### MINUTES of the Full Governing Body Committee Meeting – Monday 12 November 2018 at 4.15pm

**Present:** Tamsen Beer (Head Teacher), Chris McNeill (Chair, Co-opted), Annabel Blakeston (Elected Staff), Viv Warren (Co-opted), Andy Russell (LA), Dennis Muir (Elected Parent), Naglaa Ahmed (Co-opted), Steve Dean (Site Manage, Co-opted), Lisa Bostock (Elected Parent).

**In attendance:** Amanda Sherratt (Clerk), Helen Horsley (Sussex Coast Teaching School Alliance), Liz Good (Y6 teacher and maths specialist).

**Absent:** Ken Caplan (Co-opted), David Edwards (Co-opted), Judy Simon (Co-opted), Debs Owen (Associate Governor).

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<tr>
<th>Item</th>
<th>Discussion &amp; Decisions</th>
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<td><strong>3.45 pm Presentation from Helen Horsley Teaching School Alliance</strong></td>
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| HH gave members an overview of the Sussex Coast Teaching School Alliance which has been operating for the last 8 years providing specialist training and development to schools locally and nationally. Benfield Primary School is the main teaching school in B&H working in partnership with the DfE to create sustainable models of development in a robust and rigorous way by providing:  
Initial Teacher Training (ITT) - professional development support for trainee teachers across B&H.  
CPD Development – management and SLT development.  
Systems Leadership - NLE’s (National Leaders of Education), LLE’s (Local Leaders of Education) and SLE’s (Specialist Leaders of Education), these are existing school leaders and practitioners delivering high quality specialist training and development to schools. These leaders have the opportunity to become accredited by either the School Teaching Alliance or the DfE. The focus is on children’s teaching and learning based outcomes, it is separate from the clusters/partnerships in B&H. Outside of B&H is the East London Early Years Partnership Teaching School Alliance, the Regional Teaching School Alliance and National Teaching School Alliance.  
Governors agreed that CH should be a part of the Teaching Schools Alliance and is a good investment at £500pa.  
HH left the meeting 16.20  
LG joined the meeting 16.20 |

1. **Welcome** – Chair welcomed members to the meeting.
2. **Presentation – Maths Mastery** – Liz Good  
   LG gave a presentation on how Play-Doh is being used to teach fractions in maths. Fractions have been identified as an issue that needs addressing in B&H, so she looked into using Play-Doh to visually represent fractions and develop children’s knowledge through tactile activities in the classroom. Children are each given clean coloured Play-Doh, a ruler and a board, they can see fractions visually by making pie charts out of Play-Doh and dividing them up into segments or fractions. This method is absorbing, fun and unthreatening and is proving a great resource to help children understand fractions better.  
   Members thanked LG.
3. **Apologies for absence** – DE, KC & JS sent their apologies.
4. **Declaration of pecuniary interest/ Register of Business Interests**  
   Signed Declarations of Interest forms were collected and filed by the Clerk.  
   Acceptable Use of ICT Agreement - governor signatures confirming they had read the document were collected and filed by the Clerk.
5. **To agree Minutes of the meetings** Monday 16th July 2018  
   Members discussed with LB her becoming a Vice Chair. LB agreed to be a shadow Vice Chair of the TLS committee initially, with the view to becoming a Vice Chair of the FGB in the future.
### Action 1: Chair to ask KC if he would like to be a Vice Chair of FGB at next meeting he attends (FP).

### 6. Matters arising from the Minutes

1. *Requirement for an equality and diversity walk to be added to November FGB agenda* – CMcN – Ongoing

### Action 2: Requirement for an equality and diversity walk to be added to Jan FGB agenda - CMcN.

2. *Raising governor profiles for support staff to be added to SP 1st October agenda* – CMcN - Ongoing

### Action 3: Raising governor profiles for support staff to be added to SP 4th March agenda - CMcN

3. *Chair of governors to circulate the Keeping Children Safe in Education document before end of September.* – Completed by School Business Manager.
4. *Clerk to record declarations that The Keeping Children Safe in Education document has been read by all governors at FGB in November* - Completed by School Business Manager.
5. *CMcN to review SEND reports and create a list of acronyms that require explanation to readers* – Completed in part – SEND report is on the website. List of acronyms is done awaiting confirmation of where it should go on the website.

### Action 4 – CMcN to decide where to put list of acronyms and upload to school website when known.

6. *AR to add ‘SEND report discussion’ to next TLS agenda* – Completed.


### Action 5: SD to liaise with DM about booking Governor Induction training.

### Action 6: LB and CMcN to book themselves on SEND/Safeguarding refresher course (CMcN to email N’ON at Governor Support to assist with booking).

9. *CMcN to update Committee Membership document with the changes* – CMcN – Completed.
10. *Add Inset Days and Presentations to Govs agenda item for September GLG meeting.* – CMcN – Completed.
11. *Clerk to ask SBM for the Freedom of Information / Data Protection Policy* – Completed, SBM confirmed these documents will be available for the Jan FGB.

### 7. School Development Plan (SDP) and SEF

HT reported there was nothing additional to note. The SPA was shown the SEF and SDP during her recent visit and she commented the documents were easy to read and informative.

#### 7.1 Governors’ Monitoring Programme

HT reported the Monitoring Programme reflects the key spotlights.

Governors confirmed the January inset days and governor open morning on 7 Feb were in their diaries. The inset days will consist of 4 half days and will cover Opal Play, reading and EY handwriting input, painting
pictures with words and maths mastery and possibly values and behaviour.

**Action 7:** TB to check with staff which inset days governors can attend and confirm with governors.

TB reported that the Behaviour policy is a model policy from the LA that needs to be refreshed so it works for the majority of children in these times of diminishing resources. The recent guidance has moved on significantly and is very interesting. All staff are learning about a different approach to responding to children in flight mode amongst other things; these new approaches need to be imbedded in the policy. Work on this is ongoing.

7.2 **Feedback from SPA review visit**

There was positive feedback from the SPA following a recent visit. TB thanked AR and DM for attending on the day. The SPA was shown the school data, headlines and went on a learning walk. The school came across well and the grounds and the classrooms looked great. The SPA did say she would like to see more topic work displayed on the walls. Governors discussed the value of spending a lot of time on displays and agreed it was necessary for displays to reflect what the children were learning but input versus outcome needs to be assessed. There is a display policy which stipulates that key learning topics need to be displayed but shouldn’t be overly prescriptive, displays need to have impact on children’s learning but not be over stimulating. Overall the SPA’s feedback was very positive and governors congratulated TB.

8. **Educational Performance – Pupil Progress and Attainment**

8.1 **Minutes of TL&S Committee Meeting 17/09/2018**

TLS Chair reported that the SENCO had given a presentation on SEN data which was interesting and informative. Discussions at the TLS meeting were mostly around how teachers try to do more with less.

8.2 **School at a Glance**

The current number on roll is 211, 218 is the maximum. There is 1 place in Y2 as a child had to leave briefly due to a family crisis, frustratingly despite being top of the list, that child is not allowed to return because 4 children are on the waiting list who’s families are holding up the allocation process while school admissions wait for their proof of address. KS1 is full, 1 space in Y3, 1 in Y4, 1 in Y6 and 3 spaces in Y5. The school is liaising with the school admissions team to get all spaces filled.

Attendance is at 96%. 2 fines to 2 families have been issued for taking children out of school in term time. The fines are not considered a deterrent as the savings made on travel fares is significantly more than the fines. All aspects are carefully considered on a case by case basis when issuing fines or granting authorised absences.

8.3 **Pupil Premium Report** is on the website and was in the newsletter.

8.4 **Issues identified from data scrutiny**

The focus for EY’s is improving the percentage of GLD. A significant level of need has been identified in the current Reception class with a high percentage of children with low level entry data. Support for these children has been cut since pre-school despite them having high needs around speech and language.

Greater depth in KS2 SATS has been maintained.

The focus in Y5 is raising standards, the class is settled but there has been high mobility and ability is quite low, we need to be mindful of this for Y6 SATS.
Y3 has particularly vulnerable groups which we are aware of and targeting. We have our challenges but know where we need to put our resources.

### 8.5 Programme of Pupil Progress Meetings

Pupil progress meetings are on 3rd and 6th of December.

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<th>Staffing and Pay</th>
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<td>9.1</td>
<td>Minutes from S&amp;P Committee Meeting 1/10/2018 – were circulated to governors.</td>
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<td>9.2</td>
<td>Approval of Pay and Appraisal Policies – Policies was APPROVED.</td>
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<th>10.</th>
<th>Safeguarding</th>
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<td>10.1 Keeping Children Safe in Education – It is a statutory requirement for governors to read the updated Keeping Children Safe in Education document which has been circulated to governors by Liz Cobbett.</td>
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<td>Action 8: Governors who have not already done so are to read the updated Keeping Children Safe in Education document and email Liz Cobbett to confirm when they have done so.</td>
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<td>10.2 Updated Child Protection &amp; Safeguarding Policy for approval and linked updated Safer Recruitment Policy for approval.</td>
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<tr>
<td>Members APPROVED the updated Child Protection and Safeguarding policy.</td>
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<td>The Chair informed members of a new guidance in the Safer Recruitment Policy called Guidance for Safer Working Practice saying it was advisable but not statutory to read this section.</td>
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<td>11.1 GLG minutes</td>
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<td>The process for organising meetings was discussed at the GLG.</td>
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<td>The Chair and Clerk have agreed:</td>
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<td>• 1 month in advance of meeting - Clerk issues draft agenda to all committee members.</td>
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<td>• 2 weeks in advance of meeting - Deadline for submitting extra agenda items.</td>
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<td>• 1 week in advance of meeting – Clerk circulates final agenda and papers.</td>
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<td>Governors not being able to access OneDrive as no access to school wifi whilst at meetings was noted as an issue.</td>
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<td>Action 9: Clerk to contact Governor Support about issue with governors’ access to OneDrive at meetings.</td>
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<tr>
<td>Action 10: SD to ask Senior ICT technician about issue with governors’ access to OneDrive at meetings.</td>
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<td>Action 11: SD send pen portrait to CMcN.</td>
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11.2 **Acceptable Use of ICT – governors to have read agreement and sign**

All governors present signed the Acceptable Use of ICT agreement.

11.3 **Agree Terms of Reference for committees**

All governors present agreed the updated Terms of Reference for the FGB, TLS and SP committees.

**Action 12:** DM to update the Finance and Premises Terms of Reference and circulate to governors.

12. **Brighton City Partnership for Education**

12.1 **Minutes of Governors’ Meeting 10/10/18** were circulated to members.

12.3 **Letter from Chair of Trustees** was circulated to governors.

HT updated members on the BCPE. As schools no longer pay to join the Partnership everything has had to be streamlined. It is still a supportive, honest and personalised support network with good moderation opportunities. The focus is on the positive impact of the partnership e.g. Early Years, Inclusion, HT’s & SBM’s groups are all strong. There is no budget to pay for supply as this was previously paid for by the partnership, so attending partnership events will have to be twilight sessions only.

13 **AOB** – Members thanked the Chair for organising the meeting.

14. **Dates of next FGB meetings**

- Monday, 14 Jan 2019 at 3.45 pm
- Monday 13 May 2019 at 3.45 pm
- Monday, 15 July 2019 at 3.45 pm

**Dates of other committee meetings**

- F&P – Thursday 22 Nov 3.30 – 5pm
- TL&S – Monday 7 Jan 2019, 3.30 -5pm
- GLG – Thursday 14 Feb 1.30-3pm
- S&P – Monday 4 March 1.30-3pm
- F&P – Thursday 21 March 3.30-5pm

HT mid-year appraisal meeting w/b 18 March.