

MINUTES OF THE MEETING OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL ON WEDNESDAY, 13TH DECEMBER 2017 AT 5.00 P.M.

Governors: Zoe Thorn (Chair), Neil Perry, Melissa Hatcher, Debora Lucarelli, Lucy Walker, Angel Gurria, Kevin Blencowe, Rosa Mottershead, Trish Lloyd, Christina Bates, Tony Davies (Head Teacher),
In attendance: Liz Steel, Annabelle Lewis (Assistant Head teachers), Sarah Barratt (School Intervention Co-ordinator INCO) for Agenda item 3
Minute taker: Lis Silver

Item		ACTION
1.	Apologies for absence	
	There were apologies for absence from Carole Mills, Gavin Ayliffe, Mark Tinkler and. Kate Spencer-Allen was absent on maternity leave.	
2.	Declaration of direct or indirect pecuniary interests	
	There were no declarations of pecuniary interest in relation to the agenda items that were not already noted on the pecuniary interest forms.	
3.	Raising Standards – SEND Information Report	
	<p>Sarah Barratt (INCo) presented the SEND Information Report and SEN D Policy 2018. She advised that this had been rewritten the previous year and highlighted that the only major change this year is replacement of the term CAF, now updated to new format EHA (Early Help Assessment).</p> <p>Governors asked how new parents would be aware of this policy and were advised that it is on the website and this would be referenced at relevant times. Governors asked if it would be possible to look at making it available in other formats for EAL parents and those with limited literacy skills. SB advised that the school are considering the possibility of making it into a podcast where the main points are read out and translation into the most relevant languages to increase accessibility. Governors confirmed that they thought this was an excellent way forward. They thanked SB for a detailed and useful document.</p>	
4.	Minutes of the FGB meeting held on the 4th October 2017	
	<p>The minutes were reviewed for accuracy and the following correction identified: Page 2 – Item 5 – Last paragraph – “One of the trustees” should read “One of the governors”</p> <p>With this change, the minutes were agreed as a comprehensive and accurate record.</p> <p>a) Matters Arising & Agreed Actions Update The following matter arising were noted: Updated Instrument of Governance – due to the absence of the Head because of illness this is still to be sent Funding Update - Tony advised that 2 decisions had been made at the recent Schools forum:</p> <ul style="list-style-type: none"> i) Funding of CREDS (Cambridge Race, Equality and Diversity Service) – schools no longer want their funding to be top sliced to fund this service. The service has already done some Market Research which has indicated that it would not be possible to for the service to operate as a fully traded service. With de - 	

delegation no longer taking place it is therefore unlikely that this service will operate in future. This change means that the school will retain the £17k costs in future. This money will need to be used to support new arrivals at the school with provision of 15 hours of support and other services such as translation. Ideally the initial assessment of a new child should be in their first language to help the school identify whether the issues are all language or whether there are also special needs and to provide appropriate support and advice. In future TAs will be used to support the bilingual club. The Head advised that Cambridge was unusual in still having a CREDS service – they had already been taken away in many other areas. In the last year there had been 9 referrals for first language support and 2 first language referrals from St Matthew's..

- ii) It is planned that in one year the DfE will move to new hard funding formula which will prevent any further transfers of funding – this is seen as a positive change since it will prevent any automatic transfers of funding. He noted that Jonathan Lewis is the new Director for Education for Cambridgeshire and Peterborough and is planning a pared back local authority with a focus on statutory obligations. Governors asked if this change will have an impact on academisation but were advised that this is unlikely since even maintained schools are increasingly expected to be independent.
- iii) There is potentially extra money in the budget but it is proposed that there is a transfer of up to £1.7M from school funding to high needs provision. This transfer was agreed by a vote where there was a small minority (54%). The school's concerns are that there is no clarity about the implications of deciding to not transfer the funding including which services will be cut. The information required to make an informed decision is not available. The level of SEND needs is currently increasing but this is not matched by an increase in funding.

Rosa Mottershead arrived at 5.20pm

Kite Trust training - Governors attended this training re the Rainbow Flag Award and reported back on the high quality of the session

Link Visits

Literacy visit completed

Maths visit completed

Safeguarding visit – completed. The Link Governor flagged up the importance of governors doing Safeguarding training – Chair will send out dates for this training. It was noted that Lucy, and Annabelle had done Safer Recruitment training and that Zoe had done it although now needed to attend the refresher training to keep up to date. There is also a questionnaire being done as part of the pupil survey in the second half of next term about whether children feel safe in the school. It is proposed that the Health & Safety Link Governor and Safeguarding Link Governor carry out an inspection together

Romsey Mill – Neil Perry updated the meeting – despite lack of local support the full Council had approved the proposal to reduce the number of children's centres including closing the one at Romsey Mill. It is proposed that these will be transfer of some staff (including 2 from Romsey Mill) to the remaining children's centres so a small number of services will be retained. The changes will lead to loss of local provision - there will be one Child and Family Centre in the south of the city – likely to be at the Fields. Brookfield, where health visitor clinics are held, will become a local zone although it is not clear

	<p>what this exactly means. The educational support element seems to be lost in the changes with relocation of services back to health service areas. The details are not finalised since following the public consultation there will need to be a staff consultation about the reconfiguration.</p> <p>Front line delivery of services will no longer take place in the same way and Children’s centres are unlikely to be able to continue to provide universal support leading to gaps in the service. Some support will be delivered on line in future. Pre-school provision will continue but not the family support element that provides wrap around support on matters like housing, finance and mental health.</p> <p>However, it is possible that due to the high level of concerns there may still be a judicial review. The process lacked an audit of existing and proposed future services and the information provided gave the perception that front line services would be increased whereas in reality they will only be maintained. Public requests for information during the consultation were not responded to.</p> <p>The agreed changes will affect the school since they impact the amount of preparation done for pre-school children. It was agreed that the FGB should write a formal letter of concern to the Executive Councillor for Education regarding the impact of this decision on the school</p> <p>Action: Chair to draft a formal letter of concern to the Executive Councillor for Education regarding the impact of this decision on the school</p> <p>The specific details are that from April Romsey Mill will lose 25% of its current funding (£250k/year). There may need to be redundancies, however it is hoped that the post of Children’s Centre Manager (which is partly funded by the money) can be retained. Romsey Mill have launched a Christmas fundraising appeal.</p> <p>Governors asked about whether there would be a link between Brookfield and Romsey Mill. They were advised by NP that this is possible because the Romsey Mill buildings are better suited to the work with more space. However, no decision can be made without looking at the financial resource implications and what services would be provided and to date Romsey Mill has not received information in answer to their questions even though the transfer is scheduled to take place on 1 January 2018 but a delay to this date may be necessary.</p> <p>The Board noted that there will be a cumulative impact on children and families from these changes together with the ongoing funding crisis and reduction across other services. They noted the importance of early intervention being the most effective way to help the most vulnerable children. They also were reminded that in the Social Mobility report, Cambridge is already close to the bottom of the tables for under 5 year olds.</p> <p>Governor Vacancies - Parent Governor elections not yet held because the Returning Officer/Head has had an extended period of absence this term. The plan is for this to take place as soon as possible in the new term</p>	Chair
5.	Raising Standards	
	a) Draft Minutes of the Teaching Learning and Outcomes Committee (TLOC) – 29th November 2017	
	It was noted that many of the items reviewed at this meeting have been discussed by the FGB at previous meetings but that the role of this	

	<p>Committee is to look at the data in greater detail and highlight any significant areas including changes from expectations. The following items were brought to the attention of the Board:</p> <ul style="list-style-type: none"> • Literacy Link Governor report has now been completed. • Pupil Premium Link Governor needs to be appointed – this could be an important role if there was an Ofsted inspection. This area is about ensuring the school is implementing and reviewing effectiveness strategies to improve outcomes for the disadvantaged. Ideally this LG should be a member of TLOC. <p>It was noted that membership of TLOC would be advantageous for many LGs and suggested that the Board should review membership of Committees and allocation of Link Governor roles. RM noted that her Finance LG role sits well with her membership of the Resources Committee but that she is looking after Literacy on a temporary basis until new governors are appointed since she is not on TLOC. The Board were reminded that other governors can attend TLOC if there is a relevant Agenda item. In response to a question it was noted that Staff Governors would not normally act as Link Governors to ensure that the role is independent. Neil Perry offered to take on the role of Pupil Premium LG instead of Nursery/Reception LG since this fitted well with his Character Education LG role. A question was asked as to whether there was an Equalities LG. Angel Gurria noted that some of this work sits within his role as SEND G but that do the job effectively he would need to widen the remit and effectively carry out a second audit. It was agreed that a review and prioritisation of LG roles was needed to ensure that the most important areas were adequately covered by the best qualified governors. The role of LG is important in holding staff to account. It was noted that instead of an LG report it might be appropriate for an area such as Early Years to have the Assistant Head responsible for the area giving a report directly to TLOC. Appointment of LGs should also be linked in with the School Development plan aims for the next 1-2 years to review the effectiveness of actions taken. The Head advised that he considered the Pupil Premium LG role to be a priority and would like to take up NP's offer to take on this role and for Angel to consider widening his LG role to include Equality. Further review is needed before appointments/changes are made to LGs for Literacy, Maths and Early Years. The School Development Plan will be updated in Summer 2018 and LGs should be reviewed following the appointment of new governors in line with the areas of change highlighted in the new SDP.</p>	
	<p>b) Head Teacher's Report</p>	
	<p>Tony presented his report and advised the meeting that progress on actions is broadly on track with the requirements of the current SDP. He thanked the senior leadership team for all the work that they had done to cover his absence in the previous weeks. It was an excellent test of all the systems that have been set up in the school and he is very proud of the way things have continued to run despite his extended absence through illness.</p> <p>Governors also thanked the Senior Management team for all their additional work and noted that there was now an additional absence with one of the Assistant Heads on maternity leave. The Board were advised that Kate's baby had been born the previous weekend and that both mother and baby were doing well. Governors sent their congratulations.</p> <p>The Head highlighted the following matters:</p> <p>Maths Mastery – introduction going well</p>	

	<p>Literacy – appear to be achieving core aims of greater depth for writing at KS2. The Kite Teaching schools’ alliance training for Year 6 teachers has been very helpful with many useful teaching ideas to help embed the work. It was noted that the school have identified that the good results at KS1 as a result of putting in additional resources may have an impact on progress scores at KS2. The plan is to look in detail at the children in the lower core group and focus on improving their writing and literacy skills to ensure the progress scores remain good.</p> <p>Character Education Curriculum – work on track with working group meeting in January to build Character education on key virtues into the Curriculum. The plan is that this new enhanced curriculum will be taught from next September.</p>	
c)Public Sector Equality Duty: Draft Single Equality Policy and related policies		
	<p>Liz Steel presented the Single Equality Policy. She advised that following the Rainbow Flag award and the associated training on LGBT+ issues and awareness she had reviewed the Policy and updated areas where changes were needed. The school is required to have an Equality statement and action plan but whilst there is no requirement for the policy the school felt it was useful to have a document in line with the 2010 Equality Act.</p> <p>LS advised that sections in yellow have been added to model policy and sections in green needed consideration as to whether they should be included in the document: The sections discussed were as follows:</p> <ul style="list-style-type: none"> • Principle 6 in the document states “We consult and involve widely”. This is an area where further work would be needed to comply. She noted some of the initiatives that the school are already taking including the Parent Survey. This currently contains a question – does the responder consider that they are disabled. The school would need to consider whether there should be other questions around the protected characteristics. The danger however is that with an average of only 180 responses that there might only be a small number of people in any particular group so answers may not be very representative. There are also legal issues about asking this type of question, although this can be overcome if there is an option that you prefer not to disclose particular information. The governors agreed that Principle 6 should be omitted since it is overstating what is being done. • Principle 5 could be amended to read “Consult and involve our school community - have particular regard to how a policy may impact certain groups disproportionately “. • Principle 8 - Removal of sentence in green – now presented in Headteacher’s report and SDP Action Plan • Principle 9 – retain “based on consultations we have conducted” but remove reference to Principle. Keep statement regarding integration of equality objectives into school improvement plan • Point 9 page – It was agreed to go with the statement in yellow since fits more with the ethos of what is done in the school. A record of prejudice -related incidents is kept and reported to the local authority as a matter of course. • Point 21 (blue) it was noted that data is not collected in relation to religious affiliation or national origin or culture but is done for ethnicity and first language. It was agreed that statement 20 was an adequate statement for monitoring and review and point 21 should be taken out 	

	<p>in its entirety. Point 20 will be enlarged to clarify the meaning of the section on implementation</p> <ul style="list-style-type: none"> • “We collect, study and use quantitative and qualitative data relating to the implementation of this Policy and its impact on outcomes for children and the wider school community” • It was noted that there is no mention of Pupil Premium in the document and this should be included since Equality should not just be limited to the protected characteristics. In addition, inclusion of a list may be more limiting since the list will need to change and new “at risk” groups may be identified. <p>It was noted that some of the requirements of the document make analysis by gender uncomfortable but this is a way of identifying higher risk groups within the school – which is considered necessary because of historical divergences and work to address these issues. At primary school level individuals may not be self-identifying for gender and ethnicity. It is important the school considers systemic prejudices and that these are not being maintained by reporting requirements.</p> <p>Sex and Relationships Education (SRE) Policy The changes to this policy are highlighted and include inclusion of a new section on gender identity and sexual orientation. The Board reviewed the new section and confirmed that they were happy with this change. LS advised that the policies named in this section had also had minor changes to reflect the statements e.g. Behaviour Management Policy and Anti Bullying Policy.</p> <p>LS advised that there were 6 strands to this work and that 2 had been submitted in November with the remaining 4 strands in progress including</p> <ul style="list-style-type: none"> • Meet the Head – Kite Trust will be coming in and parents and carers will be invited in to hear about the work. • Looking at the impact on the curriculum – this will be followed through in Character Education • Ensuring that children feel empowered – for this age group an LGBT+ group is not relevant. Changes to empower include removal of gender specific sports and labelling of toilets; the 3 blocks on each floor are now Girls/Boys/Mixed and empowering children to be able to ask questions <p>The Board approved the Draft Single Equality Policy, the Sex and Relationship Education policy and related policies with the agreed changes</p>	
6.	Resources for Learning	
	a) Draft minutes of the Resources Committee – 16 Nov 2018	
	<p>The FGB were advised that the main work of the last Committee meeting had been looking at the Funding issues which have already been updated earlier in the meeting and reviewing Policies. The Committee had looked at School Contract regulations, Financial regulations for School and the local authority scheme for financing schools. The Committee had also reviewed the latest Budget Control report, which indicates that spending is on track for this time of the year. The Committee had also reviewed and approved a number of personnel policies including Adoption, Shared Parental Leave and Recruitment and Selection. The Chair advised that work has commenced on preparation on the budget for the next financial year. One proposal that the</p>	

	Committee made was for resurrecting the Christmas car parking fundraiser although getting volunteers may mean that this is not viable.	
7.	Governance	
	a) Draft Annual Governance Statement	
	<p>The Annual Governance statement is a summary of the activities in the last year written by the Chair. The Chair noted that since she does not attend the TLOC meeting this section should be reviewed for accuracy and completeness.</p> <p>The following actions were agreed to complete the annual Governance statement :</p> <ul style="list-style-type: none"> • Review of TLOC section • Updated figures for attendance required • Hyperlink to Pupil premium report needs to be made active <p>Action: Annual Governance statement to be updated as agreed</p> <p>A question was asked as to where Link Governor visit reports are filed and the Board were advised that these are kept by the Head in a folder.</p>	TLOC Members Head Chair
	b) Update re Clerk Recruitment	
	<p>There has been no interest in this post to date. A second advert has been placed. In addition, some personal contacts have been identified and will be followed up. It was agreed that an advert should be put up on the South Petersfield website. The key issues are early evening availability and lots of minor tasks that need performing with a significant level of skill including accuracy of interpretation and maintaining confidentiality. The Head noted that Clerk recruitment is a problem for many schools. The key issues are minuting of meetings and dealing with disciplinary processes.</p>	
	c) Co-opted Governor Vacancy	
	<p>A letter has been prepared for local businesses but is still to be sent and this will be done early next term. In addition, it should be sent to key contacts in the University. It was agreed that a long serving governor (LW) should meet with the Chair to agree a final distribution list for the letter.</p> <p>Action Chair and LW to agree and distribute approved letter</p>	Chair/L W
	d) Parent Governor Election	
	<p>Parent Governor election will take place early next term.</p> <p>Action: Parent Governor Election to take place in Spring term</p>	Head
	d) Governor Training	
	<p>No external governor training this term. Governors have been sent an update on future governor training available and it is planned that a Governor (DL) will attend Performance Management training.</p>	
8.	AOB	
	<p>Child Protection report - the Head advised that this report would be emailed to all Governors</p> <p>Invitation to be involved in Parliamentary Review The Head advised the Board that he had received a very formal letter from the office of the Right Honourable David Currie requesting that St Matthews take part in a Parliamentary Review on behalf of the Education select</p>	

	<p>Committee. The purpose of the report was to disseminate good practice and the invitation had been sent to several schools. The school were invited to submit a 1000-word report to explain the journey to becoming an Outstanding school with a possible interview with a journalist. It mentioned that there would be an invitation to a gala event and opportunity to meet Eric Pickles. However contacting the Parliamentary Review by telephone (as requested) revealed that the school would be required to pay £3,500 towards the publishing costs. The Head advised that he has rejected this offer and had significant concerns about the manner of the approach – it felt like payment to advertise the school and not an appropriate use of the very limited school budget. His research had uncovered that David Currie is no longer an MP and that the work would be with a private publishing Company.</p> <p>The Board shared his concerns about the misleading manner of the letter and indicated that they would like to send a strong letter of dissatisfaction about the fact that current MPs, including the Prime Minister appear to be associated with this letter. It was noted that Justine Greening, Education Secretary is not mentioned and might be the best person to receive the letter of complaint with a copy sent to the Prime Minister and our local MP. It was noted that one of the parents at the school is an investigative journalist and could be consulted as to what would be appropriate.</p> <p>The Board asked the Chair and one of the governors with legal skills to take this matter forward and to draft something appropriate that would be circulated to all governors for approval.</p> <p>Action: Complaint letter regarding invitation to be involved in Parliamentary Review to be drafted and circulated</p>	Chair/ RM
9.	Dates of future meetings and Agenda items Resources committee – 8 March – 6.00pm Teaching Learning and Outcomes Committee – to be agreed Full Governing Body - Wednesday 22nd March - time to be agreed – it was noted that 5.00pm is quite difficult for some governors	
10	School improvement actions and outcomes from meeting Approvals Single Equality Policy, Sex and Relationship Education policy and related policies (with the documented changes) Actions: <ul style="list-style-type: none"> • Chair to draft a formal letter of concern to the Executive Councillor for Education regarding the impact of this decision on the school • Annual Governance statement to be updated as agreed • Chair and LW to agree and distribute approved letter • Parent Governor Election to take place in Spring term • Complaint letter regarding invitation to be involved in Parliamentary Review to be drafted and circulated 	

Signed.....

Date.....