



St Andrews CofE Primary School

Nursery Way, Uxbridge, Middlesex, UB8 2BX

ST ANDREW'S SCHOOL GOVERNING BODY Full Governing Body Non-Confidential Minutes of Meeting Held on 28th September, 2017, 7.15pm

Governors	Governor Category	Other info (Chair/HT/Voting)
Nicola Edwards (NE)	Head Teacher (ex officio)	HT
John Jones (JJ)	Foundation Governor (LDBS)	Chair of Governors
Ingrid Farmer (IF)	Foundation Governor (Deanery)	Vice Chair of Governors
Carol Turner (CT)	Foundation Governor (LDBS)	voting
Judy Cooper (JC)	L A Governor	Voting*
Andrew Sheard (AS)	Foundation Governor (Deanery)	voting
Nigel Fullard (NF)	Parent Governor	voting
Alexandra McGregor (AM)	Staff Governor	voting
Jo Jefferies (JJE)	Parent Governor	voting
Georgina Priestly (GP)	Foundation Governor (PCC)	voting
Marion Calder (MC)	Staff Governor	Voting*
Also Present		Non-voting
Ron Fowler (RF)	Observer	Non-voting
Jacqui Murphy (JM/The Clerk)	Interim Clerk to Governors	Non-voting
		>*not present

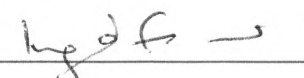
GB Core Functions (reference key for agenda items)

- Ensuring clarity of vision, ethos and strategic direction** – *engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.*
- Holding the Head teacher to account for the educational performance of the school and its pupils and the performance management of its staff** – *appointing Head; self-evaluation including working with data, monitoring visits and responding to reports; performance management.*
- Overseeing the financial performance of the school and making sure its money is well spent** – *annual report; Pupil Premium and PE and Sport Budgets.*

Agenda Item	Meeting Commenced at 19.22 hours	Action Agreed by Who & When	GB Core Functions Ref Nos
17-18/001	<p>Welcome was made to the new Head Teacher and a round of applause was given for all the work that she has done to date.</p> <p>The opening Prayer was led by IF.</p>		

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17-18/002	<p>Statutory Duty: Apologies were accepted from: Marion Calder – Attending a Wedding Judy Cooper – In France</p>		1
17-18/003	<p>Statutory Duty: Declaration of Interest/Pecuniary Interest – There was none declared.</p> <p>A new declaration form has been sent by the Clerk to Governors for the coming School Year. To be signed and returned to the Chair asap.</p> <p>The Chair at this point requested the Clerk send out a Skills Audit form and asked that the Governors complete, sign and return to him asap.</p>	Clerk to send Skills Audit Form to Gov.'s	
17-18/004	<p>Statutory Duty: Declaration of Any Other Business: Nursery Update – NE CT Offered feedback of school dinners. It was requested that she submit a written report for records.</p>		
17-18/005/6	<p>Statutory Duty: Approval of the Minutes from the Last Meeting. The Minutes were approved and signed. Matters Arising from Minutes: All Actions on Minutes: closed; ongoing; or on Agenda for this evening.</p>		1,2,3
17-18/007	<p>Governing Body. There was a discussion concerning restructuring of the current three sub-committees, the idea would be to consolidate into two sub-committees. IF is the Chair of Finance and JC the Chair of Teaching & Learning. RF suggested splitting cleanly with no overlaps. GP, as the Chair of the Leadership and Management Committee, said she had considered stepping away as she is studying for her Masters. There was a suggestion of a Working Group of the three Chairs to look at what is there and make suggestions. GP was commended but of course it was her personal decision. She offered to come to what meetings she was able to. AS said they did not want the loss of another PCC Governor and that he had advertised for the PCC vacancy but no one had applied. He further suggested if we can replace GP we will, but would like her to remain for now if possible. It was muted that amalgamation suggestions can either be from a working party or an email from the Clerk. The two sub-committees would be Finance and Teaching and Learning amalgamated with Leadership and Management. However, JJe felt some of the L&M could go to Finance. A Working Party was decided on with the three current sub-committee Chairs and the Chair of Governors, this would have to be without JC at the moment as she is away until the 18th of October. Finance and T&L committees to send Meeting dates to the Clerk.</p>	Chairs of Sub Committees to send meeting dates to	1

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		Clerk	
17-18/008	<p>Statutory Duty: Reporting on delegated Functions, Educational Performance of the School and Recommendations to the FGB:</p> <p>Chair's Report: Met with the HT and Mark on the first day back of all the Staff. JJ has not been in School before to allow the new HT space and she has done brilliantly. Objectives have been agreed to be set for the HT's Performance Management Review and there will be an outside Assessor. There will also be a six month review. The Performance Management Review Committee for the PM will be NF, JJe, JJ and the Assessor. The process will commence after half-term. In the interim it has been agreed with the HT to work and make a lot of the changes she has designated.</p> <p>There is a classroom visit report from Link Governor JC, which was circulated.</p> <p>Everyone needs to look at the last page of the Staff Handbook for their roles.</p> <p>There will need to be a SEND Link Governor. JJe offered to take this position. She will need to coordinate with MC who is Inclusion Co-ordinator, at least once a term. It was thought after discussion there was no need for a Behaviour Link Governor and instead CT would become the Health and Safety Link and NF would be the Safeguarding Link. RF's advice was sought here and he offered as a small GB he thought the minimalist approach was fine. NE then suggested that it would be better to have Curriculum Links instead of Class Links. It was thought that specifics on what the Governors do well and what they don't would need following. JJe suggested flexibility in the roles as some things would be highlighted from the SIP.</p> <p>ii) Minutes of Committee Meetings and Link Governor Reports – sent out with Agenda.</p> <p>iii) Head Teacher Report: A report had been sent to Governors previously for reading, NE asked if there were any questions. The Chair requested some highlights from the report, suggesting results. NE replied that results are a key area and are below national average. She has spoken with the LA and the Diocese about this. JJe asked if there was any way the Governors could help the School here. NE responded with the key being Writing. Measures are in place for moderation for all Staff. Lots of minimal changes have been made to quicken procedures. In terms of looking at more that needs to be put into place we need to look at performance management and objectives. NE said she knew what the results were but was putting the SIP in draft form; if governors are happy with this, more can be added in and put forward. She added she needed to get a feel of who the children are and there is a sense of urgency and a sense of</p>		1, 2, 3

	<p>making the right decisions.</p> <p>GP mentioned the Sports fund; there is a little left – if we don't spend it we lose it. JJ said it was allowed for Judo but the number of lessons had to be reduced. The money can be used for coaching and equipment. We have the Gold Standard to attract more money. A push on cricket gave us a lot of free stuff this year. There was further discussion on how to spend the money.</p> <p>There was a question on how the new deployment of the TAs was working. NE responded that teachers were getting used to TAs not being there all day; only in the afternoons. Some of the TAs will have children from across classes to do Interventions. She added that she had shared her Report to Governors with the Staff to show transparency. JJe remarked that a lot of schools in year 6 do boosters. NE agreed this and said that they will identify where there is need and put some boosters in place. Interventions are working across the School.</p>		
17-18/009	Staff Handbook: Sent to all Governors and referred to in Chair's Report.		1
17-18/010	<p>Extended Schools:</p> <p>NE said from speaking on Monday with the Parent Council, she wanted to commit to having a Breakfast Club and was looking at an After School Club; numbers would need to be ascertained. Our Site Manager is only paid until 5.30pm. The PC will survey and see if it is viable for parents until 5.15pm. She further said she had spoken to Staff in case it happens. There was a suggestion of 'pay as you go'. GP asked if that would be run by staff? NE said yes. Some Support Staff/TAs may want to extend Contracts. We need to assess the interest. We could do After School in house; we have the perfect place with its own kitchen, toilet and entrance. The problem is the time limit. AS asked if we could employ an Assistant Site Manager who would work the extra hours. NE thought this could be looked at. AS thought without this as a school we would be less attractive. JJe agreed this was a factor. NE said she would be grateful for any support or contacts. She also thought they could look into outside people to support the clubs, as parents would pay. It would always be cheaper than child care. NE was asked if she was looking for a Governor to support this; she agreed. GP and CT could liaise on this. Time frame being looked at is before Christmas. AS said we could formally support this as a Governing Body but there were limited resources and we must not spread ourselves too much and supported the idea of looking for outside support for the After School Club. CT said she might be able to offer something there. Class Reps had put out questions for the parents to complete and return as part of the Parents' Council..</p>		1
17-18/011	Statutory Duty: Approval of the Three Year Budget Plans, May 2013 to April 2020 & Report on the Intended Use of Surplus Balances (to remain on the Agenda) - This is deferred to the next meeting after the Finance Meeting.		3

17-18/012	Statutory Duty: Review and approval of the following Policies: Pay Policy PM Policy Behaviour Policy Autumn 2017 All Ratified.		1,2
17-18/013	Planning, reporting back and impact of Governors' visits to School and Training Attended – report from JC was emailed to Governors. AS reported attending to lead worship JJ said that the School was moving to a more formal notification before coming into the School. Governors will need to make sure the visit is recorded in the School Diary so that the person being visited is aware along with the HT.		1,2
17-18/014	Review and set new Committee Dates for 2017/18. These dates to be sent to the Clerk	*see 007	1
17-18/015	Consider outcome of Dept. for Education's Consultation on current Behaviour Policy – new Behaviour Policy Autumn 2017 has been Ratified. (see 012)		1
17-18/016	Statutory Duty: Review the Schools Equality Objectives are reviewed and updated online. NE has drafted a new Equality Objectives and has spent some time reading the Act and looking at other schools. It must go on the Website for four yearly checks. We need to show our planning. This was circulated to all Governors. It was adopted by the Governors. There was further discussion on equality. AS noted that Staff had been left off this document. This would be rectified. Any work needed to bring areas into line would be flagged up and where viable dealt with, but our intention would be there and to enable this within a time frame.		1, 2
17-18/017	Review the new draft School Improvement Plan: All had read through this. The Chair asked for any questions; there were none. NE will send out further parts as they are done. If we look at the SIP as objectives they will become fuller in future. Everyone was happy with this.		1,2
17-18/018	Review of Governor effectiveness over the Academic year. JJ said we have done our best in a difficult situation. AS said if we are to improve we need to know what we are doing well and what could be improved upon. The Chair will produce a report on this that can be displayed on the School Website.	The Chair to produce a report on the effectiveness of the Governing Body over the last school year	1
17-18/019	Reporting Back; Staff Pay; Increments (Under Part 2 – excuse Staff Governors)		3
17-18/020	AOB NE reported a falling role in the Nursery. Currently only 8 children. She said she had done some work on the Budget and it is not financially viable. Will be checking through parents why they would not put their children in the Nursery. NE further said there were only 28 people registered possible interest in applying for a Reception place for September 2018. NE asked the question, is our admission criteria another reason we only have 28 and not like last year when we had 60 expressions of interest? Impact may be other reasons why the		1,2

	<p>Nursery is down. These questions need asking.</p> <ol style="list-style-type: none"> 1. Why are parents interested in the Reception and not the Nursery? 2. Where are the missing 30 children? <p>During a general discussion the following was put forward:</p> <ul style="list-style-type: none"> • Other nurseries are down in numbers. • The rest of the School is almost full. • CT thought parents are results driven. • Even if you put your children into the Nursery there is no guarantee that they would be going to the Reception class. • It was suggested that it might be a smart move to partner with another school. • It was put forward that some parents would have worried about wrap around care; moving children from their current nursery to a school nursery. <p>NE looked at three other websites to look at nurseries. CT mentioned looking at other local schools for nursery information including the new John Locke, and Whitehall. AS asked if the School's reserves could sustain us this year. NE said if we knew we would not have a nursery next year; this would lose us money in the restructure/redundancy package. We would need to know this soon. AS said he would speak with Whitehall School. There was further discussion on the 30 hour voucher and its impact.</p>		
17-18/021	<p>AS led the closing prayer. Meeting ended at 8.45pm</p>		

Date: 16/1/18

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