



Minutes

FULL GOVERNING BODY MEETING OF ALL SAINTS' BENHILTON C OF E PRIMARY SCHOOL

Monday, 16th of October 2017 at 7:00 pm at All Saints' Benhilton

Name	Position	Status
Martin Rowland	Foundation (Chair of Governors)	Present
Jane Jones	Foundation (Vice Chair)	Present
Margaret Southgate	Foundation	Present
Simon Collinson	Foundation	Present
Stephen Arnold	Foundation	Present
Pauline Hughes	Foundation	Present
Jean Woolley	Foundation	Apologies
Dominique Pink	Foundation	Present
Malcom Munro	Co-opted	Present
Cllr Marlene Heron	LA	Present
Benjamin Cloves	Parent	Present
David Williams	Parent	Present
John Farrer	Parent	Present
Jenny Collingwood	Staff	Apologies
Justine Whelan Cox	Headteacher	Present
Karen Stanley Bristow	Deputy Headteacher (Associate)	Present
Caryl Jones	SBM (Associate)	Present

The meeting opened with a prayer.

	ITEM	ACTION LOG NO.
1.	Apologies for absence JW and JC sent their apologies for absence and these were accepted.	
2.	Election of Chair and Vice Chair Martin Rowland was proposed as Chair of Governors and he agreed to stand.	

	<p>Jane Jones was proposed as Vice Chair of Governors and she agreed to stand.</p> <p>Both nominations were agreed unanimously.</p> <p>RESOLUTION: Martin Rowland was elected as the Chair of Governors for the period of one year.</p> <p>RESOLUTION: Jane Jones was elected as the Vice Chair of Governors for the period of one year.</p>	
3.	<p>Declaration of interests</p> <p>There were no conflicts of interest.</p>	
4.	<p>Annual declaration of interests</p> <p>This has been completed by all governors and submitted to the SBM.</p>	
5.	<p>Governing body membership / committee structures</p> <p><u>Governing body membership</u></p> <p>Dominique Pink has been officially approved as a foundation governor on the governing body as of 1st of September 2017.</p> <p>Martin Rowland has been officially approved as a foundation governor on the governing body as of 1st of September 2017.</p> <p>ACTION: MS to request confirmation in writing of DP's appointment</p> <p>ACTION: Clerk to notify Governor Services of the updated governing body membership</p> <p><u>Committee structures</u></p> <p>MR and JWC will be making amendments in the next week and will send the updates to CJ.</p> <p>ACTION: Issue updated committee structure list</p> <p><u>Getting Information About Schools (GIAS) / Edubase replacement</u></p> <p>This has been updated.</p> <p><u>Code of Conduct and Statement of commitment</u></p> <p>Governors advised that they had received this document in the meeting papers and the Chair said he felt it is an excellent reminder of what governors have signed up to do.</p> <p>The Chair proposed that the documents be accepted and proposed a review in two years' time.</p>	<p>013</p> <p>014</p> <p>015</p>

	<p>RESOLUTION: The code of conduct and statement of commitment have been readopted by the governing body.</p>	
6.	<p>Minutes of the previous meeting held on 19th of June 2017</p> <p>RESOLUTION: The minutes were reviewed and it was agreed that they constituted a true and accurate reflection of the meeting. They were signed by the Chair.</p> <p>Matters arising</p> <p><u>Admissions policy</u></p> <p>Admissions committee is meeting on the 19th of October 2017 to review the admissions policy. The Chair asked that anyone with questions would contact him before that point.</p> <p><u>Church admissions</u></p> <p>A governor advised that a query had been raised by the diocese regarding admissions of children from other churches. Governors agreed that they were happy the admissions policy was in line with diocese policy and that it had been in place for a significant amount of time with no queries raised previously.</p> <p><u>School trips</u></p> <p>This will be discussed under the HT's report.</p> <p><i>7:25 pm SC arrived.</i></p>	
7.	<p>Constitution – governing bodies of maintained new schools – new statutory guidance</p> <p>Governors noted the new statutory powers that governing bodies have to remove elected governors in exceptional circumstances.</p>	
8.	<p>Minutes / Reports of committee meetings</p> <p><u>Premises</u></p> <p>The Chair of the committee gave a brief run through of the minutes and confirmed that governors had carried out their usual inspection. They were very pleased with the work that had been done in the school over the summer.</p> <p>It was noted that carpet trips have been an issue throughout the school and it is believed that this is due to the underfloor heating loosening the carpet glue. Investigations are on-going.</p> <p>The school have concluded the flooding on church land is not coming from the school.</p> <p><i>A governor asked how the school would be proceeding with the music room.</i> The SBM has spoken with Sean Kelleher and feels that his</p>	

proposal is quite expensive. She believes that the school could do quite a lot of the work themselves. Sound proofing will not be required. Proposed time of completion is July 2018.

A governor asked for more information regarding the Multi-Use Games Area (MUGA). The report is currently in progress and it was confirmed in response to further questions that the hard standing area will take up most of the playing field. Governor discussed trade-offs that will happen:

- more children and the requirement for more buildings
- the requirement for a space that can be used for more than a few months of the year, and
- losing green space.

The Chair requested that governors give due consideration to all these elements.

Governors suggested that the school could look at using the MUGA to generate external revenue for the school.

ACTION: JF to supply more information on the MUGA from the plans that he has of a different one.

016

Finance

The Chair of the committee gave a brief run through of the minutes and confirmed that the school have a small budget surplus forecast for current 2017/18 year. He noted that there has been an 85% collection rate on contributions to the 2016/17 Maintenance Fund and that the process is working well. Thanks were given to CJ for the work that she has done on it so far this year.

The meeting on the 24th of April 2018 will be clerked by someone other than the regular clerk.

Personnel

The Chair of the committee gave a brief run through of the minutes. It was confirmed that teacher appraisals will be finished by Friday 20th of October and TAs' appraisals will be complete by the end of November.

NQTs have all settled well and have formed positive relationships with children and other staff members. *Governors were pleased to hear that the school has developed a pool of experienced and familiar staff to substitute when required, which lessens the need to employ supply teachers.*

Admissions

The admissions meeting for January 2018 nursery entry will be on Thursday the 19th of October 2017.

Curriculum

The Chair of the committee gave a brief run through of the minutes and confirmed the DSIP report has still not been received.

Governors said they were very happy with last year's results and congratulated the school for the work that has been put in by all.

	<p>The Chair of the committee asked the FGB to ratify the policies listed below and confirmed the committee had reviewed all the changes (no major changes made).</p> <p>Behaviour and Discipline Marking and Feedback Collective Worship Complaints Curriculum Educational Visits Inclusion MFL Safeguarding RE</p> <p>RESOLUTION: The above listed policies were all ratified by the FGB.</p> <p>The four Priority Areas of the SIP were noted by governors, as was the change in date to align the SIP updates with the academic year.</p> <p><i>A governor commented on how welcome it was to see the new SIP.</i> He felt that it was concise and well laid out. He was happy to see the renewed focus on Priority Area 4: RE and Christian Distinctiveness and thanked all those involved in putting it together.</p> <p><i>A governor asked whether the school choir will be singing in School Sunday as this has been the case in past years.</i> It was noted that there has been a lack of parental commitment in the last couple of years, but the school would try and encourage more support going forward.</p> <p><i>Governors discussed and agreed that it would be a good idea to reintroduce a teachers' photo board and add governor photographs to this board.</i></p> <p>ACTION: Add governors' photographs to teachers' photo board.</p>	017
9.	<p>Financial issues (newsletter item)</p> <p>The newsletter item was noted.</p>	
10.	<p>Report of the Headteacher</p> <p>Governors noted with great sadness the passing of Cath Harris after a long illness.</p> <p>The HT said that a statutory assessment was underway for one child. <i>A governor asked when the new LSA role could be advertised to ensure the benefit to the child was maximised.</i> The HT confirmed that this would be once the EHCP was in place, which could take 20 weeks. She also noted that a reduced timetable had also been requested.</p> <p>The HT showed governors how the school's results would be displayed on the website and said she was very happy with the results. She also highlighted the positive growth of the leadership team and the support the school had received from parents for their charitable endeavours.</p>	

	<p>8:30 pm JJ left the meeting.</p> <p><u>School trips</u></p> <p>Governors approved the Year 4 trip to Juniper Hall and the Year 6 trip to Isle of Wight.</p> <p><u>SEF</u></p> <p><i>A governor challenged the HT as to how confident she was that some elements of the SEF were now outstanding.</i> The HT stated that she believed that the school's data is now outstanding. She has identified areas where a small change will make a big difference and these changes are being put in place.</p> <p>HT noted that the current Year 6 attainment will be hard to match 2017 results, however their progress should equal or exceed 2017 results.</p> <p><i>A governor asked whether the HT would be able to make a judgement on secondary school preparedness.</i> She explained that this will become clearer over the course of the next term. She further explained that the software now in use at the school, Target Tracker, uses KPIs to indicate whether the children are ready for the next stage, so the Year 6 KPIs indicate how ready they are for Year 7. Staff complete these KPIs on an on-going basis for pupil progress meetings. She commented that, as Target Tracker becomes more embedded in the school, everyone will be able to see its true potential.</p>	
11.	<p>Policy Documentation</p> <p>Policies ratified by the FGB are listed in section 8 under the Curriculum Committee.</p> <p><u>Pay Policy</u></p> <p>This has been amended to reflect the 1% cost of living increases. The amendments were noted.</p>	
12.	<p>Review of committee structure</p> <p>This was discussed in point 5.</p> <p>BC will become the e-Safety governor in addition to being the website governor.</p>	
13.	<p>School and Governing Body Self-Evaluation</p> <p>The SEF is being completed at the moment and will be circulated when complete.</p> <p>ACTION: Circulate SEF when complete.</p>	018
14.	<p>School Priorities and School Development Plan</p>	

	This was discussed in item 10.	
15.	OFSTED Framework Governors noted and briefly discussed the changes in the OFSTED assessment regime.	
16.	Safeguarding arrangements These have been noted.	
17.	Appraisal arrangements This information is recorded in the personnel and appraisal committee minutes. The HT's review will take place after half term. The Chair requested a volunteer to join the panel for the meeting on the 24 th of November 2017 and SC volunteered.	
18.	GDPR CJ is attending a course on the 18 th of October to get more information on implementation.	
19.	School website There is a tick-list being used to ensure that the school are compliant with statutory requirements. Currently there are only a few policies outstanding. BC will attend the school on the 27 th of November to review website compliance.	
20.	Governor visits to school Governors were reminded how important their visits to the school are as the school wishes to become outstanding. The Chair also reminded governors that the SCR checks need to be completed.	
21.	Governor Training The new governors were reminded to sign up for new governor training – DP has already completed one session, JF is to liaise with MS and sign up. Governors were reminded of the process for signing up. ACTION: Sign up for new governor training	019
22.	Schools Forum	

	The minutes will be circulated when received.	
23.	Forum of Sutton Governors The minutes will be circulated when received.	
24.	Correspondence to the Chair There were a number of admissions appeals received which have been dealt with at the appropriate committee.	
25.	Confidential items There were confidential items discussed in the HT's report; please see separate minutes.	
26.	Date and Time of next meetings These have been agreed and circulated. Meetings are also listed on Trust Governor.	

There being no further business for discussion the Chair thanked everyone for their contributions.

The meeting closed at 9:00 pm.

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	
Date	