



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 11 September 2018 at 6.30pm at the School**

	Present:	Nicola Furlonger (Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D'Alton (ADA) (SBM) Vanessa Lines (VL) Des O'Dwyer (DOD) Andrew Pembroke Louisa Rowlands (LR) Carla Thompson (CT) Michael Webber (MW) (Vice Chair) Jo Winkler	
	In attendance	Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE Apologies from Clare Robertson (childcare issues) and John Tomlinson (at another meeting) were received and accepted.		
2.	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>Election of Chair The Clerk took the chair for this item. She reported that one nomination had been received, from Nicola Furlonger (NF) and asked her if she would like to make a statement in support of her nomination. NF commented that she had now been a governor for six years, that she knew the School well and believed that she also now had a secure grasp of governance. She confirmed her commitment to working with the School and believed that it would be helpful for the Governing Body to have a period of stability. She then left the meeting whilst Governors discussed her nomination. MW praised the way that NF had carried out her role as Chair over the past year and her clear dedication to the School and also agreed with her assessment of the value of having a period of stability. Following a unanimous vote in favour, Nicola Furlonger was elected to serve as Chair of the Governing Body for the coming academic year.</p> <p>NF returned to the room and took the Chair for the remainder of the meeting.</p> <p>Election of Vice Chair The Clerk reported that one nomination had been received, from Michael Webber (MW) MW commented that he enjoyed the role of governor and of Vice Chair over the past year. He confirmed that he had the best interests of the children at heart, and that he believed that he owed the school a great deal and would be proud to continue as Vice Chair. He left the meeting whilst his nomination was discussed. The Chair and HT both confirmed their support for the nomination and praised the support they had received from MW over the past year. CT concurred with these comments, and referred to the support that she had received from MW in her own role as Safeguarding Governor. Following an unanimous vote in favour, Michael Webber was elected to serve as Vice Chair of the Governing Body for the coming academic year. MW returned to the meeting.</p>		

3.	<p>DECLARATION OF BUSINESS INTERESTS</p> <p>No declarations of interest were received in respect of any item on the Agenda. Governors re-signed their Business Interest Forms for the current year, updating them as necessary.</p>	
4.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>Minutes of FGB meeting held on 5 July 2018 The minutes of the meeting held on 5 July 2018 were approved as an accurate record and signed by the Chair.</p> <p>Action Points Governors reviewed progress against outstanding actions:</p> <ul style="list-style-type: none"> • <u>ASP Training Session</u> – The HT advised that she needed to familiarise herself with the new ASP site and data, but would circulate dates for a governor training session during Term 1. • <u>Strategic Opportunities</u> – The Chair advised that it had not proved possible to meet over the summer break to discuss strategic opportunities but that she and the Vice Chair had now met with the HT to discuss her proposals for the 2018-19 Strategic Plan (to be covered under a separate agenda item) • <u>Safeguarding</u> – The Vice Chair confirmed that the safeguarding tool had been completed and that all paperwork was up to date. He advised that a further Safeguarding visit would take place during Term 1. • <u>Privacy Notices</u> – The SBM circulated copies of the School's Privacy Notice for governors' signature. <p>It was confirmed that all other action points were not yet due for completion.</p> <p>Other Matters Arising There were no other matters arising from the minutes.</p>	<p>SB</p> <p>MW/CT</p>
5.	<p>TERMS OF REFERENCE AND MONITORING</p> <p>The Clerk explained that she had compared the GB's current Terms of Reference against the new Kent Model and tracked proposed changes in the document circulated in advance of the meeting.</p> <p>Terms of Reference and Standing Orders Governors reviewed the draft Terms of Reference and Standing Orders, raising the following points:</p> <ul style="list-style-type: none"> • <u>Terminology</u> – In response to a question the Clerk confirmed that 'Governing Board' was now the preferred terminology, as evidenced in documents produced by the Nga. The Vice Chair added that this brought the Education Sector into line with best practice in Corporate Governance. • <u>School Prospectus</u> – It was confirmed that producing a Prospectus was no longer a statutory requirement, although a Governor commented that the information provided on the School's website fulfilled this purpose to a large extent, and it was noted that information was also contained in the Parent Handbook given to new parents. The HT confirmed that she was looking at the possibility of creating a new hard-copy prospectus, but that this was not a priority. • <u>Pay Panel</u> – In response to a question, the SBM advised that the new model Pay & Reward Policy allowed GBs to make a choice regarding the extent of delegation to the Headteacher in respect of pay decisions, and it was noted that the Pay Panel's terms of reference might therefore need to be revised at a later date once the Pay & Reward Policy had been reviewed. • <u>Attendance at FGB Meetings</u> – Governors considered whether an FGB meeting could take place if the Headteacher was unable to attend. Governors agreed 	<p>LH/ ADA</p>

that they would be prepared to meet if the HT was able to arrange for another member of the SLT to deputise for her, but would not be comfortable taking decisions in the absence of any representation from the SLT and would therefore wish the meeting to be rearranged in those circumstances.

- **Governor Appointments – A Governor asked whether personal references were sought for governor appointments which fell within the GB’s remit.** The Chair confirmed that the application form asked for references, but that these were not normally taken up. ***It was agreed that this would be done in future as an additional safeguarding measure.***

NF/LH

Following this discussion, the draft revised Terms of Reference and Standing Orders were approved for the current academic year.

Delegations and Monitoring arrangements

The following appointments were confirmed:

- **SEND Governor – Andrew Pembroke**
- **Safeguarding Governor – Carla Thompson (named Governor), Michael Webber**
- **Health & Safety Governor – Des O’Dwyer, Michael Webber**
- **Finance Governors – Andrew Chesworth, Michael Webber, Nicola Furlonger**
- **Training & Development Governor – Louisa Rowlands**
- **Pay Panel – Nicola Furlonger, Andrew Chesworth, Andrew Pembroke**
- **HT Performance Review – Vanessa Lines, Nicola Furlonger, Jo Winkler**
- **Effectiveness of Leadership & Management – Andrew Chesworth, Des O’Dwyer, Nicola Furlonger**
- **Quality of Teaching, Learning and Assessment – Claire Robertson, Jo Winkler, Vanessa Lines**
- **Personal Development, Behaviour & Welfare – Andrew Pembroke, Des O’Dwyer, Louisa Rowlands**
- **Outcomes – Claire Robertson, Louisa Rowlands, Michael Webber, Nicola Furlonger**
- **EYFS – John Tomlinson, Vanessa Lines, Nicola Furlonger**
- **GDPR – Claire Robertson, Michael Webber**

Governor Terms of Office

Governors reviewed the list of Governors’ Terms of Office. The Chair noted that Vanessa Lines’ Term of Office as a Parent Governor would end in October 2018. She confirmed that VL could stand for election for another term as a Parent Governor if she wished to do so, but she commented that the GB had no control over the outcome of these elections and that VL was an experienced and valued member of the GB, who she would not wish to lose. She therefore proposed that the GB should appoint VL to the remaining Co-opted Governor vacancy, and hold an election to fill the parent governor place. VL confirmed that she would be happy to move to a Co-opted Governor role if this was approved by the GB. She then left the meeting whilst this proposal was discussed.

The Chair pointed out that VL had a background in education that had proved very useful during her current term of office, and commented on her commitment to the school and to her role as a Governor. Other Governors concurred with these comments. In response to question, the Clerk confirmed that, although the GB was required to review its skills base and specify skills and experience identified as a result of this process in the letter sent to parents requesting nominations, it had no control over the outcome of the election process. She suggested that, if the proposal to appoint VL as a Co-opted Governor was agreed, the skills audit should be reviewed at the next meeting with a view to holding an election during Term 2.

	<p>It was unanimously agreed that Vanessa Lines should be appointed as a Co-opted Governor at the end of her current term of Office.</p> <p>The HT commented that, although she appreciated the expertise that all Governors brought to the GB, and had supported VL’s appointment, she was concerned that a significant number of the current Co-opted Governors were also parents of children at the school, which gave rise to a perception among parents and staff that the GB was parent-heavy. She also remarked that the proportion of parents on the GB could make it difficult to identify sufficient ‘untainted’ governors for Panel meetings or appeals. The Clerk commented that there were now more ‘independent’ governors on the GB than had been the case in the past. She also advised that Regulations specified that GBs of maintained schools needed to have at least two Parent Governors within their constitution, but that the GB could consider increasing its total size to create additional Co-opted positions, although current best practice was to reduce, rather than increase, the size of Governing Boards. With regard to the ability to source ‘independent’ governors for Panels, the Clerk commented that one option could be to enter into a Joint Panel Agreement with another local school or schools to enable governors from another school to sit on a Panel without having to be permanently co-opted onto the Sussex Road GB. The Chair confirmed that the Clerk had already discussed this option with her, and that she would be giving further consideration to how to take this suggestion forward and how potential partner schools could be identified. A Governor commented that the GB might need to consider how to raise the profile of its independent Governors within the school to overcome the perception that the GB was parent heavy. It was agreed that a further discussion about the Governing Body’s constitution should take place at the next FGB meeting, together with a review of the skills audit to inform the parent election process.</p> <p>Monitoring Policy The Chair confirmed that the GB had previously adopted the LA’s Model Monitoring Policy for GBs using the Circle Model of Governance. She urged all Governors to make sure they complied with this policy when undertaking monitoring visits, particularly with regard to arranging visits through the HT, and producing timely reports for the GB. A Governor commented that he had found that in some cases monitoring pairs/trios did not allow sufficient time to adequately prepare for their visits, in terms of communicating beforehand to agree what would be covered. The Chair remarked that the ‘lead’ in each pair/trio, needed to ensure that this communication took place, and pointed out that this would require governors to check their school email accounts regularly. Another Governor commented that Office 365 included some useful features, such as the ‘Teams’ app (a form of instant messaging), that could help governors keep in touch when looking to arrange monitoring visits. KCC’s Model Monitoring Policy for the Circle Governance Model was approved for the current academic year.</p>	<p>NF</p> <p>NF/LH</p>
<p>6.</p>	<p>CODE OF CONDUCT Governors reviewed and approved the revised draft Code of Conduct for 2018-19. The Clerk circulated copies of the Code for individual Governors’ signature.</p>	
<p>7.</p>	<p>GOVERNOR TRAINING The Training & Development Governor commented that there were only a limited number of courses on CPDonline currently, including a session on Data in November, and Chair Development training, which was also open to aspiring Chairs (in the light of the GB’s duty regarding succession planning). She confirmed that she would be attending a session for Training & Development Governors. She also confirmed that she would let Governors know if details of any new relevant courses were uploaded to CPDonline, but reminded them that in the meantime there were options for Online training. The Clerk advised that there were links to the ‘Learning Links and Modern</p>	

	<p>Governor sites on Kelsi. <i>The Training & Development Governor asked Governors to send her copies of certificates from any relevant training attended (including online training and training undertaken through work or other agencies).</i></p>	All
8.	<p>SCHOOL IMPROVEMENT</p> <p>2018 Outcomes The HT advised that she had received the Making Figures Speak for Themselves (MFSFT) data for 2018 from KCC. She confirmed that initial KS2 progress scores within MFSFT were more positive than she had originally anticipated (Reading 2.7, Writing 1.7, Maths 1.8) and that FSM and SEN progress scores for Reading and Writing were positive, with Maths FSM/SEN progress being slightly lower (-0.1 FSM, -0.5 SEN). She advised that these scores were above the Kent average, but that no comparable national data was currently available.</p> <p>The HT advised that no progress data was available for KS1 or EYFS, and that there had been no change to the KS1/EYFS outcomes previously reported to the FGB. She confirmed that she would upload the MFSFT document to Sharepoint for Governors' information.</p> <p>The Chair congratulated the HT and her staff on such positive outcomes.</p> <p>Draft Strategic Plan The HT advised that the draft Strategic Plan was currently a 'work in progress', although she had had a very positive discussion with the Chair and Vice Chair on her proposals. She confirmed that she was looking to produce a more streamlined Strategic Plan and SEF with fewer priorities, as she believed that this would produce better focus and increased impact, although the Plan would continue to identify priorities based on the Ofsted framework. She also pointed out that the School had a strong vision and three year plan in place, and that both would inform the Strategic Plan.</p> <p>The HT commented that the data had not identified any specific concerns that needed to be addressed within the 2018/19 Plan. She advised that it was clear from the new Ofsted framework that there was a focus on the broader curriculum, beyond Maths and English, and that she believed that a key priority for the 2018/19 SP would be to ensure that the curriculum taught across the school was rich, broad and immersive and that children were confident to talk, felt safe at school, and had respect for all cultures, ethnicities and beliefs. She also commented on the importance of having a responsive PSHE curriculum, which could address any emerging concerns raised by children, and on the challenge of finding time for this within the very busy school day. A Governor question how this could be achieved. The HT advised that discussions amongst teachers had identified that very often there was a duplication in what children were being taught and that more effective cross-class planning could help to reduce this. She added that she believed that there was more flexibility within the National Curriculum than was often thought to be the case, based on a misconception that it was very prescriptive in terms of what needed to be covered, fuelled by schemes of work which included very detailed lesson plans.</p> <p>The HT commented that although SEN/PPG gaps had closed this year, and the School could evidence a four-year upward trend, the results very much depended on the individual children in each year's Year 6 cohort, and remarked that on this basis, the 2019 results might not be as positive as had been the case in 2018. She confirmed that this would therefore be a priority within the SP for the current year.</p> <p>In response to a question, the HT confirmed that the message that she would be passing on to parents during forthcoming meetings, would focus on the issues she had raised in her summary to the GB. A Governor commented that this was a very positive approach, and one that she believed should be adopted more widely,</p>	

	<p>remarking on the amount of time that children spent in school and the consequent influence that schools could have on children’s wellbeing.</p> <p>The HT confirmed that a draft of the Strategic Plan would be brought to the October FB meeting for approval.</p> <p>Kelsi Monthly Bulletin The Chair commented that the September bulletin was not yet available on Kelsi, but urged Governors to check the site regularly, as this bulletin provided a useful summary of developments within the Education Sector.</p> <p>Keeping Children Safe in Education/Child Protection Policy Governors signed a Declaration Form confirming they had read and understood the 2018 KCSIE document.</p> <p>In response to a question from the Clerk, the SBM confirmed that the new KCC Model Child Protection Policy was being reviewed and personalised, <i>and would be brought to the October FGB Meeting for approval. Governors therefore delegated authority to the Chair to approve this revised Policy under Chairs Action as soon as the necessary changes had been made.</i></p>	<p>ADA/ LH</p>
<p>9.</p>	<p>ANY OTHER URGENT BUSINESS</p> <p>Governor Questionnaire on CPDonline JW passed on a message from the Head of Governor Services, asking Governors to complete and return the survey form on CPDonline.</p> <p>SRSA GB Link Vacancy The Training & Development Governor advised that the Governor Link position on the SRSA was currently vacant. She commented that this would be a useful opportunity to raise the profile of the ‘independent’ governors on the GB, if any of them would consider taking on the role. It was agreed that this role should rotate amongst governors. The Chair agreed to attend the AGM on 18 September 2018.</p>	
<p>10.</p>	<p>CONFIDENTIALITY. No confidential items were identified.</p>	
<p>11.</p>	<p>DATE OF NEXT MEETING It was confirmed that the next meeting would be held on Monday 15 October 2018 at 6.30pm</p> <p>The meeting closed at 8.00pm.</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 17.1.18 19.3.18	10 3 3 3,9 9 9 3	The Pay and Reward Policy to be amended and brought back to the FGB for approval	End T5	ADA	Deferred to T1 meeting
5.12.17 17.1.18 19.3.18 11.9.18	5 4 3 4	Further training on ASP to be arranged for the Data Group	End T3	SB	To be arranged for T1
17.1.18 19.3.18	9 3	The Electricity Testing report to be shared with Health and Safety Governors once available	End T4	ADA	To be followed up at Gov monitoring
15.5.18	4	Summary information about the status of any 'open' complaints to be included in future HTs reports	Ongoing	SB	
15.5.18	4	Issues related to Strategic Priority 2.2 to be picked up at QTLA monitoring	End T6	QTLA Monitoring Governors	
15.5.18	4	Resilience and CBT to be picked up during PDBW Monitoring	End T6	PDBW Mon Governors	
15.5.18	4	A proposal for parent and staff surveys to be sent to the HT	End T6	NF	
15.5.18	7	A Health & Safety Monitoring visit to take place in June	End T6	H&S Mon Governors	
15.5.18	8	The EYFS Statement to be discussed at the next monitoring visit	End T6	EYFS Monitoring Governors	
	4	A further safeguarding visit to take place during Term 1	End T1	MW/CT	
	5	The Pay Panel's terms of reference to be reviewed at a later date once the Pay & Reward Policy has been approved	End T2	ADA/LH	
	5	Personal references to be taken up as part of Governor recruitment	Ongoing	NF/LH	
	5	Consideration to be given to entering into a joint panel arrangement with another school/schools	End T2	NF	
	5	A further discussion about the GB Constitution to take place at the next FGB, including review of the skills audit.	15.10.18	NF/LH	
	7	Certificates recording any relevant training to be sent to the T&D Governor	Ongoing	All	
	8	The revised Child Protection Policy to be brought to the October FGB for approval	15.10.18	ADA	