

St Benedict's C of E VA Junior School, Glastonbury

Minutes of the Full Governing Board Voting Meeting

Held on Thursday 21st September 2017 in Leopard classroom

Present: Jo Boughen-Hunt (Vice Chair- VC), Mike Derbidge (Diocese Education- DE Governor), Steve Gumm (Head Teacher- HT), Gemma Hazlehurst (Elected Parent- EP Governor), Piers Ranger (Elected Teacher- ET Governor), Helen Roper (Vice Chair- VC), Paul Winter (Diocese Education-DE Governor).

Also present: Sarah Hamlet (Clerk).

The meeting started at 5:35pm.

	Agenda Item		Action
1.	Welcome and Opening Prayer	<ul style="list-style-type: none"> • Mike Derbidge led governors in prayer and reflection. • Paul Winter informed that he has not received notification re: renewal of his Foundation Governor post (which expired on 6/6/17). Governors approved his full contribution at this meeting. Clerk to investigate renewal of his post. 	Clerk to investigate FG role renewal.
2.	Apologies for absence	<ul style="list-style-type: none"> • Absence- David MacGeoch, Natasha Wardle and Sue Wootton- all accepted. 	
3	Election of Chair Helen Roper left room at 5:37pm; returned at 5:38pm.	<ul style="list-style-type: none"> • Helen Roper- nominated by Jo Boughen-Hunt; seconded by Steve Gumm and unanimously approved by governors. 	
4.	Election of Vice Chair Jo Boughen-Hunt left room at 5:39pm; returned at 5:40pm.	<ul style="list-style-type: none"> • Jo Boughen-Hunt- nominated by Helen Roper; seconded by Steve Gumm and unanimously approved by governors. 	
5.	Election of Committees' Chair & Vice Chair positions Jo Boughen-Hunt left room at 5:40pm; returned at 5:41pm. Gemma Hazlehurst left room at 5:41pm; returned at 5:42pm. Jo Boughen-Hunt left room at 5:42pm; returned at 5:43pm. Gemma Hazlehurst left room at 5:43pm; returned at 5:44pm. Helen Roper left room at 5:44pm; returned at 5:45pm.	<p><u>Curriculum</u></p> <ul style="list-style-type: none"> • Chair: Jo Boughen Hunt- nominated by Helen Roper; seconded by Gemma Hazlehurst and unanimously approved by governors. • Vice Chair: Gemma Hazlehurst- nominated by Jo Boughen-Hunt; seconded by Helen Roper and approved unanimously by governors <p><u>Finance & Premises</u></p> <ul style="list-style-type: none"> • Chair: Jo Boughen Hunt- nominated by Helen Roper; seconded by Gemma Hazlehurst and unanimously approved by governors. • Vice Chair: Gemma Hazlehurst- nominated by Jo Boughen-Hunt; seconded by Helen Roper and approved unanimously by governors <p><u>Staff Pay & Appraisal</u></p> <ul style="list-style-type: none"> • Member: Mike Derbidge- nominated by Helen Roper; seconded by Gemma Hazlehurst and unanimously approved by governors. • Chair: Helen Roper- nominated by Jo Boughen-Hunt; seconded by Gemma 	

	Paul Winter left room at 5:45pm; returned at 5:46pm.	<p>Hazlehurst and unanimously approved by governors.</p> <ul style="list-style-type: none"> Vice Chair: Paul Winter- nominated by Steve Gumm; seconded by Piers Ranger and approved unanimously by governors. 	
6.	Standing Orders	<ul style="list-style-type: none"> Helen Roper stood down as Safeguarding Governor; Gemma Hazlehurst to take up role. Standing Orders approved with amendment and signed by Chair. Clerk to amend document as agreed. Chair clarified re: Standing Orders and Terms of Reference points concerning Appeals Panels and collaboration with other schools. Paul Winter to remain as Health & Safety (H&S) Governor, assisted by Mike Derbidge. Chair highlighted H&S Governor training, available for this term only. Governors discussed other strategies for overseeing H&S issues. Chair raised possibility of other designated governor roles e.g. Pupil Premium (PP) Governor. HT highlighted need for further governor recruitment to cover these. It was agreed to include PP as a standing agenda item. 	<p><i>Clerk to amend Standing Orders as agreed.</i></p> <p><i>Clerk to add PP Gov. as standing item.</i></p>
7.	Committees' Terms of Reference	<ul style="list-style-type: none"> Approved by governors with amendments for names as necessary. 	<i>Clerk to amend T of Refs as nec.</i>
8.	Declaration of Interest in any agenda item and update of Business Interests Forms	<ul style="list-style-type: none"> None. Governors amended, signed and dated Business Forms as necessary. 	
9.	Agree and sign amended minutes of Full Governing Board meeting of 15 th June 2017.	<ul style="list-style-type: none"> Agreed by governors and signed by Chair. 	
10.	Matters arising from minutes of Full Governing Board meeting of 15 th June 2017	<p><u>Item 8</u> <u>Confidential Item</u></p> <ul style="list-style-type: none"> Approved by governors and signed by Chair. It was agreed to discuss this further as another Confidential Item, to be recorded and filed separately. 	
11.	Achievement Update	<ul style="list-style-type: none"> HT reported there have been some challenges, but overall, a good start to the term. There is a high level of SEND and some funding issues. New teaching and TA staff are proving a strong addition to St Ben's. The new SENDCo has taken up her role well. HT informed that Fischer Family Trust (FFT) data will be available for the next Curriculum meeting. KS2 SATs results were positive. 43% of children now at Greater Depth in Reading following re-marking. Assessing School Performance (ASP) is replacing Raiseonline. Chair welcomed HT's support for governors analysing this new data scheme. 	

		<ul style="list-style-type: none"> HT informed that monies governors approved for purchasing GL Assessment had proved a sound investment, with good pupil achievement recorded. 	
12.	Academisation	<ul style="list-style-type: none"> Enquiries re: MATs and academisation are being pursued. Clerk to add this as a standing agenda item, to be led by Chair. 	<i>Clerk to add MATs & Academisation as standing item.</i>
13.	Policies	<p><u>Child Protection & Safeguarding</u></p> <ul style="list-style-type: none"> Clerk to amend Safeguarding Governor name and contact email. Governors approved the policy with this amendment; signed by Chair. <p><u>Management of Allegations against Staff</u></p> <ul style="list-style-type: none"> Approved by governors and signed by Chair. 	<i>Clerk to amend SG Governor name & contact email.</i>
14.	SDP Monitoring	<p><u>Spelling- 13th July 2017</u></p> <ul style="list-style-type: none"> The ET Governor spoke re: spelling and spelling correction techniques used e.g. 'wiggly words', spelling buddies, games, Spelling Bee. Pupils are encouraged to be independent re: spelling. September 2016- June 2017 has shown all pupils made positive progress. Spelling & Grammar achievement has generally improved, though spelling remains the weakest area. There is a need for more phonics work in Year 3 and targeting in further years. HT highlighted that no TA interventions had taken place this term due to high need for 1-1 TA support. The ET Governor informed that there is a Spelling session each Monday on 'words of the week', with a spelling test on Fridays. Spelling Detectives (by Read Write Inc.) is being considered as a resource. It can result in high impact over a short period. Staff training, with Butleigh and Keinton Mandeville schools, is due this term. It can be used as a whole class, small group or individual resource. Chair reported that he meets regularly with other junior school HTs re: sharing practice. Chair reminded re: pressure on school, because of difficulty with offering interventions, due to TA deployment with high needs pupils. She mentioned that Emily Walters (Lead Practitioner Somerset) may be able to assist re: school expenditure and increased TA support for interventions. <p><u>SDP Monitoring Calendar 2017-18</u></p> <ul style="list-style-type: none"> HT reported that this is still in draft form. <p><u>E-safety Report 2016-17</u></p> <p>Please note: this is a report submitted by the</p>	

		<p><u>ICT Co-ordinator; not a governor monitoring report.</u></p> <ul style="list-style-type: none"> The ET Governor spoke re: role of Year 6 pupils as Digital Leaders, and their work mentoring Year 3 pupils on e-safety issues. They have contributed to assemblies. Governors expressed their thanks to the ICT Co-ordinator for all her hard work. 	
15.	Governing Board Annual Review	<p><u>Competency Framework for Governors</u></p> <ul style="list-style-type: none"> Chair referred to the Competency Framework for Governance January 2017. She highlighted that governors should regularly review their own training and competence, and proposed that governors compiled a small written report as training feedback. This could include 3 things I found interesting/learnt and 3 things that the Governing Board should know. Governors agreed with her proposal. <p><u>National Governors' Association 20 Questions Governing Board Effectiveness (Q 1-8)</u></p> <ul style="list-style-type: none"> <u>Right Skills</u> A skills audit has been completed, but there are issues recruiting governors with relevant skills. Governors agreed that a form of 'induction chat' would be helpful. HT reminded governors that we needed to recruit an Elected Parent and a Foundation Governor. <u>Effectiveness</u> It was agreed that governors understood their roles and responsibilities, and the Clerk is providing legal advice and oversees induction and development needs. Governors understand effective Governing Board size, composition and committee structure. They agreed to continue practice of having all governors on all committees. Governor training is not always effective; need for feedback of information and learning. <u>Role of Chair</u> Chair is happy to undergo a 360-degree review. Chairs are elected each year. More work needed on succession planning. No annual review of each governor's contribution, although this occurs as necessary e.g. with issues of attendance. Chair carries out annual review of Clerk's performance. <p><u>Vision, ethos & strategy (Q 9-14)</u></p> <ul style="list-style-type: none"> <u>Strategy</u> No formal 3-5 year forward vision; plan to address this in future. Some contact 	

		<p>with pupils leaving St Ben's.</p> <ul style="list-style-type: none"> To some extent there is a strategy with priorities for achieving vision. No formal strategic planning cycle. <u>Engagement</u> Staff facilitate communication between parents and governors; The ET and EP Governors also play a role in this. Some work is needed re: regular reports on the work of Governing Board. Governors discussed possibility of governor newsletter on school website e.g. re: 1st Governor Meeting of the term, governor recruitment etc. It was agreed that St Ben's draws much benefit from collaborating with other schools and communities. <p><u>Effective Accountability (Q 15-19)</u></p> <ul style="list-style-type: none"> <u>Accountability of the executive</u> Governors are still developing their understanding of the new assessment schemes. Governors regularly visit school and monitor implementation of the school strategy. Policies are regularly reviewed; Clerk ensures compliance. Staff performance management is effective; the SPA Committee oversee this and challenge HT as necessary. Financial management systems are robust. Governors praised the Finance Officer for her hard work. <u>Impact (Q 20)</u> St Ben's has shown good improvement over the last 3 years, with effective Governing Board contribution, as demonstrated by the recent Ofsted result. 	
16.	Any other urgent business	<ul style="list-style-type: none"> HT informed re: meeting with St John's and St Dunstan's HTs, where more collaborative working was mooted. There is to be a Glastonbury Schools Open Day on 16th November; all governors are invited to attend. 	
17.	Date and time of next meetings:	<ul style="list-style-type: none"> Finance & Premises- Thursday 2nd November 2017 at 5:30pm Curriculum- Thursday 2nd November 2017 at 6:30pm FGB- Thursday 16th November 2017 at 5:30pm 	

The meeting closed at 7:16pm.