



Meeting of Full Governing Body
9th July 2014
6pm
School Hall

MINUTES

Governors Present:	Ken Caplan (Chair), Chloe Edwards, Maya Fender, Lynn Gayford, Martryn Giddens, Saskia Knowles, Sara McKenna, Ruth O’Keeffe, Philip Rowland, Romey Sawtell (from 6.12pm) Roy Watkinson,	
Associate Members Present:	Carol Ofield	
Officers Present:	Teresa Carter (Clerk)	
In Attendance:	Jill Fisher	
	<u>Agenda Item</u>	<u>Action</u>
1	Introductions a) Apologies for Absence Apologies for absence received from Phil Rowland. Debbie Ticehurst and Ros Toomey were not present at the meeting. b) Declarations of Interest None	
2	Last Meetings dated 20th May 2014 a) Acceptance of Minutes The Full Governing Body reviewed and approved four pages of minutes The Chair signed the minutes after minor editing amendments as confirmation of their accuracy. b) Matters Arising from Meeting not Included Elsewhere on Agenda Ruth O’Keeffe advised that she had sent her apologies for the May meeting. 6.12pm Romey Sawtell arrived at the meeting. Item 6b was taken next. The minutes are recorded in original agenda order.	
3	Chairs Update <ul style="list-style-type: none">The Chair officially welcomed Martyn Giddens to his first meeting of the Full Governing Body and gave thanks for the hard work since his arrival and the staff dedication and effort. Difficult staffing issues had impacted on the school team workloads and they were grateful for the support from colleagues from other schools and the local authority.The financial audit report had been received with a series of recommendations many of which had been taken care of already. A management response to the report had been provided to ESCC and it was hoped that this and the report could be shared in due course.	
4	Headteacher’s Report The Headteacher presented his report to Governors. This report covered all key school business areas and was well received by the Full Governing Body. An additional paper with an analysis of the year 6 SATS results was tabled. The following were noted/discussed: <ul style="list-style-type: none">The school had performed exceptionally well with good pupil outcomes across all year groups. The teacher assessment for year 6 pupils had been validated by the end of year SATs results with 92.2% obtaining at least level 4 in reading, writing and maths. The Governors congratulated the staff team on the excellent results.	

Signature... *K. Goel* Date *22/9/14* 1



	<ul style="list-style-type: none"> • Low level behaviour was continuing to be disruptive in class and behaviour management would be a key performance area for 2014/15. Governors reported that they had considered the requirement for a statement of behaviour principles and would be drafting something for approval. • The new curriculum had been discussed at length at the teaching & learning committee and was ready and planned for implementation from September 2014 with both budgets and action plans linked to each curriculum area. • In year assessment data would now be available within the school's information management system (SIMS), which would enable quick access. • A meeting with Chyngton had taken place regarding the ICT contract, which would be renewed as it felt that the service provided good value for money. An extension to the service had been incorporated regarding longer term planning for updating equipment. • All teaching staff had been observed in class with 71% of lessons observed as good or better. • Two teachers recruited to replace two members of experienced staff that were moving on. Governors were thanked for their contribution to the recruitment. Thanks were also conveyed to the two teachers leaving the school. • There were a number of buildings maintenance issues and the updating of the school site security was in the final phase. Southover School had requested 40 fobs for the security gate that Governors considered excessive and potentially difficult to manage. The offer of 10 fobs was considered reasonable. • The Headteacher had been looking at better ways of managing teachers' preparation time and had concluded that an allocated time for joint planning, preparation and assessment (PPA) would be the most beneficial to the school and to children's outcomes. In addition it could reduce the number of cover hours and the overall cost to the school. Governors explored some different structures for the school day and PPA time and supported the Headteacher in his proposals to consult with the whole school community. <p>ACTION - All Governors to pass any further comments regarding the proposals for a collaborative planning preparation and assessment time for teachers and class support teams to the Chair of Governors.</p>	ALL
5	<p>Reports and Recommendations from Committees</p> <p>The committee chairs provided a brief update on business conducted at their last round of meetings. Minutes of all meetings had been circulated to the Full Governing Body.</p> <ul style="list-style-type: none"> a) Teaching & Learning Committee Meetings 3rd April and 1st July. b) Resources Committee Meeting 20th May 2014 	
6	<p>Strategic items</p> <ul style="list-style-type: none"> a) Staffing Structure Covered under the Headteacher's report and 6b below. b) Budget 2014/15 The Chair introduced Jill Fisher from the Finance Team at East Sussex County Council who presented the budget report to the Full Governing Body. Governors had not received the three year budget plan spread sheet but did have a cumulative expense analysis for 2014/15 detailing the allocations to financial ledger codes so were willing to consider the proposed budget. The finance report covered the main financial reporting areas and was recommended to the Full Governing Body as a format for on going financial monitoring. The following points were discussed/noted: <ul style="list-style-type: none"> • The cumulative expense analysis gave a snap shot in time of the budget allocations, spend and commitments in the financial management system (FMS). Positive amounts were expenditure lines, the negative income lines and the net amount of all represented the total budget allocation and remaining. • When compiling the budget some assumptions had been made including pupil numbers remaining static and a 1% pay rise for all staff. 	

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- Governors felt that two days a week of Bursar cover was insufficient for the school and suggested some benchmarking against other schools to identify a more appropriate level. The Local Authority would provide ongoing support during the current Bursar's absence.
- Both pupil premium grant and PE Funding were detailed separately on the report to Governors.
- The after school budget remained unclear as there had been some issues with the reconciliation of income and expenditure. Further work was required to provide clarity of the actual position.
- The Devolved Formula Capital (DFC) funding had been allocated to the purchase of laptops.
- Governors were encouraged to attend the finance training to be delivered by the finance team and to ensure that schools financial value standard remained as a regular agenda item.
- Governors asked where a separate ring fenced budget for collaborative work had been included within the proposed budget. This was included within the carried forward figure and would need to be clearly identified.
- Once the proposed budget was approved the minutes from the meeting should be sent to the Local Authority at which point the budget would be fixed in FMS.

6.57pm - Jill Fisher left the meeting.

AGREEMENT - The Full Governing Body approved the proposed budget for 2014/15 as set out in the cumulative expense analysis report.

- c) **Lewes Co-operative Learning Partnership (LCLP) - Update**
Governors were advised that the memorandum and articles of association for the LCLP was near completion.
- d) **Governors Self Evaluation**
The Clerk had provided a summary report of the various self evaluation and skill audit tools available.

7 Other Governance and Regular Items

- a) **Governor Training & Development**
Governors were again encouraged to undertake the Local Authority finance training.
- b) **Governor Vacancies & Recruitment**
The Clerk advised that it had not been possible to finalise Ken Caplan's appointment as a foundation governor because of the delay in setting up the trust. It was suggested that as the Full Governing Body was keen to retain Ken Caplan as Governor that he could be appointed to the vacant co-opted position following the resignation of Sara McKenna.

AGREEMENT - The Full Governing Body appointed Ken Caplan as a Co-opted Governor for a period of four years.

Chloe Edwards advised that it was her intention to step down at the end of term which would leave a vacant Parent Governor position. Both Chloe Edwards and Sara McKenna were thanked for their contribution to the work of the Governing Body.

8 Any Other Business

- a) **Governor Email Accounts**
Following a request all governors except one confirmed that they had been able to access their school email accounts. The Headteacher agreed to provide the email log in details to any governors requiring them.
- b) **Volunteer**
Governors were advised that an ex member of staff had been providing a day's work a

Signature..... *K. G. C.*

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week without charge. Governors requested that their gratitude be passed on.

c) Fundraising

Governors were advised of a fundraising initiative to support treatment for an individual pupil. An email link to the charity would be provided.

Meeting ended at 8.30pm

Date of next meeting 22nd September 2014

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Actions Arising from Full Governing Body Meeting 9th July 2014

Actions Agreed	By Who	By When
All Governors to pass any further comments regarding the proposals for a collaborative planning preparation and assessment time for teachers and class support teams to the Chair of Governors.	All	End of term

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