MINUTES

1. **Apologies for absence**
   Apologies were received from Mrs Julie Clabby and these were approved by governors.

2. **Declaration of interest**
   There were no declarations of interest in any item on the agenda.

3. **Membership of governing body**
   Parent governor vacancy: SD reported to governors that there had been no response to the letters being sent out again. JC had nothing to report having approached a parent directly.
   Co-opted governor vacancy: NR reported that the potential candidate that he had approached via Inspiring governance had finally responded to say he had already accepted another governorship, and that SGOSS had still not found any candidates. SD has placed posters on the village noticeboards.

4. **Chairs Action**
   **Rother Valley Governors**
   NR attended the recent Rother Valley Governance Group Meeting regarding academies, and circulated his notes to governors prior to the meeting. (attached with minutes)
   Even with pupil numbers increasing, there is now more pressure on schools to collaborate and to show greater efficiency. In some cases, sharing of staff and heads.
   Governors discussed in some detail some of the issues raised at this meeting.

   The finance department of DCAT (Diocese of Chichester Academy Trust) have made an offer to schools to advise them on how to make budget efficiencies, and this offer is also open to non-church schools.
   Governors discussed whether to accept this offer. NR felt they were offering this as it increases their knowledge and experience of different schools, and Rogate Primary were hoping to accept this offer.
   Governors discussed if their advice would be different to all the efficiencies that are already in place with the budget at Stedham Primary. It was agreed NR would find out how long this offer was open, and to report back to the GB once the visit at Rogate Primary had taken place.

   **Parent survey cover letter**
   Governors discussed the cover letter NR had drafted and agreed some changes.
   It was agreed that the letter would be given to parents at the next Welcome Wednesday visit (24th May), and circulated via e-mail to all parents. It is hoped there will be a good response to the questionnaire.

   **Action 1-220517** NR will amend the letter and forward it to SD, who will email it to all parents.
   **Action 2-220517** NR to report back to GB following finance advice from DCAT.

5. **Urgent matters**
   None

6. **Minutes**
   The minutes of the meeting held on 08th May 2017 were approved.

7. **Matters arising from the minutes**
   **Outstanding action -Action 3-071116** All governors to complete the NSPCC online training module.
   HS and RC will complete the on-line gel training before the next meeting.
Outstanding Action - Action 8-071116 Governors to undertake online training on data interpretation and then review the school’s data before bringing any feedback or questions to the next FGB. SD will begin looking at new data system during half term.

Outstanding Action - Action 9-230317 Working party to meet to begin looking at the different levels of responsibility for each of the teaching positions. The working party will consist of Mrs Dreckmann, Mr Ryder, Ms Nicholls and Mrs Clabby.

Working party yet to agree date.

Action 6-080517 SD to arrange link adviser date
SD has asked for the visit to be later in the term but needs to wait for Malcolm Laverty to arrange the date.

Action 10-080517 Governors to write to businesses to discuss volunteering
This action will be added to NRs action plan for communication and marketing.

Action 13-080517 RC/NR to amend finance action plan to include suggestions by SB
To do

Action 14-080517 MN to restructure well-being action plan and add dates and policies
To do

Action 17-080517 RC needs to reschedule H&S visit with SB
Rescheduled for 08th June 2017

8. Approval Of budget 2017/18
Governors
Q - Please confirm that this now includes a subscription to the Key for governors.
A - Yes, I can confirm that this budget includes £379 for subscription to The Key for Governors. I can place an order as soon as the budget is approved.

Income
Q – Is this where the growth fund will come in?
A - No, the Growth Fund allocation will come into “LA Funding additional in-year”. See below.

Office expenditure
Q - Looks like the overspend was £2,300. If that was all for services paid up front, shouldn’t it have reduced this year by a similar amount?
A - The 2016/17 expenditure was actually around £4600 if you take out the cost of redeveloping a new website. This amount included the SCAS top-up fee of £467 which was not in the budget-this will be included in Fair Funding with the SLAs in future.
I have a detailed breakdown of predicted expenditure for 2017/18 and consider a budget of £3250 to be correct.

Recruitment
Q - Is this to broaden our advertising for a new teacher?
A - This is a nominal sum to advertise for any posts which have not had a good response by using the WSCC job site.

Reprographics
Q - Could we use more ipad-based work to cut down work sheets? Probably a question for Sally later rather than for budget discussion.
A - We are required to produce paper evidence of children’s work for moderation. Not everything can be done on an ipad and we only have one set of 10 at the moment.

Buildings
Q - That’s a big rise - do we really need it all in this year? Can we get a grant from WSCC for any of it?
A - The items listed are really the bare minimum for H&S. I have not included the much needed redecoration or replacement cisterns for girls toilets. The LA is replacing the flat roof in the middle of the school (date to be confirmed). They will also re-tile the pitched roof when the funding is available.
Computing
Q - Please explain the large difference
A - last year was higher as it included 2 days training for staff on online safety and an evening meeting for parents.

ICT
Q - classroom PCs required: NR would like to discuss this before any final decisions are made.

Music
Q – No K2 music from September 2017. can this be restored with growth fund?
A – The school had to decide between offering swimming or music, and have chosen swimming. The school hopes to buy in to a different plan run by WSCC which runs in a block for one term, and not the whole year. This has not been budgeted for yet, but hopefully able to include it as the year progresses.

PE and Sport grant
Q - Is this to do with the new outside area project we heard about before?
A - Yes, this is for the MUGA which will be developed on the top playground area.

Pupil Premium
Q – Why the big increase?
A - The Pupil Premium allocation is based on the number of pupils eligible for FSM at the January Census – this was 6 in January 2016 and 13 in January 2017.

Supply Teachers
Q – Is the big rise just prudent contingency budgeting?
A - Yes, this is a hard one to budget for so I put in a contingency amount and monitor through the year.

Technicians
Q - This looks like a big drop - was the previous contract so over-priced?
A – The big drop is because we are moving to a new type of contract from September which should save us money. There will be fewer visits to school by the technician and more telephone support.

Fair funding
Q - Why the big rise? Should we look more closely at what we buy here?
A - The total includes £475 for SCAS top-up and £230 for additional insurances which were previously budgeted elsewhere.

LA funding In-year
Q – Please explain this drop.
A - This is funding we get through the year – this will include the Growth Fund allocation of £33,330. Allocations in 16/17 included PE & Sport Grant, Pupil Premium Ever 6 funding, UIFSM funding.

Census Day
Q - Do we do anything extra to encourage as many FSM children as possible to attend?
A - The census last Thursday (18 May) recorded how many children on roll were entitled to FSM and will be used the calculate our funding for the meals. As far as the UIFSM meals go - we order meals for those children who want them and will eat them. The children in years R, 1 and 2 who have a packed lunch don’t like the meals.

Governors approved the budget and NR signed on behalf of the GB. Governors expressed their thanks to SB for all her hard work and dedication.

9. Summary of 2016/17 Accounts
NR and RC met with SB and went through all the figures and governors were satisfied that all seemed to be in order. We are hoping the “Report for governors” will be in a new format in future to make it more understandable.

10. Approval of School Fund Account
The account has been externally audited and the report was received from the auditors. It was agreed that the school Fund account will be closed in the near future.
11. **Inventory**  
Nothing to report.

12. **Staffing Report**  
We had only one application despite having shown around three candidates who all seemed very interested. The candidate will be interviewed on Thursday 25th May 2017. SD interviewed for the TA post and offered the position to one of the applicants today. She hopes to hear in the morning if the applicant accepts the position or not. SD will keep governors informed.

13. **Property Update**  
The PDP meeting took place on 25th April and Ruth Cooper attended to represent the GB. The report will be presented and discussed at the next meeting. The LA will be replacing the flat roof over the middle of the school – we don’t have a date for the work yet. MUGA-Stewart McKenzie (PE Advisor) visited on 8th May and gave some very useful advice. We now have 3 quotes in- I did ask for more but 2 companies declined to quote. We can discuss this at the next meeting.

14. **H&S**  
Nothing to report.

15. **Governor Action Plan – Teaching**  
JC is the lead governor and MN is the support governor. Governors discussed the status of the plan and monitoring for the term. They agreed that the team need to meet to discuss what familiarisation visits they need to carry out before they plan the monitoring visits. They have arranged to meet to discuss the action plan.

**Action 3– 220517** Ensure the meeting structure within the plan matches the FGB meeting structure. JC and MN will meet to discuss the monitoring plan in greater detail.

16. **Monitoring Plan – English**  
HS and RC met with TN (lead teacher for English) for an initial familiarisation meeting and to discuss monitoring timetable for next year. The next step is to complete a timetable for the monitoring.

17. **HT report**  
Number of children on roll  
**Q** - Do you have equivalent figures for the previous year or two so we could get more historical context?  
**A** – SD circulated paperwork with numbers no roll from Spring 2014, and governors discussed the breakdown of these figures. NR volunteered to format the figures into a table.

Admissions  
**Q** - do you have details of our Sept admissions - ie how many first and second choices in the totals? DO you have these for the other RV schools and for Stedham for the last year or two? Admissions information for this year are:  
- 19 places offered at Stedham  
  - 1st choice – 10 people  
  - 2nd choice – 3 people  
  - 3rd choice – 2 people  
- Place offered as none of the three preferences were able to be met – 4 people

Governors discussed whether it was possible to see who the families were who put Stedham as their 1st, 2nd or 3rd choice, and whether they appealed Stedham being their offer school. Governors noted it would be interesting to also see whether families on waiting lists for other schools would take up those places when they became available or choose to stay at Stedham.

The school does not have the equivalent data to this for past years. We do not keep it as we have previously never had need to but we can from now on for future comparisons. We do not have this information for any other schools.

- **Staff training / CPD**  
**Q** - The summary of the RV inset day was very useful. Is there any kind of newsletter or regular update on the work the RV locality group is doing? Jeff Ace (chair of the RV governance group) seems to be seeing
more information that we are about the HT discussions and when I asked him about it he said I should ask our HT to see the papers they produce.

A – I will circulate a copy of the minutes of all RV HT meetings from now onwards.

Q - when the teaching governors do a familiarisation meeting with the HT, can they discuss CPD in a locality and historical context? - ie can we consider a regular update on how many days of CPD our teachers / TAs do compared with previous years and other local schools? This can be important not only in quality of teaching but also in staff retention (as we just learned at Rogate)
A - Yes, perhaps we can set up some kind of log to record all CPD undertaken each year from this point forward although I don’t have accurate historical data. Not sure how we would compare with other schools – would they want to /have time to share this data? What is the purpose of this? We discuss CPD needs and requests at appraisals – teachers and TAs, so hopefully people are able to access CPD they want to.

Q - Sounds like the Bill Lucas session was generally considered inspiring but not everyone at Stedham felt comfortable about their ability to make progress with his recommendations about action research in general and the fixed/growth mindset work. Does the school have plans to do any research in this area and is there scope to introduce some mentoring support to assist those teaching staff who are lacking in confidence?
A - Action research is clearly the direction that educational development and CPD is now taking and so increasingly there is the expectation that teachers undertake this form of CPD. As with any new idea, it takes time for people to understand and feel confident to take it on. This year, Janice Helas has been our ‘pioneer’, undertaking this style of CPD as part of her Middle Leadership project. As we develop our new responsibility / expectations document for the Upper Pay Scale, undertaking a significant piece of AR within a 2 year period will be a non-negotiable and teachers on the TMS will be strongly encouraged and supported to also take on AR, perhaps through the TESLA run CPD, as Janice did this year. Other staff have ‘dabbled’ for example Jane Hines undertook some research into mixed ability groupings and used this to try the idea in her class for a period of time, and Tim Noble has been undertaking some work on developing independent learning skills, linked to his appraisal targets. In terms of mentoring, I have acted this year as Janice’s mentor for her ML work and I would envisage that a similar system would be embedded within our school as people become more and more engaged with this way of working.

pupil learning & progress
Q - the data Jane Hines shared with Mel and I was extremely useful but I agree we could not give it adequate attention within an FGB meeting, but we do need to discuss it further. Date & outcomes falls into the Learning role but, as you point out, your tracking data also covers pupil premium (finance) and SEND (wellbeing). As Helen is lead governor for learning and co-chair for wellbeing, I am co-chair for both learning and finance (and have done a lot of training on data), and Mel is lead governor for wellbeing, I suggest the 3 of us should arrange a session with the HT to discuss the data and produce a summary for the FGB - unless Ruth and Julie also want to attend another meeting.
A - I agree, more than one person needs to do this. When we were going to have a WDL committee, this would have been on the agenda for those meetings.

SEND and Pupil Premium
Q - 25 on the concern list but this is only short-term. Why?
A - As I explained in my HT report, the reason for this significant and short term rise in children on the concern list is that we have made a decision to target the majority of the time our SEN teacher and TA has for this half term to the children taking the phonics screen in June, to try and ensure that we get a better pass rate this year. This cohort is our biggest at 25 children, which takes up most of the time available but it will hopefully be time well spent.

Action 4-220517 NR to use the information regarding number of children on roll and format into a table.
Action 5-220517 SD to email RV HT meeting minutes.
Action 6-220517 Arrange a meeting to discuss data, HS/NR/MN and SD.

18. Safeguarding
MN circulated a report on the children’s commissioner and gave governors a brief description of the details.

Who is The Children’s Commissioner?
The Children’s Commissioner for England is Anne Longfield OBE.
She has a statutory duty to promote and protect the rights of all children in England in accordance with the United Nations Convention on the Rights of the Child.

The Children and Families Act 2014 gives her special responsibility for the rights of children who are in or leaving care, living away from home or receiving social care services.

She speaks for wider groups of children on non-devolved issues including immigration (for the whole of the UK) and youth justice (for England and Wales).

It is her job to make life better for all children and young people by making sure their rights are respected and realised and that their views are taken seriously.

A brief history of the Children's Commissioner for England

A number of children’s sector charities called for the post of Children's Commissioner to be established following a recommendation made by Lord Laming in the Victoria Climbie Inquiry. In its advice on implementing the UNCRC, the UN Committee on the Rights of the Child recommends that countries should ideally have an individual such as a Children's Commissioner or Ombudsman responsible for children's rights.

The post of Children's Commissioner was initially established by the Children Act 2004 and the remit strengthened through the Children and Families Act 2014.

The new Digital Literacy Report

Commenting on the publication of a new report on children’s digital literacy from the House of Lords, ‘Growing up with the internet’, Children’s Commissioner for England, Anne Longfield said:

“We need to see action from both Government and the digital industry to ensure a better balance of power between children and social media companies. Children should be educated to engage creatively, knowledgeably and fearlessly with the internet – to know when they are being manipulated, when and how their data is being collected and used, and how to disengage. This is why I want to see a comprehensive digital citizenship programme introduced in schools from age 4 upwards and the establishment of a children’s digital ombudsman.

“The digital industry also needs to take its responsibilities to children seriously, which means ensuring that terms and conditions around the ways children’s data and content are used are written in simple language, so that children can fully understand them and therefore make informed decisions. And I’ve called for my own powers to be extended to include the collection of aggregated data from social media companies so that I can see what problems children are having online, and whether their complaints are being taken seriously.

“I am delighted that today’s report has endorsed all of the recommendations made in my own Growing Up Digital report published earlier this year, and I look forward to further action from the Government and the industry.”

MN felt that the ideas published in the report could be used as curriculum development to teach the pupils about becoming more familiar with internet and marketing tools used. There is also a grant to start to develop digital learning.

Governors agreed that this was a good area for development and agreed to read the report in more detail.

19. Policies

Assessment Policy

This has been updated to reflect the removal of levels. It is due for review again in September 2017 given further changes to assessment being planned at government level so a more thorough scrutiny of this policy will take place at that point. The policy was approved.

Behaviour at work

Suggest the references to ‘model policy’ are removed in the policy title and all page footers to personalise the policy to our school. Point 6 - consider including social media and apps.

Suggested changes have been made and policy was approved by governors.
Data Protection
The policy has been amended to make it relate to Stedham primary. The hyperlink has been updated and governors approved the policy.

Exclusion Policy
This policy needs to be updated.

Governor Complaints
This looks OK to me. Who will monitor the current discussions about changing the rule - referred to in here - that prevents the removal of parent and staff governors? Also, it says at the bottom that every governor should sign this policy when appointed or reappointed - I do not remember being asked to do so - whose responsibility is it to check this is done?
I don't think it was allocated to anyone to ensure that this happened after the chair who implemented that action left the GB, which is why it hasn't happened. I would suggest putting the policy and signing sheet in the induction pack and the clerk would ensure that the governor then returned the signed slip. The policy was approved.

Governor Visits
Governors agreed to approve this policy for the time being but need to re-write this one to reflect our own action and monitoring plans and the discussions we had at the meeting with staff on 25 April (see minutes within TTG).

Grievance policy
Removed references to model. The policy references 'line manager' frequently throughout and especially in the table point 6. Is this always HT in our school? Point 7 - do we use a grievance form and if so, could we see it please. If not, should we introduce one?
I have removed any model reference and changed Line Manager to Headteacher. I have found the grievance form on the HR pages of WSSFS and have added to the end of the policy. Governors gave their approval for this policy.

Mobile Phone Use
This policy was approved

Offsite/outdoor Education
Changes to be made to date, and governors approved this policy.

Action 7-220517 Amendments to be made to the policies and uploaded to TTG. SD and SYM
Action 8-220517 Governor complaints policy to be included in the induction pack, with a reference to sign and return the slip, confirming the policy has been read. SYM
Action 9-220517 Governor Visits policy to be included to the strategy and governance action plan.

20. Date of Next Meeting
FGB 19 June 2017 (Agenda and papers 12 June 2017; questions in by 14 June 2017)

The meeting ended at 7.55