Action Plan to set out the steps to be taken towards compliance with the new Regulations, for review by FGB.</p>	<p>LH for agenda</p> <p>CR</p> <p>ADA</p>
<p>9.</p>	<p>POLICIES</p> <p>Staff Code of Conduct and Teacher Job Descriptions The Chair advised that these documents had been circulated for information. The Chair reminded Governors that they should comply with the Staff Code of Conduct when carrying out monitoring visits. She also asked whether teachers' JDs were discussed and reviewed as part of the appraisal process. The HT confirmed that this was the case.</p> <p>Governor Visits Policy The Chair confirmed that no further comments had been received on the draft Policy which had been discussed at the previous meeting. The Governor Visits Policy was therefore approved</p> <p>Pay and Reward Policy update The SBM confirmed that the Pay Committee had ratified the Pay and Reward Policy (updated in respect of teachers pay scales from September). However, she advised that the LA had now released a further model policy, which include a large number of changes that needed further consideration before the Policy was brought to Governors for approval. She explained that this new Model allowed schools greater freedom to create a more bespoke policy, including the use of non-financial rewards. She proposed that once the SLT had reviewed the new Model, a draft revised Sussex Road policy should be circulated to the Pay Committee for review before being brought back to the FGB in January 2018. This proposal was agreed.</p> <p>Statement of Behaviour Principles The SBM advised that no changes were proposed to this Statutory policy. The Statement of Behaviour Principles was approved.</p>	<p>ADA</p> <p>LH</p>
<p>10.</p>	<p>GOVERNOR ISSUES</p> <p>Monitoring Plan for 2017/18 The Chair explained that the draft Plan circulated in advance of the meeting set a framework for monitoring visits, linked to key policies for each monitoring area and suggested questions and challenges that could be raised. She confirmed that it is a working document that would be adapted throughout the year and that monitoring plans that she had received from the QTLA and PDBW monitoring governors had been</p>	

	<p>incorporated within the Plan. She asked for any amendments to the plans for the remaining monitoring areas to be sent to her, including statutory monitoring areas. A Governor remarked that she had found that this document provided a useful guide to her monitoring role and suggested that it would be helpful when plans were available for all areas, so evidence could be shared if it was clear that it would be helpful to another monitoring pair/team.</p> <p>Governor Training <i>The Chair provided details of the potential dates she had been given for the bespoke training on Monitoring, and asked Governors to confirm their availability to her via email.</i> The Training and Development Governor confirmed that she had sent all Governors details of all the LA's Governor training sessions for the remainder of the year, including district briefing sessions. It was confirmed that no training courses had been attended since the last meeting.</p> <p>Complaints Process [This item was discussed before Agenda Item 7] MW, who had chaired the most recent Complaints Panel meeting, commented that there seemed to be some confusion regarding the process to be followed and communication between Governors and the school once a Complaint Hearing was in progress. He confirmed that once a Complaint had reached the stage where a Governor Panel needed to meet, all correspondence between the complainant, the Panel and the school should take place through the Clerk, who would be responsible for convening the Panel meeting and for all correspondence between the different parties. He also pointed out that any emails relating to a complaint or a Complaints Panel meeting would be disclosable to the complainant if they were to make a Subject Access Request and that all parties needed to make sure that there was nothing inappropriate. He added that if a complaint was referred on by the complainant to the DfE, the focus would be on the process that had been followed, not on the judgement that had been made. He finally thanked all Governors who had been involved in the two most recent complaints hearings. [MW left the meeting following this item of business]</p>	All
11.	<p>ANY OTHER URGENT BUSINESS There was no other Urgent Business.</p>	
12.	<p>CONFIDENTIALITY. It was agreed that the report on the HT's appraisal should be reported within the Confidential minutes.</p>	
13.	<p>DATE OF NEXT MEETING It was confirmed that the next meeting would be held on Wednesday 17 January 2018 at 6.30pm at the School.</p> <p>The meeting closed at 8.25pm.</p>	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
22.3.17 16.5.17 18.7.17 19.10.17 5.12.17	10 3 3 3,9 9	The Pay and Reward Policy to be amended and brought back to the FGB for approval	End T5	ADA	For T3 meeting following further review by SBM and Pay Committee
19.10.17 5.12.17	8 10	Governors to plan topics for their monitoring visits for the remainder of the year	End T2	All	Remaining plans to be sent to the Chair
5.12.17	1	The Chair to contact new governors to confirm appointments	7/12/17	NF	Completed
5.12.17	1	The Clerk to arrange meeting with new Governors	End T2	LH	
5.12.17	5	Amended SP to be uploaded to Governor Zone	End T2	SB	Completed
5.12.17	5	The Governor Skills Audit to be repeated	17.1.18	LH	
5.12.17	5	Bespoke training on Monitoring to be arranged	End T3	NF	
5.12.17	5	An article about the GB to be produced for the next parent newsletter	End T3	NF	
5.12.17	5	Further training on ASP to be arranged for the Data Group	End T3	SB	
5.12.17	8	The General Data Protection Regulations to be a standing item on the agenda	Ongoing for rest of 2017/18	LH for agenda/ ADA for reports	