

Governing Board Minutes

THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL			
Meeting of:	Local Governing Body		
Date and time:	Monday 21 st October 2019 at 5.30pm		
Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Liz Coyne, Rachel Bryan, Rod Hague, Justine Howard (Vice Chair), Mary Isgar,		
Apologies:	Rev. Rachel Hawes, Fiona Lewis		
Others in attendance:	Charles Shaw (Locum Clerk)		
Quorum:	6	Quorum met:	Yes

No.	Item	Action
1.	Prayer The meeting opened with a short prayer.	
2.	Apologies Apologies are recorded above.	
3.	Declarations of interest. None	
4.	Minutes and Matters Arising from 16th September 2019 meeting The minutes were approved as an accurate record of the meeting. Matters Arising From Previous Meeting: <ul style="list-style-type: none"> • <u>Completed Governor Code of Conduct Forms</u>: The meeting agreed that the Code of Conduct applies to all Governors and a condition of membership is adherence to this code - Action Complete • <u>Handbooks to be circulated</u>: Action Complete • <u>Online Safeguarding Training</u> to be completed by all governors who have not attended the live course, and certificates of completion to be forwarded to the Chair - Action Complete • <u>Academy Development Plan</u> to be on the next LGB Agenda • <u>Circulate Monitoring Feedback Form</u> - Action Complete • <u>Establish central storage point for reports</u> - Action Complete • <u>Governor Monitoring Schedule</u> to be devised: Item on agenda - Action Complete • <u>List of subjects, staff and governors to be circulated to the board</u> - Action Complete 	

5.	<p>Head Teacher's Report</p> <p>NM circulated her report containing the non-validated 2018/19 Progress scores and their annual comparisons dating back to 2015/16. There has been a steady but marked improvement in performance in Reading, Writing & Maths over the 4 years. This is very positive and is something that Ofsted will consider.</p> <p>In 2015/16 the school was in the lowest 5% for progress and was on average 23% below the national average. The 2018/19 scores indicate that the school is now in the top 4% for progress and is 22% above the national average for similar sized and catchment area demographic schools.</p> <p>The current Yr 6 pupils have started practicing reading tests which have been encouraging.</p> <p>The school compares well to those in the Chichester area. The average for the area is in line with national figures, although NM noted that figures produced by WSCC needed to be re-calculated due to inaccuracies.</p> <p>Governors congratulated and thanked NM and her team.</p>	
6.	<p>Academy Development Plan 2019/20</p> <p>NM noted that the Development Plan has been produced in a new format to match the new Ofsted Framework.</p> <p>The last Ofsted inspection was in 2014 prior to becoming an Academy. Ofsted procedures mean that an inspection is due between one and four years after conversion, and so an inspection could come any time in the next three years.</p> <p>DCAT has agreed to fund a consultant to come to the school in February 2020 to undertake a two-day review visit (not a "mock-Ofsted inspection"). This will involve an Ofsted-style phone call and "deep-dive" into core and other subjects. The purpose is to prepare the school for a future Ofsted inspection and will also see whether any systemic weaknesses exist. The consultant will coach and support staff where necessary. The school will then feed-back to other DCAT Academies.</p> <p>Governors asked whether the review would cover the role of the LGB and Governors. NM agreed to check with Beruk Berhane.</p> <p>The Development Plan has been reviewed by BB and he is in agreement with it. Targets are linked to performance management. Governors asked how the performance of reading, Writing & Maths would be improved. NM replied that this would be done through use of Gap Analysis to identify weaknesses and then booster lessons and additional tuition. Yr 6 would be split and groups given targeted interventions.</p> <p>Test data for Yrs 2&6 is sent to DCAT. Yr 1 is not tested.</p> <p>Attendance data is calculated per class and persistent absence is also reported. Parents of pupils whose attendance causes concern will receive phone calls, letters and in extreme cases will be recommended for Fixed Penalty Notices.</p> <p>NM noted that the SEF has also been approved by DCAT, although it is always a work in progress.</p>	NM

7.	<p><u>SIAMS & Ethos Team Update</u></p> <p>It was noted that a Governor RE Monitoring visit had taken place on 11th October. This included pupil questionnaires, class-room visits and book inspections. Yrs 1-5 are performing well in RE, but Yr 6 is a cause for concern. NM recognised the concerns and said that formal action is being considered. NM agreed to update Governors at the next meeting.</p> <p>The teaching of RE is on a weekly basis rather than in a concentrated block. EC is going to review the order of the delivery of teaching (e.g. creation may not be taught first).</p> <p>There is likely to be a SIAMS inspection this year.</p> <p>To date no parents have exercised their right to withdraw children from RE classes.</p>	NM
8.	<p><u>Finance & Staffing Update</u></p> <p>JP reported that the Finance sub-committee had met and approved the teacher pay progression proposals. Additionally, it had agreed a proposal to DCAT on the Head Teacher's pay.</p> <p>The next Finance meeting is on 11th November and Tania Little (DCAT) is attending.</p> <p>Auditors will be in school on 24th November.</p> <p>NM reported that 4 pupils have been withdrawn from the school. Two have moved because they used to travel from "out of area" and now have a space at a nearer school, but two have moved for other reasons. NM has spoken with the Head of their new school and in the absence of any formal procedure having been followed has also informed WSCC.</p>	
9.	<p><u>Health & Safety</u></p> <p>NM reported that several of the toilets had become blocked in recent weeks meaning that professional contractors had had to be brought in to clear them. Additionally, a cracked pipe in one of the "Saniflo" toilets had caused a leakage. There is also a problem with the hot water supply in the Yr2 toilet block. D. Carpenter (DCAT) has agreed to check whether capital funding can be allocated to address these problems.</p> <p>There are some broken fence panels on the school boundary. Barrett Homes will be approached to see whether they might support / fund their repair and / or replacement.</p>	
10.	<p><u>Safeguarding</u></p> <p>There have been no reportable incidents.</p> <p>A restraining order has been issued in respect of a family and this includes coming onto school premises.</p>	

11.	<p>Any Other Business</p> <p>Claire Fields has been appointed as Compliance Officer at DCAT. She will visit the school in November and advise on the recording of Policies.</p> <p>The recently proposed Governor Forum was postponed, but DCAT staff will be attending the Full Governing Body meeting in December.</p> <p>The following governor subject visits were agreed:-</p> <ul style="list-style-type: none"> English: 9:00am on Friday 29th November 2019 Ethos: 9:00am on Friday 7th February 2020 	
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The meeting closed at 7.05pm

Summary of Agreed Actions:

No	Action	By	Status
10	Check with BB whether the Ofsted consultant will cover the role of the LGB and Governors.	NM	
11	Update Governors on Yr 6 RE teaching at the next meeting.	NM	

Signed.....J Proctor..... Chair

Dated....18th November 2019.....