



**Full Governing Body Meeting held at 3.30pm on
Tuesday 27th March 2018
Minutes**

Present:

David Bertwistle (DB) – Head teacher	Sheila Pim (SP)
Sarah O'Malley (SOM) – Vice Chair	Steven Rea (SR)
Harriet Young (HY) – Clerk	Nik Taylor (NT) – Chair
Paul Brown (PB)	Kate O'Kelly (KO)

1. Apologies for absence

Apologies received from Caroline Bott (CB), Trish Bancroft (TB) and Elizabeth Eveleigh (EE)

2. Declarations of interest

There were none.

3. Urgent Matters not covered by the agenda

- The Staff lunch (given by Governors for Staff) was discussed and looking for a confirmation of the date.

ACTION EE

- DB mentioned that Sheila Pim our foundation governor is looking to move on but no definite dates yet.
- It was reported that an advert was going out for a full-time early year's teacher for one year beginning Sept 18 (maternity cover). Interviews proposed on the afternoon of Thursday 10th May 2018.
- DB also reported on his recruitment of a PE orientated TA and possible demise of Aspire Coaching.
- There have been x17 first choices for admissions to our school in Sept 18.
- We have had a request for an EHCP pupil with a great deal of requirements and needs. DB discussed these needs at length with governors as we will be challenged to fulfil them.

DB to let me know the outcome of this discussion?

4. Minutes of the last meeting held on 21st February 2018

These were approved by the meeting and signed by the Chair.

5. Actions from the last meeting

Governors requested an absence update and DB reported the usual struggles and that parents were asking for term time holidays as it is that time of year. It was suggested a reminder go out to parents regarding this issue.

ACTION DB

- **Curriculum Committee Report (SP)**
SP updated the meeting on the last CC meeting and ran through the minutes.
- **Christian Ethos Report (SP) – SP/TB/LR**
The committee is following the SIAMS actions.

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TB is taking an assembly tomorrow, Wednesday 28th March. Lindsay Russell (LR) has carried out interviews with pupils for feedback on Christian learning and knowledge. Year 6 choosing music for assembly and writing a prayer that they read out to the school. 'Open the Book' (the acting out of biblical stories in costume). TB is keen to get people involved in dressing up and telling bible stories. Messy Church is scheduled.

Governors asked for an update on Assessment and how the method was developing. PB confirmed that a system of Assessment Grids is a work in progress ensuring all teachers are consistent and that it was being streamlined. Ticked sheets are unanimously agreed and in use. It was felt that the coloured boxes method is less clear. PB confirmed that it was still evolving. It was felt by teachers that there should be more emphasis on a creative side rather than just accuracy and punctuation.

6. Safeguarding Update – Training on-line

Safeguarding Training - DB referred to West Sussex website. **ACTION ALL**

7. Appointment of Governors to support leaders in English and Maths

Governors appointed to monitor subject leaders and have agreed a set of questions to hold leaders to account and ensure the effectiveness of subject management.

Maths - NT volunteered for this role.

English - SR volunteered to support to the leader in English.

8. Preparation for Leadership

NT repeated feedback from the Malcolm Laverty (ML) visit. NT also requested some preparation for Malcolm's next visit on Wednesday 18th April AM. It's not ideal that this date is directly after the Easter break.

NT asked SP as SEN to attend. SR was requested for his financial take. Also SOM for her staffing input. It is imperative that these representatives of the FGB are holding leadership to account, always challenging and collecting evidence. We should ensure we demonstrate that we are always working towards 'outstanding'. It is a case of articulating this to ML.

NT wants to prove that a lot of what the school does is outstanding and how the leadership drives effectiveness of inclusion.

Self-evaluation – we judge ourselves as outstanding and there is lots of evidence that we are. ML wants to be shown this. School-wise we are outstanding. Governor-wise what are our strengths? What are our weaknesses?

SEE page 5 of 11 of ML's report – PB read out the criteria we are fulfilling.

SP confirmed that she meets with EAD regarding SEN twice a term.

NT is keen to showcase leadership.

Rake CE Primary School

It was suggested and agreed to contact ML for a clear outline of what he would like to see to achieve outstanding assessment.

The remit of the LA advisor has not changed.

In conclusion, this is about leadership and management across the whole school to include the FGB's role.

Strengths and Weakness – governors to email DB by lunchtime on Wednesday 28th March.

9. Parent Governor Election – to replace JZ

It was agreed to send out the Nomination Form for Parent Governor with a covering letter requesting nominations. **ACTION HY**

10. Policies

i. Lockdown Policy

Governors asked how this would be communicated with parents causing the least sensationalism. DB confirmed that the information will be placed on the website. Children's safety is always paramount. A text will inform parents of procedure, should a lockdown become necessary.

Teachers and pupils in the woods would need to be aware of the raised alarm. Currently it is two whistles to return to the base. Governors requested a lockdown drill be carried out. **ACTION DB**
DB informed governors that the Intruder alarm will represent the lockdown sound but is yet to be activated/test.

11. What difference/impact have we made?

Lockdown Policy clearer.
A new parent governor to be elected.
A plan being developed to evidence leadership

12. Any Other Business

There was none.

13. Date of next meeting – Tuesday 22nd May 2018

There being no further business the meeting was closed at 6.00pm.

..... Chair Date

Summer Term (Term dates 16th Apr – 24th Jul)

Meeting	Date	Time	Location	Focus
Curriculum	Monday 30 th April	3.30pm	Class 4	
F&S / Premises	Friday 11 th May	9.00am	Head's	

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			office	
FGB	Tuesday 22 nd May	3.30pm	Class 4	
<i>Half Term</i>	28 th May - 1 st June			
FGB	Wednesday 11 th July	3.30pm	Class 4	