



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
WEDNESDAY 4<sup>th</sup> DECEMBER 2019 AT 6.00pm**

**Present:** S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, J. Tate, E. Marks (associate), S. Hibbert, Y. White\*, F. Shah, A. Kingsley

**Apologies:** B. Hemp, S. Kaye, C. Wilson

**Absent:**

**In attendance:**

Lucia Hawes (Clerk)

Item	Issue	Action
<b>1</b>	<b>Welcome &amp; apologies</b>	
1.1	There were apologies from B. Hemp, S. Kaye and C. Wilson. Governors accepted these apologies.	
<b>2</b>	<b>Declarations of interest</b>	
2.1	The Headteacher declared that her husband runs the school website. A. Kingsley declared an interest in Really Schools and Hampton Academies Trust.	
<b>3</b>	<b>Minutes of last meeting held on 23rd September 2019</b>	
3.1	The minutes were agreed as a true and accurate record of the meeting.	
<b>4</b>	<b>Matters arising from the minutes</b>	
4.1	Item 4.1 – <b>Action: B. Hemp and C. Wilson to complete the declaration of interest form at the next meeting.</b>	BH & CW
4.2	Item 6.1 – <b>Action: B. Hemp and C. Wilson to complete the Code of Practice form at the next meeting.</b>	BH & CW
4.3	Item 10.1 – Some governors have attended a committee meeting for which they are not a member.	
4.4	Item 10.4 - J. Tate has signed the previous Strategic Development minutes.	
4.5	Item 10.6 - Chair has sent extra wording about governors to the Headteacher for the SEF.	
4.6	Item 10.8 – Governors have booked their relevant training courses.	
4.7	Item 10.10 - Chair has updated the Governor Monitoring calendar.	
4.8	Item 10.12 – <b>Action: Chair still needs to source the minutes from RSCs headteacher panel meeting in June (when they approved our application to become an academy and join Hampton Trust).</b>	Chair
4.9	Item 11.1 - Governors attended parents' evening on 30th and 31st October specifically to take questions about academy conversion and to help with surveys.	
4.10	Item 11.2 – Complete.	
4.11	Item 11.3 – Complete.	
4.12	Item 11.5 - J. Tate and the Chair met to decide what due diligence they wanted to request from HAT.	
4.13	Item 12.2 - Headteacher looked at attendance and late arrival data and identified any correlating groups.	
4.14	Item 12.3 - Headteacher sent new behaviour flowchart to governors.	
4.15	Item 13.1 – <b>Action: Safeguarding update for governors to be given at the next</b>	GM/

	<b>meeting. G. Mansell to give a brief overview of the changes.</b>	Clerk
4.16	Item 13.2 – Complete.  Some governors present had completed the online Prevent training.  S. Hibbert to get the safeguarding policy for other providers/after school care settings – after discussion it was decided that this action was not necessary as it is the parents' choice to send their child to the Den.	
4.17	Item 13.4 – <b>Action: B. Hemp and C. Wilson to sign KCSIE declaration sheet at the next meeting.</b>	
4.18	Item 14.1 – C. Wilson will be the only link governor for SEND.	
4.19	Item 17.2 – Financial skills audit complete.	
4.20	Item 17.4 – S. Hibbert will continue as staff governor for another year as she has been involved in academisation process and it was felt it made sense for her to follow it through. The other interested member of staff will be given the opportunity at another time.	
<b>5</b>	<b>Academisation update</b>	
5.1	<u>Update</u> The Chair reported that the working party had several good meetings with representatives from Hampton Academies Trust (HAT), including a focussed meeting on governance. The working party also had a meeting with solicitor, Duncan Pickering, and all evidence requested from HAT was received so that due diligence could be carried out. However, there hasn't been enough time to go through the due diligence thoroughly so more time is required. The Chair proposed that the process is delayed to ensure that all the evidence is given the due regard it needs. Governors were also reminded that the final decision as to whether to join HAT, or not, isn't taken until the end of the academy conversion process, which is likely to be next Summer.  <b>Action: Working party to prepare a report so that all governors are in possession of all the relevant facts in advance of any meeting in which they will make a decision whether to proceed with joining HAT.</b>  The Solicitor had recommended that staff and parent consultations are carried out before governors make a decision to go ahead. <b>Action: Governors to continue to talk with HAT about consultations, which will be held next term.</b>  <b>Decision: Governors unanimously agreed to reaffirm the decision to carry on with the academy conversion process with a view to joining HAT.</b>	Chair/JT  All
5.2	<u>Governors to ratify a decision to join HAT</u> This item is postponed until the extra FGB meeting to discuss the results of the Due Diligence findings on Monday 10 <sup>th</sup> February.	
<b>6</b>	<b>Headteacher's report</b>	
6.1	The Headteacher and the Chair gave some general feedback on the two day Ofsted inspection. Governors gave a huge thank you to Becky and all staff for their hard work.  The Headteacher's report was circulated prior to the meeting.	
<b>7</b>	<b>Pupil performance review (including DfE School Performance Summary and targets) – governors to approve end of year targets</b>	
7.1	The end of year targets were sent to governors prior to the meeting. <b>Action: Headteacher to send ASP to all governors.</b> *YW joined the meeting at this point.  The Headteacher explained that the targets are challenging but realistic. The targets had been discussed by the Strategic Development Committee and the Senior Leadership Team, and also at pupil progress meetings. The Strategic Development Committee had accepted that the targets were challenging but	Head

	<p>realistic.</p> <p>E. Marks highlighted that the school has three new children [REDACTED] and this will impact on end of year outcomes, particularly Phonics. The Headteacher explained that with the right intervention [REDACTED] children should catch up, although there was an increased risk that targets for that year group might not be met.</p> <p><b>Decision: Governors agreed the targets for Early Years, Year 1 and Year 2.</b></p>	
<b>8</b>	<b>Safeguarding Update</b>	
8.1	Postponed until next meeting.	
<b>9</b>	<b>Committees</b>	
9.1	<p><u>Finance and Resources Committee</u></p> <p>The minutes of the Committee meeting were circulated prior to the meeting. Governors agreed the Committee's terms of reference.</p>	
9.2	<p><u>Strategic Development Committee</u></p> <p>Governors agreed the Committee's terms of reference.</p>	
9.3	<p><u>Policies Committee</u></p> <p><b>Action: Policy Committee terms of refence to be agreed at the next meeting.</b></p>	Clerk
9.4	<p><u>Salary Review Committee</u></p> <p>The minutes were sent to governors prior to the meeting. It was explained that as EPM and payroll are separate, this led unfortunately to some staff not receiving their increments in November as planned. EPM had apologised for this.</p>	
9.5	<p><u>Headteacher Performance Review</u></p> <p>This has now taken place.</p>	
<b>10</b>	<b>Governing Body Development</b>	
10.1	<p><b>Terms of office coming to an end – Yi White (19th Jan 2020) and Emma Marks (9th March 2020)</b></p> <p>Both governors expressed a wish to carry on for another term of office.</p> <p><b>Decision: Governors unanimously agreed to reappoint Y. White and E. Marks.</b></p>	
10.2	<p><u>Staff governor election</u></p> <p>S. Hibbert was reappointed as staff governor.</p>	
10.3	<p><u>Governor Development Plan – including parental engagement</u></p> <p>The Chair explained that the Governor Development Plan is now a strand in the School Development Plan and therefore it will be monitored along with that as a Standing Item at each FGB meeting.</p>	
10.4	<p><u>Training – feedback from Governor Conference/training attended</u></p> <p>The Headteacher and some governors attended the SEND conference. The Chair and A. Kingsley attended the governor briefing. F. Shah attended the Pupil Premium training. JT has done 2 of 3 modules of Taking the Chair. J. Tate recommended that a governor also has responsibility for governor training as well as the Clerk and so this should be an action for the future.</p>	
10.5	<p><u>Identify suitable individual training for governors</u></p> <p>Individual training needs were identified at Governor Day.</p> <p><b>Action: Governor to book onto Headteacher Performance Management training to be an item on the next agenda.</b></p>	Clerk
10.6	<p><u>E-safety training next term, attachment awareness for next term</u></p> <p>To be built into the next Governor Day.</p>	
<b>11</b>	<b>Governing Body Monitoring</b>	
11.1	<p><u>Governor monitoring calendar</u></p> <p>The Chair had sent out a draft calendar. <b>Action: Chair to send a completed and updated version of the Governor Monitoring Calendar to governors.</b></p>	Chair
11.2	<p><u>Suggested dates from all governors re monitoring visits next term</u></p> <p>Pupil Premium and safeguarding visits to be carried out in January.</p> <p><b>Action: Governors to look at the governor monitoring calendar and school development plan to identify priorities and visits.</b></p>	All

	G. Mansell had conducted her safeguarding visit and the report was sent to governors.	
11.3	<u>Governor Day feedback, including parental engagement</u> Feedback was sent to governors prior to the meeting.	
<b>12</b>	<b>Policies</b>	
12.1	<u>Governor Allowances Policy</u> Agreed.	
12.2	<u>Acceptable Use/ICT policy</u> A few amendments were suggested and the policy was agreed.	
12.3	<u>SEND local offer</u> A few amendments were suggested and the offer was agreed.	
12.4	<u>Recruitment and selection</u> A few amendments were suggested and the policy was agreed.	
12.5	<u>Managing allegations against other pupils</u> Agreed.	
<b>13</b>	<b>Any other business</b>	
13.1	An extra FGB meeting will take place on Monday 10 <sup>th</sup> February 2019. This will be a one item agenda and solicitor Duncan Pickering will attend.  Thursday 12 <sup>th</sup> March will be a governor half day (am).  Wednesday 11 <sup>th</sup> March will be a FGB meeting.	
<b>14</b>	<b>Items for next meeting</b>	
14.1	Review school unit total and leadership pay range.	

The meeting finished at 8.08pm.

Agreed as true and accurate record of the meeting.

Signed: .....  
**Chair of the Full Governing Body**

Date: .....

**Action Tracker**

<b>Agenda Item</b>	<b>Actions</b>	<b>Who Responsible for Action</b>	<b>Complete</b>
Item 4.1	B. Hemp and C. Wilson to complete the declaration of interest form at the next meeting.	BH & CW	
Item 4.2	B. Hemp and C. Wilson to complete the Code of Practice form at the next meeting.	BH & CW	
4.8	Chair still needs to source the minutes from RSCs headteacher panel meeting in June (when they approved our application to become an academy and join Hampton Trust).	Chair	
4.15	Safeguarding update for governors to be given at the next meeting. G. Mansell to give a brief overview of the changes.	GM/Clerk	
4.17	B. Hemp and C. Wilson to sign KCSIE declaration sheet at the .	BH & CW	
5.1	Working party to prepare a report so that all governors are in possession of all the relevant facts in advance of any meeting in which they will make a decision whether to proceed with joining HAT.	Working party  All	

	Governors to talk with HAT about consultations with stakeholders.		
7.1	Headteacher to send ASP to all governors.	Head	
9.3	Policy Committee terms of refence to be agreed at the next meeting.	Clerk	
10.5	Governor to book onto Headteacher Performance Management training to be an item on the next agenda.	Clerk	
11.1	Chair to send a completed version of the Governor Monitoring Calendar to governors.	Chair	
11.2	Governors to look at the governor monitoring calendar and school development plan to identify priorities and visits.	All	