



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
THURSDAY 10TH MARCH 2016 AT 6.00PM**

Present: S. Hartropp (Chair), A. Kingsley, R. Waters (Headteacher), G. Mansell, C. Wilson, S. Hibbert, Y. White.

Apologies: None.

In attendance:

Lucia Hawes (Clerk)
E. Holliday (Deputy Headteacher)
Judita Grubliene (prospective governor)

Item	Issue	Action
1	Welcome and Apologies	
1.1	Potential governor, Judita Grubliene was welcomed to the meeting.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website voluntarily.	
3.	Minutes of last meeting held on 19th January 2016	
3.1	The minutes were agreed as a true and accurate record of the meeting.	
4	Matters and actions arising from the minutes	
4.1	All actions had been completed except: Item 8.1 – Action: S. Hartropp to check Parent View and the website to see if parents are happy with the feedback they receive about progress of their child and establish whether governors need to follow this up. Item 9.3 – Safety visit not complete.	Chair
4.2	Item 15 – It was noted that the following policies were agreed at the Governor Day: Governor Complaints Policy; Statement of procedures for dealing with allegations of abuse against staff; Home Learning policy and Attendance policy (subject to agreed amendments).	
5	Safeguarding update for governors	
5.1	G. Mansell (Education Safeguarding Lead at the Local Authority) gave a brief overview of what governors need to be doing with regards to safeguarding. G. Mansell tabled some guidance for governors - 'The Role of Governors and Safeguarding'. G. Mansell praised the school's safeguarding team by describing them as phenomenal. It was noted that most governors present have attended safeguarding training. Action: Keeping Children Safe document to be circulated at the next meeting for governors to sign to say they have seen it.	GM / Clerk

5.2	<p>Governors were made aware that DBS checks for governors have to be in place by September. Governors queried whether DBS checks were portable from one place of work to another. There was some uncertainty around this.</p> <p>Action: S. Hibbert to send a DBS application checklist to the Clerk for circulation to governors.</p> <p>Action: Governors to supply the relevant documents on the next Governor Day or at some time during the Summer term to S. Hibbert so that a DBS application can be made for all governors</p> <p>The Chair noted that she had evidence that safeguarding procedures are working in school as she had received a message through the website.</p>	<p>SG / Clerk</p> <p>All</p>
6	<p>Chair of Governor's report</p>	
6.1	<ul style="list-style-type: none"> • Various meetings with Headteacher; • Looked into a concern received via the website; • Dealt with a confidential matter; • Recruited a potential governor; • Attended the National Leaders of Governance meeting; • Met with the Ofsted Inspector with C. Wilson. 	
7	<p>Governing Body development</p>	
7.1	<p><u>Vacancies</u></p> <p>T. Devonshire had resigned as governor as of 9th March. The Chair proposed that C. Wilson becomes a parent governor and governors agreed. This leaves 2 parent vacancies and 2 co-opted vacancies.</p>	
7.2	<p><u>Training</u></p> <ul style="list-style-type: none"> - A. Kingsley will be attending Equality training next Thursday at another school where he is a governor. Action: A. Kingsley to feedback on the training at the next meeting. - Y. White and S. Hibbert are booked onto the training for new governors in May; - Pupil Premium training (30 mins) will be given to the governors at next meeting by Vicky Bowman. - S Hartropp, Wilson and S Hibbert to attend Safer Recruitment training in April <p>Action: Governors to start thinking about which in-house training course would be most beneficial for the Governing Body.</p>	<p>AK</p> <p>All</p>
7.3	<p><u>Governor SEF</u></p> <p>The Governor SEF was circulated to governors prior to the meeting. Governors were happy to adopt it and it will be reviewed annually.</p>	
7.4	<p><u>Governor Services Service Level Agreement</u></p> <p>Governors agreed to subscribe to the basic package and the Chair signed the SLA.</p>	
7.5	<p><u>Discussion and clarification of Deputy Headteacher's role with regard to the Governing Body</u></p> <p>E. Holliday left the room for this item. [REDACTED]</p> <p>Governors agreed to appoint E. Holliday as an associate member. Governors also agreed that she should have a voting right at both the Strategic Development Committee and the Finance and General Purposes Committee. Governors were happy for Emma</p>	

	to attend the Personnel Committee meeting but with no voting right. Action: Clerk to inform Governor Services of this appointment and to send E. Holliday a pecuniary interest form and new governor form. Clerk to also forward all the minutes from September onwards.	Clerk ✓
8	Governor monitoring	
8.1	<u>Confirm link governors</u> EYFS – Y. White. Year 2 – A. Kingsley and one other governor (tbc). Health and safety – to be managed through the Finance and General Purposes Committee. Y. White will be a member of the Finance Committee. S. Hibbert will be a member of the Strategic Development Committee.	
8.2	<u>Review Governor Monitoring Calendar</u> The Chair had updated the calendar and circulated to governors prior to the meeting. Governors were happy with the updates.	
8.3	<u>Governor Day feedback</u> Visit reports from the Governor Day were circulated prior to the meeting. Governor questions as a result of the visit: <ul style="list-style-type: none"> - Even in less formal activities, should the teacher have the same high expectations of behaviour? The Headteacher said that it should be the same if not higher expectations. - What is the percentage of EAL children in Early Years? The percentage of EAL children in EYFS is 49%. - Does this cohort have limited English? Yes, some have little English and some also have speech and language issues. Talk Boost has been purchased which can be accessed by EAL learners at a certain level. - Do we need more/bigger play equipment? E. Holliday said that she has been consulting children and staff and gave feedback on their requirements. A governor asked if new purchases will have implications for the budget and asked for a breakdown of costs/items. The Headteacher said that a budget will need to be allocated for this. Action: E. Holliday to conduct a play equipment audit and assess where the gaps are. Action: Play equipment requirements to be discussed at the next Finance and General Purposes Committee.	EH Finance Committee
8.4	<u>Governor visit reports</u> The Chair conducted a visit (27th January) focussing on staffing/recruitment; Attendance; Pupil Premium; Behaviour and Lunch. Her visit report was circulated to governors prior to the meeting.	
9	Committee reports & ratification of committee terms of reference	
9.1	<u>Finance and general purposes committee</u> The minutes were circulated to governors prior to the meeting. A governor queried who would be doing the Responsible Officer	

	<p>check now that T. Devonshire has resigned. Action: Responsible Officer will be decided at the next Committee meeting.</p> <p>Governors expressed their thanks to A. Kingsley for the time he has spent working on the budget and SFVS in the absence of the Business Manager.</p>	Finance Committee
9.2	<p><u>Strategic Development Committee</u></p> <p>C. Wilson gave a quick overview of what had been discussed at the meeting which took place on 7th March (minutes not yet circulated). [REDACTED]</p> <p>[REDACTED]</p> <p>The Chair reminded governors that they may wish to attend the Governor Forum next term which will focus on SEN.</p>	
10	Headteacher's report	
10.1	<p>The Headteacher's report was circulated to governors prior to the meeting. The Headteacher reported that she was pleased with the outcome of the Ofsted inspection but the outcome could not yet be disclosed until the report had been received. The Headteacher thanked the governors on behalf of the school for all their support in enabling the school to make progress.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> - Behaviour – more training will be given to Teaching Assistants and midday supervisors on using time out logs. But, overall, behaviour is looking positive; - Teaching is looking positive and there are elements of outstanding. A new marking system has been embedded; - A governor asked how many papers children have to complete for Year 2 SATs. The Headteacher said that there are 6 papers for each child. A governor asked what evidence was required to disapply a child from taking the test? The Headteacher gave detail. - Tracking is in place to ensure that CPD is having a positive impact in the classrooms. - The work with the Triad is proving to be very beneficial. - Governors suggested that successes should be showcased to parents e.g. Ofsted judgement could be put on a banner on the front of the school; - Further to the pupil survey on behaviour, a governor queried why only 75% of children thought behaviour was good. The Headteacher said that children only had a yes or no option to answer the behaviour question and some children perhaps focussed on one child in the classroom. In response to a governor question, the Headteacher said that she would follow this up. 	
10.2	<p><u>School Development Plan update</u></p> <p>Ofsted had looked at the plan. The Headteacher reminded governors that it is a working document and she will start thinking about next year's in the near future. The key focus for the summer term will be foundation subjects as well as pupil outcomes.</p>	
11	School Self Evaluation – Quality of teaching	
11.1	Ofsted were given the SEF to look at. Governors suggested that	

	the Ofsted report be added to evidence column when it is available. The Headteacher said that this SEF is going to be much easier to keep up to date. Governors agreed that this section of the SEF gave a very recognisable picture of the quality of teaching in the school	
12	Attendance report	
12.1	Governors looked at attendance during the Governor Day. Attendance was not so good during Spring term 1 but is picking up now. Parents are giving positive feedback about the introduction of attendance certificates for Reception children. Governors will continue to monitor attendance closely.	
13	Policies	
13.1	<u>Safer Recruitment Policy</u> The policy was circulated to governors prior to the meeting. A governor asked if it is still a requirement to have one governor on the teacher recruitment panel. The Headteacher said that she didn't think it is a requirement but would value governors' input at interviews so would like a governor present where possible. Governors agreed that this would be good practice. The policy was agreed by governors.	
13.2	<u>School brochure</u> The Headteacher circulated the 2015-16 brochure and said that it will be tweaked a little for 2016-17. J. Grubliene agreed to translate the brochure into Lithuanian. Governors suggested a bullet point summary about what children need on their first day. It was suggested that attendance information is moved further to the front of the brochure to emphasise the importance of it. A governor suggested having contact details at the bottom of the last page. A Kingsley and E Holliday offered help with the design of the brochure if required.	
13.3	The Chair suggested that it would be good practice to have a policy on the use of social media by governors. Action: Chair to draft a social media policy for the next meeting. Clerk to add to the next agenda.	SH / Clerk
14	Any other business	
14.1	<u>Letter from DfE re academy</u> The school had received a letter from the DfE about converting to an academy. Governors realised that all schools will need to be academies by 2020. Governors felt that it would be a good idea to start investigating this now so that they are able to make an informed decision if and when required to. CW said there is a meeting for governors at her school for information about academisation - Tuesday 12th April at 6pm. Action: Academy conversion to be a standing item on the agenda.	Clerk
14.2	E. Holliday had asked the School Council what they want their achievements to be, as a way of consulting them on the Governors' Strategic Plan. Their responses were shared and will be used in the Plan.	
15	Items for next meeting	
15.1	Date of the next meeting is 17/05/16. Items for next meeting: Pupil Premium training for governors (VB), Strategic plan.	

The meeting finished at 7.52pm.

Not yet agreed as true and accurate record of the meeting.

Signed:

Chair of the Full Governing Body

Date:

Action Tracker

Agenda Item	Actions	Who Responsible for Action	Complete
4.1	S. Hartropp to check Parent View and the website to see if parents are happy with the feedback they receive about progress of their child and establish whether governors need to follow this up.	SH	
5.1	Keeping Children Safe document to be circulated at the next meeting for governors to sign to say they have seen it.	GM / Clerk	
5.2	S. Gilbert to send a DBS application checklist to the Clerk for circulation to governors. Governors to supply the relevant documents to S. Gilbert so that a DBS application can be made.	SG/Clerk All	
7.2	A. Kingsley to feedback on the equality training at the next meeting.	AK	
7.2	Governors to start thinking about which in-house training course would be most beneficial for the Governing Body.	All	
7.5	Clerk to inform Governor Services of this appointment and to send E. Holliday a pecuniary interest form and new governor form. Clerk to also forward all the minutes from September onwards.	Clerk	Complete
8.3	E. Holliday to conduct a play equipment audit and assess where the gaps are. Play equipment requirements to be discussed at the next Finance and General Purposes Committee.	EH Finance Committee	
9.1	Responsible Officer will be decided at the next Finance Committee meeting.	Finance Committee	
13.3	Chair to draft a social media policy for the next meeting. Clerk to add to the next agenda.	SH	

14.1	Academy conversion to be a standing item on the agenda.	Clerk	
------	---	-------	--