



Learning God's Way

FULL GOVERNING BODY MEETING
Thursday 15th September 2022, 7pm in the Staff Room

Meeting Focus – Beginnings

	<p>Present: Emma Craughan, Helen Fletcher-Reilly (Chair), Mike Jee (Head), Carolynn Lorimer, Debbie Ricks, Rod Sharman, Martin Smith, Chris Snell, Apologies: Mary Dark, Al Knox, Mark Standen Clerk: Jennie Ring Also present:</p>	Action
1	<p>The Clerk chaired items 1 and 2.</p> <p>Apologies for absence – were received and accepted from Mary Dark, Al Knox and Mark Standen.</p>	
2	<p>Election of Chair and Vice Chair</p> <p>The Clerk invited Mrs Fletcher-Reilly to speak before a vote took place.</p> <p>Following exploration last year with many on the board with reference to a new Chair, Mrs Fletcher-Reilly explained her position now. She felt it right, and is content, with nominating herself as Chair for another year, indicating the intention to resign from the board on 21st July 2023. Options for the future could be one governor taking the role, two taking the role as Co-Chairs, and last resort Mr Snell taking up the role again. Meantime, governors were asked during the year to consider their positions. Training in preparation for the role is available. It was noted that at the moment the position of Vice Chair isn't used how it sometimes is - as a place to get some experience to support considering taking the Chair, or in order to learn ropes in preparation for taking the Chair.</p> <p>Helen Fletcher-Reilly and Mark Standen self-nominated and were unanimously elected as Chair and Vice-Chair until 21st July and for a year respectively.</p> <p>What happens if no one comes forward in time for September 2023? There has to be a Chair, so a Chair would need to be elected at the July 2023 meeting to take the position until the next meeting, and that cycle would continue, passing the chairmanship around governors as agreed at each meeting.</p> <p>Mrs Fletcher-Reilly chaired the rest of the meeting.</p>	

3	Declaration of Interest – none	
4	Succession planning The need for a new Chair in September 2023 was covered in item 2. There is a need to consider succession planning in relation to Lead Governor roles and committee membership. See minute 10.	
5	Urgent matters to be considered for inclusion - none	
6	Membership of the governing body There is currently a Parent Governor vacancy. Another Parent Governor, the Staff Governor and a two Foundation Governor’s terms of service are coming to an end in October. The Parent Governor still in post is willing to renominate herself as vacancies are made known and elections are held if necessary in the next few weeks. The current Staff Governor is willing to renominate herself as the vacancy is made known and elections held if necessary amongst staff in the next few weeks. One Foundation Governor will apply for reappointment. One will step down. The Foundation Governor vacancy can be filled through a candidate from the church family or through the contact made by an interested grandparent. Following the disruption of covid and the move to monthly governor’s meetings with minimal committees, the Chair proposed the idea of holding a meeting of the board dedicated to the discussion of the question of constitution, about the adequacy of the model being used (structure of meetings/committees) and role of governors as a strategic body, with a representative from West Sussex (WSSC) Governor Services in attendance to support and input into the discussion. Governors agreed and the Chair asked the Clerk to make contact with WSSC Governor Services.	Mark Standen Chair Clerk
7	Approval of minutes of meeting 14th July 2022. These minutes were agreed and signed.	
8	Reflection It was agreed it was a thorough meeting with questions asked. The quality of the minutes was acknowledged. It was also acknowledged that many on the board were “jaded” by end of a very demanding year and term and this affected engagement with data, which is to be revisited in this meeting.	
9	Matters arising General matters arising: none Matters arising from the action table, July 2022 minutes: Item 4, minute 177 – has a completion date end of Autumn terms and is carried forward.	Clerk

	<p>Even without knowing pay awards, how will school handle the non-funded pay awards and increased energy costs? This weighs heavily and will need discussion as priority at the next meeting.</p>	<p>Clerk – ag pl</p>
11	<p>Reminder and opportunity for questions on annual compliance with: Register of Interests, 2022-23 Keeping Children Safe in Education and Governor’s Code of Conduct.</p> <p>The Clerk asked governors to act on these outlining the what and how of completion.</p> <p>Where has the Code of Conduct come from? It is based on the latest National Governance Association (NGA) model.</p>	<p>All governors</p>
12	<p>Monitoring plans and priorities</p> <p>Responsibility for monitoring year groups was agreed and distributed among governors and will appear in the 2022-23 Roles & Responsibilities document (see minute 10).</p> <p>The Chair asked Mr Sharman, if possible, to make a visit before his term of service ends to monitor RE, ethos and Christian distinctiveness.</p> <p>A general aim for monitoring visits would be one per term. The next date for the regular safeguarding meetings was provided for Mrs Ricks. The Head agreed to email future dates to her.</p> <p>It was confirmed that appointments for monitoring visits be arranged by governors with the staff responsible for each area of monitoring. Class monitoring is intended to be a light touch through awareness, showing interest, perhaps reading with children.</p> <p>Upcoming Harvest services are an opportunity to visit: Wednesday 5th October at church at 9.15am for Y4, 5 and 6 and at 10.15am for Y1, 2 and 3.</p> <p>A pro-forma for visits is available on GVO as guidance, or directing governor’s thinking on how to approach a visit.</p>	<p>Head</p> <p>Clerk – add cal</p>
13	<p>Governor Day</p> <p>A discussion took place on some options for a Governor Day. It was decided to hold one in autumn term – Friday 9th December. This is the end of the week Opera Brava is in school. The morning may be used for monitoring visits of some kind, governors may join lunch time with staff at 12, and may see the performance at 1.30pm. Governors may attend part or all of the day. It was suggested that a follow up day be planned for summer term.</p> <p>A brief precis of the activities the opera company will conduct with children during the week and how the contact was made was asked about and given.</p>	<p>Clerk – GVO Cal</p> <p>Chair Head</p>

14	<p>Governor Training</p> <p>Governors were asked to complete the two NGA Learning Link (LL) modules recommended last term, if not already done; namely: 1. Ofsted Inspection Step by Step and 2. Holding to Account – how to question and challenge.</p> <p>This term all governors were asked to complete the NGA LL module - Safeguarding: The Governor’s Role (2022).</p>	<p>All governors</p>
15	<p>Staffing overview Sept 2022, including strategic staffing need for 2023-25</p> <p>The staffing update information provided in the Governor Update document for the meeting was reviewed and discussed looking at definite intentions, strengths of the whole picture, and difficulties in fitting the pieces of the puzzle together for the immediate and longer term picture in SLT structure. Options for addressing this were explored and discussed.</p> <p>How does this SLT structure compare to other primary schools? The Head gave some information on structure of other school’s SLT and a discussion took place on options, variations, who might or might not take roles, funding of positions, whether progression happens generally between schools or within schools and the need to build in resilience into plans.</p> <p>It was suggested an approach from the school’s needs angle would be helpful, drawing up a shadow SLT structure.</p> <p>The Head expressed his view that this year the SLT, staff circumstances and people don’t leave the school vulnerable. However, it was acknowledged that there is a need to make decisions and have a plan in place by end of autumn term. It was proposed to reassess in the October meeting.</p>	<p>Clerk–agpl Head/Chair</p>
16	<p>Pupil Premium (PP) Strategy priorities 2022-23</p> <p>The Head spoke with reference to the PP Strategy Statement of Intent submitted as part of the Governor’s Update report for the meeting, summarising, giving some examples, stating that details are particular to cohorts and remain largely unchanged from the previous year as challenges remain the same and are even more pronounced. The document is on the school website. Governors were encouraged to familiarise themselves particularly with 2 of the items on the strategy to be ready to field questions at inspection.</p> <p>With reference to the second table – outcomes and success criteria - what steps are being taken to address intended outcomes, it’s not explicit in the strategy for some reason? This document is intended for parent information on the website and is composed according to the Department of Education template. Steps towards achieving intended outcomes are addressed in the Strategic Plan for School Learning & Development (SPSLD). Another governor mentioned the individual plans in place for PP children.</p>	<p>All governors</p>
17	<p>Safeguarding update</p> <p>Governors were referred to the information in the Governor Update document, and questions invited.</p>	

18	<p>Standards and data from July 2022</p> <p>The data presented in the Governor’s Update document was examined, commented on, discussed and questions asked.</p> <p>Observations included: all the schools in the locality are below national average; St Margaret’s Early Years were above national average; and the main assessment for Y1 has been on reading, for which there has been a lot of development work completed through the year.</p> <p>The Head expressed his view that the KS1 results reflect the make up of the cohort and the outcome of moderation and are not a special concern at present. The PP children in the cohort continue to make good progress.</p> <p>Was there any feedback on other school’s percentages after moderation? This has been asked for, but it’s uncertain whether the local authority want to release the data.</p> <p>The Head addressed the KS2 results, which although “disappointing for us”, have a clear decision behind them to concentrate on the broad and rich curriculum rather than preparation for exams/SATs, in the face of the disruption to learning these children experienced because of the pandemic. This decision has addressed and preserved the children’s well being and love for learning.</p> <p>Is it correct that this data won’t be published, and therefore won’t be impacting future admissions? This data doesn’t have to be published anywhere. The local authority is using it for accountability purposes. Ofsted is aware of it, although will not be looking at it to inform conclusions of inspections. It’s back to normal from this academic year? Yes. The head outlined needs by cohorts and interventions, particularly using Covid catch up funds.</p> <p>The last table of figures and commentary on the report were examined. A discussion took place on social and environmental factors that feed into the picture. The Head expressed confidence in the data and knowledge of individual children’s stories informing assessment of attainment and progress.</p> <p>The discussion concluded with comment on the 2019 data, which was good, and some detail on action now to improve on this. The Head was asked to bring local authority Advisor data to the next meeting.</p>	Head
19	<p>External validation update</p> <p>Questions were invited arising from the School Improvement Visit Report, focussing the Task Group Meeting – SEND – submitted as part of the meeting pack.</p>	
20	<p>Approval of dates for future inset days:</p> <p>Inset days set for 23rd September 2022, 16th January, 28th April and 21st July 2023 were approved.</p>	

21	Off-site Educational Visits 2022-23 This was agreed at July 2022 meeting. The trips are to Dalesdown for Y4 and Cobnor Activities Centre for Y6.	
22	Approval of Terms of Reference Pay Committee and Performance Management Committee Terms of Reference were approved.	
23	Policies Governors were given 7 days to look at the Virtual Meetings Policy 2022 and Governor’s Allowance Policy 2022 and respond, after which time it was agreed they can be taken as approved. Who owns the policies and ensures they’re reviewed, and is the website compliant? The Clerk has responsibility for holding records and initiating reviews of policies that come to governors. The Clerk referred to policies held in school which don’t come to governors as agreed, over which she has been working with the School Secretary and admin team. According to the admin team the website when reviewed recently and ongoingly is compliant. Why is the Governor Allowance Policy here? Because it’s statutory and was missing from the school’s policies list.	
24	5-minute tutorial on GVO – this time in the meeting was replaced with instructions attached to the document in the meeting pack for updating business and pecuniary interests in GVO.	
25	Chair’s action – none	
26	Date of next meeting – Thursday 13 th October 2022, 7pm, in the Staff Room. Emma Craughan and Helen Fletcher-Reilly requested joining this meeting via zoom. Either Mark Standon or Chris Snell will chair this meeting. The Parents Prayer Group is resuming on the 2 nd Friday of the month, 9am. It has been in the Vestry at church, but it was requested that it could meet in school again.	Head

ACTION TABLE

D = Done

P = In progress – give update

O = Still outstanding

	Minute:	Action from:	Action by:	Status
1	6	Mark Standen – a possible Foundation Governor from church community for beginning application process	Next FGB 13 th October	
2	6	Chair – approach previous enquirer for Foundation Governor role	Next FGB 13 th October	

3	6	Clerk – Contact WSCC Gov Serv re a rep present at discussion	Post meeting	D
4	9	Clerk – carry forward action points with dates later Autumn term		D
	177	Head – consider the place, visibility and development of cultural capital with school leaders to report back to governors	By end of Autumn term 2022	
	179	Head/Governors – consider any improvements in staff voice	By mid autumn term as the upcoming staff governor vacancy is filled	
5	9	Clerk – remind Head to inform Chair or subject leaders	Post meeting	D
6	9	Clerk – dates of opportunities for monitoring visits to GVO Calendar	Post meeting	D
7	10	Chair/Clerk – finalise governor roles and responsibilities 2022-23 and publish	21 st September	
8	10	Clerk – agenda planning – discussion on increased energy and salary costs	Post meeting	D
9	11	All Governors – complete tasks required by law and Code of Conduct approval	By next FGB 13 th October	
10	12	Head – email dates for future Safeguarding meetings to Mrs Ricks	By next FGB 13 th October	
11	12	Clerk – add Harvest services to GVO Cal	Post meeting	D
12	13	Clerk – Add Governor Day date to GVO Cal	Post meeting	D
13	13	Chair/Head – propose a summer term Governor Day date	By next FGB 13 th October	
14	14	All governors – complete recommended NGA Learning Link modules	End of Autumn term	
15	15	Clerk – for agenda planning – SLT structure October meeting	Post meeting	D
16	15	Head/Chair – draft a possible SLT structure looking ahead	By next FGB 13 th October	
17	16	All governors – familiarise with 2 PP Strategy elements in readiness for fielding inspection questions	Post meeting	
18	18	Head – data from LA Advisor	By next FGB 13 th October	
19	26	Head – prepare for 2 attendees by zoom for next FGB	13 th October	