



ST ANDREW'S SCHOOL GOVERNING BODY
Full Governing Body Non-Confidential Minutes of Meeting
Held on 23rd November 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)	LA 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		
Toni Meadows (TM)	Observer	Non-voting
Jas Rana (The Clerk)	Interim Clerk to Governors	Non-voting
		>*not present

GB Core Functions (reference key for agenda items)

- 1 Ensuring clarity of vision, ethos and strategic direction** – *engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.*
- 2 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.*
- 3 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	<u>Meeting Commenced at 19:30 hours</u>	Action agreed by who & when	GB Core Functions Ref Nos
17-18/001	Welcome was made to TM, prospective member of the GB. TM is attending in an observing capacity. The opening prayer was led by TM.		
17-18/002	Statutory Duty Apologies were accepted from: Georgina Priestley – attending a function elsewhere Carol Turner Father Andrew – arrived at 7.45pm Jo Jefferies – attending another meeting		1

17-18/003	<p>Statutory Duty Declaration of Interest/Pecuniary Interest There was none declared.</p> <p>The Chair requested that all forms be signed and returned to him asap.</p>		
17-18/004	<p>Statutory Duty Declaration of Any Other Business There was none declared.</p>		
17-18/005	<p>Statutory Duty Approval of the Minutes from the Last Meeting The Minutes were approved and signed by the Chair.</p>		1,2,3
17-18/006	<p>Matters Arising from the Minutes of the Previous Meeting not on the agenda for today's meeting</p> <p>The Chair requested that the Skills Audit must be completed by all GB members and the forms must be returned to the Chair.</p> <p>Committees in place are Resources Committee and Teaching & Learning Committee. Admissions has its meetings as and when. Work has been divided up and each committee has a chair who leads the meetings.</p> <p>Review of effectiveness of GB since last year – information must be published on the website fairly soon.</p>	<p>Skills Audit to be returned to the Chair by 01/12/2017</p> <p>A date to be agreed to meet by NF/CT/JJE.</p>	1
17-18/007	<p>Statutory Duty Report on Membership of the Governing Board to include any vacancies, (Forthcoming) Elections, Appointments and Forthcoming Expiration of any Terms of Office</p> <ul style="list-style-type: none"> • Appointing new governors and succession planning <p>There are two vacancies – Father Cliff has left and Father Andrew leaves in January. A letter has been written to Father Jenkins inviting him in to attend a meeting to represent the church community.</p> <p>IF's terms ends in March 2018.</p> <p>In terms of succession planning, it has been identified that governor numbers are low with more vacancies coming up. NE noted her concern around not having enough foundation governors in order to be quorate. It was also noted that staff and parent governors cannot reside on meetings relating to disciplinary, capability. Discussion around seeking governors from other schools took place.</p> <p>There was a question on whether the school has a reciprocal arrangement with another school. It was highlighted that there is the small schools hub and RIG hub and the school have used both to fulfil different functions in the past. It was noted that the GB can draft in from one of the other hub schools if it falls short.</p> <p>Father John had been contacted and regretfully he is unable to give the time needed.</p> <p>It was suggested that a member of the Clergy be in attendance</p>		

	at the GB meetings. PCC governors are hopeful that this vacancy will be filled.		
17-18/008	<p>Statutory Duty Reporting on Delegated Functions, Educational Performance of the School and Recommendations to the Full Governing Board:</p> <p>i. Chairs Report</p> <p>The process to recruit a clerk has now begun. The Chair thanked everyone involved. Two applications have been received to date. Interviews to commence on 06/12/17. Dates for the Head Teacher's appraisal are being finalised and is on track</p> <p>Committees have been agreed and terms of references revised and agreed. The Leadership & Management committee has ceased and the functions have been moved to the Resources and Teaching and Learning committees where appropriate. The new management structure has not been sent out as yet. The GB and Head Teacher ratified the structure and terms of reference going forward provisionally. This will be adopted in principle and will be an item on the agenda at the next meeting to be formally ratified subject to any comments.</p> <p>The process in relation to the Governors Board is being updated.</p> <p>The website looks better and statutory requirements have been published.</p> <p>Some work is being carried out in relation to the Care Fund. £4,000-£5,000 is left which will be built up. There is a requirement for someone to possibly run the Care Fund and clarification around what the job entails is being looked into.</p> <p>GB folders have been reviewed. A recent audit highlighted that there were minutes missing from 2015 which was not the case. These have now been filed in the folder. Last year's minutes still need to be replaced and this will be completed over the next few weeks.</p> <p>All DBS' are up to date in school apart from some for the new staff which are being processed.</p> <p>ii. Minutes of Committee Meetings and Link Governor Reports</p> <p>All minutes have come in and there were no other comments. There were no Link Governor reports.</p> <p>iii. Head Teacher's Report</p> <p>A report had been sent to Governors prior to the meeting.</p> <p>There are 214 students on roll this week.</p> <p>IF asked a question about what measures are in place to improve Year 6 on track maths results (24%). JJ and NE had</p>	<p>New structure of committees and responsibilities to be sent out by IF. Feedback to the Chair and to be ratified at the next meeting.</p>	

	<p>discussed this. Year 6 has completed their first mock SATS and maths is a concern. It is possible that NE will support and teach some maths groups. Assessments have been carried out and discussions are being had on where the school is at, what the predictions are for the end of year and what needs to happen. NE has put in a very stringent performance management system in school where every member of staff has a target with review dates. There is a clear focus on certain areas and measures are being put in place.</p> <p>Paul Wiggins is coming in on Monday to discuss ways to improve.</p> <p>Discussion on the standard dilemmas between SATS and internal assessments took place.</p> <p>It was noted however that different cohorts perform differently and there are some students who have a support need.</p> <p>In terms of interventions, the afternoon timetable has not been formalised. Cross-phase interventions are taking place. Every class has a support system.</p> <p>Clarification around EHCP – this is an Education Health Care Plan.</p> <p>Discussion around behaviour took place. This is improving. ClassDojo is being used throughout the school and parents have access to this. Staff are focusing on the positives rather than the negatives and are using a shared language across the school .</p> <p>65 grandparents came to an event at the school last week and NE received a lot of thank you cards from them. This may become an annual event.</p> <p>iv. Single Central Record In response to a question, it was confirmed that staff can start working without a DBS but cannot be left unsupervised with children. This will be a standard agenda item going forward.</p>		
17-18/009	<p>Statutory Duty Review and Approval of the following Policies for ratification:</p> <ul style="list-style-type: none"> • Disciplinary Policy Agreed and ratified. • Whistle Blowing Policy Agreed and ratified. • Grievance Procedure for Schools Agreed and ratified. • Capability Procedure Agreed and ratified. 		

	<ul style="list-style-type: none"> • Debt Recovery Policy Agreed and ratified. • Disposal of Assets Policy Agreed and ratified. • Complaints Procedure Agreed and ratified. It was noted that revisions are explicit and parts which were not relevant have now been removed. • Collective Worship Policy Agreed and ratified. • Religious Education Policy Agreed and ratified. • School Visits Policy Agreed and ratified. • Admissions Policy There was a question around whether children of the clergy can be given priority. The answer to this was no. There has to be an agreement for children of staff. Numbers are low in at nursery level. It was agreed to wait and see what the intake into reception is and then decide whether to open places, increase or stay at 28. It was noted that if there are no church applications on the waiting list then the places can be offered to open applicants. GB were asked to note that any changes to the policy would take two years to come into effect due to the consultation process. <p>Terms of references were agreed.</p> <p>NE was formally thanked for ensuring that all policies are up-to-date.</p>		
17-18/010	<p>Planning, Reporting Back and Impact of Governors' Visits to School and Training Attended</p> <p>AS reported attending the collective worship assembly, been in to Year 6 twice to help with the RE syllabus on sacraments. AS came in again last week to talk about sacraments of ordination. Year 6 excelled themselves and it was a very enjoyable experience.</p> <p>IF attended a Year 4 class assembly about Egyptians which was very good. The children were very well behaved.</p> <p>Governors are encouraged to visit their allocated classes at least once a term. A report on the visit is written up which acts as an official record for Ofsted. It was noted that teaching is not looked at by Governors.</p>	<p>NE to ensure the community are aware of open places.</p> <p>IF and the Chair will collate the information from the Skills Audit and this will be an item on the agenda at the next GB.</p>	

	<p>NF is hoping to visit the school before this term ends.</p> <p>The Chair visited a Year 4 maths lesson.</p> <p>It was noted that once the Skills Audit has been completed, the GB can focus on areas of interest and fill in any gaps.</p> <p>Link Governors are: JJE – SEN CT – Health & Safety NF – Safeguarding</p> <p>It was agreed that literacy and maths should be a focus.</p> <ul style="list-style-type: none"> • GB training <p>Discussion on training for governors took place. This will need to be looked into with the proposal of having training once a year at least. The idea of sharing training across hubs was noted.</p>		
17-18/011	<p>Lettings enquiry from Christ Embassy Uxbridge and decision informed</p> <p>Due diligence was carried out and there was concern around safety due to the access requested. Therefore this let will not be taking place.</p>		
17-18/012	<p>Update re Nursery</p> <p>It was noted that nursery numbers have declined. After Christmas there should be 15 children in the nursery, five of which will go home in the afternoon and 10 will remain in school. NE made an application to the borough for a grant and has received £2,000. This money will be used to convert the lavender room into a nurturing area.</p>		
17-18/013	<p>Update re Breakfast & After School Clubs</p> <p>NE has been looking into using an external company to run a breakfast club and an after school club.</p> <p>Due diligence has been carried out there is some negotiation around the rental required which governors may wish to input on. It was explained that the let would be for 187 days of the year, 1.5 hours in the morning and 2.5 hours in the afternoon. The company have their own staff, registration, insurance, food, equipment and policies. Essentially this would be a long term letting.</p> <p>The school needs to ensure that the GB who has financial acumen do not sign a contract that will leave it exposed. The GB agreed it was a good idea and agreed that the school charge the minimum it can to cover the costs of utilities and Gerry's extended contract.</p> <p>This will be a three year contract. NE confirmed that her long term aim is to run that in school but it is not something the school can commit to now.</p>	<p>IF will take this to the finance committee.</p> <p>HT will circulate the contract to the GB to review and a member of the diocese will also be asked to look at the contract.</p> <p>IF to email JJE to discuss the contract.</p>	

	<p>NE will need to ensure that standards and quality are consistent with the standards of the school. The GB agreed that the contract should include a clause if these conditions are not met.</p> <p>It was agreed to put in place a working party which will consist of the Chair, JJE, IF and NE. The working party would look at options for the breakfast/after school club, but because of the need to move quickly and timing until the next FGB, the working party could agree a provider and contract and go ahead to be ratified at the next meeting.</p>	<p>The new working party will initially agree a provider and contract which will be ratified at the next FGB.</p>	
17-18/014	<p>Any Other Business</p> <p>Parish news:</p> <p>There are two vacancies – team rector and parish administrator.</p> <p>Dates for interview have yet to be agreed for team rector. AS requested that potential candidates meet with NE and the children. This was agreed.</p> <p>The parish administrator vacancy has now been advertised.</p> <p>There is a Christingle service on the 3rd and 4th December at 4pm.</p> <p>The GB formally thanked AS for his years of service and support which have been invaluable.</p> <p>AS confirmed that his last day with the parish will be the 28th January. There is a get together on 27th January which a final service at St. Margaret's on Sunday morning. All are welcome at either or both events.</p> <p>The Christmas production takes place on 4th December at 2pm and 5th December 2pm and 6.30pm. Governors to let the school know if they wish to attend.</p> <p>The next GB meeting takes place on 1st February 2018 at 7.15pm.</p>		
17-18/015	<p>Closing Prayer</p> <p>AS led the closing prayer.</p> <p>Meeting ended at 21:50</p>		