

Date & Time	18 th October 2017 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
Amy Down (AD)	Foundation		Ross Sloman (RS)	Staff
Bridgette Sealy (BS)	Parent		Vics Brown (VB)	Temporary Clerk

Apologies		Absent Without Apology	
Patrick Redwood (PR)	Chair for Hemyock LGB		

In Attendance		Minutes to	

	Minutes
	Prior to the meeting the Governors teachers in Foundation, Year 2 and year 6 to explain data, trends and considerations specific to the school and cohorts such as high EAL look at progress versus attainment. This helped to give context and understanding to the Governors when viewing the data contained in the reports.
1.	Welcome The meeting started at 18:05 WH welcomed and thanked the Governors for attending, and VB for stepping temporarily into the Clerk position for this meeting. Special recognition was made for new Governors BS, SB & AD who are joining the meeting for the first time
2.	Election of Chair and Deputy Chair <ol style="list-style-type: none"> WH nominated himself to continue in the role of Chair for St. David's LGB. There were no other nominations. WH was asked to leave the room while the nomination was considered. It was unanimously agreed that the LGB would be very happy for WH to continue to be chair and were supportive of all he had already achieved. Due to many of the LGB being very new the nomination of Deputy Chair will be delayed until all have time to properly consider the role. Action: VB to check if Deputy Chair can be the Teacher Governor As per the code of practice it was agreed that the term of office for Chair and Deputy Chair is a calendar year.

3.	<p>Apologies</p> <ul style="list-style-type: none"> a. Apologies received and sanctioned from PR, Chair of Hemyock. FB shared how grateful St David's were to have previously had the support of the Chairs from Hemyock, St. David's and South Brent. While new Governors are settling into their role these Governors are very kindly going to remain involved to offer support and guidance. b. There were no absences c. All Governors present signed an attendance sheet.
4.	<p>Declaration of Business interests</p> <p>BS declared that her role of University of Exeter involves making links with education partners although BS did not believe that this would impact her ability to be a Governor for St. David's.</p> <p>There were no other declarations of Business interests.</p> <p>Governors completed the 'Declaration of interests Form' to be held by LGB Clerk.</p>
5.	<p>Terms of Reference and Scheme of Delegation</p> <p>WH read through the main changes in these documents and reminded Governors of their responsibilities delegated to them by the board.</p> <p>WH highlighted that the document was particularly helpful for St David's for the following reasons;</p> <ul style="list-style-type: none"> • Describing where the Governors roll fits and the responsibilities. • Development of Christian distinctiveness • Changes in Admissions procedures (to be discussed later) <p>No questions were raised from this.</p> <p>Action: VB to send out Code of Practice and New Governor induction information</p>
6.	<p>Minutes of the previous meeting:</p> <ul style="list-style-type: none"> a. The minutes of the previous meeting dated 3rd May 2017 were recommended for approval by WH as a true and accurate record of the meeting. These were agreed by the LGB and signed by WH. b. Part 2 Minutes from the previous meeting 3rd May 2017 were agreed and signed by Chair WH.
7.	<p>Matters Arising from previous Minutes:</p> <p>Next Steps from 3rd May 2017 were updated with completed actions. The following outstanding actions were reviewed and discussed further:</p> <p>9.4 (a) RS to discuss website refresh training with staff at next staff meeting to familiarise themselves with the content of the school website. – Outstanding item to be completed this term.</p> <p>11 (c) FB asked RS to check again if any staff who have passed their driving license before 1997 who would be willing to drive a school mini bus and also see if there are any volunteers or parents that would be interested. eligibility for driving and using mini-buses belonging to other PAT schools if this is appropriate</p> <p>5. WH still to send out copy of Chairs meeting to LGB.- and to send out most current minutes.</p>

8.	<p>Feedback for Directors</p> <ul style="list-style-type: none"> a. Termly updates from the Directors of Ventrus sent to all Governors to read prior to the meeting. There were no issues or questions raised prior to the meeting. b. Replies to previous issues raised for Directors received and shared with Governors via e-mail. Discussed further under minute reference 9 <p>Read through these – Issues for Exec team Suggestion to have a less formal meeting in the year to focus on one particular target/action.</p> <p>Action: All Governors to attend informal Governors meeting 6pm 29th November – City Gate</p>
9.	<p>Standing Reports</p>
9.1	<p>Health & Safety Report (to include legionella testing, asbestos register and any serious incidents)</p> <ul style="list-style-type: none"> a. H&S Reports sent to Governors via e-mail and included H&S Performa, PAT Building & Premises Safety Inspection Checklist. Report summarised by WH. • The school has had its H&S Audit and scored a very pleasing 99%. • There are no major outstanding works, just a couple of minor issues being looked at. <ul style="list-style-type: none"> 1) Outside lighting- We are waiting for quotes to come back. 2) Caretaking provision – The Woodwater Caretaker is currently coming in. FB is in conversation with Rose Budge to arrange a more formalised set up, with a set number of allocated hours and regular time. • No questions were raised. <p>Action: FB to send out Safeguarding report</p>
9.2	<p>Safeguarding Report – to include SCR check</p> <ul style="list-style-type: none"> a. Written report received from Safeguarding Governor LB and contents noted. b. Data in report summarised by LB in a greater depth as unable to be shared prior to the meeting. Most data is as expected but attention was drawn to the 33 pupil premium figure which is an increased premium from last year and that there were 7 SEND children which is quite a high percentage for a small school. • The meeting was also surprised so many incidents were referred from police when they had attended the home. • SCR check by Emma Emery has happened and the feedback is that the school is doing well. All mandatory checks are complete. • Parents have expressed concerns about incidents that have happened outside of school particularly via phone and social media. Despite running regular e safety meetings that are organized by the school- there is little uptake by parents. RS runs internet safety programme for the children throughout the year. However it seems that for some their actions outside school are different to their learning in the classroom. • Safeguarding action audit is on target. <p>WH thanked FB for her assistance with the report.</p>
9.3	<p>SEND Report</p> <ul style="list-style-type: none"> a. SEND – report completed and contents noted.

	<p>WH gave thanks to BS and FB for their hard work to create report. The key information is the change to SEND funding and how that affects support in school and progression on to Secondary School. FB explained the changes with the element 3 funding. “Previously they could apply for element 3 funding for short term for targeted intervention. However now this cannot be accessed if there is no statement. The SENDCO is putting in paperwork for all who are eligible to try to prevent the money being stopped as funding will continue even while it will be considered, but there is a lot of paperwork and it takes a large amount of time.</p>
9.4	<p>Website Report</p> <p>a. Completed Website audit and Website Compliance Report included. Website Governor RS summarised the report.</p> <ul style="list-style-type: none"> • Correction of date from stating 2016 to 2017 • Range and the Previous SATS result show non-current terminology <p>b. WH introduced the role of Emma Emery as the compliance officer, which has an impact on the need/role of the Website Governor. All at the meeting agreed need for website governor to look at the wider function of website, not just compliance. Improve the look and functionality of the website.</p> <p>Action: a) Governors to look at the website and research needs prior to informal meeting 29th November b) RS to speak to student council about their thoughts about the website c) RS to speak to EE to confirm information regarding website compliance</p>
10.	<p>Governor Challenge Tracker</p> <p>WH introduced the new format, which is a Trust implemented document for Governors to log and follow what issues we have prioritized and what we propose to do about it. The document shows what the schools are doing to make a difference. Current targets. a) Coherence and consistence of provision for Ruby class due to staff absences b) Challenges of job share, how to support performance. All agreed to conclude current tracker targets and not set new ones at this time.</p>
11.	<p>Head of School Report</p> <p>Items a to h were detailed in the Head of School Report which was sent to Governors by e-mail on 13.10.17 for reading prior to the meeting.</p> <ul style="list-style-type: none"> a. SIP – priorities identified and links to action plans attached within HT Report. b. SEF fine grading completed - ‘Good’ in all areas. c. Sports Premium – detailed within HT Report d. Pupil Premium – PP spend detailed and barriers identified contained within the HT Report. e. School Organisation – school structure detailed in HoS Report. Number on Roll f. Exclusion - . g. Attendance up to (2016 was 95.3) h. Response to Governor Challenges from last meeting – discussed further in EHT

	<p>tabled report. Governors agreed that they are happy that the Exec team have listened and brought in support.</p> <p>FB also informed the meeting about the following</p> <ul style="list-style-type: none"> i. First visit from Ashley Leeson, (Director of School Improvement– data). j. There will be Teacher network support and related work on the NPD 19th October 2017 as well as opportunity for all to complete the engagement survey. k. Joint School visit to Bristol schools– This was a very beneficial experience especial informative and relevant for St David’s in relation to the Multi-cultural experience and Early Years provision and training. Action: Slide show of photos from Bristol trip to be ‘on loop’ in the background l. SEF and SIP- WH highlighted the importance of these 2 crucial documents SEF and SIP. SEF has a section for Governors about their responsibilities. These are not to identify all issues but to be able to contribute with how we can help school to improve, a ‘Challenging friend’. Action: FB to complete Governor section on SEF m. The Trust plan to focus on developing middle leaders. n. Behaviour – Related to the Parent questionnaire that this was an area that scored less highly. This is an ongoing issue and parents can perceive this as a greater problem than how others with greater understanding might view a situation; that behaviour has improved significantly. WH reflected that this misconception raises a good point about how we communicate with parents and promote what we are doing well. Action: FB &WH to add tracker point re parents and freedback from the Questionnaire o. There is more funding for sports but this has not been received by school yet. Currently St David’s is part of Saints programme with 3 other schools and the children have benefited from this with an increase number of clubs and activities. p. Teachers presented evaluation of data prior to Governors, prior to LGB meeting. q. Unorthorised absences for holidays can cause difficulties as many of the EAL children have family who live oversees and may miss time off school to be able to visit them, which is also important. Action: FB to complete Pupil Premium document <p>Questions to Headteacher.</p> <p>19.54 – BS left the meeting</p> <p>RS – showed a small clip of how enquiring mindset works with the idea that they help create a museum day at the school for a ‘professor Quentin Jones’. All agreed the benefit of this type of learning for the children.</p>
12.	<p>Monitor the Head of School Budget</p> <p>SB and FB updated the LGB about their meeting with the Head of Finance to look at budgets. From this meeting they were able to create a budget summary for 2017-18, to allocate funds to income and expenditure.</p> <ul style="list-style-type: none"> r. Most items were as expected, with staffing costs taking the majority of the budget. s. The LGB queried ‘Caretaker supplies’ and it was likely to include the Norse contract and not just ‘supplies’. t. As an outcome of budget meeting the deficit was reduced however the school will be running a deficit this year. <p>WH shared the LGB’s gratitude for having this document to look at and to be able to</p>

	<p>clearly see the figures. He was also pleased to hear that there will be updates to analyse the schools financial position throughout the year.</p> <p>.</p>
13.	<p>Admissions</p> <p>WH shared the change in procedure that was tabled at the latest Chair's meeting. All LGBs must take on additional responsibilities in regards to admissions to ensure that this is a fair robust process across all schools, by creating an Admissions Committee. It was agreed that this committee will comprise of FB, WH, AD AND SB who will be emailed when there is an application for an in-year admission. A prompt response is expected.</p> <p>FB explained some of the unique consideration regarding admissions and PAN for St David's, such as there being a large population on EAL students who do not necessarily stay for long.</p>
14.	<p>Local Items of Business</p> <p><u>Governor roles-</u> It was agreed that those with role will stay the same and AD was keen to take on the role of Foundation Governor, focusing on Christian Distinctiveness.</p> <p><u>SIAMS inspection</u> Governors were made aware that the SIAMS inspection is due and to prepare for their role in this. In particular AD who will be leading this. Time will need to be allocated to prepare for this and when the inspection occurs.</p> <p><u>Tempest Photographer</u> Request for Governors to be available on 29th November 3:45pm for photographs. Action: WH to email reminder to Governors</p>
15.	<p>Governor Training and Network</p> <p>There were no requests for training at this time. Action: Governors to email WH with any requests</p> <p>WH informed the meeting of the following network event</p> <ul style="list-style-type: none"> a. Network Governor event on 14th Nov, 6pm at Woodwater academy for all Governors. It is important that as many Governors attend as possible. There will be a general presentation and focused workshops relevant to the different Governor roles.
16.	<p>Governor Visits</p> <ul style="list-style-type: none"> 1) WH propose send brief action 2) WH queried if Governors visit the school enough with a purpose rather than just 'being' in the school as parents. – He suggested that all Governors aim for 1 visit a term in their official Governor role and think about the visit in relation to the Governor tracker, all members agreed with this. <p>It was agreed that the visit does not have to be in the school day, it could be an out of normal school hours such as a parents evening or production. Action: Governors to provide dates when they will be making visits to the school</p>

17.	<p>Issue for Directors and Innovative Practices</p> <p>More time is required to properly consider and phrase questions to Directors. It is likely Provisionally have a question about EAL and clarification about compliance checking on the Website.</p> <p>Action: FB & WH to formalise questions for Directors VB to check deadline for questions</p>
18.	<p>Date and Time of Next meetings:</p> <p>The Windows for next terms meetings Spring term - 30.1.18 - 9.2.18 and Summer term - 2.7.18 - 13.7.18. LGB meeting dates 2017/2018 will need to be arranged via email</p> <p>End 19:52 Minutes taken by Vics Brown (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>