

MINUTES OF FULL GOVERNING BODY MEETING

Monday 14th March 2016 at 7.00pm

at Reigate Parish Church School, Blackborough Road, Reigate, RH2 7DB

Present:

Governors: Phil Andrew (PA)
Deborah Arnold (DA)(Chair)
Duncan Barkwith (DB)
Frances Davis (FD)(Head)
Alex Foster (AF)
Bryan Ingleby (BI)
Sarah Kennedy (SK)
Anna Randall (AR)
Kevin Semple (KS)
Matthew Wrighton (MW)
Alasdair Wylie (AW)

In attendance: Lisa Thurston (LT)(Clerk to the Governors)

1. Welcome and Prayer

DA welcomed everyone to the meeting and PA led the opening prayer.

2. Apologies

Apologies were received and accepted from Joanna Goddard (maternity leave), Emma Lees (ELees) (family commitments). AR had advised that she would be late as her flight was not due in to Heathrow until 6.30pm. *Subsequent to the meeting, ELYth advised that her husband had been delayed and she had been unable to leave her children.*

3. Declarations of Interest

AF, SK and AW all declared an interest in Admissions as they all had pending applications for children to join the school in September.

4. Constitution of the Governing Body

PA has started to look at succession planning and will be contacting governors whose term of office are due to expire this year to ask their intentions.

DA announced that LT has resigned from the post of Clerk to the Governing Body as at the end of the Spring Term. LT explained that she had not actively been seeking alternative employment but had been offered an exciting opportunity. LT's official last meeting would be the Children, Standards and Learning meeting on Wednesday 23rd March but she would continue as Clerk until such time as a new appointment had been made.

5. Minutes

Minutes of the following meetings were agreed to be a true and accurate record and were signed by the Chair:

- FGB meeting held on 17th November 2015
- FGB meeting held on 3rd February 2016

Approval of the minutes of the EFGB meeting held on 29th February was deferred to the next FGB meeting.

6. Matters Arising

None.

7. Admissions

- 2016/2017 update - There had been more applications this year than in the last few years. There are currently 61 children on the waiting list for Y2 – these are families who expressed an interest when their children were due to join Reception. It is not yet known how many of these families would wish to be considered for a place in Y3 in September. Once SCC have confirmed the date and process, RPCS will contact these families.
- Governors to consider the impact of expansion on future Admissions policies – governors will continue to monitor and consider the impact of the expansion on the Admission arrangement – to appear on the Summer Term agenda. Arrangements for September 2018 will be reviewed at the first FGB Business meeting early in the Autumn term and any changes will be put out for consultation in line with SCC's process. In response to a governor's question, FD confirmed that once the 60 places have been accepted, Maureen Prestidge will compile a report that will show distances of both open and foundation places against previous years' comparable data.

8. Chair's Actions

None

9. Headteacher's Report

Governors had been sent the Headteacher's report ahead of the meeting. FD responded to governor's questions/comments:

- Attendance – Overall, attendance has increased but there has been an increase in the number of requests for holidays in Reception and at the end of a school term or when there are shorter weeks due to INSET days. This may be due to a misconception that learning slows down towards the end of term. FD will write to parents emphasising the importance of attendance across the whole of the school week/term to ensure continuity of learning. It is not known how much impact introduction of fixed penalty notices (FPNs) would have as the fine is less than the financial saving of a term time holiday. The thought of having a fine issued may change some families' attitudes. FPNs can be issued if ten sessions have been missed in a three month period. Further analysis on the impact that absence has on attainment will be carried out.
- Feedback to/Engagement with parents – Marvellous Me is an ICT app for phones that enables teachers to briefly communicate something about a child's learning each day. This would be a generic class based message which would appear on the parent's phone that say's "*Child's Name* has been marvellous today". The app was designed by a parent who wanted more information from the school about what his children were learning. In addition to the initial set up fee of £250, there would be an annual cost implication of £500 – it is hoped that the PTA may be able to fund this. Teachers would need to ensure that they used the programme to ensure value for money.
- British Values – British Values are highlighted in the mid-term planning - the active School Council is good example of how the children learn about and understand democracy. Posters depicting a British Value hand – a different Value on each digit – are present in every classroom. All staff are undertaking the Channel awareness training enabling them to understand how self-esteem issues can make children more vulnerable to influence from their peers and other.

10. Committees and Nominated Governor Reports

- Resources – Governors had received the minutes of the November and January meetings. The draft budget had been approved and submitted in November. Governors had further discussed the financial implications of the expansion on

the school budget. The MUGA is nearly complete and as such will revert to being called the field. This should be in use when the children return from the Easter holidays.

- Children, Standards and Learning – Governors had received the minutes of the December meeting.
- Child Protection – FD reported that health professionals are working with the school with regards to attendance.
- Racial Incidents – None. Following a situation where children were using inappropriate language, the school are looking into purchasing more culturally diverse books for the school library to ensure children have a greater understanding of different cultures.
- Children in Care - None
- Link Governor – SK had nothing to report to governors.

11. Finance Update

- SFVS – Governors had all seen and approved the SFVS document electronically. DA expressed her thanks to Lis Bowen, AF and AW who had completed the document. DA had signed the document ahead of it being submitted.

12. Strategic future of the school

FD delivered a PowerPoint presentation to governors on academisation within the Southwark Diocese and Surrey. Reigate School have been hosting meetings to explore which local schools may be interested in forming a Multi Academy Trust (MAT) with them. FD has attended these meetings to gain a greater understanding of academisation, specifically in the local area. The government White Paper, due for publication in June 2016 will state that all schools must convert to an academy by 2020. FD explained that the main difference between a maintained school and an academy is the level of accountability and responsibility and where this sits with a structure that includes a Board of Trustees and a Local Governing Body. RPCS Governors have some of the responsibilities already eg. own Admissions authority; employers etc. as a Foundation VA school. SCC are encouraging schools to work collaboratively and many are deciding to choose their own partners/MATs or design their own model of MAT ahead of the government forcing them into a partnership they may not have chosen. SDBE have made it clear that they do not expect any of their schools to join a non-SDBE MAT. There is no clearly defined model of SDBE MAT or suggestion of how the structure within it would look like. Other Dioceses (eg Guildford) already have Diocesan MATS (eg The Good Shepherd Trust). Maria Dawes and a Babcock Financial Consultant are hosting a training session to explain the financial side of being an academy at Holmesdale School on 21st March. FD will feedback on this session and update governors further at the next FGB meeting. It is not clear at the moment which other schools, if any, will be joining Reigate School when it converts on 1 September 2016.

13. School Expansion – see Part Two

It was decided to discuss Item 14 ahead of Item 13 so Items 13 and 15 would both be discussed as Part Two Business

14. Safeguarding

LT reported that at the end of February, the DfE Published an amendment to the School Governance Regulations regarding DBS checks which brings schools in to line with the statutory requirements for Trustees and Governors of academies. The amendment states:

- (1) Where a governor has been elected or appointed before 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor by 1st September 2016.
- (2) Where a governor is elected or appointed on or after 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor within 21 days after his or her appointment or election.

Governors agreed that the cost of these applications should come from the school's delegated budget. LT to email a list of governor names to Sarah Clark who will be able to manage the process.

8.30pm – AR arrived

15. Policies – see Part Two

16. Governor Monitoring and Training

As the meeting was over-running it was decided to defer this item to next term's meeting.

17. Termly Business

Governors had received the Babcock 4S Governor Updates.

Before the meeting closed, DA spoke to governors about SCC's consultation relating to the proposed school dates for 2016/2017. Governors agreed that option 1 (Surrey's preferred option) would be preferable.

18. Date of future meetings:

Tuesday 26th April 2016, 7pm (to approve the budget)

Monday 20th June 2016, 7pm

The meeting closed at 9.50pm