



Meeting of Full Governing Body
9th March 2015
6pm
School Hall

MINUTES

Governors Present:	Ken Caplan (Chair), Maya Fender, Lynn Gayford, Martyn Giddens, Flora Jenkins, Saskia Knowles, Romey Sawtell, Debbie Ticehurst, Ros Toomey, Roy Watkinson, Irena Wooler.
Associate Members Present:	Carol Ofield
Officers Present:	Elaine Butlin (Clerk)
In Attendance:	Jonathan Sharpe

	<u>Agenda Item</u>	<u>Action</u>
1	<p>Introductions</p> <p>a) Welcome New Governor and Clerk Elaine Butlin was welcomed to her first Full Governing Body meeting as the newly appointed Clerk. Jonathan Sharpe was also welcomed to the meeting as an observer and the Chair recommended appointment of Jonathan Sharpe as a co-opted Governor.</p> <p>Jonathan Sharpe left the room whilst the Governors considered his nomination.</p> <p>AGREEMENT - The Full Governing Body appointed Jonathan Sharpe as a co-opted Governor.</p> <p>b) Apologies for Absence Apologies for absence were received from Sam Caughey and Ruth O'Keeffe. These were accepted and agreed.</p> <p>c) Declarations of Interest Romey Sawtell declared an interest in Numicon, an educational maths provider.</p>	
2	<p>Last Meetings dated 8th December 2014</p> <p>a) Acceptance of Minutes The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 8th September 2014. The following amendment was made:</p> <ul style="list-style-type: none"> Page 1 Item 3a) "Charities Commission" should read "Companies House". <p>Subject to the above amendment, the Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising from Meeting not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> There were no matters arising from the minutes of the meeting held 8th December 2014. 	
3	<p>Chairs Update</p> <p>a) Trust The Chair advised that the third meeting of the Lewes Co-operative Learning Partnership trustees was to take place on Tuesday 10th March 6-7.30pm. The Headteacher reported that he had been unable to attend the Trust's Headteacher meeting. Governors noted that the</p>	

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	<p>MOU had been agreed at the last meeting of the Trust but had yet to be signed. It was reported that the Transfer of land still had to go through and until this is effected, contracts cannot be signed with the Car Park management company. The Headteacher confirmed that a ledger code had been created in the Budgets to take into account funds which would be required for the Trust. In the 2014/15 budget, a figure of around £420 (£2 per pupil) and in the 2015/16 budget around £2,000 had been agreed.</p> <p>ACTION - The Headteacher to ensure the Bursar had incorporated the above figures in the respective Budgets.</p> <p>The Chair reported that he would prepare a written update for Governors after the meeting.</p> <p>ACTION - The Chair to provide written update of Trust meeting to be held 10th March.</p> <p>b) Ofsted Window - Preparation The Chair noted that the School was in the Ofsted window. The Headteacher reported that he was currently preparing the Self Evaluation Form (SEF) together with a single page Summary. Both documents to be circulated to all Governors as soon as possible.</p> <p>ACTION - The Headteacher to circulate the SEF and Summary document.</p> <p>Both the Chair and Headteacher were confident that the School would be found to be Good for overall effectiveness. The Headteacher tabled an information document containing the recently published School Data Dashboard, Slides on the 4 areas considered by Ofsted and an ESCC document "Preparing for an Ofsted Inspection" for Governors to take away for reference. Governors noted that training and support were available from County and that there could be an opportunity to approach Governors from other Schools who had recently undergone an Ofsted Inspection. The Chair summarised that the preparation was in hand and that further work should be shared with Governors once it became available. It was agreed that an Extraordinary meeting of Governors to discuss the forthcoming Ofsted inspection would be arranged in due course, potentially bringing in support from County (offered through Karen Bye, ESCC).</p> <p>ACTIONS - The Headteacher to circulate relevant materials as they become available. Chair to arrange Extraordinary Ofsted meeting.</p>	<p>MG</p> <p>KC</p> <p>MG</p> <p>MG KC</p>
4	<p>School Improvement Items</p> <p>a) School Development Plan - Update on Progress The Headteacher reported that progress against plan had been reviewed and that the school was on track to meet the objectives. The Headteacher confirmed that all staff had been given a copy of the Plan. The Chair suggested that The School Development Plan should be revisited at a later date.</p> <p>ACTION - The School Development Plan for 2014/15 to be an Agenda Item at next meeting.</p> <p>b) Headteacher's Report - Received The Headteacher's Report had been circulated in advance of the meeting and was dealt with on an assumed-as-read basis. The following key areas from the report were discussed:</p> <ul style="list-style-type: none"> • Mobility of children should be incorporated into the Report on page 1. However the Headteacher reported that this was not significant as only one family had moved out of the area. • The Headteacher was asked if his recent Newsletter communication concerning providing a note from the GP if a child was absent for two or more days was directly related to the findings of the ESCC ESBAS visit mentioned on page 8 of the Report. Governors were concerned that GP notes are charged for items and felt it would be impractical for parents to comply with the requirement. In addition the school requires parents to keep children off school for 48 hours after a period of sickness 	<p>KC/EB</p>

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which would then necessitate trips to the GP. The Headteacher clarified that this applied to pupils who had an attendance of below 90% or if there were concerns over certain pupil's attendance and therefore would not be applicable to the majority of children. The Headteacher thanked Governors for bringing it to his attention.

ACTION - The Headteacher to clarify to Parents in a Newsletter that the requirement is for pupils with low attendance.

MG

c) To receive a report on school centenary celebration

- The Headteacher informed Governors that there were two logos, formal and informal, that had been designed by one of the parents. The logo appeared on the Governors Statement of Behaviour Principles document to be considered under Agenda Item 6b. Governors were informed that a new Sign had been commissioned and would be hung on the white gate at the entrance to the School. A reunion was planned for Friday 24th April with an open afternoon followed by an evening social event. Publicity in Viva Lewes had been organised. Governors noted that it was planned to create a long lasting artwork as part of the celebrations.

ACTION - The Headteacher to organise publicity of the celebration events on the School website.

MG

5 Other Governance and Regular Items

a) Admissions Policy - To receive a report on requirements for School's Admission Policy

The Headteacher reported that Chris Winter, Romey Sawtell and he had received training on the online School Admissions Module (SAM). Governors noted that In-Year applications also had to be processed and managed within SAM. The Headteacher expressed concern that the School did not have capacity to process all the requirements of the system. Romey Sawtell reported that the rules of the system were not clear cut and was concerned whether the County website database was up to date. Governors also noted that the School would have to deal with the Appeals process.

AGREEMENT - The Full Governing Body agreed it was imperative for clear cut rules to assess the criteria for efficient operation of the appeals process.

ACTION - The Headteacher to obtain and send the unedited rules to Ros Toomey. Further discussion would then take place for a determination on the resources required by the school to administer the system.

MG

b) Training for Governors - Update

Governors noted that a selection of training courses had been circulated and that several Governors had booked places on Safeguarding, SEN and Induction courses.

c) Data Protection Policy - Review

It was noted that the school had a data protection policy several years ago that would be suitable for review.

ACTION - The Chair and Ros Toomey to circulate Policy for electronic review.

KC/RT

d) Freedom of Information Publication Scheme - Review

The Headteacher reported that he had found the circulated document (ICO model publication scheme) on c-zone, however Governors did not consider the document to be in a suitable format. It was noted that the subject should be considered by the Trust as it was a statutory requirement.

ACTION - The Headteacher to investigate the existence of documents on other School websites that could be used as a base document.

MG

ACTION - The Chair to raise the issue of Freedom of Information Act at the Trust meeting on 10th

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<p>March.</p> <p>e) School Information on Website - Review Governors noted the circulated proforma document for auditing the School website requirements. The Clerk drew Governors' attention to the statutory requirement to have Equality Objectives along with PE & Sports Grant Spend information on the website. The Headteacher reported that he is currently working on updating the website. The Chair thanked the Headteacher for all his efforts in this regard on behalf of the Full Governing Body.</p> <p>ACTION - The Headteacher to use the proforma for auditing the website to ensure all Statutory requirements are uploaded.</p> <p>f) Appointment of new Governor and panels It was agreed that the newly appointed Governor, Jonathan Sharpe, would be a member of the Resources Committee. However it was noted that he would also attend a meeting of the Teaching & Learning Committee as part of his induction. It was noted that the Chair was Vice-Chair of the Resources Committee and that a Vice-Chair had yet to be appointed to the Teaching & Learning Committee. There was a discussion on the maximum number of members required to sit on the Appeals Panel, especially in light of potential appeals concerning admission. The Chair reported that there had been a list of focus areas assigned to individual Governors and that it would be useful to implement it in the future.</p> <p>ACTION - The Clerk to investigate maximum number of Governors required for the Appeals Panel and report outcome to Ros Toomey.</p> <p>ACTION - Governors to investigate location of the list of focus areas for individual Governors and send to the Chair.</p> <p>g) Timings of Meetings The Clerk had tabled a document showing the outcome of the Governor Survey on proposed timings for Committee meetings. It was noted that for most proposed timings the committees would not be quorate.</p> <p>AGREEMENT - The Full Governing Body agreed that the FGB meetings would take place at 6pm.</p> <p>AGREEMENT - The Resources (RES) Committee to discuss and decide its own timings.</p> <p>ACTION - RES Committee to discuss and agree at the meeting to be held 11 May.</p> <p>AGREEMENT - There was a potential trial for the Teaching & Learning (T&L) Committee to meet at 8am and finish at 9.30am on a Thursday morning.</p> <p>ACTION - T&L Committee should take this potential trial time into account when setting new dates.</p>	<p>MG</p> <p>EB</p> <p>All</p> <p>RW</p> <p>LG</p>
<p>Reports and Recommendations from Committees</p> <p>a) Resources Committee</p> <ul style="list-style-type: none"> • Report from the Chair The Minutes of the Resources Committee meeting held 2 March 2015 had been circulated in advance of the meeting and was dealt with on an assumed-as-read basis. The Resources Chair thanked the Chair for standing in for him for the meeting. The following key areas from the Minutes were noted: <ul style="list-style-type: none"> ○ The 2015/16 budget had to be submitted by 27 May, therefore an Extraordinary Full Governing Body meeting needed to take place at 7pm immediately after the Resources Committee meeting being held on 11th May 	

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- o The Headteacher confirmed that the updated 2015/16 Budget would be circulated to the Resources Committee, after consultation with Chair of Resources Committee, as the stated action in the Minutes.

- **Teachers' Pay Policy - Approval**

The Policy had been circulated in advance of the meeting and the Headteacher confirmed it had the addition of the Staffing Structure and minor edits had been corrected.

AGREEMENT - The Full Governing Body approved the Teachers' Pay Policy as presented.

- **Lettings Policy - Approval**

The Extended Services - Lettings Policy had been circulated in advance of the meeting and the minor amendments agreed at the Full Governing Board meeting held on 8 December 2014 had been incorporated. The Safeguarding Governor requested that DBS Certificates, Public Liability Insurance and PAT testing requirements were checked and recorded as part of the process.

AGREEMENT - The Full Governing Body approved the Extended Services - Lettings Policy as presented.

ACTION - The Bursar to follow up and record safeguarding and other requirements for each Letting.

Bursar

- **The Staff Leave Policy - Approval**

The Policy had been circulated in advance of the meeting and was dealt with on an assumed-as-read basis. The Headteacher reported that it had been updated in accordance with ESCC Staff Handbook. Governors were concerned because it should be considered as part of a suite of Policies and that it would need to feed into the existing Attendance Management Policy.

AGREEMENT - The Full Governing Body agreed further work was required and it should be referred back to the Resources Committee.

ACTION - The Staff Leave Policy to be an Agenda Item for the Resources Committee.

RW

- **School Financial Value Standard (SFVS) - Approval**

Governors thanked The Chair of Resources Committee, the Headteacher, the Bursar and the Chair for all their efforts in finalising the SFVS in time for submission by 31 March 2015. The following key areas from the SFVS were noted:

Item 1 - Requirement for Governors to complete financial skills matrix;

ACTION - The Clerk to circulate Skills Audit for Governors.

EB

Item 8 - "No" had been stated as still working on a Three Year Planner for School Improvement;

Item 12 - "No" had been stated as ESCC had only reinstated benchmarking and the school needed to resume its use of benchmarking (albeit noting its limitations in terms of comparators for different schools);

Item 14 - "In part" had been stated as there was an estimated carry forward of £38,000 from the budget share to 2015/16 and a plan for expenditure had to be finalised;

Item 16 - "In part" had been stated as the school had only recently acquired Trust status, a key mechanism for delivering on this objective;

Item 18 - "In part" had been stated as there were still 5 -6 outstanding recommendations to be acted upon from the Audit Report;

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Item 20 - It was noted that the date needed to be inserted before submission of the SFVS.

ACTION - The Chair to update Item 20 before submission of SFVS by 31 March 2015.

KC

ACTION - The Safeguarding Governor to be given a copy of the Whistleblowing Policy.

MG

- **Scheme of Delegation - Approval**

The Scheme of Delegation had been circulated in advance of the meeting and was dealt with on an assumed-as-read basis.

AGREEMENT - The Full Governing Body approved the Scheme of Delegation as presented.

- **Local Financial Procedures - Approval**

It was reported that the document circulated by the Bursar at the Resources Committee required further work and needed to be tailored to the School. Concern was expressed that the Bursar should be working to formal procedures, as identified by the Audit Report.

AGREEMENT - The Full Governing Body agreed that there was a need to expedite procedures for the Bursar to work to but recognised that many of these procedures had been highlighted and spelled out in the recent audit recommendations.

ACTION - The Local Financial Procedures to be reviewed electronically by the Resources Committee.

RW

- **Review of Progress on Audit Recommendations - For information**

The Chair hoped that the contents of the Internal Audit Report could soon be shared with the Full Governing Board. Some areas were still outstanding. For example, it was explained that as supplier contracts came up for renewal then contract logs could be updated with information on the different quotes received and the analysis on Value for Money. Other outstanding items were a procedure and policy on disposals, and security tagging of high value assets.

- **To receive an update on transfer of land and car park management contract**
This had been discussed under agenda item 3a.

b) Teaching and Learning Committee

The Chair of Teaching and Learning Committee provided a verbal report. The Committee had not met in the spring term owing to the unavailability of a Clerk. Governors noted that the Home School Agreement had not been sent out.

AGREEMENT - The Full Governing Body requested that the Home School Agreement be reviewed by staff before sending to the Teaching & Learning Committee. The Teaching and Learning Committee to incorporate the use of social media into the Agreement. The Home School Agreement would then be sent to all parents in September apart from new Reception parents who would receive it as part of their induction pack.

ACTION - The Headteacher and Staff to review the Home School Agreement before submission to Teaching and Learning Committee.

MG

- **Behaviour Principles Written Statement - Approval**

Saskia Knowles was thanked for her work on the Statement.

AGREEMENT - The Full Governing Body approved the Statement for incorporation into the Behaviour Policy.

MG

Signature K. G. M. Date 9/7/15



	ACTION - The Headteacher to incorporate the Governor Statement into the Behaviour Policy.	
7	<p>Any Other Business</p> <ul style="list-style-type: none">a) Date of next Full Governing Body Meeting As the Clerk would be unavailable for the previously arranged meeting date 29 June 2015, the date was rearranged for 9th July at 6pm.b) Polling The Headteacher advised that the use of the school for polling had not been resolved. Governors expressed concern about the disruption it would cause the School. The Chair suggested that the Headteacher consult the LA Governor.c) DBS Certificates The Clerk handed DBS forms for completion to Governors without recorded certificates. Governors to return the completed forms to Mrs Chris Winter in the School Office. This would ensure the Office held a complete record of Governor DBS Certificates.d) Chair of Teaching & Learning Committee <p>AGREEMENT - The Full Governing Body approved appointment of the Chair of the Teaching & Learning Committee Chair as an Associate for a one year term with voting rights. This created a vacancy for a Parent Governor that could be filled at a later date.</p> <p>Meeting ended at 8.17 pm Next meeting - Extraordinary Committee Meeting 11th April 2015 at 7pm. Committee Meeting on 9 July 2015 at 6pm.</p>	



Actions Arising from the Full Governing Body meeting held on 9th March 2015

Actions Agreed	By Who	By When
The Headteacher to ensure the Bursar had incorporated the above figures in the respective Budgets.	MG	Resources Committee Meeting
The Chair to provide written update of Trust meeting to be held 10 th March.	KC	Next Meeting
The Headteacher to circulate the SEF and Summary document.	MG	Extraordinary Ofsted Meeting
The Headteacher to circulate relevant materials as they become available.	MG	Extraordinary Ofsted Meeting
Chair to arrange Extraordinary Ofsted meeting.	KC	
The School Development Plan for 2014/15 to be an Agenda Item at next meeting.	KC/EB	Next Meeting
The Headteacher to clarify to Parents in a Newsletter that the requirement is for pupils with low attendance.	MG	Next Newsletter
The Headteacher to organise publicity of the celebration events on the School website.	MG	Easter
The Headteacher to obtain and send the unedited rules to Ros Toomey. Further discussion would then take place for a determination on the resources required by the school to administer the system.	MG	Easter
The Chair and Ros Toomey to circulate Data Protection Policy for electronic review.	KC/RT	Next Meeting
The Headteacher to investigate the existence of documents on other School websites that could be used as a base document for Freedom of Information.	MG	Next Meeting
The Chair to raise the issue of Freedom of Information Act at the Trust meeting on 10 th March.	KC	Trust Meeting 10 March
The Headteacher to use the proforma for auditing the website to ensure all Statutory requirements are uploaded.	MG	Next Meeting
The Clerk to investigate maximum number of Governors required for the Appeals Panel and report outcome to Ros Toomey.	EB	Easter
Governors to investigate location of the list of focus areas for individual Governors and send to the Chair.	All	Next Meeting
The Resources (RES) Committee to discuss and decide its own timings.	RW	Resources Committee Meeting
T&L Committee should take potential trial time into account when setting new dates.	LG	Teaching & Learning Committee Meeting
The Bursar to follow up and record safeguarding and other requirements for each Letting.	Bursar	For each Letting
The Staff Leave Policy to be an Agenda Item for the Resources Committee.	RW	Resources Committee Meeting
The Clerk to circulate Skills Audit for Governors.	EB	Next Meeting
The Chair to update Item 20 before submission of SFVS by 31 March 2015.	KC	30 March 2015
The Safeguarding Governor to be given a copy of the Whistleblowing Policy.	MG	Easter
The Local Financial Procedures to be reviewed electronically by the Resources Committee.	RW	Resources Committee Meeting
The Headteacher and Staff to review the Home School Agreement before submission to Teaching and Learning Committee.	MG	Teaching & Learning Committee Meeting
The Headteacher to incorporate the Governor Statement into the Behaviour Policy.	MG	Teaching & Learning Committee Meeting

Signature.....

R. G. L.

Date.....

9/7/15