



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 23 March 2017 at 6.30pm at the School**

	Present:	David Wake(Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D’Alton (ADA) (SBM) Vanessa Lines (VL) Des O’Dwyer Sara Phelps (SP) Louisa Rowlands (LR) Carla Thompson (CT) Michael Webber (MW)	
	In attendance	Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE Apologies from Nicola Furlonger (childcare) were received and accepted. Claire Richardson was also absent.		
2.	DECLARATION OF BUSINESS INTERESTS No declarations of interest were received in respect of any item on the Agenda.		
3.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>Minutes of FGB meeting held on 7 February 2017 The minutes of the meeting held on 7 February 2017 were approved as an accurate record and signed by the Chair, subject to the following amendments:</p> <ul style="list-style-type: none"> • Health & Safety Issues (Item 9) to read “...A Governor reported that higher netting <i>was due to be</i> installed to prevent hockey balls from the Judd School falling into the Forest School area.” • Online Safety (Item 9) to read “... It was noted that the School <i>needs to be</i> consistent in its approach to managing the website <i>and social media</i> (in terms of not using children’s names, etc), and it was suggested that it now needed to ‘educate’ parents not to do this.” <p>Action Points Governors reviewed progress against outstanding actions:</p> <ul style="list-style-type: none"> • <u>Data training</u> – The HT asked whether whole-GB training on RAISE should be deferred until the 2017 data was available. However, Governors felt that it would be useful for the whole FGB to be given an over-view of the current RAISE and the Data Dashboard to help them to challenge more effectively. It was agreed that a training sessions should take place before the end of Term 5. • <u>Meeting with Chair of SRSA</u> –<i>The Chair advised that his planned meeting with the Chair of the SRSA had not yet taken place. A Governor asked what progress had been made in installing the ‘sails’ in the playground.</i> The Chair confirmed that a project manager needed to be identified to take the installation forward. DoD advised that he had asked the preferred supplier to re-quote, given the time that had elapsed, and agreed that he would be able to visit the School to check on progress on site. Governors noted that although the costs of this project would be met by a donation to the School from SRSA, the School would be the client and the normal procurement procedures would need to be followed. The HT advised that the installation would need to be programmed to take place during the break between Terms 5 and 6. 		SB DW

	<ul style="list-style-type: none"> • <u>1-2-1 Meetings with Governors</u> – the Chair confirmed that a number of these meetings were still outstanding and asked Governors to contact him to arrange a convenient date/time within the next two weeks if they had not already done so. • <u>Monitoring Calendar</u> – The Chair advised that he hoped to complete this action within the next two weeks. <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 There were no other matters arising from the minutes.</p>	<p>All/DW</p> <p>DW</p>
<p>4.</p>	<p>STRATEGIC PLAN/SEF/HEADTEACHER’S REPORT</p> <p>Progress against the 2016-17 Strategic Plan The HT raised the following points:</p> <ul style="list-style-type: none"> • <u>Effectiveness of Leadership and Management</u> – The HT advised that the Induction process for new staff had been amended as a result of feedback from Governors and was now more effective. She confirmed that the newly-appointed Middle Leaders had also been given induction training and had given positive feedback on the process. She also confirmed that PPG children were on track to meet their targets (as discussed at the last Data Group), but explained that the Term 3 Milestone was ‘Red’ because the quality of teaching for SEND pupils was currently being monitored. • <u>Quality of Teaching, Learning and Assessment</u> - The HT reported that she was reviewing the performance of two teachers and that the Term 3 Milestone was ‘Amber’ for this reason. She advised that the School was using credits purchased through the School Improvement SLA to buy in specialist teachers to support its NQTs. She advised that she had developed a long-term plan for the Curriculum, which had been reviewed by advisor Kim Bermenesco on a visit during the previous week, and that although this did not replace the earlier work on the curriculum, she was now more ‘comfortable’ with the proposals. The HT advised that the ‘Power of Reading’ intervention was currently being piloted in Year 4, using high-quality texts. She also advised that the School was reviewing the visits that children were offered with a view to offering experiences that they would not get at home, and to travel beyond the immediate local area, except for the youngest children. As an example, she commented that some pupils had never been to the coast, or stayed away from home (although some parents were not prepared to authorise a residential stay). In response to a question she advised that the ‘Immersive Curriculum’ was being phased in through the Power of Reading intervention, and would be implemented across the School from September. • <u>Personal Development, Behaviour and Welfare</u> - The HT reported that although the Milestone was ‘Amber’, cumulative attendance data had improved, following a dip due to illness in Terms 2 and 3, and was now 93.3%. The attendance of PPG children was improving and Persistent Absence had reduced, with several children being just below the 90% attendance target. She advised that the School continued to refer families to the LA, but reported that cases would be dropped after a very brief period of improved attendance, meaning that a new referral would have to be made if attendance subsequently dipped, and that the LA would not issue Penalty Notices, on the grounds that this would not be in the Public Interest. The HT reported that the Inset Day on Mindfulness had been booked and confirmed that Governors were welcome to attend. The Chair passed on a question from a Governor who had not been able to attend the meeting regarding the possibility, raised at the last meeting, that Polkadots might be prepared to offer pro bono places to PPG children. The HT 	

advised that Polkadots was not prepared/in a position to do this and added that the School now had no 'spare' provision within its unallocated PPG budget to cover the cost of any placements itself.

- **Early Years** – The HT confirmed that the EYFS data was looking positive and that the Tapestry assessment system had received positive feedback from parents. A Governor who was also a parent commented that the programme was very user-friendly. The HT also advised that the School had commissioned Speech and Language training, although this had not fully delivered what was promised. In response to a question the HT advised that the School had not been able to use its School Improvement credits for this training.
- **Outcomes** – The HT confirmed that the monitoring data indicated that Year 2 and Year 6 pupils were on track to meet their targets. She added that an additional teacher was now working with the Year 6 classes and that the focus was now on SATs practice, with children being awarded vouchers for good results. She advised that Spelling and Phonics workshops were taking place and that the 'Clicker 7' intervention was being used with SEND children to improve Writing and Spelling. In addition, the 'Rock Stars' Maths programme was well used.

SEF

The HT advised that there had been no significant changes to the SIP since the last FGB meeting.

'Admin' Report

The HT reported that the School had no vacant places for the September 2017 Year R entry and advised that 82 families had named the School as their 'first choice'. **In response to a question she reported that she understood that applications to the new Bishop Chervasse Primary School had been low and did not feel that the new School would become a competitor for reception places for another year or so.** She also reported that she had been asked to take an additional child into Year 5.

The HT advised that she anticipated that two staff would resign at the end of the academic year, and that she was currently advertising to replace a member of staff on a temporary contract in Year 6. **In response to a question, she advised that one of the EYFS teachers was currently working on a temporary contract and that she would be exploring her expectations for next academic year shortly.** The HT commented that to date there had been no response to the advert, and confirmed that she would now rewrite it. **A Governor asked where the advert had been placed.** The HT confirmed that the School used KentTeach. She also advised that she intended changing the allocation of teachers to classes in 2017 and that as a result of this and the anticipated resignations, she expected to be recruiting teachers for Years 3 and 4. She confirmed that she did not anticipate any changes in the SLT for the current year.

The HT reported that she had received one parental complaint, but that the complainant appeared to be satisfied with her written response and had not taken the matter further.

The HT confirmed that she had no safeguarding issues to report and explained that the information in her Admin report was more current than in the Safeguarding Report, which would be updated at the end of Term 4. With regard to safeguarding, she remarked on the short period of time that Early Help referrals were kept open and commented that often the targets set as part of this referral were not realistic, resulting in early closure and the School have to make a new referral within a short space of time. **A Governor expressed some concern at the potential for blame being apportioned to the School if a child subsequently came to harm.** The HT confirmed that the School protected itself by reporting all concerns and keeping records of all referrals.

Other issues arising from the Strategic Plan

	<p>The HT advised that her two main concerns were the forthcoming GLD and SATS assessments, and recruitment for the next academic year.</p> <p>With regard to recruitment, a Governor asked whether this was a local or national issue. The HT advised that she was aware of teachers moving out to cheaper areas of the country and commented that local salaries could not compare with London although the cost of living in the South East was nearly as high. She also felt that teaching was no longer seen as a 'desirable' profession to enter. A Governor asked whether the cost of advertising in the TES was prohibitively expensive. The HT advised that in her experience advertising in the TES did not have any noticeable impact on the quality or volume of applications. Governors asked whether the HT had considered advertising overseas, or using agencies. The HT advised that she was not aware of any completely successful appointments of teachers from overseas and added that her experience of using agency staff (eg for Supply teaching) had also been inconsistent, as agency supply staff were often teachers who had been unable to get a permanent job elsewhere due to the quality of their teaching. The Clerk commented that, when discussing similar recruitment issues with their GBs, other HTs had advised that agencies were increasing approaching universities to encourage their NQTs to register with them, rather than apply for advertised teaching posts directly, increasing recruitment costs, as Schools were then obliged to pay a 'finders fee'. A Governor remarked that he was aware of similar practices in other sectors. It was suggested that if this was now a common scenario it might be worthwhile considering offering a financial incentive to new teachers, as this would be less expensive than the cost of paying an agency a 'finders fee'. A Governor asked whether the 'Forest School' featured in teacher adverts, commenting that this was a facility that other Tonbridge primary schools were unable to offer,</p>	
<p>5.</p>	<p>FINANCE</p> <p>Project Outturn Budget Position A Governor confirmed that that a monitoring visit had taken place to review the most recent financial information. The SBM confirmed that the final outturn position would be very close to the BCM limit, as the School had successfully applied for additional High Needs Funding, but had so far had to deploy class TAs to provide the support as it had not been possible to recruit additional TAs.</p> <p>2016-17 SFVS Return The SBM advised that she had amended one response within the draft SFVS to reflect the fact that the School Fund was no longer audited as it was accounted for within the main school budget. She added that the school had identified an accounting programme that would monitor and produce reports on online payments made by parents. The SBM confirmed that the action points at the end of the Return had been discussed with and agreed by the Finance Monitoring Team. The 2016-17 SFVS was approved.</p>	
<p>6.</p>	<p>STAFFING</p> <p>The HT reported that the consultation on the new TA contracts had been successfully completed (including a discussion with a member of staff on long term sick leave), and that the new working arrangements would take effect from 26/3/17. She confirmed that the new contracts would be introduced at the beginning of Term 5. The HT advised that the new arrangements would be shared with the children on 24/3/17, and in response to a question, confirmed that the Leadership Team would still cover the Dining Hall at lunchtime. The SBM advised that the School urgently needed to fill the Midday Supervisor vacancies, as the TAs had been told that they would not be used as playleaders but would be leading lunchtime interventions with specific groups of children. The HT added that it would be important that TAs were allocated different tasks to reflect their respective pay grades.</p>	

<p>7.</p>	<p>PREMISES</p> <p>The SBM provided an update on further developments regarding the School’s ongoing problems with water supply and water usage. She reported that following a meeting with the LA and its consultants, she had been under the impression that the planned work would take place over the Easter break, but that she had not yet had formal confirmation of this. She advised that an additional proposal had been made at the meeting that the pipework within the old school building should all be replaced at the same time, but that the LA had not yet approved, or agreed to pay for this additional work. The SBM provided details of the work that was due to take place and advised that she understood that the LA would be asking the company that had provided the lowest tender previously to re-quote for the work, to enable the work to be carried out as quickly as possible.</p> <p>With regard to the Improvement Notice served by the Water Company (as a result of excessive water use caused by a leak), the SBM reported that the Water Company had now confirmed that the case had been closed as the leak had been isolated and stopped. A Governor asked whether the School would be able to obtain a refund. The SBM advised that the School was liable for the leak, as it had occurred on School property. However, she confirmed that the amount of the monthly Direct Debit should now reduce.</p>	
<p>8.</p>	<p>HEALTH AND SAFETY/SAFEGUARDING</p> <p>Health and Safety Monitoring Report</p> <p>Governors noted the contents of the monitoring report and ‘tracker’ spreadsheet. One of the monitoring Governors advised that that many of the routine checks that Governors had been monitoring should be carried out by the Caretaker as part of routine tasks and that Governors had agreed with the SBM that in future they would monitor a register/log of the Caretaker’s work to ascertain that these checks had been completed. The SBM confirmed that she had now discussed this proposal with the Caretaker and would be helping him to prepare a work schedule.</p> <p>Safeguarding Issues</p> <p>No safeguarding issues were raised.</p>	
<p>9.</p>	<p>GOVERNOR MONITORING AND TRAINING</p> <p>Secrets of Successful Governance Training</p> <p>The Governor who had attended this training commented that the content had been slightly different to normal Governor training, presented in an interesting way.</p> <p>Future Training Courses</p> <p>The Clerk advised that the LA had now published details of Governor training for the remainder of the academic year (set out in the latest version of The Governor, which had been circulated at the beginning of the meeting). She noted that there were a number of courses on Online Safety, which was currently a particular priority area for the LA. <i>The T&D Governor also advised that the LA was offering some online training and agreed to circulate details.</i></p> <p>SEND Training</p> <p>The SEND Monitoring Governor advised that she had recently attended the LA’s END training for Governors.</p> <p>EYFS Monitoring</p> <p>Governors reviewed the report on EYFS monitoring. One of the monitoring Governors confirmed that the monitoring pair had been satisfied with what they had seen on their</p>	<p>SP</p>

	<p>visit, and on the responses to the questions that they had raised. A Governor asked whether the number of EAL children within the School was increasing and if so what impact this was having. The HT confirmed that numbers were increasing, but were in line with other local schools, and added that the School’s EAL children were not a group of concern, with regard to outcomes. A Governor added that EAL children tended to do well and bridge any initial gaps, if they did not have any additional needs. The HT commented that communication with home was often more of a difficulty where EAL children were concerned and remarked that the children themselves were often the link between the School and other agencies and their parents. She confirmed that if necessary the School could bring in specialist support to work with EAL families for example to encourage reading in English at home.</p> <p>One of the monitoring Governors reported that there was only one PPG child in EYFS, and noted that this would inevitably skew the data. In response to a question the SBM confirmed that the reduction in PPG students in EYFS and in KS1, (due to parents not applying for free school meals since the introduction of Universal FSM) would have a significant impact on income. The SBM confirmed that the School did everything possible to encourage new parents to apply for FSM, including the form with the information sent as part of the Admission pack and focussing on the potential benefits that the additional grant funding would have for their child’s learning, but that parents did not apply. The HT advised that the School was now considering offering a tablet (to be brought into school each day and used in class) to parents who completed an application form and were eligible for FSM.</p> <p>The Chair commented that Governors needed to refocus on monitoring visits, as the number of visits had decreased since the Ofsted Inspection.</p>	
<p>10.</p>	<p>POLICIES</p> <p>Pay and Reward Policy A Governor commented that the references to reviews and appeals were not consistent and added that there was a difference between the two terms, particularly as they applied to the Governor Appeal Panel. The Clerk confirmed that the Governor Panel would have the authority to overturn the Pay Committee’s decisions and that any employee could lodge an appeal with the Panel if they were not satisfied with the outcome of their review. The SBM confirmed that any proposed changes to this SPS model policy would need to be referred back to SPS and consulted on with staff and the respective unions. <i>It was agreed that the Pay and Review Policy should be amended as discussed and brought back to a future meeting for approval.</i></p> <p>Performance Management Policy Governors reviewed the draft Policy without comment. The Performance Management Policy was approved.</p> <p>Complaints Policy In response to a question the SBM confirmed that the draft presented to Governors was the most recent model supplied by the LA. The Complaints Policy was approved.</p>	<p>ADA</p>
<p>11.</p>	<p>ANY OTHER URGENT BUSINESS There was no other Urgent Business.</p>	
<p>12.</p>	<p>CONFIDENTIALITY. No confidential items were identified.</p>	

13.	DATE OF NEXT MEETING It was confirmed that the next meeting would be held on 26 May 2017 at 6.30pm The meeting closed at 8.00pm.	
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Signed.(Chair).....Date

APPROVED

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
26.5.16 13.9.16 13.10.16 6.12.16 7.2.17 22.3.17	5 3 3 3 4 3	A whole-GB training session on data to be arranged	End T2 2016/17	SP/SB	To be arranged for Term 5
13.10.16 7.2.17 22.3.17	3 4 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	To be arranged
13.10.16 7.2.17 22.3.17	11 4 3	1-2-1 meetings to be arranged with all Governors	30.11.16	DW/All Governors	Governors to contact the Chair to arrange meetings
6.12.16 7.2.17 22.3.17	9 4 3	A link to the monitoring calendar to be sent to the Clerk for uploading to the Governors' Zone	End T4	DW/LH	Data to be re-uploaded to calendar
22.3.17	9	Details of DfE training to be sent to Governors	End T4	SP	
22.3.17	10	The Pay and Reward Policy to be amended and brought back to the FGB for approval	End T5	ADA	