MINUTES of the Full Governing Body Committee Meeting – Monday 16 July 2018 at 4.15pm

Present: Tamsen Beer (Head Teacher), Chris McNeill (Chair, Co-opted), Annabel Blakeston (Elected Staff), David Edwards (Co-opted), Viv Warren (Co-opted), Judy Simon (Co-opted), Andy Russell (LA), Dennis Muir (Elected Parent), Debs Owen (Associate member), Naglaa Ahmed (Co-opted).

In attendance: Amanda Sherratt (Clerk)

Absent: Ken Caplan (Co-opted), Steve Dean (Co-opted), Lisa Bostock (Elected Parent)

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<th>Item</th>
<th>Discussion &amp; Decisions</th>
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<td>1.</td>
<td>Membership update</td>
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<td>1.1 Current membership situation - VW, JS and CMcN’s terms of office are due to expire on 28.9.18. DM’s 2-year position as Vice Chair has expired.</td>
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<td>1.2 Election of Vice Chair - DM was re-elected as vice chair.</td>
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<td>1.3 Co-option - VW, JS and CMcN were re co-opted.</td>
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Members agreed to ask LB and KC if they’d like to be Vice Chair’s. If they do a 3rd vice chair could be appointed.

| 2.   | Apologies for Absence – Received from KC and SD. |
|      | LB arrived late but couldn’t access the meeting room as the school was locked, her apologies followed. |

| 3.   | Declaration of Pecuniary interest – None. |
| 4.   | To agree Minutes of the meeting of 30th April – Minutes were approved. |

| 5.   | Action Points and Matters Arising from the Minutes |
|      | 1. **TB to invite governors to One Drive training.** HT invited governors to attend the following: Inset Day - Monday 3rd September at 1.30-3pm - One Drive and GDPR training with Paul Platts. Inset Day - Tuesday 4th September – Maths Mastery introduction. |
|      | 2. **SBM to email GDPR overview handout to Clerk to circulate to governors** – Completed. |
|      | 3. **CMcN to correct RAGGing of presentation TLS on page 2 to yellow not green** – Task now obsolete. |
|      | 4. **CMcN to add co-opting of governors as agenda item for FGB in July** – Done. |
|      | 5. **Clerk to access governors training report and circulate to governors.** – Completed. |

| 6.   | Headteacher’s Report |
|      | 6.1 **EY’s, Phonics, KS1 SATs, and KS2 SATs data update** |

- **Ofsted Focus** - The two targets are widening the use of quality texts and introducing maths mastery across the whole school.

- **Attendance** - Currently just at 96% which is the national average, with only slight disparity between pupil premium and non-pupil premium, however there is some disparity between SEND and non-SEND.

A couple of fines have been issued for taking children out of school during term time.

There will be another big push on attendance from September.
There have been no fixed term exclusions for the 2\textsuperscript{nd} consecutive Year.

Governor question: Why is there low attendance in EAL?
HT replied this is mainly due to extended visits to their country of origin.

**Numbers on roll** – Currently there are 213 on roll which is comparatively good. High mobility is still an issue across all partnership schools. 24 children have joined and 21 have left since September.
The LA has requested two siblings are placed in Y3 and Y5 despite the classes already being full. Their parent has appealed and the LA might ask us to go over numbers for them. 5 more may leave over the summer and 5 more are waiting to join. There is a part-funded child with an EHC plan joining the school who currently has full-time support, we will have to monitor how this goes very carefully.

**Pupil Premium** - 34% PP children currently.

**Results** - Reception was vigorously moderated and the teaching practice praised.
GLD results are down from last year at 60% which is an accurate reflection due to a higher number of SEND register children.

**Phonics** – Data is higher than national average at 87%.

**KS1 SATS** – Results show a shift upwards in greater depth.

**KS2 SATS** – A high combined score of 86% (64% National) due in part to children having very even profiles across reading, writing and maths in Y6. One child was disappplied as they are new to the country and we had 2 high achievers join mid-year. These results are testament to having small classes, specialist teachers and skilled TA’s in place.

**Progress Scores** – Reading is at +0.8 in progress which is still higher than national average, writing is -1.0, maths -0.1.

HT summarised by saying there will always be fluctuations in results due to small cohorts and high mobility.

### 6.2 SDP Term ’18 ragged

The HT circulated the ragged SDP, saying that anything in red or yellow will roll over into the 2018-19 SDP. Reading remains a focus. Dialogic talks with language stems will continue so children can talk about their maths learning. Ensuring all teachers are teachers of SEND to mitigate lack of funds for INA’s for children without funding.

Handwriting remains a focus from R to Y3.

The SENCo and HT flag up any vulnerabilities on a Vulnerable Pupil register prior to children going to secondary school, this is based on a point scoring and flagging exercise for each individual so their needs can be assessed and transition support given. We hope to emulate this for other year groups.

The focus for the Governors Open Morning will be discussed at the Governors Leadership Group.

HT said an equality and diversity walk is needed and must be carried next academic year.

**Action:** 1 Requirement for an equality and diversity walk to be added to November FGB agenda

HT briefed governors on the Opal approach (see TLS minutes for detail). Opal play training with all staff and governors will be done on the January inset day.
The library bid for Section 106 money from the Edward Street development was unsuccessful. There is an anticipated increase to pupil numbers as a result of the development of 8.7 which does not make us eligible.

6.3 SDP '18-19 Spotlight Poster
A visual representation of children’s responses to school spotlights was circulated. Governors liked them very much. The Chair complimented the HT on the format of the School at a Glance document.

6.4 Annual Questionnaires feedback
The feedback and comments from the questionnaire were very positive and opened our eyes to areas where we could improve e.g. communication to parents. ML has asked Reception parents, how, if they had their time again, could communication be improved. Things like ‘how many certificates a child can expect a term and making clear to parents when they should attend assembly were reported. ML has written up the action points and these will be covered in the SDP for next year.

Staff reported that there was less visibility of governors this year. Governors agreed they need to make staff aware when they are on site and talk with them regularly. Governor profiles, skills and knowledge need to be highlighted, especially to support staff (MMS, TA’s and INA’s). It was suggested governors ask support staff what they would like to see from governors in relation to their role.

**Action 2: Raising governor profiles for support staff to be added to SP 1st October agenda – CMcN**

Staff-to-staff communications (TA’s to teachers) could also be improved as they felt more time was needed to look at planning so it was more consistent.

A governor noted that ‘children feeling safe in school’ had dropped from 85% to 83% despite introducing ‘feeling good feeling safe’ workshops in each year group.

7. Governor Reports

7.1 Finance and Premises Committee: to approve 2018-19 budget, and 3-year budget strategy.

The 2018-19 budget (balanced with a £8,500 underspend) was approved.

The Chair of the Finance and Staffing committee reported that in light of funding cuts and staffing costs amounting to 90% of the school budget, difficult decisions lay ahead. Without further changes to the staffing structure the forecast budgets are as follows:

- 2020-21 - £76,000 deficit.

A second budget with cost cutting options was also submitted to the LA as follows (see FP minutes for details):

- 2018-19 - Balanced with a £8,500 underspend at year end.
- 2019-20 – Balanced with a £2,000 underspend.
- 2020-21 - £6,000 deficit.

**Lettings** - this year we received £3,800 lettings income.

**Breakfast Club** - continues to be subsidised at a cost of £1,700pa.

7.2 Teaching, Learning and Standards Committee AR - No meeting since last FGB.
7.3 Staffing and Pay Committee
A consultation has been underway with staff, HR and the Union to reduce office hours by 3 hours a week and the removal of one INA post. Thankfully a member of staff affected opted for voluntary redundancy so no competitive interviews were required.
There are 2 new appointments for September, one full-time Y5 teacher, and one p/t teacher in Y2 sharing with RA, both were extremely strong candidates.
Regretfully due to budget constraints, it was decided we can no longer employ INA’s unless external funding is in place.

7.4 Annual Safeguarding Report
The safeguarding governor has completed an audit with the HT and SBM. The report highlights a number of new issues that will need addressing. The Keeping Children Safe in Education document will need to be signed in September by all governors.
Action 3: Chair of governors to circulate ‘Keeping Children Safe in Education’ document before end of September.

Action 4: Clerk to record declarations that ‘Keeping Children Safe in Education’ document has been read by all governors at FGB in November.

7.5 SEND report to Govs and Govs’ SEND Report to Parents
The SENCo has written two reports - one to parents from governors, and one for governors. Governors reviewed the reports and noted the impressive list of interventions. HT reported that on the back of the pupil progress meetings the SENCo maps provisions for SEN children and prepares the teacher for their arrival. There is also a big focus on more able in Y4 and Y5 and greater depth writing in Y6.
Governors commented that the language in the report was sometimes complex, especially for EAL parents. They suggested adding a definition of SEND to the top of the report. Outcomes for SEND children were not available for the report. These will be provided for the first TLS meeting in the new academic year.
Action 5: CMCN to review SEND reports and create a list of acronyms that require explanation.
Action 6: AR to add ‘SEND report discussion’ to next TLS agenda.

7.6 Governors’ Training Report
Action 7: Clerk to circulate Governors Training Report for 2017-18 – Done.
Action 8: Governors to look at 2018-19 courses on BEEM and book themselves on.

7.7 Visit reports – no new reports to discuss.

7.8 Brighton City Partnership for Education (BCPFE)
HT’s attended a recent partnership meeting with a focus on school improvement. Funding to continue the partnership has been applied for as all our keen for it to continue, the outcome of the bid is not yet known.
Chairs or Vice Chairs of the partnership schools met and had a productive meeting sharing good practice.

7.9 GDPR update
SBM has done a GDPR summary report for governors and will do another update when the plan is in place.
8. **Governing Body Review and Preparation for next academic year**

8.1 **Committee Membership for 2018/19**
Governors agreed to keep all roles the same but noted the following additions/corrections:
1. EY staff co-ordinator is AB - remove RA (pg. 4)
2. Change Judy Warren to Judy Simon (pg4)
3. Pupil Premium staff coordinator - add Chris Paterson, remove IR (pg. 2). - Done
4. Child Protection – Add IR (pg. 4).
5. PE and Sports Premium – Add Joe Capps (pg. 4).

**Action 9:** CMcN to update Committee Membership document with the changes above.

8.2 **Dates and times of meetings**
Meeting schedule for 2018-19 was circulated and no comments were made.

8.3 **Inset Days and Presentations to Govs** - tbc at the GLG meeting on 6th September.
**Action 10:** Add Inset Days and Presentations to Govs agenda item for September GLG meeting.

8.4 **Overview of Policies** document was circulated for information, this will inform committees and the annual work plans.

9. **Policy Approval**

9.1 Carlton Hill Information Security Policy Acceptable Use Agreement 2018 FINAL - **approved**

9.2 Carlton Hill Use of Digital Images Policy 2018 - **approved**

9.3 Freedom of Information / Data Protection Policy – SBM has confirmed this will be for the autumn FGB.

**Action 11:** Clerk to ask SBM for the Freedom of Information / Data Protection Policy – Done – see above.

10. **Any Other Business**
HT informed members that the A-E English Language Proficiency levels have been pulled by the DfE.

11. **Date of Next Meeting** – Monday 12 November 2018 3.45 for 4pm start