

Quercus Federation  
 Minutes of the Meeting of the  
 Governing Body Held on  
 Tuesday 9 May 2017 at 5.30pm At Hurst Green Primary School

Present: John Crouch (JC), Edward Collins (EC), Pippa Green (PG), (CF), Emily Sparrow (ES), Judith Koral (JB), Allison Flack (AF, HoS), Julia Bray (JB, HoS)

Also present: Vivienne Davies (VD) (Clerk), Keith Cheetham, Kevin Tomasetti.

Item	Discussion	Action
1.	<p><b>Welcome By Chair</b></p> <p>JC welcomed everybody.</p>	
2.	<p><b>Prayer</b></p> <p>EC opened the meeting with a prayer.</p>	
3.	<p><b>Procedural</b></p> <p>Apologies for Absence had been received from Carol Feltwell          Also absent Rev Annette Hawkins (AH), Lindsey Greatley,</p> <p><u>Declaration of Pecuniary Interest.</u>          There were no declarations. KC and KT completed declarations of Pecuniary interest forms. These were authorised by JC.</p> <p><u>Safeguarding Issues</u> – any urgent matters. There were no urgent matters.</p> <p><u>Health and Safety</u> – any urgent matters. There were no matters apart from the retaining wall.</p> <p><u>Update on Retaining Wall</u></p> <p>KC was pursuing the issue with the retaining wall at Hurst Green. The school had previously not paid into the service for school buildings advice, therefore ESCC had been unable to provide advice. Once the school had paid for the service ESCC had been to survey and it was probable that ESCC would pay for the work to be carried out. (estimation £150k). If the feasibility study could be undertaken urgently then plant could be on site during the summer break and work started by 1 September. The school could manage by using half of the playground while the work was being completed.</p>	
4.	<p><b>Minutes of the Previous meeting – 25 April 2017</b></p> <p>The minutes of 25.4.17 were approved. JC signed the minutes.</p>	
5.	<p><b>Hurst Green Budget</b></p>	

	<p>Governors reviewed the budget and noted that £25k had been assigned for repairs to the retaining wall.</p> <p><b>Governors challenged</b> if the budget was based on the 5-class structure. This was the case. Newly appointed teachers would be employed on temporary contracts.</p> <p>5 new smart boards would be purchased from capital.</p> <p><b>Budget notes</b></p> <p><b>Staffing</b></p> <p>The school increased to 5 classes from September 2017. AF is 0.4 and teaches for 2 days per week currently. Sam Dooley leaves at the end of Term 5. Matt Simmonds end of contract August 2017.</p> <p>Governors noted that David Taylor the sports coach would cover PPA for 15 hours.</p> <p><b>Premises.</b></p> <p>KC was reviewing the premises list carefully to verify if the school was receiving value for money. Particular attention would be paid to the £7,000 allocated to unknown expenditure.</p> <p>Supplies and Services.</p> <ul style="list-style-type: none"> <li>• The SENCO from Playden would commence work across both schools on a part-time basis.</li> <li>• A Speech and Language specialist would work across both schools.</li> <li>• Caroline Howells was budgeted for 10 days at each school.</li> </ul> <p><b>Governors asked</b> if Caroline Howells could support the schools in their forward planning. This included management of the sports hall. KT would progress.</p> <p><b>Governors approved the Hurst Green budget in the sum of. £598,422 comprising: -</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Formula Budget Share</td> <td style="text-align: right;">£518,207</td> </tr> <tr> <td>Carry Forward</td> <td style="text-align: right;"><u>£ 80,235</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>£598,422</u></td> </tr> </table> <p>Governors agreed that the School sign up for NGA Gold membership.</p>	Formula Budget Share	£518,207	Carry Forward	<u>£ 80,235</u>	Total	<u>£598,422</u>	KT
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6.	<b>Headteacher Report</b>							

## **Staffing**

Governors noted that advertisements for teachers were progressing. Interview dates had been set 24<sup>th</sup> May (Hurst Green) (JC) and 25<sup>th</sup> May (Hurst Green (PG). KC and KT would go to see candidates teach.

## **Data**

### **Northiam**

JB reported the following: -

Staffing issues had affected Early years/Year 1. Progress had slowed and outcomes would be affected.

75% of children would achieve Early Learning Goals. External Moderation would take place.

Year 2. There had been issues with staffing and the end of Year 1 outcomes were poor. Therefore, focus had been on filling the gap and supporting. It was expected that between 64-72% would achieve expected standards combined.

Governors noted that year 2 were receiving a lot of support. Progress is being measured against KPI. 6 steps of progress would be expected per year. Governors noted that although attainment is low significant progress is evident.

Governors noted that the only area not making rapid progress is Maths. There were gaps in Maths knowledge which was being addressed.

**Governors asked** that in future Reading Writing and Maths Data was contained on the same document.

Year 3 good progress in catching up.

Year 4 – Slight improvement in attainment was evident. There had been significant Progress against reading age. Governors noted that the children working below are closing the gap.

Governors noted that the cohort had changed since the start of the year.

**Governors asked** if base line assessments took place when new children entered the school. This was the case.

Year 5. Governors noted that progress was slightly slower. Boosters were in place. Early targeted interventions were in place for Year 5 in preparation for SATS next year.

Year 6. Governors were pleased to note that 100% of children are expected to achieve ARE. This was due to significant interventions which had taken place.

	<p>Governors noted that PPG outcomes were low. Although there had been progress this had not carried through to attainment.</p> <p><b>Governors challenged</b> why there was no progress for Year 5 in maths. This was an error on the document. There had been progress.</p> <p>Governors were aware that EYFS and Year 2 had required a large amount of interventions. Congratulations were given to the staff for filling the gap to improve KS2 outcomes.</p> <p><b>Hurst Green</b></p> <p>There were issues with the assessment tracker. Teachers had provided a snapshot of data.</p> <p>EYFS. Governors raised concern that all of the children who would not reach GLD were boys  Year 1 data raised concerns  Year 2. There were lots of gaps. Both of the PPG children were expected to achieve ARE. Governors noted that boys reading and Writing had been identified as an issue.  Year 4 progress is good  Year 5. Concerns had been raised.  Year 6. 60%, Attainment was low but progress was good from KS1.</p> <p>Attendance was under 95%</p> <p>Governors challenged if increasing to 5 classes will have an impact on progress and attainment. This will have a positive impact in year 6.</p> <p>Governors noted that data would be used to drive where the Pupil Premium money would be spent in the coming year.</p>	
6.	<p><b>Safeguarding</b></p> <p><u>Hurst Green</u>  1 child on a child protection plan  1 family (2 children) is receiving support from Early Help Keywork Service.</p> <p><u>Northiam</u></p> <p><u>Safeguarding action plan.</u></p>	

	<p>KC emphasised that the updated safeguarding action plan should be presented to every FGB.</p> <p><u>Safer Recruitment</u></p> <p>JC held the records for Safer Recruitment and Safeguarding Training. <b>Action: Governors to forward certificates to JC.</b></p>	Governors
7.	<p><b>Governance</b></p> <p>Governors were concerned that a letter had been received from Fiona Wright, Director of Education, about the non-compliance of the Hurst Green website. This was exacerbated by the fact that the school had also been written to in October regarding the non-compliance. The clerk had also identified issues in the Website audit. Northiam was virtually compliant. However, the issues with the Hurst Green website would currently cause the school to fail an Ofsted inspection. Fiona Wright had requested that the website be compliant by the end of term 5. SLT had written back to Fiona Wright to advise that the website issues would be addressed as soon as possible.</p> <p>The following resolutions were made: -</p> <ul style="list-style-type: none"> <li>• The clerk would request all Governors to produce a biography. The clerk would collate and send these to the Bursars at each school for uploading onto the website</li> <li>• A Governor monitoring visit would take place on Monday 22 May 9.30 at Hurst Green to focus on the Hurst Green Website and Quercus vision. EC, JC and PG would attend. Action: Clerk to email all Governors to invite them to attend.</li> <li>• The clerk would circulate the policy review cycle and include columns to tick when the policy had been uploaded to the website, shared with staff and a hard copy had been printed in school. This would also be included as an action in the minutes for the HoS to complete/delegate.</li> <li>• Issues had been raised that the policies on the Hurst Green website must reference the Nursery. <b>Action: Clerk to contact Governor Services to enquire if key policies i.e. Safeguarding and Child Protection could be suitable for a School with a Nursery in order to ensure website compliance.</b></li> </ul> <p>Governors <b>challenged</b> how this had happened as a website specialist had been employed to update the website. JC advised that he had been assured by the SLT that the website was compliant.</p>	<p>Clerk Governors Governors</p> <p>Clerk</p> <p>Clerk</p>

	<p>Governors approved that the website be upgraded and at a cost of £1350 plus VAT. As the website was being remodelled it was resolved that it should have a similar corporate identity to the Northiam Website. Governors noted also that there was no link to Quercus on either the Hurst Green or Northiam websites. This would be addressed. Action: SLT.</p> <p>Further monitoring visits were arranged: -</p> <p>22 May - Focus on website and Quercus vision.        8 June (am) Focus individual areas of responsibility.        29 June. (pm) Governance Self-evaluation.</p> <p>Edubase. The Clerk would send out forms immediately to governors requesting them to be completed. When collated they would be forwarded to the Business Managers at Hurst Green/Northiam.</p>	<p>Clerk Governors</p>
<p>8</p>	<p><b>Dioceses an Improvement Partner Visit</b></p> <p>KC had visited Hurst Green to review SIAMS. Hurst Green had previously received a satisfactory SIAMS judgement. KC had found that previously agreed actions had not been addressed namely:</p> <ul style="list-style-type: none"> <li>• Evaluation of worship in school once a week by a KS1 or KS2 child.</li> <li>• Class rooms not fit for purpose. Governors noted that the focus of the reflection in the reflection areas should change 3 times per year.</li> <li>• The quality of RE had been monitored and the evidence had been “sketchy”.</li> <li>• Presentation of work was poor.</li> <li>• Confusion over the scheme of work.</li> <li>• The school hall had beginnings of reflection. However, there was no focus of prayer at the beginning of assembly.</li> <li>• This was an indication that there had not been a great deal of monitoring of books in the school.</li> </ul> <p>AF had fed back to staff and would address the issues raised.</p> <p>It was resolved the SIAMS would be a target area in the school improvement plan. In addition, SIAMS would be a standing FGB agenda item. Action: Clerk to include on agenda.</p> <p>Governors noted that Hurst Green had 5 values. These could be a specific value each term to link to the reflection area.</p>	
<p>8.</p>	<p><b>Policies for approval</b> There were no policies for approval.</p>	

9.	<b>Staff Wellbeing</b> There were no issues raised.	
10.	<b>Chairs Update/Report –</b> Governor recruitment was ongoing.	
13.	<b>Any Other Business</b>  KT asked which governor had H&S responsibilities. This had been assigned to JC AOB.  Governor meeting dates for 2017/18 would be forwarded to Governors.	<b>Clerk</b>
14.	<b>Date of Next Meeting -</b> The next meeting would take place on  Next FGB 8 June – 2017 (Northiam) – 5.30 pm	

**Actions Table 9.5.17**

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>
Caroline Howells to be requested to support schools in their forward planning.	KT	Asap
All Governors to complete a biography for the website.	Governors	Asap
Governors to conduct a monitoring visit regarding the Hurst Green website	Governors	Asap
The clerk would circulate the policy review cycle and include columns to tick when the policy had been uploaded to the website, shared with staff and a hard copy had been printed in school.	Clerk	Asap
Clerk to contact Governor Services to enquire if key policies i.e Safeguarding and Child Protection could be suitable for a School with a Nursery in order to ensure website compliance.	Clerk	Asap
Hurst Green website to have the same corporate identity as Northiam.	SLT	Asap
A link to Quercus should be created on both websites.	SLT	Asap
Governors to complete Edubase forms and return to the clerk.	Governors	Asap

Meeting dates to be distributed to Governors	Clerk/JC	Asap
SIAMS to be a regular agenda item	clerk	Asap