

# Eastchurch C of E Primary School

## Minutes of the Strategy Meeting Held at the school on Friday 16<sup>th</sup> September 2016

**Present:** Andy Booth(Chair), Aaron Janes, John Stanford, Tracy Ryan

**In Attendance:** Lynette Elliston (Clerk), Sarah Hunt (Head of School), Michelle Crowe (Head of School)

**Apologies:** None

	Meeting commenced 9.30am	Action
1.	<p><b>Welcome and apologies for absence</b> The Chair welcomed all and there were no apologies. The Chair of the Strategy group had been formally agreed as part of the review of the Terms of Reference at the end of the Academic Year.</p>	
2.	<p><b>Declaration of Business Interests</b> Any interest would be declared if found relevant during further discussions against agenda items.</p>	
3.	<p><b>Minutes of the Strategy meeting 08/06/2016</b> The public minutes were agreed for content and accuracy and subject to a manual amendment to the Part 2 Confidential minutes which specified that discussions regarding the division of schools sites <b>were</b> specific to finance requirements only, were agreed for accuracy and content and signed by the Chair. Actions would be taken at the end and matters arising were covered during the meeting</p>	
4.	<p><b>Governance</b> The Chair shared feedback following correspondence received from the Local Authority regarding Governance, Governors discussed procedures required to improve the effectiveness of Governance moving forward and agreed the increased focus should remain on good quality Governor monitoring against the school plan priorities and increased Governor training. Governors were committed to full engagement with all requirements to ensure the role Governors and Governance remained effective and supportive to the school. Governors would return all monitoring feedback to the Clerk allowing full circulation and sharing before upcoming meetings (at least 1 week prior) templates were agreed for training feedback which would be circulated and introduced with immediate effect, again these were required for sharing in accordance with the agreed timeline previously specified. The Governors visits policy would be reviewed and a best practice would be applied for monitoring pairs to agree coordinated visits, a choice of 3 dates would be offered and if agreement not found a solo visit would be completed in order to adhere to the visits schedule specified in the action plan. Governors reviewed memberships and responsibilities for monitoring and vacancies were identified and discussed, Governors agreed a Parent Governor Election would take place in October this would allow for the inclusion of new Reception pupil parents/carers. The Chair informed Governors that the position of the new incumbent Vicar would continue as a vacancy until further notice from the Diocese. Governors discussed the Co-opted Governor vacancy and areas considered best for recruitment on a skills basis and agreed to advertise within the parent/school community. Governors discussed the return schedule for the Annual Safeguarding Report and the Clerk would seek advice and feedback including content requirement i.e. past/previous pupils, this would be added to the Full Governing Body (FGB) agenda. Governors created a schedule for upcoming Governor visits and agreed the required frequency in accordance with the key priorities of the school plan (by term) further clarification of actual dates and content would be agreed and added to Governors Action Plan.</p> <p><b>Action</b> To circulate template for training feedback to all Amend election correspondence to include advertisement for Co-opted Governor Check Annual Safeguarding report timeline/content and add to FGB agenda</p>	<p>Head Head Clerk</p>

5.	<p><b>Executive Headteacher Post</b></p> <p>AJ (Vice Chair of Governors) updated Governors following the short-listing meeting for potential candidates. There had been 1 applicant and the Diocese had questioned the Christian Distinctiveness awareness in addition to the LA concerns with the availability of evidence to support aspects of the application; the Candidate had self declared a weakness with HR and Finance knowledge and based on all of these factors the panel had agreed that the Candidate was not suitable to interview for the Post. The LA had further advised Governors that the advert for the post might be revisited and the pay scale reviewed in order to increase attractiveness to suitable applicants, Governors agreed that the micro-site could be updated. Governors discussed the importance of an open attitude to candidates (advised by the LA) to widen desirability whilst maintaining the priority of Christian Distinctiveness from a Diocesan perspective. Governors extensively discussed “next steps” and agreed to expand the portfolio of professional advertising to attract more interest; the Panel would meet with the LA and the Diocese in the earliest instance to agree the format in order to achieve the best window of availability for advertising.</p> <p><b>Action</b></p> <p><b>To arrange meeting with Panel representatives, LA and Diocese regarding further advertising requirements for Executive Headteacher Post</b></p>	Chair
6.	<p><b>School Self Evaluation and Improvement Plan</b> (previously circulated)</p> <p>The Heads shared priorities listed on the plan.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors questioned raising the profile of Science and discussed the benefits of the increased focus. Governors asked if tracking introduced had indicated the reduced results seen and if there was confidence in assessment and were advised that early tracking had taken place although analysis from this was unavailable owing to early stages.</b></li> <li>❖ <b>Governors questioned how Teaching Assistants (TAs) roles could be improved and were advised more training would be introduced (this was supported in the budget) in addition to more robust monitoring of TA attendance.</b></li> <li>❖ <b>Governors questioned how aspirations would be improved and were advised through an Arts focus the school would work with the Royal Opera House on a production of “The Nutcracker” this would include dance projects and increased musical involvement which would also support Pupil Premium and Disadvantaged pupils’ access.</b></li> <li>❖ <b>Governors asked how the school would improve effectiveness of external behaviour support and were advised that a restorative justice approach had been adopted to support behaviour, external providers had also given support and guidance.</b></li> <li>❖ <b>Governors asked what processes were in place to ensure internal assessment was robust and were advised that Target Tracker would continue in addition to ongoing moderation with the Island Collaboration, baseline data now received was considered beneficial and there was increased confidence in staff assessment following the recent changes to the assessment process.</b></li> </ul> <p>Governors requested further training to support Governor understanding of the new process of assessment and this was agreed by the Heads of School.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors asked what strategies had been introduced to improve attendance and were advised that there was a whole island policy introduced pupils below 96% would receive letters home and the full process was explained to Governors, support would be offered to parents at all stages.</b></li> <li>❖ <b>Governors asked what measures were in place to improve persistent absence and were advised of the constraints of some aspects including pupils where there was no permanent address outside of the seasonal availability of caravans, the LA had been supporting the school with advice and guidance and the school would continue to manage the situation as effectively as possible in accordance with the admission procedure and attendance policy, a new Attendance Officer, Kim Evans, had been recruited and would be introduced to Governors at the FGB meeting</b></li> </ul> <p>Reading data was discussed, 59% of KS2 pupils had achieved the expected levels of progress compared with 75% assumed at Teacher Assessment, Governors would schedule monitoring</p>	

	visits to observe reading and feedback, staff training would take place to support staff. <b>Action</b> <b>Add Kim Evans Attendance Officer to email list and add to FGB agenda</b>	<b>Clerk</b>																												
<b>7.</b>	<b>Policies</b> None																													
<b>8.</b>	<p><b>Any other urgent business</b></p> <p>Governors discussed communication and strategies to improve current methods between sites, Governors agreed to notify staff of position of Interim Executive Headteacher pending the completion by all parties of the Memorandum of Understanding.</p> <p>There was a brief discussion regarding the investigation of the possibility of achieving cost savings to the budget and this was quickly resigned for further discussion at the upcoming Finance and Resources Team meeting</p> <p>Actions:</p> <table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>160806 - 4</td> <td>Request visit report from additional Assembly attended by Vice Chair.</td> <td>Clerk</td> <td>Dates to be added, completed</td> </tr> <tr> <td>160806 - 4</td> <td>SEN visit report (Policy) and Curriculum (reading) report.</td> <td>TR</td> <td>Deferred FGB</td> </tr> <tr> <td>160806 - 4</td> <td>Email Yvette Gutheil (YG) regarding Safeguarding visit feedback/report</td> <td>Clerk</td> <td>Ongoing</td> </tr> <tr> <td>160806 - 4</td> <td>Update and circulate the visits schedule</td> <td>AB</td> <td>Completed, closed</td> </tr> <tr> <td>160806 - 6</td> <td>To confirm any limitations on Governors for inclusion in future committees (Finance)</td> <td>Clerk</td> <td>Completed, closed</td> </tr> <tr> <td>160806 - 6</td> <td>Complete and circulate Pay Committee Agenda</td> <td>Clerk</td> <td>Completed, closed</td> </tr> </table>					160806 - 4	Request visit report from additional Assembly attended by Vice Chair.	Clerk	Dates to be added, completed	160806 - 4	SEN visit report (Policy) and Curriculum (reading) report.	TR	Deferred FGB	160806 - 4	Email Yvette Gutheil (YG) regarding Safeguarding visit feedback/report	Clerk	Ongoing	160806 - 4	Update and circulate the visits schedule	AB	Completed, closed	160806 - 6	To confirm any limitations on Governors for inclusion in future committees (Finance)	Clerk	Completed, closed	160806 - 6	Complete and circulate Pay Committee Agenda	Clerk	Completed, closed	
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	160806 - 6	Feedback Schools Financial Services data requirement dates for AYR 2016/17 to Clerk	Head	Completed, closed	
	160806 - 7	To send draft SEF and SIP to Strategy Governors	Head	SEF ongoing	
	160806 - 9	Send emergency evacuation procedure to all Governors	Head	Ongoing	
<b>Actions</b>					
<b>Notify staff of position of Interim executive Headteacher</b>					<b>Head</b>
<b>9.</b>	<b>Confidentiality</b> None				
<b>10.</b>	<b>Date of next meeting</b> The date of the next Strategy meeting was agreed as Friday 20 <sup>th</sup> January 2017 at 10.30am at All Saints.				

Meeting concluded at 11.30pm

Signed (Chair).....

Date.....