

	<p>KS1 and KS2 which included County and National average figures. She confirmed that she would provide more details about this data under Any Other Business.</p> <ul style="list-style-type: none"> • <u>Subject Leader Reports</u> – The Chair advised that he had been sent copies of draft subject leader reports and that the final version of these reports would be circulated to Governors in advance of the next FGB meeting. • <u>Health and Safety Monitoring Report</u> – The Chair confirmed that he would carry out another visit at the beginning of Term 1. It was confirmed that the appointment of a new Health & Safety Governor would take place as part of the discussion on the Terms of Reference. <p>It was confirmed that all other actions had either been completed or were dealt with elsewhere on the agenda.</p> <p>Other Matters Arising</p> <ul style="list-style-type: none"> • <u>Replacement Water Supply</u> – A Governor asked whether the work to improve the water supply to the Millennium block and kitchen had taken place over the Summer. The SBM reported that the work had not gone to tender in time for it to be completed during the Summer break, and that tenders were now due back on 22/9/16. However she advised that KCC had confirmed that it would cover the cost of the work, and that her most recent communications with the County indicated that this issue had now been recognised as a potential health and safety risk. She confirmed that a temporary link between the mains supply and Boiler Room would be installed on 14/9/16 and that this should improve the water pressure until permanent works were completed. The Chair commented that he had had numerous conversations with KCC over the Summer to try to resolve this issue. <p>There were no other matters arising from the minutes.</p>	<p>SB/DW DW</p>
<p>5.</p>	<p>GOVERNOR APPOINTMENT</p> <p>The Chair reminded Governors that there was currently one Co-opted vacancy on the GB following David Widdicombe’s resignation, and that it had been proposed at the last meeting that Parent Governor Sara Phelps (SP) could be appointed to this vacancy. SP confirmed her agreement to this proposal. Governors commented on the contribution that SP had made as Safeguarding and as Training & Development Governor and agreed that she should be appointed to the Co-opted Governor vacancy with immediate effect.</p> <p><i>It was confirmed that an election for the resultant Parent Governor vacancy would be held towards the end of Term 1. The Clerk agreed to bring an updated Skills Audit to the GB’s next meeting, to enable Governors to review the current skills base before the start of the formal election process.</i></p>	<p>SB/LH LH</p>
<p>6.</p>	<p>REVIEW OF TERMS OF REFERENCE/MONITORING ARRANGEMENTS FOR 2016-17</p> <p>Governors reviewed the previously approved Terms of Reference:</p> <p>Membership of the GB and ‘statutory’ Governor responsibilities</p> <ul style="list-style-type: none"> • <u>Vice Chair</u> - The Clerk confirmed that she would re-instate NF as Vice Chair in the ToRs following her re-election to that role. • <u>Health & Safety Governor</u> – The Chair commented that this role ideally required some availability during the school day. MW and LR agreed to join DD as the nominated Health & Safety Governors • <u>SEN Governor</u> – CT volunteered to take on this role, in partnership with the Chair • <u>Safeguarding/Child Protection Governor</u> – It was agreed that CT should join MW and SP as nominated Safeguarding/Child Protection Governors. • <u>Training & Development Governor</u> – SP agreed to continue in this role, but 	

suggested that it would be helpful to be able to share the responsibility with another Governor, as this was a role that could be significantly expanded further, particularly with regard to GB Development. ***The Chair asked Governors to contact him or the Clerk if they were interested in sharing this role with SP.***

All

Membership of Pay Committee

The members of the Pay Committee were confirmed as David Wake, Nicola Furlonger and Andrew Chesworth.

Monitoring Responsibilities

The Chair pointed out that the focus of Governor’s monitoring for the year would be determined as part of the development of the Strategic Plan. However, it was confirmed that the priorities would still be based on the Ofsted inspection areas. **The following monitoring responsibilities were confirmed:**

Effectiveness of Leadership & Management	David Wake, Nicola Furlonger
Quality of Teaching, Learning & Assessment	Alison D’Alton, Vanessa Lines
Personal Development, Behaviour & Welfare	Des O’Dwyer, Vanessa Lines
Outcomes for children & other learners	David Wake, Sara Phelps, Amanda Sermon
Budget Monitoring	Nicola Furlonger, Michael Webber, Andrew Chesworth, Nigel Rawlings
Pupil Premium	Nicola Furlonger, Amanda Sermon
Community/Collaboration	Des O’Dwyer
EYFS	Nicola Furlonger, Amanda Sermon
Data Group	David Wake, Nicola Furlonger, Amanda Sermon, Sara Phelps, Andrew Chesworth

The Chair asked new Governors to contact him if they were interested in taking on any further monitoring responsibilities.

All

Headteacher’s Appraisal Group

Governors discussed whether membership of this Group should be increased **but concluded that the current membership (David Wake, Nicola Furlonger and an External Advisor) remained appropriate.**

Election of Chair and Vice Chair

The Clerk reminded Governors that, on advice from KCC at the time that the current Chair was appointed, the elections of the Chair and Vice Chair were currently staggered during the academic year. To rectify this and allow for the previous election cycle to be reinstated, she proposed amending the Standing Order governing the election of the Chair and Vice Chair to include the following provision:

“Elections will normally take place at the first FGB meeting of each year. If a Chair or Vice Chair is elected during that year, new elections will be held at the beginning of the subsequent academic year.”

This amendment was approved. It was agreed that the election of a Chair for 2016/7 would take place in January 2017 (ie one year after the previous election), and that a further election would be held in September 2017 for the 2017-18 academic year.

The Clerk confirmed that she would update the Terms of Reference with the agreed amendment

LH

7. GOVERNORS’ CODE OF PRACTICE

The Clerk advised that the Government had now introduced a new National Governor

	<p>Database, which would be held on Edubase and that this would involve the publication of additional information to that already published on school websites (date of birth, nationality, former names and home postcodes (although the latter would not be publically available)). She therefore suggested amending the Code of Conduct to include the following provision:</p> <p>“We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school’s website <i>and that this information, together with our dates of birth, nationality, any former names and home postcodes will be provided for the National Governors Database</i>”</p> <p>This proposal was agreed. The Clerk confirmed that she would contact Governors if she needed any additional information from them to complete the spreadsheet required for Edubase and that she would circulate an amended Code of Practice by email for Governors to sign and return to school before the next FGB meeting.</p>	LH
8.	<p>ANY OTHER URGENT BUSINESS</p> <p>School Data</p> <p>The HT circulated copies of the new School Summary Sheet, and reported on its contents:</p> <ul style="list-style-type: none"> • KS1 data – The HT advised that the published data for KS1 was inaccurate and was to be updated, but she confirmed that, on the basis of the School’s own data, the Year 2 cohort had exceeded the national average (NA) in respect of the percentage meeting Age Related Expectations in Reading, Writing and Maths, and had also exceeded NA for the percentage of students working at greater depth in Writing and Maths (being 0.5% below the national average in Reading). • KS2 data – The HT advised that the KS2 results had been extremely inconsistent across the County. She also advised that the results for Writing should be 2% higher than published, at 80%. The Summary Sheet confirmed that the NA Combined Score was 53%, and that Sussex Road’s Combined Score was 57%. The HT pointed out that although this was above the NA, it was below the Attainment Floor Standard of 65%, which had been set in July 2015. The HT reported that the Progress measures for KS2 had now been published and that all schools had been given a score of between +8 and -8 for Reading, Writing and Maths. The Progress Floor standard had been set at -4. The HT advised that the Progress scores for Sussex Road were: <ul style="list-style-type: none"> ○ Reading: -0.5 ○ Writing: -0.5 ○ Maths : 1.9 • Phonics – The HT advised that, on the basis of the Year 1 Phonics results (92% reaching the required standard), the School had been asked to work with Independent schools to help them improve their Phonics results. In response to a question, she advised that the School would receive funding from KCC to cover the cost of staff cover, but she remarked that this would need to be carefully managed to make sure there was no detrimental impact for Sussex Road, particularly as the current Year 1 cohort was unlikely to achieve such a high score in 2017. <p>The HT advised that the School Improvement Advisor had already visited the School and had been very positive about the children’s behaviour and the atmosphere around the School.</p> <p>The HT commented that the GPS (SPAG) results indicated that Spelling would need to be a particular area of focus, and added that the results at KS2 for the less able children, and for Maths overall had been disappointing. She remarked that information from local schools that had performed the best against the new KS2 tests suggested that those who</p>	

had taught for the tests (for example spending more time on practice papers) had been the most successful.

Middle Leadership arrangements

The HT advised that, following resignations at the end of 2015/16, and the non-return of the former KS1 leader from Maternity Leave, all the existing middle leadership posts were vacant. She advised that this would inevitably be a concern for Ofsted, and that it could foreseeably result in an RI grade for Leadership and Management in the event of an Inspection. The HT confirmed that the current middle leadership structure had been a KS1 and KS2 leader, who also had Maths and English Leader responsibilities, at an additional salary cost of £8000. She advised that she intended to split the middle leadership responsibilities, to create five separate posts, which would create additional leadership capacity, provide key staff with leadership experience and, hopefully, aid retention:

- Year 1/2 Leader
- Year 3/4 Leader
- Year 5/6 Leader
- Maths Leader
- English Leader

The HT confirmed that she had consulted with staff on this proposal and that she believed that it would be possible to fill all the posts except the Year 1/2 Leader by the end of Term 1. She advised that she believed that there were several staff who had the potential to take on the Year 1/2 Leader role in due course, but that these were new staff to the school who needed further development.

In response to a question, the HT confirmed that she estimated that each Leader would receive a salary enhancement of £2000. She added that each of the Leaders would need to be allocated non-contact leadership time, but that she intended to reduce this from half a day a week to half a day a fortnight.

A Governor questioned the timescale for these appointments. The HT confirmed that all posts except the Year 1/2 Leader would be advertised internally by the 16 September and filled by the end of Term 1, and that the Year 1/2 Leader post would be filled by the end of the Year.

A Governor asked why the HT had not made these changes and filled the positions in time for the start of the new academic year. The HT explained that she had wanted to wait until the four new teachers were in post, as she believed that three of the four had clear leadership potential, and she had wished to recruit from a stronger 'pool'. In response to a further question she confirmed that the new KS1 teachers were already taking part in relevant Working Groups.

Governors approved these proposals, including the additional budgetary provision for enhanced salary payments.

Year 2: behavioural issues

In response to a question, the HT provided an update on one child in Year 2, who was waiting for a place to become available at a Special School.

Governor Training

The Training & Development Governor circulated details of the forthcoming KCC Governor training courses which were most relevant for Governors who were taking on new monitoring responsibilities, **and urged them to book a place and report back to the GB once they had completed the training.** She also reminded Governors that District Governor Briefings were taking place shortly **and suggested that there should be some representation from Sussex Road at these meetings.**

All

All

9.	CONFIDENTIALITY. No issues of confidentiality were identified.	
10.	DATE OF NEXT MEETING It was confirmed that the next meeting would be held on 13 October 2016 at 6.30pm The meeting closed at 7.40pm.	

Signed.(Chair).....Date

APPROVED

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
12.09.13 9.1.14 18.3.15 21.5.15 16.7.15 15.10.15 8.12.15 22.3.16 26.5.16 13.7.16 13.9.16	8 5 5 7 8 10 12/13 11 4 3/10 3	L/M Monitoring Pair to review the Circle Model and report to FGB	19.3.14	NF/DW/LH All	To be taken forward to October T1 Meeting
15.10.15 8.12.15 20.1.16 26.5.16	8 8 10 4	Terms of Reference for the Outdoor space working group to be agreed at the first meeting of the group and brought back to the FGB	8.12.15	SB/DD	Still outstanding
15.10.15 8.12.15 20.1.16 22.3.16 26.5.16 13.7.16 13.9.16	11 12 6 12 13 3/10 3	The GB Development Plan to be brought back to the December FGB meeting	8.12.15	DW/LH	A small Working Group to be formed to bring the plan to the October T1 Meeting
22.3.16 6.5.16 13.9.16	7 4, 10 3, 5,	Monitoring arrangements to be reviewed	13.7.16	LH/DW	Monitoring areas agreed – focus to be decided once SP approved. Governors to contact DW if they are prepared to take on another monitoring role.
26.5.16 13.9.16	5	A whole-GB training session on data to be arranged	End T2 2016/17	SP/SB	To be arranged
26.5.16	7	Subject Leader reports to be shared with Governors	13.7.16	SB/LH	To be taken forward to T1 meeting
26.5.16 13.7.16 13.9.16	10 3 3	A written report to be prepared on the Health & Safety Monitoring visit	13.7.16	DW	Another H&S visit to be carried out at the beginning of T1 and a report produced
13.7.16	6	New SIP to be presented to the FGB in October	End T1	SB	For October meeting
13.7.16	11	Statement of Behaviour Principles to be brought back to T1 FGB for approval	T1 FGB	LH/SB	For October meeting
13.9.16	3	Subject Leader reports to be circulated in advance of October FGB Meeting	13.10.16	SB	For October Meeting
13.9.16	4	The parent governor vacancy to be filled	End T2	SB/ADA	To be discussed at October meeting in conjunction with

					Skills Audit
13.9.16	4	A revised skills audit to be brought to the next FGB meeting	13.10.16	LH	For October meeting
13.9.16	5	Governors to contact the Chair if they are interested in sharing the Training & Development Governor role with SP	All	13.10.16	
13.9.16	5	Elections to be carried out for the GB Chair in January 2017 and then again in Sept 2017 to provide continuity with the Vice Chair election	LH	Jan 17/ Sept 17	No immediate action required
13.9.16	6	Governors to be contacted if further information is needed to complete the Edubase Governor database	LH	30.9.16	
13.9.16	7	Amended Codes of Practice to be brought back to the next FGB meeting for signature	LH	13.10.16	For October meeting
13.9.16	13	Governors to report back on any training attended, including attendance at local Governor Briefings	All	Ongoing	

APPROVED