

	<p>Paul's actions: Helen to check whether SCR issue has been followed up.</p> <p>Helen's actions: Helen has contacted BBC South East who are hopeful they can find the clip. Helen will chase.</p> <p>Ian's actions: Visit reports still to be completed.</p> <p>Resources Committee: Sports Impact Statement was an agenda item at the Resources Committee meeting.</p> <p>Giulia's actions: Still to speak with Fr Ian in Peacehaven about notifying parishioners of the Foundation Governor vacancy.</p> <p>Peter's actions: Now the Reception Classroom has been completed, Peter is in a position to complete his action. A few photo permission forms have not yet been returned, but there are sufficient children with permission to take photos for promotional material.</p> <p><i>Jessica left at 7pm.</i></p>	<p>HS</p> <p>HS</p> <p>IW</p> <p>GdR</p> <p>PT</p>
<p>3.</p>	<p>Headteacher's verbal update</p> <p><u>Staffing:</u> Full complement of teachers; one appointed on a fixed term contract for one year to cover maternity leave.</p> <p>Three resignations have been received – from one MDSA, who has been replaced, from one Y1 TA, and from the Bursar.</p> <p>SLT is looking to replace the Y1 TA with someone who is already Phonics trained to address recent Phonics underperformance.</p> <p>A new child has joined the school with a moderate ASC diagnosis which will require recruitment of an Individual Needs Assistant (INA).</p> <p><u>Buildings:</u> Reception classroom has been completed and looks good.</p> <p>Solar panels have been installed and are fully operational.</p> <p>Staffroom kitchen is potentially going to be provided free of charge; to be fitted with volunteer help.</p> <p>Staircase flooring will be completed during October half term.</p> <p>Car park has been remarked and now has a disabled parking bay.</p> <p>Hire agreement has been amended to reflect longstanding school policy in connection with hiring out to politically affiliated or otherwise contentious organisations.</p> <p><u>Data:</u> Data pack has been circulated and provides a very good picture. Disadvantaged children are closing the gap, results are significantly better than the LA, as is KS2 progress. Children with SEND are doing well.</p> <p>Areas to be addressed are girls outperforming boys and persistent absence (higher than LA) due to a few key individuals. School has a relatively high authorized absence rate due to family backgrounds, as children are travelling far away for visiting relatives. These areas are being addressed by the Education Welfare Officer (EWO).</p> <p>The results of the phonics screening were completely unexpected and disappointing as they had declined significantly. Nick Locke (Read Write Inc support) has visited the school, and an action plan has been prepared.</p> <p>Phonics related actions have been added to the Single Plan. Investigation did not identify any particular group as having underachieved. Governors were updated on actions taken by the school and how staffing will be arranged to ensure best coverage of phonics.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Were the results a surprise? - Yes, considerable. 	

	<ul style="list-style-type: none"> • Why? – We don't know. Predictions were over 90%. • Is it a reflected in reading? – No. • Are the children who did not pass able to read? – Some can, some can't. Those who can't have significant SEND. It is not a very able cohort. <p>Giulia reported that she had visited the school on the day of Nick Locke's visit and verified the Headteacher's points. Report to follow.</p> <p>Governors requested further discussion on plans for recruiting a replacement for the Bursar. It was suggested that employing a Business Manager may be more appropriate than a Bursar. It was agreed that Anita, Mel and Peter would:</p> <ul style="list-style-type: none"> • Contact the new Headteacher who takes up post in January to involve him in the decision • Compare job descriptions for both roles and • Evaluate from the budget what is affordable • Agree a job description within the next two weeks 	AP, MF, PT
4.	<p>Grants - AP</p> <ul style="list-style-type: none"> • <u>To note Pupil Premium Report and Strategy</u> <p>This will be scrutinized in more detail at the Q&S Committee meeting. Overall, Pupil Premium children are doing well. Interventions are always targeting Pupil Premium children first.</p> <p>Sandra confirmed that she will meet with the InCo on 4 October.</p> <ul style="list-style-type: none"> • <u>To note Sports Premium Impact Statement</u> <p>Noted. Governors asked how the school ensures Safeguarding at off site sporting activities. Written Risk Assessments are completed for all sites.</p>	
5.	<p>LCVAP - Discussion and Decision</p> <p>Anita and Mel attended the LCVAP training/information session at the Diocese.</p> <p>With regard to a possible LCVAP bid, Anita explained that she would like to maximize space for effective running of phonics sessions, to address the dip in this year's phonics results. Currently phonics interventions are taking place in areas not conducive for learning, and she shared ideas of how the upstairs KS1 area could be developed into learning spaces for small groups. It was shared at LCVAP training that the right learning environment can improve learning by 25%.</p> <p>Agreed: It was unanimously agreed that development of learning spaces for small groups in the KS1 area should be taken forward as an LCVAP bid.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Mel, Dee, Ian and Anita to take forward • To invite an architect for a survey of the area to understand what can and can't be done • To ensure the project is limited to £50,000 maximum, so that the 10% contribution can be covered through the School Development Fund <p>The clerk highlighted the requirement to submit a buildings survey to the Diocesan Finance Committee with the bid, as per recent communication through the Alpha Beta bulletin. Such a survey has not been completed for</p>	MF, DS, IW, AP

	more than five years. The clerk was asked to check the exact requirement with Mark Brunet.	RA
6.	<p>Governing Body Updates</p> <ul style="list-style-type: none"> <u>To receive an update on Governing Body membership</u> <p>An update was given under agenda item 1.</p> <ul style="list-style-type: none"> <u>To discuss and if thought fit agree to reappointment of co-opted governor</u> <p>Having ascertained that Peter would be willing to be reappointed, governors voted on his reappointment in his absence.</p> <p>Agreed: Governors unanimously agreed to reappoint Peter for another term of office of one year.</p> <ul style="list-style-type: none"> <u>To discuss next steps for Foundation Governor Recruitment</u> <p>One potential candidate has expressed an interest. For the second vacancy, it was agreed that the promotional talk after Mass should include information about the Foundation Governor vacancy. The vacancy could also be promoted in the Parish Newsletter. Ian to arrange both with Fr Ian.</p> <p>The clerk will forward the previous Foundation Governor Role Description to Ian.</p>	IW RA
7.	<p>Workshop – Step Up Governance</p> <p><u>Commitment:</u></p> <ul style="list-style-type: none"> To consider and agree to Governor Code of Conduct <p>Expectations with regard to meeting attendance were outlined. All agreed to continue to strive to fulfil these expectations, though realizing that sometimes other commitments may interfere with this. The need for confidentiality was highlighted. In light of a recent Subject Access Request, governors were reminded to be prudent in what they put in writing. The co-chairs signed the Code of Conduct on behalf of the Governing Body.</p> <ul style="list-style-type: none"> To clarify expectations of Link Governors and their responsibilities <p>A Link Governor Role Description, compiled a number of years ago, will be re-circulated for review and as a reminder.</p> <p>The following link governors were appointed, where no appointment was made at the last FGB meeting: Mel Fane – Science Jessica Winter – Year 1 Sandra Hogan – Humanities Still vacant – PE/Sports Premium Link. To be appointed when Foundation Governor vacancies are filled.</p> <p><u>Strategy and monitoring:</u></p> <ul style="list-style-type: none"> To receive a brief overview of the new Ofsted Inspection Framework <p>A SLT Summary was circulated prior to the meeting and also handed out. Anita highlighted:</p> <ul style="list-style-type: none"> Quality of Education – Intent, Implementation, Impact. There is now increased emphasis on Subject Leaders monitoring their subjects throughout the school. Increased focus on workload – school is already mindful of that in 	RA

	<p>considering the number of staff meetings. The Marking Policy is also being adjusted in terms of workload.</p> <ul style="list-style-type: none"> • The Schools Partnership Advisor (SPA – Linda McMillan) will discuss the new Framework with staff on 17 October. Governors are invited. • To link governors to areas of the Single Plan / Governor Action Plan <p>Theme 1: Adrienne Nnadi, Pier Anscombe, Ian Watson Theme 2: Noreen Buckley, Giulia de Rosa Theme 3: Helen Snow, Sandra Hogan, Jess Winter (to be confirmed) Theme 4: Peter Tierney, Mel Fane</p> <p>Governors felt that Jess’s skills would be useful for involvement with Theme 3 (Personal Development), but will check with her.</p> <p>Dee will be asked to confirm which group she would like to join.</p> <ul style="list-style-type: none"> • In these groups, to work on the Governing Body Action Plan, identifying areas of focus from the Single Plan and relevant monitoring activities • To share these with the Governing Body and make a commitment to these areas <p>In addition to areas already on the Governor Action Plan, the following monitoring opportunities were suggested.</p> <p><i>Theme 1:</i> Phonics Walk, looking out for interactive Phonics displays Listening to a Phonics session</p> <p><i>Theme 2:</i> Participating in Pupil Conferencing currently linked to Theme 3 (Restorative Justice etc)</p> <p><i>Theme 3:</i> Walkaround looking at visual prompts reflecting Gospel Values, quotes, prayers around the school – not necessarily focusing on classrooms</p> <p><i>Theme 4:</i> Develop a basic template for Subject Leader visits</p> <p>Ensure dates are set for Subject Link governors to visit their subject leaders, prior to an FGB meeting so that a report can be received at FGB</p> <ul style="list-style-type: none"> • To make plans for Governor Week <p>Governor Week is scheduled for w/c 11 November. 15 November is an Inset Day, where staff will join other Deans Schools at Rudyard Kipling Primary School for a motivational/wellbeing session with Andy Cope (Dr Happy). There is space for three governors to come along. Mel, Giulia and Noreen agreed to.</p> <p><u>Various:</u></p> <ul style="list-style-type: none"> • To complete Skills Audit and return to clerk for evaluation <p>This was completed at the meeting and collected in by the clerk. Evaluation to be discussed at the next meeting.</p> <ul style="list-style-type: none"> • To review training attended last year <p>Noted.</p> <ul style="list-style-type: none"> • To identify current training needs and receive an update on forthcoming relevant training <p>Governors were asked to look through and see what training is relevant to their areas of responsibility.</p> <ul style="list-style-type: none"> • H&S Training Report focusing on governors’ responsibilities <p>Mel and Pier attended a workshop for School Leaders. Two key areas were shared:</p> <ul style="list-style-type: none"> • The importance of ensuring staff have business insurance if travelling during working hours on school business. Anita confirmed that she has fed this back to staff. It was suggested that the school should set 	<p>RA RA</p> <p>MF, GdR, NB</p> <p>RA</p> <p>All</p>
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	<p>up a system to keep records updated annually. Rather than setting up a new system, adding it to the Single Central Record should be explored.</p> <ul style="list-style-type: none"> • The personal liability of governors was highlighted. • Governors to confirm that they have read KCSiE parts 1 and 2 <p>Confirmation has been received from six governors. Others will be reminded.</p> <p><u>Interaction with current and prospective parents, including marketing the school:</u></p> <ul style="list-style-type: none"> • Governor availability for Parents Evening and Open Days <p>The clerk was asked to add the dates to the Governors' Calendar.</p> <ul style="list-style-type: none"> • To review Governors' Corner (newsletter) and Governor Blog (website) – commitment to make contributions <p>Deferred.</p> <ul style="list-style-type: none"> • To discuss thoughts on Marketing the School document and identify areas for further action <p>Governors agreed that working together with Estate Agents should be explored. All local Estate Agents have already received leaflets for display on their premises.</p> <p>Noreen agreed to contact Estate Agents to discuss further cooperation.</p> <ul style="list-style-type: none"> • And we still have lots of leaflets, I think! <p>Further use:</p> <ul style="list-style-type: none"> • At Firework Evening • At Molly's Café • Leaflet drops in letterboxes 	<p>RA</p> <p>RA</p> <p>NB</p>
8.	<p>Policies and other documents</p> <p><u>to approve</u></p> <p>8.1 Resources Committee Terms of Reference</p> <p>8.2 Strategic Group Terms of Reference</p> <p>8.3 Pay Committee Terms of Reference</p> <p>8.4 Scheme of Delegation</p> <p>8.5 Lockdown Policy</p> <p>8.6 Disciplinary Policy</p> <p>8.7 Deanery Collaboration Agreement</p> <p>Agreed:</p> <p>All above documents were unanimously approved.</p> <p><u>To note (approved at Resources Committee)</u></p> <p>8.8 Single Hire Agreement</p> <p>Noted. Non-Resources Committee governors were given the background to the changes agreed in the reviewed Hire Agreement.</p>	
8.	<p>End</p> <ul style="list-style-type: none"> • <u>Prayers</u> <p>The meeting closed with Hail Mary.</p>	

Documents circulated prior to and at the meeting:

Minutes of the last meeting

Action points from the last meeting

Pupil Premium Strategy

Sports Impact Statement
Sports Report
Step up Governance
Governors' Code of Conduct
Ofsted New Framework summary
GB Action Plan
Training Record
Skills audit
Governor Support Training
Learning Link modules
Keeping Children Safe in Education
Marketing article
Committee Terms of Reference (Resources, Strategic, Pay)
Scheme of Delegation
Lockdown Policy
Disciplinary Policy
Deanery Collaboration Agreement
Single Hire Agreement
LA School Information Pack