

**MINUTES OF THE MEETING OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL
ON THURSDAY, 29TH SEPTEMBER 2016 AT 6.15 P.M.**

Governors: Zoe Thorn (Chair), Carole Mills (Vice Chair), Kevin Blencowe, Jill Tuffnell, Neil Perry, Gavin Ayliffe, Mark Tinkler, Lucy Walker, Melissa Hatcher, Sarah Ransome, Tricia Lloyd, Christina Bates, Angel Gurria, Rosa Mottershead, Tony Davies (Headteacher),

In attendance: Liz Steel, Kate Spencer-Allen (Assistant Headteachers)

Clerk: Lis Silver (Clerk to Governors)

Item		ACTION
1.	Apologies for absence	
	There were no apologies for absence from governors. It was noted that Annabelle Lewis is on long-term sickness absence from the school.	
2.	Declaration of direct or indirect pecuniary interests	
	Governors had no additional direct or indirect pecuniary interests to declare relating to items on today's agenda. It was noted that all governors are required to complete the circulated Declaration of Eligibility form that includes a Declaration of Pecuniary Interests form and return to the Clerk.	
3.	Welcome to new Staff Governors & Introductions	
	The Chair welcomed the two new Staff Governors Christina (Year 4 teacher) and Tricia (HLTA) to the meeting and all present introduced themselves	
4.	Election of Chair and Vice Chair	
	<p>The Chair asked the Vice Chair to chair this part of the meeting. The Vice Chair asked for governors to put themselves forward to become the new Chair for this academic year. Only Zoe Thorn indicated that she wished to stand for this post.</p> <p>Zoe Thorn was nominated by Carole Mills, seconded by Jill Tuffnell The appointment of Zoe Thorn as Chair for the academic year was approved unanimously</p> <p>Zoe Thorn took back chairing the meeting and asked for governors to put themselves forward for the position of Vice Chair. Only Carole Mills indicated that she wished to stand for this post,</p> <p>Carole Mills was nominated by Zoe Thorn, seconded by Lucy Walker The appointment of Carole Mills as Vice Chair for the academic year was approved unanimously</p> <p><i>Mark Tinkler joined the meeting at 6.25pm</i></p>	
5.	Minutes of the meeting held on 13th July 2016	
	<p>The minutes were reviewed for accuracy. The following corrections were noted</p> <ul style="list-style-type: none"> • Page 5 section 7 & 8 – correction to indicate that exit data had been for the previous year 2014/15 • Page 7 section 9 – correction to paragraph about inviting Parkside Federation to make a presentation about their academy to indicate 	

	<p>that governors should be aware that are financial benefits for their academy if other schools join.</p> <ul style="list-style-type: none"> • Page 10 Section 14 – correction to indicate that for that particular meeting the Meet the Head feedback had been included within the Head teacher’s report (rather than as a separate Agenda item). • Section 4 - following a request from one of the Governors there was agreement that the detailed feedback from the Parent Governor election should be considered a confidential item and that a brief summary should be included in the public minutes. A number of minor changes to the exact wording in Section 4 were agreed for clarity. 	
6.	Matters arising or agreed actions update	
	<p>The following matters arising were noted:</p> <ul style="list-style-type: none"> • One of the governors requested that in line with good practice guidelines governors should not normally be named in minutes, unless it is pertinent to the comment or is an action allocated to an individual. It was agreed that this emphasises the corporate nature of decision making by the FGB. For clarity the minutes will continue to identify when it is the Headteacher or the Chair/Vice Chair speaking or any other governor where it is pertinent to the comment. <p>The Board unanimously approved that in future minutes individual governors will not normally be named unless it is pertinent to the Comment.</p> <ul style="list-style-type: none"> • One of the governors noted that in the complexity of the discussion at the last meeting that there had not been clarification about whether a Parent Governor could stand for a second term of office. Tony advised that this is unambiguous and that parents/carers of all children on roll at the school at the time of the election are eligible to stand. This does mean that a Parent Governor could be elected whose child leaves the school shortly afterwards. It was agreed that consideration should be given to seeing whether it was possible to change the rules so that a Parent governor could be asked to stand down 6 months/1 term after their child left the school. One of the governors stated that it didn’t seem fair to have a Parent Governor elected for 4 years whose child left the school and they therefore had very little contact when there were so many current parents who wanted to take on the role and would have insight into what was currently happening at the school. Another governor suggested that this aspect should be looked into by the newly agreed Working group. <p>Action: Clerk to check with School Governance Services</p> <ul style="list-style-type: none"> • Working Group - Jill asked for greater clarity about the remit and timetable for the working group that she is leading to update the Procedure for Parent Governor elections. It was noted that the next Parent Governor election is likely to be in about one year’s time when the other Parent Governor term of office comes to an end, however it could be needed sooner. Jill advised that she was still 	Clerk

willing to lead the working group with the agreed remit but would need other governors to join the group. Rosa, Sarah and Carole agreed to sit on the group and the Clerk will attend to minute the discussions. The suggested remit for the group is to agree a proposal to the FGB for ratification on the following issues :

- a) review of current procedure for Parent Governor Elections and updating to reflect best practice and practical issues identified at recent election
- b) review whether amendments should be/can be made to limit the terms of office of Parent Governors once they have no children in the school

Tony expressed concern about limiting the length of term of office for Parent Governors since it would deter Year 5 and 6 Parents from standing for election. It was agreed that a meeting of the Working group should be arranged before Christmas

The Board approved setting up of the Working Group to advise the Board on best practice for Parent Governor elections (including consideration of terms of office for Parent Governors when their children leave the school)

Action: Jill to arrange a date for first meeting of Working group and advise Clerk to inform other members

Gavin Ayliffe joined the meeting at 6.40pm

Academisation research - Tony advised that he had spoken to other Heads in the South of the River cluster and there had been discussion about what are the key questions. It was agreed that it would be useful to have a meeting with a panel representing a number of different situations e.g. Parkside Federation, Netherhall and the Spinney. The Chair advised that the local Chairs group were doing something similar and were also formulating a list of critical questions.

Exit Interviews - the correction on page 5 indicating that the answer given referred to the previous year was noted by one of the governors who went on to ask what had happened in the last academic year (2015/16). They were advised that an informal process was followed and one of the Deputy Heads had collected data from all of last year's leaver's. Kate confirmed that most pupils had left last year as a result of a house move and in some cases the child had left the country. She gave the following breakdown:

20 children moved house/country

1 child left for Home Education

2 moved to University of Cambridge primary school (linked to house move)

3 left to go to private schools

1 left to go to a special school more able to deal with complex needs

Parents complete a form for transferring from school when leaving St Matthew's. This has a space for outlining reasons for leaving. The form is usually followed up with further less formal information, verbally or a letter or card.

Governor vacancies - it was noted that one of the new parent governors has the legal skills identified in the previous minutes as a skills gap. One of the

	<p>governors asked if all staff had been made aware of the Staff governor vacancies and both the Head and the new staff governors confirmed that all staff had been aware of the opportunity.</p> <p>Instrument of Government - It was noted that this document was circulated with the Board papers in line with the requirements to circulate to every member of the Governing body.</p> <p>Governor training record needs to be updated.</p> <p>Action: All outstanding governors to advise Clerk of training</p>	
6.	<p>Raising Standards – a) Headteacher’s Report</p>	
	<p>An additional page of information about attendance was tabled at the meeting. Tony reported that the meeting with Val Palmer, the schools assigned inspector, had been very positive but it was still unclear exactly what the results mean. She thinks that an Ofsted inspection is unlikely based on this data. A fuller picture of comparative data will be available in October when Ofsted publishes RAISE Online but that overall the school is performing in line with National Averages. The detailed analysis will be discussed at the relevant Teaching, Learning and Outcomes Committee (TLOC). The Chair reported from the governor’s termly briefing that the data for Cambridgeshire indicates that results locally are generally below National Averages and based on this information the St Matthews results compare well with Cambridgeshire as well as national results. In answer to a question about comparison with data from Cambridge City schools Tony advised that reports for schools south of the river can be run from the website, however he noted that the smaller the group analysed the greater the issue of statistical significance.</p> <p>One of the newly appointed governors asked if there was training to help them understand the RAISE Online data. He was advised that an email had been circulated with details of 3 twilight training sessions to help understand analysis of the data. The Chair confirmed that it would be very helpful for a representative to attend this training since the data is in a new format. A suggestion was made that in house training for the full FGB would be valuable – it is 2 years since Alison last came and it would be useful to repeat this training. In response to a question the head advised that Pupil Premium reporting will be done at the same time as the RAISE Online data.</p> <ul style="list-style-type: none"> • Action: Head to ask Val Palmer to attend FGB meeting to deliver training on data analysis (prior to open TLOC in December). <p>The meeting reviewed the data circulated for attendance – it was noted that this was the SIMS data, which may show minor variations from the formal data. Attendance was 95.4% for Years 1-6 – good but slightly lower than the previous year. The Head advised that the definition of persistently absent children had moved from under 85% attendance to 90%; at St Matthews this is 49 children (10%). If a figure of 85% was used this equated to 3.3% of children, a figure still higher than 1.7% the previous year. It was noted that this figure had been skewed by long term illness and a small number of exclusions. 5 children had fixed term exclusions last year reflecting the significant behavioural challenges that the school has had to deal with, where it was necessary to send a clear message that a particular behaviour was unacceptable. In addition the exclusion provided the school with time</p>	<p>Head</p>

	<p>to plan or obtain expert input about how a particular behaviour could be managed in the future. A child can only have 1 days fixed term exclusion in any one academic year. Following this a school would have to consider permanent exclusion. In answer to a question governors were advised that persistent non-physical bullying could lead to an exclusion. To help the school manage children with challenging behaviour two staff (who need to deal with a particular situation) are booked on to a Restraint training course and training for the full staff team is being investigated. Governors asked whether resources were available to ensure the school was a safe environment for all children and the Head confirmed this was being done and that ongoing actions had already meant there were improvements since last term. Tony confirmed that the parents of children at the school are notified about what behaviour may lead to restraint of their child; being persistently disruptive, threatening or dangerous behaviour, damage to property or to ensure safety in the school.</p> <p>Greater Cambridge City Deal – The Head advised that the proposal was of great concern to the school since it placed restrictions on travelling in to the city and the high cost of living in the city meant most staff commuted in. In addition the school has 17 parking spaces and would therefore be over the threshold for charges. A significant percentage of staff would be impacted; for 70 staff there are 25-30 cars most days. The Head requested that governors completed the survey and noted that one solution for inner city schools would be an exemption for key workers including school staff. Governors suggested that the survey link should be sent to other parents in the school. Tony advised that he would like to change the information to make it more neutral since currently it seems to actively support the proposals but he was happy to circulate the link. There was a general view that the proposal will lead to a dispersion of traffic rather than a reduction and that potentially this increased the risk for children who were walking or cycling in side streets. Kevin advised that as a local councillor he had been part of a team who had leafleted the local area to make residents aware of the proposals. The consultation ends 10 October and there is an exhibition at the Salvation Army.</p> <p>Statutory Assessment results – in answer to a question the Head advised that there were some gaps in the data resulting from technical problems loading the key stage 2 teacher assessments. The problem had been resolved but not till after the initial deadline for submission. On RAG rating only one set of results which were for or KS1 % working at greater depth in Maths had been rated red (indicating below national average). It was noted that variations in attainment between KS1 and KS2 is likely to be linked to the characteristics of different cohorts of children and the changes in curriculum and this aspect will be discussed in greater depth at the TLOC.</p>	
	<p>Raising Standards – b) Consider Draft Annual Governance Statement</p>	
	<p>The Board confirmed that they thought the draft statement was very good and suggested the following changes for clarity:</p> <ul style="list-style-type: none"> • Page 4 Paragraph about comparative schools and that St Matthews has the lowest level of funding needs to be clear as to who the comparison is against (external selection for Financial benchmarking exercise). • References to parents should be extended to include carers and where appropriate members of the community • Additional information about the implications of the PREVENT 	

	<p>strategy for a primary school to be added to the note about training on Page 3 –the Headteacher confirmed that this was about resilience and strength of character and the school being aware of how to identify children who are being radicalised/witnessing inappropriate behaviour. To date this has not been seen at St Matthews but has been noted at other primary schools.</p> <ul style="list-style-type: none"> • One governor noted that there are minor variations between the governor roles on this document and the one that has been circulated for publication of governor details on the website and these should be made consistent. • Log of governor training needs to be complete. Governor Services will send a report to the school office but governors should advise the Clerk of other relevant training done. • Correction – school will be at full capacity in 1 years time following move from 2 to 3 form entry 	
Raising Standards – c) Safeguarding policies Update		
	<p>The Board reviewed the full list and update status of St Matthew’s policies. The following were brought to their attention:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy - – based on County Council model policy • Child protection Whistle blowing Policy – based on County Council model policy • Updated Whistle blowing Policy and Procedure – based on EPM Model policy • Statement of Procedures for dealing with allegations against Staff and volunteers – EPM Model procedures • Annual Child Protection report –Lucy, Safeguarding Link Governor, is responsible for visiting termly to ensure all requirements are met and she advised that all governors need to complete a form and this would be sent out with the next FGB papers. She also emphasised the importance of all governors taking the time to read the Safeguarding information because Safeguarding is a key priority for the Board. <p>Action: Head to send any revised Safeguarding Audit document to Lucy Walker.</p> <p>Safeguarding form for all governors to complete to be sent out with next FGB papers</p> <p>One of the governors asked if there is an E Safety policy and was advised that there is a full eSafety Policy as well as the brief statement in the Safeguarding documents (section 6.13). The advice is to have clear principles and procedures rather than being too specific about particular technologies since the range of communication methods are changing so rapidly. It was agreed that it is important that there are clear guidelines for On line safety.</p> <p>It was noted that the FGB had agreed specific wording for the website around the promotion of British values (Section 5.3) and that these should continue to be used.</p> <p>The Board were advised that Annabelle Lewis had previously led Child Protection but that in her absence Liz Steel was picking up this area of</p>	

	<p>responsibility. The Governors noted that as the size of the school increases with the on-going move to 3-form entry that the case load for areas such as Safeguarding and Looked after children will also increase. Tony confirmed that there was a heavy case load and estimated that approximately 16 hours had been spent on Child Protection work in the last week. Governors asked if the Senior Management team were coping with the workload with 1 Assistant Head on long-term sickness. Tony advised that it was challenging but it was difficult to see how extra resources can be brought into this area because of the specialist nature of the work. If there was more money available then the school could look to recruit specialist help e.g. part time ex Social worker but currently this was not possible.</p>	
	<p>Raising Standards – d) School Development Plan – actions for coming year</p>	
	<p>Tony advised that the circulated document had been updated to reflect agreed changes in timescale e.g. the delay to Character Education. He asked for questions from the governors and the following matters were raised:</p> <ul style="list-style-type: none"> • One governor noted that the focus on the role of volunteers in the school is not reflected in this document and was advised that this was embedded in other actions. It was discussed and noted that this had been discussed as a separate item and needs to be explicitly stated. • It was noted that the Foundation Subject Assessment was coloured red but should actually be Yellow to indicate work in hand • A question was raised about improving Governor Communications. It was agreed that the Clerk should produce, immediately after every Board meeting, a list of items discussed and key action points that can be sent out to parents. Biogs for new governors can also be included <p>Action: Clerk to compile a list of discussion and action points after every meeting to send to Chair and Head</p>	<p>Clerk</p>
<p>7.</p>	<p>Resources for Learning – Draft Pay Policy 2016</p>	
	<p>The Pay Policy was reviewed and two key proposals brought to the attention of the FGB:</p> <ol style="list-style-type: none"> i) 1% increase for Teachers ii) Retention of 6 point pay structure on pay scales <p>The Head advised that the Board have a choice but any changes would require consultation and his recommendation was to retain the present structure. The 1% pay increase has been negotiated by the unions. It was noted that progression up the scales is no longer automatic and is performance related based on whether staff have met their agreed objectives. This is discussed at the Salary Committee (a sub group of the Resources Committee with no staff governors present) that meets annually in November. The Chair of the Board sits on the Resource Committee and last year attended Performance Management training</p> <p>The Board unanimously agreed a 1% pay increase for teaching staff and retention of the current pay point structure</p> <p>Three governor make up a panel that review the Headteacher’s performance each November; previously this has been the Chair of the Board and the Committee Chairs (chosen because of their knowledge of what has been discussed/achieved during the year) but it is planned that there is a rotation</p>	

	<p>each year so a volunteer is needed from the governors to replace the Chair. Ideally all 3 governors should undertake training for this task but as a minimum one of them should have been trained. The Chair of Resources confirmed that he has attended this training. One governor indicated that he had carried out the process before and would be happy to be involved and a suggestion was made that the new governor who has joined the Resources Committee would be a good person to be involved since they would be looking at the matter from a fresh perspective. The deadline for the review is the end of term and the new governor ideally should be trained before joining the panel. It was noted that the Head teacher Performance Management panel carry out the Performance review and determine the pay review for the head teacher. The Chair writes to the Head and pay roll company EPM to advise them of the outcome.</p> <p>Action: Availability of Performance review training to be investigated</p>	Head/Chair
10.	Raising Standards – School Development Plan Update	
	<p>Tony advised that much had been learnt from the research into character education during the last academic year. However the launch of the new project on Character Development scheduled for the Autumn term would need to be postponed until September 2017 when a training day (with governors in attendance) would be held. This is to allow work on assessment to continue to ensure it is fully embedded and that outcomes of statutory assessments have been adequately responded to. In addition Tony is looking to source restraint training for all staff, training on de-escalation strategies, to help them in dealing with the children with severe emotional and behavioural difficulties. In answer to a question Tony advised that this does not mean that there would not be a continuation of the on-going aspects of Character Education which are embedded in the curriculum including work on school values just a delay in the launch of the new project.</p>	
8.	Governor Communication and Code of Conduct	
	<p>The Chair raised a matter of concern that had arisen from information about a recent audit being shared inappropriately. An email referring to issues raised by a governor in the last resources committee meeting and the concerns raised later by email by the same person had been sent to a local authority officer and a selected group of governors. The Chair reminded governors that the agreed conduct is for concerns to be raised in a formal Board or Committee meeting so that all governors are aware of the matter. Emails of this nature risk damaging the reputation of the school with the local authority and were unhelpful to the ethos of the management of the school. It is not the role of governors to behave in this way and is unacceptable.</p>	
9.	Draft Data Protection Policy	
	<p>The head advised that this is based on a Model policy that has been updated.</p> <p>One of the governors raised a concern about a recent data protection issue in the school at the end of last term. Some film had been sent out at the end of term from a school production and because of the size of the file it had not been possible to send via Eschools nor on a CD as was usual practice. The CD was sent in an unauthorised manner using Google Drive from a private email address. The staff member was unaware that this</p>	

	<p>method sent data to groups and this gave parents access to the email addresses of a small number of other parents. This is potentially a very serious issue which the Head has discussed with the member of staff who was unaware of the Data Protection issues and was extremely upset at the problems created. A complaint from one parent was received during the summer holidays. Advice has been taken from the Information Commission Office and local authority and based on this advice an email was sent to all parents of children in the former Year 6 who could be contacted (since no longer on Parent Mail). The advice was not straight forward since this alerts parents who may have been unaware that they had received email addresses of other parents but the letter included clear information about the steps that had been taken to ensure the incident was not repeated. In future if any information needs to be sent out other than by E Schools or the “@stmatthews.cambs.sch.uk” emails the following steps must be taken:</p> <ul style="list-style-type: none"> i) Test run carried out using non sensitive addresses to ensure all aspects of the technology are understood ii) Approval required from the head who if necessary will take appropriate advice from an IT expert <p>One of the governors noted that she did not think all parents who received the information had been contacted. Tony explained that every effort had been made to contact all parents. As the children were no longer on role, their parents could not be contacted via eschools. The fact that the email was sent from a private email address also raised a second concern that information had been taken outside the secure system.</p> <p>In answer to other questions on Data protection the Head confirmed that confidential information is not held on the cloud but on servers at St Matthews or held by the Local Authority. In addition Target tracker data is held on secure servers in Germany. Current staff have been made aware of the issues and Data protection training is included in the new staff Induction and Handbook.</p>	
10.	Governor Vacancy and Committee Membership	
	<p>Governor Vacancy</p> <p>There is currently one vacancy for a co-opted governor (non staff). A review of the recent Skills audit data has indicated gaps in the areas of Premises Management and Local Businesses. This matter had been discussed at a recent meeting of the Chair and Committee Chairs who had identified that it would be good to have a representative of Cambridge University or science based industry, an architect, civil engineer or surveyor. It was noted that some of the unsuccessful applicants to be Parent Governors might have the relevant skills but that care needs to be taken to ensure that the proportion of governors that are also parents does not get too high since this would be a diversity issue. It may be necessary to set up a panel to interview potential new governors</p> <p>Action:</p> <ul style="list-style-type: none"> i) Review the biogs for Parent governors that stood to see if they have relevant skills to be co-opted ii) Identify people in relevant industries that could be approached – need to explain requirements of role. It was suggested that an organisation such as ARM might have excellent candidates who would be interested iii) All governors to review if they know someone who might be 	<p>Chair</p> <p>All</p> <p>All</p>

	<p>interested in becoming a co-opted governor e.g. local business person iv) Ask Parent body for suggestions v) Approach SGOSS</p> <p>Committee Membership The Board were advised that Rosa would like to join the Resources Committee and Angel the TLOC. Both Staff governors would also like to sit on the TLOC. It was agreed that this was acceptable since the other staff governor currently sits on the Resource Committee. It was noted that there is also an occasional requirement for a Committee to deal with Disciplinary matters. The most critical issue is that none of the Committee knows anything about the issue under investigation or to know the people involved. Parents and Staff governors cannot sit on this Committee which significantly restricts who can sit on this Committee – 6 governors were identified as not being excluded. It was noted that this Committee might be required for both a Staff or Pupil disciplinary matter and 3 people sat on the Committee.</p>	Head Chair/Clerk
11.	Meet the Head	
	The Head advised that he is planning that a Meet the Head event should take within the half term- and the best date was Friday 21 st October.	
12.	<p>AOB Governors asked that their best wishes were passed on to the Senior staff member currently on sick leave</p> <p>It was noted that the FGB had previously had training around the complex process of setting up a multi Academy Trust and it was suggested that the new governors would need training to help them understand future discussions.</p>	
13	<p>Dates of future meetings and Agenda items Resources Committee – Thursday 17 November at 6.15 p.m. (followed by Salary Committee) Teaching Learning and Outcomes Committee – Wednesday 23rd November - 5.30pm Full Governing Body - Thursday 8th December at 6.15</p>	
14	<p>School improvement actions and outcomes from meeting</p> <ul style="list-style-type: none"> • Appointment of Zoe Thorn as Chair for the academic year • Appointment of Carole Mills as Vice Chair for the academic year • Approval that future minutes should not normally name individual governors • Approval of a 1% pay increase for teaching staff and retention of the current pay point structure • Working group to be set up chaired by Jill Tuffnell to review process for Parent Governor elections/terms of office for Parent Governors after their child has left the school • Val Palmer to be asked about providing training on RAISE Online). • Performance review training to be identified for governors on Head teacher Appraisal panel • Governors asked to complete form for next FGB • Clerk to compile a list of discussion and action points after every meeting to send to Chair and Head • Various actions to be taken to identify new co-opted governor to 	

	fill vacancy	
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Signed..... Date.....