

Date & Time	8 th February 2018 at 17:00	Location		St David's School
Attendees			Attendees	
Name	Type of Governor			
Francesca Brinicombe (FB)	Head Teacher		Leonie Berry (LB)	Parent
Will Higbee (WH)	Chair		Steve Bright (SB)	Parent
Ross Sloman (RS)	Staff		Ross Sloman (RS)	Staff
Bridgette Sealy (BS)	Parent		Wendy Humphreys (WMH)	Temporary Clerk
Ashley Leeson (AL)	Director of School Improvement			

Apologies		Absent Without Apology	
Amy Down	Foundation		

In Attendance		Minutes to	

	Minutes
1.	<p>Welcome</p> <p>The meeting started at 17:05 WH welcomed and thanked the Governors for attending, and WMH for stepping temporarily into the Clerk position for this meeting.</p> <p>AL was welcomed to the meeting. AL explained that members of the Executive Leadership Team would be joining Local Governing Body meetings each term for schools within the Trust.</p>
2.	<p>Apologies</p> <p>a. Apologies received and sanctioned from AD, Foundation Governor. b. All Governors present signed an attendance sheet.</p>
3.	<p>Declaration of Business interests</p> <p>There were no declarations of Business interests.</p>
4.	<p>Minutes of the previous meeting:</p> <p>a. The minutes of the previous meeting dated 18th October 2017 were recommended for approval by WH as a true and accurate record of the meeting subject to the following amendments:</p> <ul style="list-style-type: none"> Minute 2 – First sentence should read 'WH was nominated to continue in the role of Chair for St David's LGB.' Two typing errors – Minute 11 (n) 'feedback' and Minute 12 'analyse' Finish time of meeting should reading 20:32. <p>The minutes were agreed by the LGB and once these amendments have been made the minutes will be signed by WH.</p>
5.	<p>Matters Arising from previous Minutes:</p>

	<p>Next Steps from 18th October 2017 were updated with completed actions. The following outstanding actions were reviewed and discussed further:</p> <p>2. WH nominated and LB seconded Ross Sloman as Deputy Chair. It was unanimously agreed by the LGB for RS to become Deputy Chair.</p> <p>5. Code of Conduct – Clerk to send the Code of Conduct to FB and all governors are to call into school to sign the document. Action: All governors to sign Code of Conduct</p> <p>Informal meeting took place on 29th November 2017 where the following items were discussed:</p> <ul style="list-style-type: none"> • Parental engagement to form a PTA. BS has spoken to some parents to gain an interest. There is a range of skills parents can contribute to a PTA. BS will continue to try and gain interest and keep the LGB informed. • Setting up of Twitter account – FB has done this and it feeds into the school website. • Governor networking event – feedback was provided on the various groups the governors joined <p>8. LGB feel there should be feedback in place from actions which are highlighted in the Health and Safety Reports. There is currently no formal process for LGBs to have this in place. AL noted this and will discuss with the Premises Lead to see what can be put in place to keep LGBs informed. Action: AL to liaise with Rose Budge on feedback from H&S Issues</p> <p>11. Photos from the Bristol schools trip to be looped on a slide show so governors can view learning environment. This is an outstanding item. Action: FB to upload slide show onto sharepoint</p> <p>14. Governor profiles are now on the school website – all governors to check and send any updated profiles to FB for updating the website. Action: All LGB to check website profiles and send any update to FB to update website</p> <p>15. Babcock LDP Governor Services are launching MAT governance training. All governors agreed to keep a look out to see if there is any which would be beneficial. The Diocese also provide governor training; a list is sent to the headteacher termly which FB will forward on to governors. BS requested some SEND training as her knowledge is out of date – governors will discuss this at the next informal meeting the best way to provide this. Action: <ul style="list-style-type: none"> a) All governors to look at the MAT governance training provided by Babcock LDP. b) FB to email the Diocese training on a termly basis when it is received in school to all governors. c) WH to ensure SEND training for BS is discussed the next informal meeting. </p>
6.	<p>Feedback for Directors</p> <ul style="list-style-type: none"> a. No written termly update from Directors had been received. b. The following replies to previous issues raised for Directors received and shared with Governors:

	<p>1. We are grateful that, working with our new governor, Stephen Bright, and our Head Teacher, Ventrus has finally been able to provide us with a comprehensible overview of the school's budget for this term's LGB. We note that, despite having brought approximately £45k into the Trust when we joined 18 months ago, we are now, like virtually all schools across Ventrus, running a deficit. One of the supposed benefits of joining Ventrus (as we were told in meetings leading up to our decision to convert to an academy and join the Trust) was a reduction in overheads that would allow us to operate more efficiently as a school. We understand that there are financial constraints and cuts in funding for all schools nationally at this time but would like the Board of Directors to explain why St David's has moved from a (modest) surplus to a deficit since joining the Trust.</p> <p>The FD of Ventrus will be joining the Chairs group to answer this question on 16 January.</p> <p>2. The governors request greater clarity from the Trust as to whether or not we still require a designated web governor and who from the Trust's central team will be monitoring web compliance and how frequently they will be checking the website and liaising with the school and governors if there are any issues or areas where the school is not compliant.</p> <p>The Ventrus compliance officer checks the school websites on a termly basis and will raise any issues with the Head Teacher of Non Compliance. Governors do not require a designated school governor, however it is still an expectation of head teachers to ensure their websites are compliant with the latest guidelines. The role of the compliance officer is quality assurance and checking mechanism to support schools where there may be an occasional lapse.</p>
7.	Standing Reports
7.1	<p>Health & Safety Report (to include legionella testing, asbestos register and any serious incidents)</p> <p>a) RS has just very recently taken on the role of Health and Safety Governor and had walked around the school with the administrator and put together the report jointly. RS thanked Jackie Braddick for all her support with this task.</p> <p>b) H&S Reports sent to Governors via email and included H&S Proforma, Ventrus Building & Premises Safety Inspection Checklist, Fire Maintenance Check List and Procedural Logs. Report summarised by RS</p> <p>c) RS highlighted the lack of paperwork for the annual legionella check. It appears the last check was on 23/11/16. There has been an issue with Churchill not sending reports. RS will check to see if the engineer did come into the school during Autumn 2017. It was advised to check the Connect2 site provided by NPS as some reports are uploaded directly onto this.</p> <p>Action: RS to chase the Autumn 2017 Annual Check.</p>
7.2	Safeguarding Report – to include SCR check

	<p>LB presented the report and reported that the SCR is nearly complete. It does have a couple of gaps to complete. FB will liaise with the school administrator to get these completed asap.</p> <p>LB pointed out that the exclusions are down as 4 days and should show as 8 sessions.</p> <p>Action: FB to ensure gaps are completed on the SCR.</p>
7.3	<p>SEND Report</p> <p>FB and AL reported that the data was incorrect and an updated report was presented with the correct Spring Term data.</p> <p>BS highlighted the following:</p> <ul style="list-style-type: none"> • There are good initiatives to help embed Thrive within school. • The data for comparing SEN children within the school against national is misleading as the national figure is for all children whereas the SEND is only SEND children. <p>FB explained that Becky Bishop had worked hard and predictions for EYFS children achieving GLD is on track.</p> <p>In respect of children with EAL, their proficiency has increased from B and C to E which is proficient and they are making really good progress.</p>
7.4	<p>Website Report</p> <p>Clerk fed back to governors that they can decide for themselves if they wish to still have a Website Governor. This contradicted information that had been given previously that a website governor is no longer needed as the Compliance Officer was overseeing the websites. In the meantime FB agreed to take this on. WH was concerned with the tasks being expected of FB who reassured WH she was happy to do this. AL will look into the need for a website governor and feedback to FB.</p> <p>Action:</p> <ul style="list-style-type: none"> a) FB to become Website Governor b) AL to consult with the Leadership Team to clarify the decision on whether a website governor is required.
7.5	<p>Christian Ethos</p> <p>FB presented her report. She had used a Diocese template to form the basis for the report. The SIAMs inspection for the school is due as it is 5 years since the previous one. The school use ICE to support the Christian ethos of the school. St David's School has drawn support from other schools from within the Trust who have had their SIAMS inspection. WH will send FB information he obtained at the chair's meeting regarding SIAMS.</p> <p>Action: WH to provide information regarding SIAMS</p>
8.	<p>Governor Challenge Tracker</p> <p>The LGB agreed to use the original format with each tracker area itemized on one sheet. WH to produce a template for the governors to use.</p> <p>Action: WH to produce governance challenge tracker template.</p>

<p>9.</p>	<p>Head of School Report</p> <p>WH thanked FB for producing the report in its present format as it provides clarity to the governors and the governors appreciate how much work has gone in to producing it.</p> <p>Items a to k were detailed in the Headteacher's Report which was sent to Governors by e-mail on 02.02.18 for reading prior to the meeting.</p> <p>AL informed governors that at future meetings all governors should be asking at least one question each relating to information provided in the Headteacher's Report.</p> <p>The following items were highlighted to governors:</p> <p><u>Leadership Headlines</u> – Visit 2a notes were circulated with the HT Report. FB summarised the notes. Visit 2c took place on 26.01.18 and FB is waiting for the notes to arrive. Visit 3b will be carried out at a later date. On 07.03.18 GC and AL will be fine tuning the school's paperwork to ensure the school is prepared. Documentation will be available on share-point.</p> <p>The school has a high percentage of EAL children and governor's queried what funding and support was available for these children. FB explained that within the funding formula there is money for all children in the school to spend on the resources required. There are also staff within the Trust who are really experience with EAL children. If there are specific learning needs then the school would buy in the product or service that child requires with the funding formula money.</p> <p>Admin staff would benefit from bespoke training on the use of Arbor.</p> <p><u>Sports Funding Plan</u> – This was presented to the governors. Governors asked if the school could use volunteers/parents to support staff to deliver extra curricular sport e.g. clubs. FB agreed this would be possible and will be considered.</p> <p><u>Leadership – School to School Improvement</u> – AL informed the LGB that schools within the Trust have gained from FBs expertise especially safeguarding and SEND with the support she provides the Trust. Other school experts had produced a good piece of EYFS audit work across all the schools for the Trust. Governors asked how the school is compensated when FB's time is taken away from the school. AL explained that every Headteacher runs a network and is taken away from their school. It was noted that FB runs two networks – safeguarding and SEND. WH asked what recognition was in place for staff. AL explained this is done through appraisals and as a result points can be awarded which reflect as a pay increase.</p> <p>Action: WH to put together questions to ask the Board of Directors to respond to.</p> <p><u>Self-Assessment</u> – EYFS grading needs to be included.</p> <p>Action: FB to include EYFS grading in the next Headteacher report.</p> <p><u>Evaluation of School Performance Data</u> – FB reported that last year children carried out Hodder tests and this year the school are using teacher assessments, the results for progress are not comparable and as a result does not show good progress.</p> <p>The governors wanted to thank Rebecca Bishop who took over the EYFS class in May 2017 and has worked hard to the get children on track. The school is on track to be in line with the 2017 National figure for pupils achieving GLD by the end of the 2017/18</p>
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	<p>academic year. The EYFS audit for St David's was done later than the other schools within the trust and shows a notable improvement.</p> <p><u>School Improvement Plan (SIP)</u> – Governors are to familiarize themselves with the SIP and look at areas for development and when visiting the school to focus on one of these areas. Governors are to use an action plan to develop their own role and expertise – To be discussed at the informal meeting.</p> <p>Action: All Governors to discuss action plan at informal meeting</p> <p><u>Attendance Figures</u> – FB reported that the persistent absentee rate for the school is higher than the national average. 20 children are classified as persistent absentees and come from two groups – 3 or 4 children have attendance issues / a group of significant children who take extended holidays before and after school holidays eg children from Eastern European countries. The school has one child with significant absent issues. FB reported all is being done to manage this. It was suggested to write a letter to every parent by name with the section at the bottom of the S2 form.</p> <p>Action: FB to send a letter out to every parent by name with bottom section from the S2 form</p> <p><u>Analyse School Performance (ASP)</u> – The ASP Governor report was shared with governors.</p> <p><u>Ventrus Engagement Survey</u> – WH has uploaded the presentation from Chairs meeting on the sharepoint area. FB will meet with staff to share the outcomes for the school and then put together an action plan which will be discussed with staff. This action plan will be shared with governors at the Summer meeting. The Trust would like the staff to be engaged with their school, they are happy if they are neutral to the Trust. Governors asked if there were networks available for Teaching Assistants. AL explained that unfortunately there are too many of them to take out of schools at the same time and the size of the group makes it difficult to get them together. The governors would like this question to be referred to the directors.</p> <p>Action: FB to produce an action plan and share with staff and governors.</p>
10.	<p>Monitor the School Budget</p> <p>The forecast for 2017/18 was presented to governors.</p> <p>SB had put together a spreadsheet showing a summary of income and expenditure for the Autumn Term. The deficit for the year is projected at £23,532, with the autumn term deficit predicted as £7844. The school have worked hard with the budget and the actuals for the Autumn Term are showing a surplus of £8315.</p> <p>Governors thanked SB for the time he has put into producing the budget figures for the governors which make it much easier to monitor.</p>
11.	<p>Local Items of Business</p> <p><u>Chairs Meeting</u> – WH will distribute to governors the minutes of the meeting once they have been approved. There were two items coming out of the meeting:</p> <ol style="list-style-type: none"> The trust are operating in a challenging financial climate and only essential spending can take place. Supply and Overtime is restricted and being closely monitored. The Trust's accounts are available from Companies House website. Staff Engagement Survey – WH reported it was interesting to see the scores fluctuate between schools. It was heartening to see how staff feel about working at the school.

	<p>If anyone wishes to attend the next chairs meeting let WH know. WH will inform the LGB the date of the next meeting</p> <p>Action: WH to let LGB know the date of the next Chairs meeting</p> <p><u>Term Dates</u> – These were ratified by the governing body.</p> <p><u>Governor Visits</u> – WH reported he had visited the school on 06.02.18 with the purpose of closing the challenge tracker item on the early years provision. He gave a quick summary of his visit:-</p> <ul style="list-style-type: none"> • Impressed with atmosphere, quality of interaction and behaviour of the children • Displays were coherent and showed what the children were learning • Target aims were against each child's photo for parents to see • Teacher shared her planning and how the learning within the class was arranged <p>WH will write up a Governor Visit note for the next meeting.</p> <p>Action: WH to produce a Governor Visit Note</p> <p>WH expressed the importance of governor visits and how important they are to carry out as governors. WH suggested the following actions and would like these discussed at the next informal meeting:</p> <ul style="list-style-type: none"> • Governors should commit to a certain number of visits • Plan them around the SIP and Governor Tracker Challenges • All governors to do at least one classroom based visit • A governor to be present at parent's evening <p>AL suggested in between meetings governors pick up an area of the SIP and come in and talk with the children. Governors to carry out different types of visits.</p> <p>Action: Discuss at Informal Meeting how to proceed with governor visits.</p>
12.	<p>Governor Training</p> <p>All governors need to have completed their level 2 safeguarding training as soon as possible.</p> <p>Action: All governors to complete Level 2 Safeguarding training</p> <p>Future training was discussed under Minute 5 Matters Arising (Item 15)</p>
13.	<p>Issue for Directors and Innovative Practices</p> <p>The LGB would like the following questions put to the directors:</p> <ol style="list-style-type: none"> 1. What provision is there currently for TAs across the trust to share best practice, benefit from support and advice from TAs in other schools and make them feel part of a community of TAs across the Trust? Currently, from our local school perspective, it doesn't seem as if there is the same kind of support and networking opportunities for TAs as there is for teachers - or at the very least, these opportunities to connect and share best practice across the Trust are not currently being properly communicated to TAs or facilitated by Ventrus. 2. In response to the staff engagement survey, and particularly the findings shared by the CEO in a presentation at the Chair of LGBs meeting in January that 'Less than a third of employees believe their feedback will be acted upon by Ventrus' what plans does the Trust have to gain the confidence of more employees that their feedback will be listened to and that their voices do count?

	<p>3. Has the Trust considered establishing an employee recognition scheme to allow staff across the Trust to be recognised and even rewarded for work that is considered to significantly exceed expectations relating to their role? For an example of how this works in another institution, see Exeter University's 'Above and Beyond' scheme https://www.exeter.ac.uk/staff/benefits/reward/aboveandbeyond/ Such schemes can be an important motivator for staff as well as recognition that their contribution is recognised within the Trust beyond the immediate working environment of the school.</p> <p>4. St David's LGB was very pleased to receive verbal recognition and thanks from Ashley Leeson (Director of School Improvement) at our last meeting for the key contribution being made in relation to Safeguarding and SEND across the Trust by our Headteacher, Fran Brinicombe. However, we are concerned about the amount of additional work that such roles are demand of our Head and have concerns in terms of a) work-life balance and b) parity in terms of workload in comparison to other Headteachers. How does the Trust ensure that there is parity in the division of these additional trust-wide roles for Heads, especially when some of these roles are far more time and labour intensive than others? What is the mechanism for calculating the impact of such roles on the overall workload of Heads and is there a way to compensate schools in the Trust (e.g. with additional teaching cover) if a Head is involved in a Trust-wide role that is seem is particularly demanding or time-consuming?</p>
14.	<p>Date and Time of Next meetings:</p> <p>The date of the next meeting will be on 27th June 2018 at 5pm.</p> <p>Action: Date of Informal Meeting to be arranged and date emailed out to governors.</p> <p>End 20:35</p> <p>Minutes taken by Wendy Humphreys (Temporary Clerk)</p>
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed Date</p> <p>Printed</p>