



***'Learning to love God, one another and ourselves'***

Governing Board of Bembridge CE Primary School  
Meeting held on Monday 27 November 2017 at 6 pm

**Attendees**

Alan Morris (Chair)  
Sandra Grocock  
Anna Wood  
Sarika Braithwaite  
Ben Wightwick  
Gordon Kendall  
Clemma Yardley  
David McCallum  
Jeni Gallagher  
Barbara Clough  
Amanda Bloor

Co-opted Governor  
Headteacher  
Foundation Governor  
Parent Governor  
Parent Governor  
Co-opted Governor  
Staff Governor  
Parent Governor  
Co-opted governor  
Local Authority Governor  
Ex-Officio Governor

**1. Apologies/Pecuniary Interests**

1a None as all governors were present

1b **Pecuniary Interests** - Governors were asked if they had any pecuniary interests and none were declared

**2. Minutes of Meeting held on 9 October 2017**

**2.1 Accuracy**

Agreed

**2.2 Matters Arising**

- None

**3. Feedback from the Executive Committee**

**Finance**

The school business manager attended for the financial part of the executive meeting. The school is required to review its budget mid-term and provide a signed copy to the Local Authority. The main changes to the budget which was signed off in May included increased LA funded from additional pupil numbers; a decrease in pupil premium of approx. £8k and a change in staffing costs. The school is still running an in-year deficit budget for the next three years and it does have sufficient reserves to cover this. However decisions will need to be made regarding the cost structure of the school once the effects of the National Funding Formula are known.

**Staffing**

Mrs Bartholomew will be retiring shortly and her place will be taken by Amelia Deakin under the modern apprentice scheme.

**Governing Body**

Amanda Bloor has put through a recommendation to the diocese for a replacement Foundation Governor. In addition we have a vacancy for a co-opted governor. The Chair will place an advert on the Parish Council website for a volunteer. In addition Jeni Gallagher

will send Alan details of someone else who might be interested.

#### **4. Headteacher's Report**

The headteacher's report had been circulated. Pupils on roll are 198 with 12 pupils having joined this term and 4 having left. Four meetings have been held regarding poor pupil attendance and 8 fixed penalty notices have been issued.

There is a government consultation on primary assessment. One of the proposals is that KS1 SATs will no longer be a statutory requirement. A new framework for writing has been published which will be in place for this academic year in KS1 and 2. Updated frameworks for Reading and Maths will be introduced for KS1 together with updated frameworks for science for both KS1 and 2 in 2018/19. Teacher assessment in Reading and Maths at KS2 will cease after 2017/18 and statutory assessment based solely on the test outcomes. Good practice will be to carry out teacher assessment at the end of Year 6. Reading will no longer be tested on the first day of the STA. There will be the introduction of an EYFS baseline assessment in the Autumn of 2020. Teacher assessment at the end of KS1 is expected to become non-statutory from 2022/23. The DFE will be working with sector representatives to consider the options regarding progress measures for infant, junior and middle schools. The multiplication test will be taken at the end of Year 4 and will be statutory from 2019/20. Community Links – the new Catholic Parish Priest came into school at the end of October and Revd Amanda has undertaken fortnightly collective worship. In addition pupils have been involved with carol singing at local residential homes and have made Christingles. There was a maths week where all classes carried out problem solving activities linked to measuring. Parents were invited to attend and David McCallum had attended both years 4 and 6 and found it very enjoyable. The children had been very enthusiastic and involved in the activities.

School Improvement Plan – the updated SIP had been circulated and governors were reminded that they need to refer to this when they carry out their co-ordinator visits. The SIP gave details of the key priorities for the next year together with the action plans. These had been completed in conjunction with the subject co-ordinator.

Updated SEF had also been circulated this showed that the Overall Effectiveness of The Quality and Standards of education judged as GOOD.

#### **5. Policies**

##### **5.1 Pay Policy**

The updated pay policy had been circulated. The Chair reminded governors that this was based on a Local Authority model policy, which had been shared with the staff associations and had been through the usual local authority consultation. Governors agreed to the ratification of this policy.

The Headteacher advised that the usual staff performance management had taken place and it was agreed that, in order that there should be no delay in the implementation of new staff pay levels, this would be circulated to the Executive by email. The executive was asked to respond by return to ratify the new pay levels.

##### **5.2 Accessibility Policy**

New arrangements will be made for the update of this policy.

<b>6.</b>	<b>Governor Training</b>
	<ul style="list-style-type: none"> <li>• <b>Induction</b> – Clemma is booked to attend this in January. The clerk will also arrange for Jo Seward to also be booked onto this. Jeni reported that she had found the induction training very useful.</li> <li>• <b>Holding Leaders to Account</b> – Gordon, Jeni and Sarika are all booked to attend this in February.</li> <li>• <b>Level 3 Safeguarding</b> – Sarika will attend this training when it next becomes available. .</li> <li>• <b>Diocese Briefing</b> – Alan had attended a recent briefing from the Diocese. He had been given a leaflet on interdenominational projects, which he gave to Sandra. One of the proposed projects was to make a throne fit for a Christian hero. SIAMS has been reviewed and will now be more in depth. There will be a new book called Christian Heroes, which will go out to all schools. In addition Tim Watson talked about Prayer Spaces within classrooms and also about twice a year setting up a separate room where all the children can be given the opportunity to write about what might be worrying them or to make a model. There is a website called <a href="https://www.prayerspacesinschools.com">https://www.prayerspacesinschools.com</a> which gives details. The statement in respect of Academies will be shared with schools in the near future.</li> <li>• <b>Chair of Governors' Meeting</b> – Alan will attend this and feedback at the next meeting.</li> </ul>
<b>7.</b>	<b>Governor Co-ordinator Visits</b>
<b>7.1</b>	<p><b>Learning Walks</b> – more information was given regarding Learning Walks. Governors were reminded that their visits should be looking at the wider curriculum and what is the impact of it. In addition they need to look at the subject portfolios and examples of planning and displays etc. All subject co-ordinators have been required to produce actions plans by today.</p> <p><b>Reminder that all governor reports should go to the Headteacher at <a href="mailto:Headteacher@bembridgeprimary.co.uk">Headteacher@bembridgeprimary.co.uk</a> who will then send the report onto the teacher and to the clerk.</b></p>
<b>7.2</b>	<b>Modern Foreign Languages</b> – Jeni had carried out this co-ordinator visit. The report had been circulated and there were no comments from governors.
<b>7.3</b>	<b>Internet Safety</b> – Sarika had carried out this visit and her report had been circulated. There were no comments from governors.
<b>7.4</b>	<b>Religious Education</b> – A report had been circulated following Anna's visit. There were no further comments from governors.
<b>8.</b>	<b>Correspondence</b>
	None
<b>9.</b>	<b>Any Other Business</b>
<b>9.1</b>	<p><b>Breakfast Club</b></p> <p>Discussion took place on the recently introduced breakfast club. Take up has been limited but it was recognised that some parents may have already made arrangements prior to the Breakfast Club being opened. It was also known that some parents would have preferred it to have been run from the school rather than at Windmills. It was suggested that a commitment will be made to run it until Easter but ask parents to make a commitment to use it.</p>
<b>9.2</b>	<p><b>Information for Visitors</b> – Sandra has produced a leaflet giving information for any visitors to the school so that they know to sign the visitors sheets, where the fire exits are and other useful information.</p>

<b>9.3</b>	<b>School Dinners</b> – Sarika and Jo agreed to carry out the requirement of governors to ensure that the school dinners meet the required standard. In addition governors will be invited to attend the school Christmas Dinner and, if required, to carry out playground duty so that the staff can eat together.
<b>9.4</b>	<b>School Council</b> – Alan asked to meet with the school council and he will arrange this with Dee Swallow.
<b>9.5</b>	<b>Barbara Clough</b> – Barbara was attending her last meeting after 15 years as a governor. Thanks were given to her for her loyalty to the school and for the high standards demonstrated as a governor. Jeni Gallagher agreed to take on governor responsibility for Early Years. She has previously been a reception class teacher and therefore meets the identified skills needs.
<b>11</b>	<b>Date of Next Meeting</b>
	<b>Monday 5 February 2017 – 6 pm</b>

<b>GOVERNOR MEETING DATES FOR 2017/18</b>	
<b>Autumn Term</b>	Tuesday 5 September – Friday 21 December (4/9/17– Staff only)
<b>1<sup>st</sup> Governors’ Meeting</b>	Monday 9 October 2017 (Executive – Monday 18 September)
<b>Half Term</b>	Monday 23 October – Friday 27 October
<b>2<sup>nd</sup> Governors’ Meeting</b>	Monday 27 November 2017 (Executive – Monday 13 November 2016)
<b>Spring Term</b>	Thursday 4 January 2018 – Friday 29 March 2018
<b>3<sup>rd</sup> Governors’ Meeting</b>	Monday 5 February 2018 (Executive – Monday 22 January 2018)
<b>Half Term</b>	Monday 12 February 2018 – Friday 16 February 2018
<b>4<sup>th</sup> Governors’ Meeting</b>	Monday 19 March 2018 (Executive – Monday 5 March 2018)
<b>Summer Term</b>	Monday 30 March 2018 – Monday 23 July 2017
<b>5<sup>th</sup> Governors’ meeting</b>	Monday 14 May 2018 (budget agreement) (Executive – 30 April 2018)
<b>Half Term</b>	Monday 28 May 2018 – Friday 1 June 2018 (Bank Holiday Monday 7 May)
<b>6<sup>th</sup> Governors’ meeting</b>	Monday 2 July 2018 (Executive – Monday 18 June 2018)