



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 13 October 2016 at 6.30pm at the School**

	Present:	David Wake(Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D’Alton (ADA) (SBM) Nicola Furlonger (NF) (Vice Chair) Des O’Dwyer(DD) Sara Phelps (SP) Nigel Rawlings (NR) Louisa Rowlands (LR) Amanda Sermon (AS) Carla Thompson (CT) Michael Webber (MW) (Items 1-5, 8 and 11)	
	In attendance	Lesley Hardwick (Clerk)	Action
	Some agenda items were taken out of sequence, but are reported in agenda order.		
1.	APOLOGIES FOR ABSENCE	Apologies for absence from Vanessa Lines (ill health) were received and accepted	
2.	DECLARATION OF BUSINESS INTERESTS	No declarations of interest were received in respect of any item on the Agenda.	
3.	MINUTES OF LAST MEETING AND MATTERS ARISING	<p>Minutes of FGB meeting held on 13 September 2016 The minutes of the meeting held on 13 September 2016 were approved as an accurate record and signed by the Chair.</p> <p>Action Points The Chair advised that he wished to set new deadlines for some long-outstanding items, having discussed the current position and the way that he proposed to move them forward. Governors reviewed progress against outstanding actions:</p> <ul style="list-style-type: none"> • <u>Model of Governance and GB Development Plan</u> –It was confirmed that these actions would be discussed further under item 11. • <u>Outdoor Space Working Group</u> – The Governor leading this group reported that quotes had been received for the ‘sail’ installations in the playground, but that a number of outstanding queries needed to be resolved. <i>It was agreed that that the leadership of this group and scope of the Outdoor Space Plan should be confirmed outside the meeting (Governors suggested that the SRSA should now take this forward) and the action closed, with a further report being brought to the FGB in Term 3. The Chair agreed to speak to the Chair of the SRSA to take this forward. A Governor asked whether all monies currently held by the SRSA would be required for the sails.</i> The HT advised that the SRSA was holding £30,000, and estimated that approximately half of this sum would be needed for the sails. • <u>Monitoring</u> – the Chair advised that a number of Governors had contacted him offering to become involved in monitoring. It was noted that there was a ‘gap’ in relation to monitoring of the Quality of Teaching, Learning and Assessment because, as a member of staff, the SBM was limited in the extent of the monitoring that she could undertake. <i>The Chair asked Governors to contact</i> 	DW

	<p>the Clerk or himself if they would be interested in joining this monitoring pair. A Governor noted that the Data Group had expanded and asked whether the remit of this Group and the Outcomes monitoring pair was essentially the same. The Clerk agreed to check against the new Ofsted inspection framework to ascertain if there were any monitoring actions in respect of Outcomes that would fall outside the scope of the Data Group and report back to the next meeting.</p> <ul style="list-style-type: none"> • Data Training – It was noted that this action was still outstanding. • Subject Leader Reports – The Chair advised that, having reviewed the draft reports, he had not felt that they were of sufficient quality to be released into the public domain. He suggested that Governors should contact the DHT if they wished to see the reports for any particular subject. In response to a question, the HT explained that leaders were passionate about their subject, but did not all have experience of report writing, and that the reports had therefore been inconsistent in quality and had in some cases included information that should have remained confidential, such as naming staff and commenting on their standard of teaching. She confirmed that report-writing skills would be developed as part of Middle Managers' CPD, with a view to producing another set of reports at the end of the academic year. • Statement of behaviour Principles –It was confirmed that this Statement should be brought back to the Term 2 meeting for approval. <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"> • Middle Management positions – The Chair advised that, following the September FGB meeting, the HT had reviewed the proposals she had presented to the last meeting and had decided to make several changes to create a more strategic structure. The HT explained that she wished to create 'Lower School' (Years 1-3) and 'Upper School' (Years 4-6) leaders, commenting that this would cover KS1 to KS2 transition and would also save £2700 (the cost of awarding a TLR for a leadership position). She advised that she had needed to make these appointments as quickly as possible, having been advised that the School would be at risk in the event of an Ofsted inspection if there was no middle management structure in place, and that she had therefore approached the Chair and Vice Chair to approve the changed structure via the Chairs Action process. The Chair confirmed that he had given his consent to the changes and it was agreed that the email correspondence trail recording this consent would be appended to the minutes. <p>The action taken by the Chair in agreeing to the appointment of a Lower School and an Upper School Leader was ratified.</p> <p>There were no other matters arising from the minutes.</p>	<p>LH</p> <p>SB</p> <p>SB</p>
<p>4.</p>	<p>HEADTEACHER'S REPORT/SEF</p> <p>Governors noted that the HT had now assessed the School as 'Good' (2) across all areas. The HT confirmed that being in a position to complete middle leader appointments had enabled her to raise Leadership and Management to a '2' (having previously been at risk of RI (3)).</p> <p>The HT explained that the expanded SEF covered the issues that she had traditionally covered within her HTs report and advised that the document also provided the essence of a 'grab file' for governors in the event of an Ofsted inspection. She advised that further information would be added, such as the outcome of the staff appraisal process. She also pointed out that both the SEF and Strategic Plan (SP) used the same colour coding for coherence.</p>	

The HT advised that targets for Outcomes were still being modified and that for that reason they had not yet been included as part of the milestones for Outcomes. She advised that EYFS baseline tests would be completed by the end of Term 1 and that targets would then be set.

Governors noted that the SEF incorporated the School's Vision, Mission Statement and Key Priorities, to provide context. **A Governor noted that some of the data in the SEF and SP were different.** The HT explained that both were live' documents that were regularly updated and that the targets in the SP were more current. For example, she advised that the target relating to Year 8 attainment in Maths had now been increased from 80% (in the SEF) to 88%.(in the SP), and that text in red within the SIP indicated areas where more evidence was needed. However, she confirmed that there were clear links between the two documents in respect of priorities and areas for development.

A Governor asked whether EYFS would still be dealt with as a separate area within the SEF. The HT confirmed that she could add some contextual information within the SEF if Governors wished her to do so, but advised that the most recent templates from the LA did not include EYFS as a separate area for assessment and that attainment and progress in EYFS was not currently an area of concern and/or priority for the School. She added that the Collaboration was focussing on Communication and Language within EYFS but that she would not know Sussex Road's EYFS priorities until the baseline tests had been completed. A Governor commented that even if EYFS was assessed 'Good' and there were no immediate priorities, the School should still aim to improve. **In response to a question, the HT confirmed that Ofsted would expect to see data for EYFS and advised that GLD data, including a breakdown of progress and attainment relating to Pupil Premium children was included within the Strategic Plan.**

The HT advised that the section relating to Quality of Teaching Learning and Assessment would be updated once she received the School Improvement Partner's Note of Visit.

The Chair advised that the role of Governors in Leadership and Management was now a priority area for Ofsted, and that this was driving his commitment to raise the profile of governance within GB meetings, and to set actions for the GB, as well as for the school.

Governors noted that the SEF currently only included headlines for each cohort as detailed targets had not been set. However, they also noted that variation between the cohorts in respect of levels of SEND, the numbers of PP children and the cross-over between the two. The HT commented that this data could be deceptive, as in some cases families had only been eligible for FSM for a very short space of time (and therefore were classified as 'Ever 6').

The HT referred to the statistics at the end of the SEF:

- Admissions – the HT advised that the vacant places had now been filled
- Teaching Staff – Governors noted the new teachers who were now in post. The HT reported that the English Leader had now been appointed, and that there had been a great deal of interest in the vacant Maths Leader post
- Attendance – The HT confirmed that attendance data was very strong. She reminded Governors that the level for Outstanding attendance was 97%, and that last year's attendance had been 96.4%. Attendance so far this year had been 97.6%, although the HT commented that attendance levels varied considerably across the year, usually dipping in Terms 2 and 3 due to illness and in Term 6 due to children being taken out of school for family holidays. She also advised that one child (who was a PP child and on the SEND Register) had been out of school since June, and that his absence had skewed the attendance data for PP and SEND children. **In response to a question, the HT provided further**

	<p>information regarding this child and the actions that the School had taken in this particular case and confirmed that she would be able to provide a case study for Ofsted if necessary. A Governor asked what actions were generally taken to address poor attendance or persistent absence. The HT advised that the School would ring parents, broker assistance from Kent's Early Help team (a referral could now not be made without parents' consent), and fund places at Breakfast and After School Clubs. She added that only relatively few families needed this level of assistance. A Governor remarked that Ofsted would ask Governors what they took from the raw data, and asked whether the HT could add information from the same period in the current year into the SEF to provide some context.</p> <p>In response to a question, the SBM confirmed that safeguarding referrals were made using a standard proforma and that the number of referrals made during a year was reported in the Annual Safeguarding Report to Governors.</p>	
5.	<p>STRATEGIC PLAN</p> <p>The HT advised that some elements of the Plan were not yet complete, as staff needed to complete their targets for the year. It was noted that the revised Governor monitoring arrangements were scheduled to be in place within the next three weeks. A Governor questioned the frequency of Governor monitoring as set out in the schedule in the Plan, particularly in respect of Learning Walks. After some discussion, it was agreed that most Governor monitoring visits would include some form of learning walk and that the frequency in the monitoring schedule was therefore not unrealistic. It was also agreed that termly Pupil Voice monitoring might be too frequent, and that this should be amended to a 'seasonal' term instead.</p> <p>In response to a question, the HT advised that the Quality of Teaching milestones for Term 6 had already been achieved and would therefore be amended to be more challenging. She also confirmed that the targets for pupil outcomes would also be updated on a termly basis. Governors considered whether they could approve the Plan, as it was not yet a finished document. The HT pointed out that this was a live document, which would be regularly updated, but confirmed that the Priorities and Milestones would not change. Governors commented that this was a sensible and achievable plan and noted that performance would be tracked across its aspirations.</p> <p>The Strategic Plan was approved, on the basis that would be subject to regular updating.</p>	
6.	<p>FINANCE</p> <p>Six Month Financial Monitoring Statement/Approval of Virements</p> <p>It was confirmed that two of the Financial Monitoring Governors had met the SBM to review the Monitoring Statement and associated documentation, and that their report had been circulated with the meeting papers. The SBM reported on two Virements – one relating to the reallocation of funding to the Pupil Premium budget, and the second relating to bought in Professional Services. Both these Virements were approved. Governors noted that the projected Year End Revenue rollover was £132,643, and that the projected Capital Rollover was £0. The Six Month Financial Monitoring Statement was approved.</p>	
7.	<p>PREMISES ISSUES</p> <p>The SBM reported on two premises issues:</p> <ul style="list-style-type: none"> • Boilers in KS1 Block - The SBM reported that neither of the boilers in the KS1 block was currently working. One had been turned off because a rubber seal had been leaking, and the second was currently waiting for a part, which was proving difficult to source. She advised that the rubber seal should be replaced by the end of the week. 	

	<ul style="list-style-type: none"> • <u>Roof repairs</u> – The SBM reported that some minor repairs were required, but confirmed that she would be able to cover the cost from monies she had set aside in case the School had been required to pay for the work to improve the water supply. 	
8.	<p>HEALTH AND SAFETY AND SAFEGUARDING</p> <p>Health and Safety Monitoring Visit The Health and Safety Monitoring Governors reported on their visit, and on two specific issues that had been raised:</p> <ul style="list-style-type: none"> • <u>Caretaker</u> – The caretaker was currently on sick leave and had therefore not been able to undertake the various fire alarm and other tests. It was noted that further action might be necessary if his absence continued for any length of time. • <u>Water Supply</u> - It was reported that the water supply to one set of toilets and to the dishwasher had failed completely during the Health and Safety visit. The SBM reported that the problem with the dishwasher had been traced to a kink in a feeder pipe and easily resolved. With regard to the water supply, she advised that it now appeared that the work that had been planned to take place during the Summer, but that in the event had not been completed, would not be sufficient to resolve the problem, which might be due to water pressure from the main in the road outside the School. The SBM advised that if this was the case, the Water Company would not be prepared to pay for the work and that this would be the LA’s responsibility. She confirmed that as a temporary measure a pipe had been run directly into the girls toilet, but advised that this was not a long term solution, especially as the pipe was running outside the building along a flat roof. In response to a question, she confirmed that the pipe was lagged, but was not sure that this would be sufficient during a cold winter. Governors felt that this had now gone beyond a Health and Safety issue, and that the Chair and HT should again contact the LA with a view to resolving it as quickly as possible. <p>A Governor remarked that during a visit to the School he had noted that books were being stored in the staircase area, and he pointed out tht this was a fire issue.</p> <p>Safeguarding Monitoring report Governors noted the monitoring report on the review of the Single Central Record. It was confirmed that the Central record was due to be checked again shortly, and it was pointed out that one of the Safeguarding Governors maintained the Record as part of her work within the School and should therefore not be involved in this element of Safeguarding monitoring. The SBM advised that a new tab had been added to the Record to record governance information, mirroring the information that was now held on Edubase.</p>	DW/SB
9.	<p>MONITORING REPORTS</p> <p>EYFS Monitoring, Term 6 2015-16 One of the Governors who had carried out this visit remarked that there had been a lot of children physically in the room (this having been the ‘bulge’ year group) and it was noted that there had been some concern at the relative progress of boys and girls, which had been taken forward into the targets for the current Year 1.</p>	
10.	<p>POLICIES</p> <p>Finance Policy The SBM advised that there had been no changes to the control arrangements within the Policy, but that she had added a Scheme of Delegation at the end of the Policy and had emphasised the expectations of the GB in respect of monitoring value for money and</p>	

	<p>best value. It was confirmed that these issues had been discussed at the Finance Monitoring meeting and that a further review of VFM and Best Value would take place at the end of the year. Governors also noted the reference to the Pay Committee and Pay Policy (Section 3.7) and confirmed that the existing arrangements should continue. The Finance Policy was approved and signed by the Chair.</p> <p>Governors Allowances Policy The SBM advised that there had been no changes to this Policy The Governors Allowances Policy was approved.</p>	
11.	<p>GOVERNOR ISSUES</p> <p>Review of Skills Audit The Clerk reminded Governors that it had been agreed that an election to fill the vacant Parent Governor position should be held during Term 2, and that she had updated the skills audit to enable the GB to determine the skills and experience that it should specify within the letter sent to parents to ask for nominations.</p> <p>Governors reviewed the Skills Audit and noted that there was a reasonable spread of expertise against most areas. It was noted that the lowest-scoring areas were:</p> <ul style="list-style-type: none"> • SEND • Governance experience • Links with local businesses and/or the local community • Experience of volunteering or working with young people. <p>It was noted that experience of SEND was likely to be too specialist a requirement on this occasion and that it was difficult to gain governance experience without having previously been in a similar role (although the Clerk commented that governance within another sector would be a transferable skill). It was therefore agreed that the letter to parents should ask for links with local businesses and/or the local community and experience of volunteering or working with young people. The Clerk agreed to send the most recent version of the Election procedure and standard letters to the SBM.</p> <p>Review of Governance Model GB Development Plan The Chair reported that the Governance Working Group had met once so far, and had focussed its discussion on the SEF and SIP and on actions for Governors within both documents. He commented that it was clear from recent changes to the Inspection Framework that Governors were now expected to take a more active role, beyond monitoring, and advised that his thoughts on this had identified two areas of concern:</p> <ul style="list-style-type: none"> • That not all GB papers were being read, and that this made it difficult to keep meeting times under control without stifling comment and • That there was not sufficient communication/interaction between Governors outside the termly FGB meetings. <p>The Chair advised that he believed that the Circle model of Governance was a reasonable one, provided that there was good communication between meetings, and he suggested that a mechanism was needed to keep communication open. He advised that he had some views as to how this might be achieved, but that he was not ready to circulate them and suggested that an Extraordinary FGB should be held within the next month to discuss how to take these issues forward. This proposal was agreed.</p> <p>The Chair advised that he would also like to review the way that monitoring visits were recorded to identify actions, and to circulate reports in a more timely way.</p> <p>Governors supported these proposals and remarked that Ofsted would be looking for</p>	<p>LH</p> <p>DW/LH</p>

	<p>evidence of the difference that Governors had made. A Governor remarked that it was essential that the leadership team's hard work and success in improving the School was not undermined by an underperformance in respect of governance.</p> <p>The Chair advised that he had recently completed the National College Chairs training course and that he would be carrying out 1-2-1 meetings with all Governors in the next few weeks to seek feedback from individual Governors and to seek their view as to what the GB needed to do. A Governor commented that it had been suggested, during a training course that she had attended, that Governors should have a Job Description to work against. The Clerk commented that the Code of Conduct set out the main elements of the governor role. She advised that she had prepared job descriptions for monitoring roles for Governors at another school and agreed to send these to the Chair.</p> <p>Governor Codes of Conduct These had been circulated and signed at the beginning of the meeting.</p> <p>Governor training Several Governors had attended one of the LA's Governor Induction training sessions.</p>	<p>DW</p> <p>LH</p>
<p>12.</p>	<p>ANY OTHER URGENT BUSINESS</p> <p>Governance Review The Chair advised that the LA's Area Governance Officer would be undertaking a Review of Governance at Sussex Road.</p> <p>Ofsted changes The Clerk circulated copies of presentation slides used at one of the recent District Governor Briefings that summarised changes to the Ofsted Inspection Framework.</p> <p>There were no other items of Other Business</p>	
<p>13.</p>	<p>CONFIDENTIALITY. No issues of confidentiality were identified.</p>	
<p>14.</p>	<p>DATE OF NEXT MEETING It was confirmed that the next scheduled FGB meeting would be held on 6 December 2016 at 6.30pm The meeting closed at 8.43pm.</p>	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
26.5.16 13.9.16 13.10.16	5 3 3	A whole-GB training session on data to be arranged	End T2 2016/17	SP/SB	To be arranged
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	Visit completed – report to be circulated
13.7.16 13.10.16	11 3	Statement of Behaviour Principles to be brought back to T1 FGB for approval	T1 FGB	LH/SB	Deferred to December meeting
13.9.16	4	The parent governor vacancy to be filled	End T1	SB/ADA	Letters to be sent to parents during T2
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	For Term 3 meeting
13.10.16	3	The Chair to meet the Chair of the SRSA to agree how the Working Group is to be taken forward and a further report is to be made to Governors in Term 3	End T2 End T3	DW DW/LH	
13.10.16	3	Governors to contact the Chair if they wish to join the Quality of Teaching, Learning & Assessment Monitoring Pair	End T1	All Governors	
13.10.16	3	The remit of the Outcomes Monitoring Pair to be reviewed against the Ofsted Inspection Framework descriptors	End T2	LH	
13.10.16	8	The Chair and HT to meet with the LA to resolve the outstanding water supply issues	End T2	DW/SB	
13.10.16	11	The most current Parent Election procedures and forms to be sent to the SBM	End T1	LH	
13.10.16	11	An Extraordinary FGB to be arranged to discuss the model of governance and GB Development Plan	30.11.16	DW/LH	
13.10.16	11	1-2-1 meetings to be arranged with all Governors	30.11.16	DW/All Governors	
13.10.16	11	Governor Role Descriptors to be sent to the Chair	End T1	LH	