

## Minutes of a meeting of the Governing Board

Date: 6 December 2017 Time: 19.00 Venue: The School

Present: Amy Chitty, Joe King, Fr Michael Payne, Penny Scott-Beaulieu, Lynda Pollard,  
David Rosenthal (Chair), Darren Smith, Anne Southgate (Vice-Chair)

Clerk: Kim Barton

	Item	Action
1	<b>Prayers</b>	
	Prayers were led by Fr Michael Payne to open the meeting at 19.00.	
2	<b>Apologies for absence</b>	
	Governors: <ul style="list-style-type: none"> <li>• Received apologies from Nick Richmond and Michele Woodham.</li> <li>• Accepted all apologies.</li> </ul> Chair: <ul style="list-style-type: none"> <li>• Had informed the Head Teacher and Vice-Chair that he would not be present at the beginning of the meeting.</li> <li>• Arrived at 8.00pm.</li> </ul>	
3	<b>Register of Business Interests</b>	
	Governors: <ul style="list-style-type: none"> <li>• Reported no amendments to business interests.</li> </ul>	
4	<b>Accuracy of Minutes of Board Meeting 3 October 2017</b>	
	Governors: <ul style="list-style-type: none"> <li>• Agreed the minutes of the Board meeting held on 3 October 2017.</li> </ul>	
5	<b>Matters arising from the Minutes of the previous meeting (not covered elsewhere on the Agenda)</b>	
	Governors: <ul style="list-style-type: none"> <li>• Were informed that the paper from the Trust explaining the services that schools would receive in return for their 5% top slice contribution had not yet been received and asked that this be requested again.</li> <li>• Asked that Tony Seath be invited to the next Finance Committee meeting as he had been unable to attend the previous meeting.</li> </ul> Clerk <ul style="list-style-type: none"> <li>• Confirmed that a calendar of dates for Committee Meetings for 2017/18 had been circulated to all Governors.</li> <li>• Confirmed that Keeping Children Safe in Education (Part 1) had been emailed to all Governors who had not attended Safeguarding training in September.</li> </ul>	Head Teacher  Finance Committee

	<ul style="list-style-type: none"> <li>Confirmed that Nick Richmond and Darren Smith had been contacted and were happy to remain on their current committees.</li> </ul> <p>Governors</p> <ul style="list-style-type: none"> <li>Received an up-to-date staff list, including details of Senior Leaders.</li> <li>Asked that the Chair prepare information for parents and the school website explaining the role of the Governing Board.</li> <li>Were informed that adding the Aletheia Anglican Academies Trust logo to current school signage was now a Trust wide issue.</li> <li>Were informed that Anne Southgate had met with Conor Govey and asked that a report of the meeting be circulated to all Governors.</li> <li>Were informed that the decision on how data should be presented to the Board had been deferred to the next meeting of the Data Committee.</li> <li>Were informed that Amy Chitty, Lynda Pollard, David Rosenthal, Anne Southgate and Michele Woodham had completed Safer Recruitment training.</li> </ul>	<p>Chair</p> <p>Anne Southgate</p> <p>Data Committee</p>
6	<b>Membership Issues</b>	
	<p>Head Teacher:</p> <ul style="list-style-type: none"> <li>Informed members that Nick Richmond had asked whether he should step down from the Governing Body due to work commitments preventing him from attending many meetings.</li> </ul> <p>Governors:</p> <ul style="list-style-type: none"> <li>Were all in agreement that, due to his expertise, Nick Richmond should remain on the Governing Board.</li> <li>Were informed that Fr Lawrence Smith had submitted his resignation from the Governing Board with immediate effect. David Rosenthal had replied to Fr Lawrence thanking him on behalf of all members.</li> <li>Agreed that the vacancy should be considered at the next meeting, following the results of the forthcoming Skills Audit.</li> </ul>	<p>Chair</p>
7	<b>180 Day Plan</b>	
	<p>Governors:</p> <ul style="list-style-type: none"> <li>Received a copy of the 180 Day plan from the Head Teacher, detailing five priorities for the school to achieve over 180 days.</li> <li>Were informed that the Trust had its own 180 Day Plan, as did each of the member schools.</li> <li>Asked whether the Plan addressed all areas covered in the Ofsted Report and were informed that it did and that it was constantly reviewed.</li> </ul>	

8	<b>Analyse School Performance Report/Performance against Governors' objectives</b>	
	<p>Governors:</p> <ul style="list-style-type: none"> <li>Received a report from Anne Southgate regarding the recently published Analyse School Performance data, which was encouraging and positive.</li> <li>Accepted the suggested objectives for 2018: <ul style="list-style-type: none"> <li>KS1 Reading 84% and 26% greater depth</li> <li>KS1 Writing 78% and 17% greater depth</li> <li>KS1 Maths 86% and 25% greater depth</li> <li>KS2 combined 83% and 15% greater depth</li> </ul> </li> </ul>	
9	<b>DSEN Report</b>	
	<p>Governors:</p> <ul style="list-style-type: none"> <li>Received a report from Penny Scott-Beaulieu.</li> </ul> <p>Head Teacher:</p> <ul style="list-style-type: none"> <li>Informed members that the school had an increasing amount of children with complex needs but was fortunate to have a very good Inclusions Manager.</li> </ul>	
10	<b>Pupil Premium</b>	
	<p>Governors:</p> <ul style="list-style-type: none"> <li>Received a report from the Head Teacher showing how Pupil Premium funding had been used during the previous year, as well as proposed ideas for use of the funding for the forthcoming year.</li> <li>Agreed that using funding for parenting skills should be considered.</li> </ul>	Head Teacher
11	<b>Sports Premium</b>	
	<p>Governors:</p> <ul style="list-style-type: none"> <li>Received a report from the Head Teacher showing how Sports Premium funding had been used during the previous year, as well as proposed ideas for use of the funding for the forthcoming year.</li> <li>Suggested that other schools in the Trust be contacted to see how they were using their funding.</li> </ul>	Head Teacher
12	<b>SIAMS Update</b>	
	<p>Governors:</p> <ul style="list-style-type: none"> <li>Were informed that, although it was generally going well, staff were finding the 'Understanding Christianity' programme a more challenging way of teaching Religious Education. The school's new Religious Education lead was attending lots of training and had been paired with the Deputy of Rosherville so that planning could be carried out together.</li> <li>Suggested that other schools be contacted for further support.</li> </ul> <p>Fr Michael Payne:</p> <ul style="list-style-type: none"> <li>Offered to talk to staff and share his expertise.</li> </ul>	Head Teacher Fr Michael Payne

13	<b>Performance Management</b>	
	Confidential Item	
14	<b>Governors' Skills</b>	
	Fr Michael Payne: <ul style="list-style-type: none"> <li>• Asked Governors to return their skills audit forms as soon as possible in order for the audit to be completed by the next meeting.</li> <li>• <b>Asked that the Clerk follow up any unreturned audit forms.</b></li> </ul>	Clerk
15	<b>Prudent Use of Finance/Value for Money</b>	
	Governors: <ul style="list-style-type: none"> <li>• Received a report from the Finance Committee.</li> <li>• Asked about the cost of the new heating system in the old building and were informed that this had been covered by a Condition Improvement Fund grant. The new system would help to reduce future heating bills.</li> </ul>	
16	<b>Trust Policies</b>	
	Governors: <ul style="list-style-type: none"> <li>• Agreed on the adoption of the following Trust policies: <ul style="list-style-type: none"> <li>– Finance</li> <li>– Purchasing</li> <li>– Lettings</li> <li>– Charging and Remissions</li> <li>– Credit Card</li> <li>– Data Protection</li> <li>– Freedom of Information</li> <li>– CCTV</li> <li>– Whistleblowing</li> <li>– Pupil and School Workforce Privacy Notices</li> </ul> </li> </ul>	
17	<b>Training and Development</b>	
	Governors: <ul style="list-style-type: none"> <li>• Were informed that Penny Scott-Beaulieu had completed Understanding Christianity training.</li> <li>• <b>Were informed that Fr Michael had attended Being Ready for Ofsted training, a report of which would be given at the next meeting.</b></li> <li>• <b>Agreed that further training requirements would be discussed at the next meeting following the results of the Skills Audit.</b></li> </ul>	Fr Michael Payne  Fr Michael Payne
18	<b>Chair's actions/correspondence</b>	
	Confidential Item	

19	<b>Any other business</b>	
	Governors: <ul style="list-style-type: none"> <li>• Were informed that the Clerk had recently attended a District Clerks' Briefing.</li> </ul>	
20	<b>Confidential items</b>	
	Governors: <ul style="list-style-type: none"> <li>• Agreed that two items be recorded as confidential minutes.</li> </ul>	
21	<b>Prayers</b>	
	Prayers were led by Fr Michael Payne to close the meeting at 21.00.	