

MINUTES OF FULL GOVERNING BODY MEETING

Monday 20th June 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)
Emma Lees (ELees)
Esther Lyth (ELyth)
Anna Randall (AR)
Kevin Semple (KS)
Alasdair Wylie (AW)

In attendance: Claire Tait (CT) (Clerk to the Governors)
Lisa Thurston (LT) (outgoing Clerk to the Governors)

1. Welcome and Prayer

DA welcomed everyone to the meeting, CT was welcomed as the new Clerk to the Governors, and PA led the opening prayer.

2. Apologies

Apologies were received and accepted from Joanna Goddard (maternity leave) and Matthew Wrighton (Family illness).

3. Declarations of Interest

None

4. Election of Chair of Governors for academic year 2016/17

KS was unanimously voted in as the new Chair of Governors with effect from 21.6.16

5. Constitution of the Governing Body

KS term of office ends August, but he is willing to stand again and will need to be reappointed by the PCC. ELees will be standing down as of 31.8.16, and DA will be standing down as of 22.7.16. PA has already approached two people with relevant skills who may be interested in filling these gaps: a former teacher and an IT professional, these appointments need to be approved by Diocese and PC respectively. They both have children at Reigate Parish.

6. 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 14th March 2016
- EFGB meeting held on 26th April 2016

7. Matters Arising

None.

8. Admissions

- 2016/2017 update – Year 3 - As of 20.6.16 there are 48 confirmed Year 3 children and a further 10 on the waiting list who have been offered places. There will be a further update at the resources meeting next week. It is hoped that there will be 50+ children by the end of the school year and that in September there should only be a handful of places to fill. It is hoped that by half term Year 3 will be full. Prospective parents are often being shown around the school, and there appear to be many families moving to Reigate from London, elsewhere in the UK and from abroad. This will help fill the places.
- There was some concern from the governors that the current Year 2 pupils have until September to change their minds about leaving and decide to stay, and would have the right to do so. SK and FD have spoken to many of the parents and are confident that they have made up their minds and are unlikely to change, especially after transition day on the 5th July.
- Reception children coming in – the criterion were explained as follows:
 - Open places
 - Criterion 3 = siblings
 - Criterion 4 = Non-siblings, closest to school
 - Foundation places
 - Criterion 3 = Siblings with parents active in an Anglican church
 - Criterion 4 = siblings with parents active in other churches
 - Criterion 5 = non-siblings where parents are active participants in an Anglican church
 - Criterion 6 = non-siblings where parents are active in other churches
- It was noted that Reception applications are still high, and have not been affected by the schools expansion plans.
- The governors want to pass on their thanks to Maureen Prestige for all her hard work on admissions.

9. Chair's Actions

None

10. Headteacher's Report

Governors had been sent the Headteacher's report ahead of the meeting. FD responded to governor's questions/comments by email (see Part 2 minutes).

- Phonics update: Yr 1 and 2 took their phonics check this week. Initial analysis shows that the children have made very good progress and look to be on target to passing. The Read, Write Inc Phonics programme (RWI) has been critical in achieving these scores, and all staff are able to see the benefit it has had on the children's learning. The Government will release the pass score on 27.6.16.
- Attendance is on track for reaching the target of 96.5%. A number of parents are asking for holiday during term time. FD responds to and closely monitors all requests for term time leave/ holidays. Governors discussed the introduction of Fixed Term Penalty Notices. It was agreed not to introduce these at this time.

11. Safeguarding

Governors were reminded that all governors should have applied for a DBS check by September 1st 2016. Governors need to fill in the online form and bring 3 pieces of ID to school by the end of term. Governors to contact CT if they no longer have the link to the online application.

12. Committees and Nominated Governor Reports

- Headteacher's Performance management – A governor is needed for the Head Teacher's Performance Management process whilst PA is on sabbatical. AR agreed to take on this role.
- Resources – The Resources Committee agreed to increase the requested amount of the voluntary parental contribution to the Governors' Fund. A letter has already gone out to current parents and another is going out to new Reception and Year 3 parents. (See also Part 2 minutes)
- Children, Standards and Learning – Governors noted the minutes of the last meeting.
- Child Protection – There is one child on the CP register (See Part 2 minutes)
- Racial Incidents – None.
- Children in Care - None
- Link Governor – SK gave out a record of all the training Governors have been on from September 2015 to September 2016. Governors to advise SK of any errors or amendments. SK emphasized the importance of training to ensure effective governance. The question was raised as to whether governors are assessed on the amount of training they receive. SK said Babcock won't check, but OFSTED may ask to see what training has been attended by governors. Babcock have announced due to ongoing financial pressures that some courses that were previously free will now cost.

13. Finance Update

There will be further updates at the Resources meeting next week.

FD explained that a Year 1 teacher is still needed for September. At the moment the proposal is to have a supply teacher (one has been identified) contracted for the year working Monday, Tuesday and Wednesday, and a teacher (yet to be interviewed) to do 2.5 days a week. The teacher is an experienced teacher, as is the supply teacher, so FD discussed the impact this may have on the budget this year. Lis Bowen is currently looking into this further.

FD explained the school may take on 2 NQTs next year which would help the budget.

14. Strategic future of the school

FD delivered a PowerPoint presentation to governors on academisation within the Southwark Diocese and Surrey. This was subsequently emailed to the governors. Further updates were given on the current Diocese Multi Academy Trust (DMAT), of which 12 schools within the SBDE are interested in joining, starting in September 2017. FD explained RPCS has 3 options:

1. To stay as a VA school
2. To join DMAT
3. To start a standalone MAT

Governors discussed the advantages and disadvantages of joining the DMAT in September 2017, but it was agreed to wait for further updates at the next meeting.

15. School Expansion update

The new Instrument of Government to include the school's new name to Reigate Parish Church Primary School was approved by Governors. This will now be sent off to Babcock and SDBE to finalise the process of the name change.

16. Policies

- Governors received updates on the proposed new pay policy. The 2016/17 Pay Policy is currently being consulted on with Babcock 4S and staff. Pay Committee to feed back to governors following further discussions. The Policy is to be approved at the September FGB meeting.

- Governors started discussions on the 2018/19 Admissions policy. This will be discussed further by the Resources Committee. Governors noted the time frame for any major changes to the Admissions policy to go out to consultation.

17. Governor Monitoring

The monitoring visits for this academic year have been completed with the last one taking place on 7.7.16.

18. Termly Business

- Governors had received the Babcock 4S Governor Updates.
- LT fed back that the Clerk's briefing session's main focus was academisation and the importance for governors to continue to discuss the different options.

19. Date of future meetings

Governors to email CT with their availability for next years' meetings, indicating days they are unable to commit to ensuring maximum opportunity for all governors to attend meetings. FD and CT to collate responses and issue a proposed calendar of meetings.

The meeting closed at 9.30pm with a closing prayer from PA and LT was thanked by the Governors for her service to the GB