MINUTES of the Full Governing Body Committee Meeting
Monday 14 Jan 2019 at 4.00pm

Present: Tamsen Beer (Head Teacher), Chris McNeill (Chair, Co-opted), Andy Russell (LA), Dennis Muir (Elected Parent), Naglaa Ahmed (Co-opted), Steve Dean (Site Manage, Co-opted), Judy Simon (Co-opted), David Edwards (Co-opted), Debs Owen (Associate Governor).

In attendance: Amanda Sherratt (Clerk), Annabel Blakeston (Elected Staff pending election result).: Ken Caplan (Co-opted), Viv Warren (Co-opted), Lisa Bostock (Elected Parent). Absent

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion &amp; Decisions</th>
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<tr>
<td>1.</td>
<td>Welcome – Chair welcomed members to the meeting.</td>
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<td>3.</td>
<td>Declaration of pecuniary interest/Register of Business Interests - A governor’s spouse is leasing the school hall one evening a week. Action 1: Clerk to check with governor support if the above should be declared as a declaration of interest.</td>
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<td>4.</td>
<td>To agree minutes of previous FGB meeting. TB informed members that the governors open morning has been moved to the 2nd of May. Minutes of FGB meeting on Monday 12th Nov 2018 were approved.</td>
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<td>5.</td>
<td>Matters arising from the Minutes</td>
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<td>1. CMcN to decide where to put list of acronyms and upload to school website when known - Ongoing</td>
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<td>2. SD to liaise with DM about booking Governor Induction training – Ongoing</td>
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<td>3. CMcN and LB to book SEND/Safeguarding course (CMcN to email N’ON at Governor Support to assist with booking) – Ongoing – CMcN has passed on the date of next meeting to LB.</td>
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<td>4. TB to check with staff which inset days governors can attend and confirm with governor’s w/b 19 Nov – TB – Done and three governors attended.</td>
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<td>5. Governors who have not already done so are to read the updated Keeping Children Safe in Education document and email Liz Cobbett to confirm when they have done so ASAP – All Governors - Ongoing</td>
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<td>6. Clerk to contact Governor Support about issue with governors’ access to OneDrive at meetings – AS – Done, governors to save meeting papers to their desktop and delete after meeting.</td>
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<td>7. Ask Senior ICT technician about issue with governors’ access to OneDrive at meetings – SD – Done and governor access to Wifi prohibited as too problematic.</td>
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<td>8. Email pen portrait to CMcN – SD - Ongoing</td>
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<td>7.</td>
<td>Governing Body Membership</td>
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<td>7.1 Terms of Office and potential Governor Vacancy</td>
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|    | The election process for the staff vacancy is in hand and results will be known shortly. An application for the co-opted governor vacancy has been received. The applicant met with TB and had a tour of the school, he has valuable and relevant skills, especially in data analysis, project management and working with charitable organisations. He will meet with the Chair and Vice Chair before hopefully joining the
FGB when NA steps down in March. The Governor Leadership Group was granted the power to co-opt him at next GLG meeting. NA will stay on as associate governor until July.

**Action 2:** CMcN to set up informal meeting with GLG with co-opting of new governor as agenda item.

### 7.2 Governor Training report(s)

Members were invited to attend the annual Governors Conference on Saturday 30th March morning at Sussex University.

### 8. Educational Performance – Pupil Progress and Attainment

#### 8.1 School at a Glance

TB reported that nationally the proportion of children on the SEN register is 14.4%; we have 17%. EHCP nationally is 1.3% we have 2.8% so we have a very high level of need putting us in the top 10% across the city, this adversely affects the budget as we have to supplement these children. The SENCO is good at applying for funding, this half term she is sitting on weekly B&H SEND panels to review case studies applying for EHC plans, she will learn the process expertly whilst on the panel though we lose her one afternoon a week.

Mobility is still high. 2 children are joining from another local school, one is EAL with a sibling at CH joining Y6. With these two extra pupils we will have just 6 places available in the whole school, which is significantly better than some other B&H schools.

We are hoping Y6 will be above the 65% combined threshold. Data for combined at the start and end of Y6 shows an increase of 20% which is testament to the teaching model. Ofsted have said they will focus more on the rich curriculum than SATS going forward. 1 in 4 Y6 children have joined the school in the last 3 years.

#### 8.2 Teaching, Learning and Standards Committee Minutes 7 Jan

TB reported that KS1 SATS will be dropped in 2023 and children’s progress will be measured from the new Reception baseline through to the end of Y6 from Sept 2020. TB is in favour of removing KS1 SATS but not in favour of introducing Y4 times tables maths tests. Phonics tests will remain the same as far as we know.

**Action 3:** Clerk to change TLS minutes pg. 2 item h from KS2 to KS1.

#### 8.3 Update on Pupil Progress Meetings

AR and DM attended the Y5 pupil progress meeting and were impressed with the new Y5 teacher, TB reported that the Y5 teacher is also working well with ML doing PPA.

The next pupil progress meetings are on the 2nd and 4th of April, TB will circulate the timetable to governors closer to the time.

### 9. Finance and Premises

#### 9.1 Finance and Premises Committee Minutes of 22 Nov

TB reported that due to the tough financial situation the F&P committee has no choice but to look at options and ways forward to reduce staffing costs which are currently 90% of the school budget, we need to get them down to 86%.
Staff are aware that we will be in difficulties soon and this will inevitably impact staffing in some way. Non-class-based teachers know their posts are not as secure as class-based teachers.

Proposals will be discussed this term with unions, HR and the LA. We will follow the robust consultation process and be absolutely transparent. A governor panel will be required. We plan for the consultation process to be over by Easter as education jobs are advertised between Easter and the May half term so those affected have the best chance of finding other positions. Although we have funds for other expenditure projects i.e. the library refurb, this funding is only allowed to be spent on capital projects and not on staffing.

Pupil numbers are down across the city and 1-form entry schools are more vulnerable. National Funding formula cuts have been pushed back and the LA are currently moderating the soft version.

Health and Safety - The site manager reported that the H&S audit and the Working at Height risk assessments have been sent to the LA; he has completed the site manager induction training and the Working at Height refresher training.

9.2 Approval of draft budget and 3-Year Plan
The School Business Manager (SBM) is working on the 3-year budget plan which will be submitted for approval to governors in the summer term.

10. Staffing and Pay
10.1 Date of Next S&P meeting
The next S&P meeting has been changed to Monday 25th Feb 1.30 – 3pm.

10.2 Sabbatical/Career Break Statement – background
The LA’s guidance document on Sabbatical/Career Breaks was discussed at length by governors. To decide whether to adopt or adapt it all eventualities were explored. The general consensus was that the language used was misleading, it was not a ‘sabbatical’ as staff would still have to resign, any break from employment would be unpaid with no guarantee the job will be there on your return. Therefore, members agreed to:

- change the word ‘sabbatical’ to ‘career break’
- refer to breaks as ‘blocks of terms’
- make clear that staff may have to attend a competitive interview on their return
- add ‘The school will seek to re-employ a member of staff after a career break depending on current circumstances within the school’
- once amended, the statement should go back to HR and then to the Union before coming back to the FGB
- members agreed the Staffing and Pay committee will have responsibility for granting (or not) applications for career breaks.

11. School Development Plan (SDP) and SEF

11.1 Update on progress
TB reported that all school spotlights have been addressed and moved forward in the September and January inset days (Maths Mastery in September, more maths, richer writing with ML and Opal Play in January).
There is a good strong team working on Opal Play which AB has joined. The first development meeting took place and things are moving forward quickly considering it is such a huge cultural change and so different from anything done before. The inset day gave staff a wider view, Opal Play is a really good Early Years practice, children are using small world play, dancing, patio play and playing with musical instruments in the playground. There are lots of new resources which the children are really enjoying.

Storage sheds for the Opal Play resources are being quoted for.

Children are encouraged to manage their own risk to an extent, they can lead and create their own play environment and take responsibility for their own safety. Additional Opal Play H&S measures are being looked into by the council.

There will be regular weekly Opal Play meetings at the end of the school day on Tuesdays, the next will be at the start of February. JS will report back to the FGB as Opal Play continues to be rolled out.

Work around revising and adapting the Behaviour Policy so it is relevant to all children and all behaviours continues. Brighton and Hove have produced a ‘Developing an Attachment Aware Behaviour Regulation Policy’ which has been written by education psychologists and behaviour specialists.

Attachment awareness advice from the education psychologist was given to all staff to help them provide a secure and safe base for children in trauma or crisis. Staff felt supported in using the theory and applying the practical guidance to individual children.

HT is confident the school’s priorities are in hand, maths will continue to be a priority in to next year. More teachers will see the maths presentation by Shanghai teachers next weeks at Coldean Primary School. Talk for Writing will continue next year to create greater depth opportunities for children.

Staff and governors will continue to feed in to the SDP.

11.2 Governors' Monitoring Programme – There were no additions to the Pupil Progress Meetings and the INSET days.

11.3 Reports from INSET days - See agenda item 11.1 above.

11.4 Equality and Diversity Learning Walk – This has been highlighted with the INCo and will take place in the summer term.

12. Data Protection

Members agreed the Data Protection Policy was good and the appointment of a GDPR officer/advisor was money well spent. The advisor visits the school and does health checks on data handling; following a visit we were advised that new wording must be added to the Use of Digital Images Policy as follows:

‘Digital images of pupils for official use will normally be retained for a maximum of 2 years after the pupil leaves the school, other than for archival purposes.’

Members AGREED the amendment to the policy. The Data Protection Policy was APPROVED.

12.2 Sabbatical/Career Break Statement (for FGB approval) - See agenda item 10.2.

13. Safeguarding Report

The Safeguarding Governor (CMcN) met with the SBM on the 12th December to go through all the actions
from the safeguarding audit, RAG’ing each one according to its status. She also carried out a single central record check.
During that meeting SBM explained some changes to legal requirements for safeguarding as follows:

➢ Two satisfactory references are required for new staff members.
➢ Staff no longer need to declare if they co-habit with someone disqualified from working with children.
➢ SBM checks the Teacher Agency website each September to ensure records for new and previous staff are correct and up to date (qualifications & barring).
➢ A summary list is then checked by the HT.
➢ All checks are saved in safeguarding folder.

14. **Brighton City Partnership for Education – update**
   At the previous FGB meeting the Chair shared a letter from the Chair of Trustees of the Partnership to members. Concerns have been raised since, that with the joining together of Trustees and Executive HT’s there could be conflict of interest as it is unclear who has accountability over fiscal matters and it could cause issues around raising funds.
   A letter raising these concerns has been sent to the Chair of Trustees but her reply did not address the concerns. Therefore, this is an ongoing issue but it is not affecting partnership groups working together.

15. **AOB – None reported.**

16. **Dates of next FGB meetings**
   Monday 13 May 2019 at 3.45 pm
   Monday, 15 July 2019 at 3.45 pm

**Dates of other committee meetings**
- GLG – Monday 11th of Feb 1.30 – 3pm (moved from Thu 14 Feb)
- S&P – Monday 25 Feb 1.30-3pm
- F&P – Thursday 21 March 3.30-5pm

**Other meetings:**
- HT mid-year appraisal meeting w/b 18 March
- Governor open morning 2nd of May

Signed …………………………………………………………. (Chair of Governors)

Date …………………………………………………………………