

# **The March C. of E. Primary School**

## **Minutes**

of the Governing Body meeting

25<sup>th</sup> March 2019

**Present:** John Proctor (Chair), Nicola Metcalfe (Head Teacher), Liz Coyne (Staff), Mary Isgar, Stella Aldred, Rev. Rachel Hawes, Rod Hague, Rachel Bryan.

**In attendance:** Fiona Johnston (Clerk)

**ACTION**

**1. Opening prayer:**

The prayer was given by Rev. Hawes.

JP welcomed FJ to her first meeting.

**2. Apologies:**

Apologies for absence had been received from Fiona Lewis and Justine Howard.

**3. Declarations of interest:**

There were no declarations of interest.

**4. Acceptance of Minutes from 28.1.19**

The Minutes were read at the meeting as they had not been previously received by the GB. The Minutes were proposed by MI and seconded by NM. JP signed the Minutes.

**Matters arising from the Minutes:**

To avoid confusion it was agreed that in future Rev. Rachel Hawes will be referred to as Rev. H., and Rod Hague as RH.

The Policy sub-group had met (NM, RB and RH). NM showed a list of policies on the interactive board and explained that policies came under those issued by the school, West Sussex and DCAT. Some policies are running concurrently. DCAT has a spreadsheet of their policies which will be shared with Chairs and Head Teachers. NM's list includes information on whether the policies are statutory or non-statutory, the dates they are written and updated, and if they have been adopted or require ratification by the GB. Clarification is still required for the use of policies – NM gave the example of Child Protection – as there is a West Sussex policy as well as a DCAT policy. The March will continue to use the W. Sussex policy and DCAT has been

informed. However, the Finance Policy covers all schools in the DCAT MAT and will be used by all the schools. NM explained that several of the policies required nominal insertions. NM will email a list of the policies to FJ for circulation to the GB.

NM/FJ

#### **SIAMS update:**

NM emphasized that the Vision statement is embedded in everything connected to the school. Rev H challenged the 'flow' of the statement and suggested that 'Learn' should be higher in the list. LC countered with 'Love' being the essence from which all school life is carried out. A discussion ensued and it was agreed that when funds allow the statement board will be altered so that a colon is inserted, followed by Live, Love, Learn, Laugh.

#### **Trees:**

JP reported that one tree had fallen. A monitoring visit had been conducted to assess the situation.

#### **Premises Manager:**

To be discussed at a future meeting.

JP

### **5. Equalities Policy:**

JP acknowledged the amount of work that this had taken. NM explained that this is Statutory and therefore requires a nominated staff member – LC volunteered – and a nominated governor. The nominated governor must meet with the designated member of staff, attend equality and diversity training and visit the school in a formal capacity. RH volunteered.

The Policy sub-group will review the document for publication.

JP enquired which equality objectives should be in the policy, leading to a discussion on which objectives are relevant to The March School. It was decided that the Policy sub-group will make recommendations to the GB.

Pol Gp

Pol Gp

### **6. SEF (draft):**

NM reported that she has been working on this with BB (Beruk Berhane, DCAT). It remains in draft form until the end of the year, when new data and trends will be inserted. In the meantime, the SEF is constantly updated. Currently the OFSTED framework is used for the document but this will probably change when OFSTED change their headlines.

NM will present a curriculum training package to DCAT in April and to the other DCAT Head Teachers in May.

DCAT has suggested that a parent questionnaire be carried out in September.

JP asked for clarification on the two vision statements on the first page. NM explained that one is the School Vision, and the other is her personal Head Teacher Vision for the school.

NM/JP

JP queried the 'outstanding' status of the Personal Development and Behaviour section. NM explained that the school works hard on this section and gives a great deal of weight and support to it. BB had confirmed the opinion that this work is unusual and outstanding.

JP noted that an area for improvement remains for Maths. NM drew the attention of the GB to p.13 where KS1 is classified as 'good' but KS2 requires improvement. This is due to progress from KS1 to KS2 in Maths. Attainment is at national standard. JP challenged for evidence to show what is being done in this area, and how long it will be before improvements are seen. NM explained that the Deputy Head Teacher is working with BB on a weekly basis and data is being scrutinised from Years 3-6 inclusive. PUMA and PIRA test data is also being analysed to enable extra help to be given to those individuals who are not performing as strongly. Rev H challenged for evidence that Maths teaching is also being looked at. NM replied that the INSPIRE Maths framework is being used which is a challenging scheme to ensure this and teachers receive regular drop ins. LC explained that she analysed her Maths to ensure any gaps were taught as do other teachers. Weaker section areas in Maths attainment have been identified and are being addressed on a weekly and fortnightly basis through assessment and problem solving tasks. NM is confident that quantifiable results will be seen this academic year. NM will discuss assessments and data at the next GB. NM reported that The March has been chosen as a trial school for The Early Years Baseline assessment for this September. The data from Fisher Family Trust will be received in October/November and NM will update the SEF with this when we have the relevant data.

NM  
NM

## 7. Admissions:

JP reported that the Committee had met to discuss the applications – there were 93 applications for 30 places which is the highest figure so far. RB asked how many of the 93 had been within the catchment area. JP replied that 16 complied. The highest priority after Looked After Children were siblings (15 applications).

RH reported that he had not yet seen the West Sussex development plan which includes the development at Madgwick Park. This development will fall within the School's catchment area. RH noted that West Sussex recognizes there will be insufficient school spaces, but NM has been informed of the opposite by the Admissions Board who have calculated there will be adequate places. RH will report back to the GB when he has further information.

RH

## 8. Christian distinctiveness update:

LC circulated a report. Links are being developed with a school in Nepal. LC enquired whether a Sanctuary charity member could hold an Assembly at The March. The GB were agreeable. LC to arrange a suitable date.

LC

Several children were enthusiastic to be involved in charitable events and a bake sale had been arranged by a Year 2 pupil without help. Teachers will promote reflection themes. NM emphasized that the SIAMS framework strongly promotes a Christian doctrine. LC continues to develop work in cultural diversity and other faiths, and is continuing to work with the Faith Council, although teaching commitments are making this increasingly difficult. Rev. H offered to help but will require her role to be defined.

RevH

## 9. Safeguarding:

NM reported that it had been very difficult to arrange a meeting with KG (DCAT Safeguarding lead), but this has now been arranged and KG will visit the school to train the DSL's on MyConcern. NM explained that schools are now the first point of contact for safeguarding issues. The DCAT policy does not apply comprehensively to West Sussex schools as it has a heavy East Sussex bias. As a result, NM will keep using the W. Sussex policy for the time being, and BB had been informed. The GB discussed any safeguarding issues and NM confirmed that all concerns are logged and monitored as is policy procedure.

## 10. Any other business:

NM had received a letter from a TA requesting paid time off for a family opportunity. The GB discussed this and agreed that unpaid time off could be granted as a one-off dispensation. It was felt to be unfair to full-time staff to grant paid leave and there were also financial consequences for the school.

JP had received an email from KEY with an updated governor's handbook which raised the issue of reducing teacher's workloads. RH noted that costs would be involved. JP noted that a Workload Reduction Toolkit was required.

JP

JP also reported that feedback from parents was required (see earlier comments regarding a questionnaire), and that the GB should inform parents of the GB's role and actions.

JP/

NM

Training for Clerks – RB will look at the DFE funding for this.

RB

NM reported that Mark Talbot had spent a morning at the school and would like to meet regularly with the Chairs of GB's. MT had said that The March was an asset to DCAT and complimented the school's work and ethos. Discussions were held around the Chichester Hub.

NM is currently planning with the Diana Legacy Trust and Central Academy anti-bullying ambassadors training. This will also involve all Chichester schools. NM has also arranged the Big Bang workshop for September.

RB confirmed that the national funding formula was beginning to have serious implications on the budget.  
NM informed the GB that all staff have been asked to economise and be mindful of expenditure. The stationery/photocopying costs had risen dramatically. NM requested the governors and Bursar to put forward a strong message of economy.

NM will inform the parents of the school's intention to go paperless. Absences, reports, class information and diary dates will be accessible on the website.

RH enquired if an additional parent governor would be sought for the GB. JP replied that the parent voice is well represented with four parents on the LGB.

**11. Date of next meeting:**  
**Thursday 25<sup>th</sup> April 2019 at 5.00 pm.**

**Signed.....Dated.....**

**JP/  
RB**

**NM**