



THE GOVERNING BODY OF ST CATHERINE'S PRIMARY SCHOOL
Coneybury, Bletchingley Surrey RH 4PP tel : 01881 743337

Chair : Mrs Lisa Thurston

Head Teacher : Mrs Stephanie Gibson

MINUTES OF FULL GOVERNING BODY MEETING
Wednesday 2 December 2015 at 4.30 pm

Present

Governors : Mr M Alder (MA)
Mrs J Baber (JB) (appointment as at agenda item 3).
Miss M Cassidy
Mrs S Gibson (SG) (Head)
Mrs R Kilcoyne (BK)
Mr M Phillips (MP) (Vice Chair)
Mr J Spedding (JS)
Mrs L Thurston (LT) (Chair)
Mrs L Townsend (LeT)
Mrs C Wilkes (CW)

In attendance : Mrs A Price (Clerk to Governors)

Meeting objectives

- governors to have a clear understanding of the school's current strengths and weaknesses in terms of pupil outcomes
- to enable governors to provide effective support and challenge to the school in further improving outcomes for pupils

LT introduced and welcomed Mrs Jessica Baber, parent of two children in school, who had expressed an interest in becoming a parent governor.

1.	Apologies for Absence There were none.	
2.	Register of Business Interests/Declarations of interest <ul style="list-style-type: none"> • Completed forms received from MA, MP. Completed forms have now been received from all governors and members of the senior leadership team. • There were no declarations of interest. 	
3.	Constitution of Governing Body JB left the room. <ul style="list-style-type: none"> • There are currently 2 vacancies for parent governors as there had been no nominations from parents in the recent parent governor election process. The Chair reported that she and the Head had met with Mrs Jessica Baber 	

Signed
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	<p>and discussed the role of parent governor at St Catherine's. Following this meeting, Mrs Baber had agreed for her name to be brought to governors for consideration for this role. Governors unanimously agreed to appoint Mrs Jessica Baber as parent governor.</p> <p>JB returned.</p> <ul style="list-style-type: none"> • Consideration is being given to appointing a second parent governor, together with the co-option of a further person to complete the total of 7 co-opted governors, thus bringing the governing body up to full strength of twelve governors. 	
<p>4.</p>	<p>Data review Data analyses of KS2 and KS1 is in Dropbox and has been accessed by all governors prior to the meeting.</p> <ul style="list-style-type: none"> • Angela Tarrant (KS1) and Deborah Gregori (KS2) circulated papers (copy in Minutes file) outlining the broad trends shown up in the analyses, the strengths and weaknesses and the steps being taken to improve and motivate where necessary. MP asked what help was being given to children who become anxious under test conditions. It was explained that, under these circumstances, children are given plenty of reassurance and practice papers before hand and the school has the right to put in place appropriate support e.g. an adult reader or somebody to keep them focused/provide learning breaks. • Governors noted that whilst writing was a real strength in Year 6, it was still weaker in KS1 and particularly in Foundation Stage, where quite a high proportion of pupils had missed their GLD due to writing. However, almost all results were at least in line with national. At KS1, attainment was weaker this year due to high numbers of pupils with SEN. Attainment at 2A and above in reading and 2B and above in writing had attracted blue boxes as they are significantly below national. This was as a result of some weak teaching which has now been addressed. These children are a focus for the head teacher and the class teachers through the appraisal system. • Emily Kerr demonstrated the school's own new assessment and tracking system and how she uses this to track the progress and attainment of classes and groups of children across the school. The aim is to improve the bell curve so that underachievement is effectively addressed, especially for disadvantaged pupils. 	
<p>5.</p>	<p>SEND report Emily Kerr (Inclusion leader) circulated the inclusion report for the Autumn term (copy in Minutes file) and explained how the extensive changes in SEND protocols were being put into practice in the school. In response to questions, she outlined how the Individual Support Plans enable the children to fully understand their own targets by being part of the target setting process. More family involvement in working with the children is also having a good impact. Maximising the impact and strengths of the classroom TAs and closer interaction with other local schools are currently ongoing projects for the current school year.</p>	
<p>6.</p>	<p>Raise on Line overview and Inspection Dashboard review All governors had access to this data on Dropbox. SG and AT elaborated further on the implications of the coloured boxes. The relevance of the new Inspection Dashboard review of performance data was also</p>	

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	<p>explained. LeT asked whether it would be possible to produce this information for the year 5 children in that it would show strengths and weaknesses for that year and enable weaknesses to be given extra attention before testing in year 6. SG confirmed that this was the intention. Overall, it was seen that there was an improving picture but there were many fluctuations year on year mainly because the cohorts were so varied. The parallel tracking that the school has introduced is already showing that where there are no additional issues, such as SEND/EAL/children from Gypsy/Roma backgrounds, there are no gaps in attainment. This will help to offset the negative picture that can be drawn when disadvantaged children are viewed as one homogeneous group, as they are on the data dashboards..</p>	
7.	<p>Minutes of the FGB meeting held on 15 October 2015 The minutes of the FGB meeting held on 15 October 2015 were agreed and signed as a correct record by the Chair.</p>	
8.	<p>Matters arising form the minutes</p> <ul style="list-style-type: none"> • Minutes FGB 10 September 2015 : Pay Committee and Pay Appeals Committee : Pay Committee : JS (Chair), LeT, MC Pay Appeals Committee : LT plus 2, to be convened as necessary • Governor Action Plan MP to update and circulate to governors. • Parental contribution Deferred pending further consultation with parent group • Lodge update Work started 2 December, expected to be nearing completion by Christmas. Because of the distance of the lodge from school, it will be necessary to put in a sprinkler system, CW progressing • Automatic gates update Quote for gate was only for the side gate, to go ahead, back gate on to the footpath to have additional high latch. 	<p>MP SG/LT CW CW</p>
9.	<p>Chair's Actions</p> <ul style="list-style-type: none"> • Approved updated appraisal policy • Convened meeting SG/CW/LT/LET to consider the implications of changes to the leadership team due to one member moving on and another due for retirement. There are also now a number of teachers eligible for UPR which has implications for the staffing structure. This committee has also had a meeting with HR, who have approved possible changes to the structure, and explained the necessary procedures. 	
10.	<p>Head Teacher's report (Report in Dropbox) All governors had accessed the HT report in Dropbox.</p> <ul style="list-style-type: none"> • Security (page 2): The issue of parents gathering prior to 3.30 pm in the school porch, sometimes as early as 2.45 pm, is becoming problematic. LeT suggested that, before commissioning a major review of security at this point, parents should be asked not to gather there until it is time for the children to be collected. Further consideration to be given to an alternative gathering point for parents. 	

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	<ul style="list-style-type: none"> Safeguarding (page 5) : MC commended the high level of attention given to safeguarding issues throughout the school and in particular drew attention to the very thorough safeguarding sheet prepared by Caroline Ballantyne to assist in responding to questions on this issue. In view of time constraints, SG suggested governors email her with any further questions or discussion points arising from her report. 	
11.	<p>School Development Plan (in Dropbox) This is on target, to be reviewed at the next FGB, 4 February 2016.</p>	
12.	<p>Staffing Update (Report in Dropbox) SG reported that at the last minute, a staff vacancy for next term had been filled this very day, and apart from filling the vacancy, she was delighted with the calibre of the person appointed. Because of the vagaries of staff recruitment and the number of staff now on the upper pay range, SG is considering a complete re-think of the school leadership/staffing structure.</p>	SG
13.	<p>Safeguarding The Chair and Head are in the process of completing the SCSB audit - to be submitted by 31 December 2015..</p>	SG
14.	<p>Health & Safety H&S issues were covered on page 2 of HT report - agenda item 10.</p>	
15.	<p>Financial</p> <ul style="list-style-type: none"> Draft budget : as approved by governors, this has been submitted and no challenges have been made. Report from Pay Committee : all recommendations were approved and governors were satisfied that, with the statements and anonymised evidence they had seen, the school's policies and practice in this area are very robust and thorough. 	
16.	<p>Governor monitoring visit reports Governor monitoring visits had been undertaken on Medical Needs (LT/VBD) and Pupil Premium (MC). Reports on these visits are in Dropbox and have been seen by all governors.</p> <p>In response to a question from JB, the purpose and execution of these governor monitoring visits was explained. There is a separate folder in Dropbox (governors/governor visits) with documents setting out the rationale for visits, and a pro-forma for completion and circulation after the visit. SG offered to set up a dedicated governor visit folder within Dropbox for easy access.</p> <p>Scheduled current/future visits :</p> <p>Autumn term</p> <ul style="list-style-type: none"> After School Club (LeT/MA) Mental Wellbeing (JS) <p>Spring Term</p> <ul style="list-style-type: none"> Maths (LeT) 	SG

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	<ul style="list-style-type: none"> Physical activity (MP) 	
17.	<p>Policies (in Dropbox with suggested amendments)</p> <ul style="list-style-type: none"> Pay Policy Appraisal Policy Health and Safety Policy Safeguarding Policy Recruitment Policy Security Policy <p>Governors agreed the suggested amendments to these policies, to be updated and re-circulated, also updated on the website where necessary.</p>	SG
18.	<p>Training</p> <p>Training undertaken :</p> <ul style="list-style-type: none"> LT : OFSTED : what governors need to know LeT : Safeguarding JS : Complaints Procedure 	
19.	<p>Academy considerations update</p> <ul style="list-style-type: none"> CW, SG and LT had attended meeting run by Maria Dawes and a Babcock finance consultant with heads and governors from four local TEP schools. LeT, LT and SG had visited Sandringham School following an introduction by Sarah Davison from the TEP. This school has joined with four others in Frimley to form a "flat MAT". This was a very interesting and informative morning. There are further meetings planned for heads/governors of other interested TEP Primary schools. Reports from all these meetings to be written up and circulated to governors. 	LeT LT/SG
20.	<p>Review of meeting</p> <p>Governors agreed that the meeting objectives stated at the beginning of the meeting had been met.</p>	
21.	<p>Date of next meeting</p> <p><u>Thursday 4 February 2016 3.30 pm</u></p>	

The meeting closed at 7 pm

Signed
Chairman

Date