



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
TUESDAY 22ND SEPTEMBER 2015 AT 6.15PM**

**Present:** S. Hartropp (Chair), A. Kingsley, G. Mansell, R, Waters (Headteacher), F. Ruiters.

**Apologies:** T. Devonshire & S. Barnes.

**In attendance:**

Lucia Hawes (Clerk)

C. Wilson (Associate Member)

Item	Issue	Action
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	Tim Devonshire and Susan Barnes sent their apologies. The governors accepted these apologies. Governors were informed that Susan Barnes had submitted her resignation as governor. <b>Action: Headteacher to arrange staff governor election.</b>	RW
<b>2</b>	<b>Election of Chair</b>	
2.1	S. Hartropp was nominated as Chair. <b>Decision:</b> The vote was unanimous and S. Hartropp was elected as Chair.	
<b>3</b>	<b>Election of Vice Chair</b>	
3.1	A. Kingsley was nominated as Vice Chair. <b>Decision:</b> The vote was unanimous and A. Kingsley was elected as Vice Chair.	
<b>4</b>	<b>Declaration of interest</b>	
4.1	Governors completed their declaration of interest forms and handed to the Clerk. The Headteacher declared that her husband runs the school website voluntarily. <b>Action: T. Devonshire to complete declaration of interest form.</b>	TD
<b>5</b>	<b>Standing Orders of the Governing Body</b>	
5.1	The proposed standing orders were circulated to governors prior to the meeting. Governors agreed these subject to a few amendments. <b>Action: Clerk to circulate the updated standing orders to governors.</b>	Clerk
5.2	<b>Decision:</b> Governors agreed that all minutes (excluding confidential minutes) approved by the Chair/Committee Chair should be uploaded to the school website.	
<b>6</b>	<b>Code of practice</b>	
6.1	The code of practice was circulated to governors prior to the meeting. The Clerk advised that the code of practice should state that pecuniary interests will be published on the school website and amended the document accordingly. Governors signed the amended code of practice. <b>Action: T. Devonshire to sign the code of practice.</b>	TD/Clerk
<b>7</b>	<b>Delegation planner</b>	

7.1	<b>Decision:</b> The delegation planner was ratified with no amendments.	
<b>8</b>	<b>Review of committees, governors responsibilities and governor visits</b>	
8.1	<p>The membership and dates of committees were agreed as follows:</p> <p><u>Strategic Development Committee</u>  Members: C. Wilson, G. Mansell, F. Ruiters, S. Hartropp and Headteacher.  Dates: 7<sup>th</sup> December at 4pm, 7<sup>th</sup> March at 4pm, 18<sup>th</sup> July at 4pm.  <b>Action: Clerk to contact Governor Services to arrange a Committee Clerk.</b></p> <p><u>Finance and General Purposes Committee</u>  Members: A. Kingsley, T. Devonshire, S. Hartropp and Headteacher. School Business Manager also to attend.  Dates: 13<sup>th</sup> October at 6pm, 26<sup>th</sup> November at 10am, 28<sup>th</sup> January at 6pm, 15<sup>th</sup> March at 10am, 24<sup>th</sup> May at 10am, 7<sup>th</sup> July at 10am.</p> <p><u>Personnel Committee</u> (to meet once a term prior to finance committee, other than for the first meeting. Subsequent meeting dates to be arranged at that meeting)  Members: A. Kingsley, G. Mansell, S. Hartropp, C. Wilson and Headteacher.  Dates: 19<sup>th</sup> October at 6pm.</p>	Clerk
8.2	Full Governing Body meeting dates were confirmed as: 10/11/15 (training on RAISE), 19/01/16, 10/03/16, 17/05/16 and 12/07/16. These meetings will start at 6pm.	
8.3	<p>The governor monitoring calendar 2015-16 was circulated to governors prior to the meeting. Link governor responsibilities were agreed (see governor monitoring calendar).  <b>Action: Clerk to circulate the amended governor monitoring calendar.</b></p> <p>Governors decided to also link governors to specific year groups:  EYFS – C. Wilson &amp; F Ruiters;  Year 1 – G. Mansell &amp; S. Hartropp;  Year 2 – A. Kingsley &amp; T. Devonshire;  Governors will focus on year groups at governor days.</p>	Clerk
8.4	The governor day dates were confirmed as 3 <sup>rd</sup> November, 3 <sup>rd</sup> March and 30 <sup>th</sup> June.	
<b>9</b>	<b>Minutes of the last meeting held on 8<sup>th</sup> July 2015</b>	
9.1	A copy of the minutes, including confidential minutes, from the previous meeting had been forwarded to governors prior to the meeting. The minutes were agreed as a true record and signed by the Chair.	
<b>10</b>	<b>Matters arising from the minutes</b>	
10.1	<b>Action: Headteacher to present the Special Educational Needs (SEN) report at the next Strategic Development Committee.</b>	RW
10.2	The Headteacher will be meeting with Old Fletton Primary School next week to discuss the system they use for tracking pupil progress.	
10.3	The Headteacher confirmed that the 2015/16 School Development Plan (SDP) has been updated. <b>Action: Headteacher to send SDP to governors.</b>	RW
10.4	The safeguarding training will be delivered by GM at the extended	

	full Governing Body meeting in January.	
10.5	Raise online training will take place at the next full Governing Body meeting. <b>Action: Clerk to add to the agenda. S Hartropp to confirm training with Governor Services/Sian Oswald</b>	Clerk SH
10.6	The school's Safeguarding Team have met with G. Mansell to go through the audit. <b>Action: Safeguarding audit to be sent to the Local Authority by half-term.</b>	RW
10.7	The Headteacher's performance review panel will meet on Friday 25 <sup>th</sup> September.	
10.8	All other actions complete – see action tracker 08.07.15.	
<b>11</b>	<b>Chair of governor's report</b>	
11.1	The Chair reported that she had conducted exit interviews with teaching staff at the end of last term. No common themes arose from the interviews. All had left for personal reasons and said they had loved working at the school.	
11.2	The Chair was involved in the administration team restructuring and the appointment of the School Business Manager.	
11.3	The Chair had met with the Headteacher, Vicky Bowman and F. Ruiters about pupil premium and she and F Ruiters had attended and contributed to the subsequent Pupil Premium Review.	
11.4	The Chair had met with HMI during the monitoring visit, who had expressed her satisfaction with the development of the governing body and what they were doing	
11.5	The Chair reported that she had written a piece for the school newsletter.	
11.6	The Chair had had frequent email contact and meetings with the Headteacher	
<b>12</b>	<b>Governing Body development</b>	
12.1	<u>Proposed expansion</u> The Chair sent her proposal for expanding the Governing Body to governors prior to the meeting. The Chair talked about increasing the number of governors to 11, to strengthen the governing body generally, make provision for succession planning/future developments and enhance its skills and experience in required areas. <b>Decision:</b> All governors were in favour of adopting the new structure: 1 Headteacher 1 LA governor 1 Staff Governor 3 Parent Governors 5 Co-opted governors  <b>Decision:</b> All governors were in favour of appointing F. Ruiters and C. Wilson as co-opted governors. <b>Action: Clerk to inform the Local Authority of the new structure and obtain a new Instrument of Government to circulate to governors.</b>	Clerk
	The governors agreed that they will strive to reflect the diversity of the school in the membership of the Governing Body. Governors also recognised that a governor with business and/or financial expertise and also a governor with English as an additional	

	<p>language (EAL) skill would be desirable.</p> <p>Governors discussed their attendance at parent events in order to raise their profile with parents and to promote the role of parent governor.</p> <p><b>Action: S. Hartropp to draft a letter to parents about parent governor elections and meeting governors at parent events.</b></p> <p><b>Action: A. Kingsley to put a note out to business club meetings to try and recruit potential governors.</b></p> <p>The Chair asked governors to speak to anyone they know with the relevant skills about the possibility of becoming a governor.</p>	<p>SH</p> <p>AK</p>
12.2	<p><u>Training</u></p> <ul style="list-style-type: none"> <li>- G. Mansell to attend the Headteacher review training on 8<sup>th</sup> October.</li> <li>- F. Ruiters to attend the pupil premium training (14<sup>th</sup> April) &amp; recruitment and selection in schools (1<sup>st</sup> October).</li> <li>- C. Wilson and S. Hartropp to attend the Safer recruitment training on 18<sup>th</sup> April.</li> </ul> <p><b>Action: Clerk to book the training requests above and send the link to GEL online training to all governors.</b></p> <p><u>Note from the Clerk:</u> the recruitment and selection in schools training is not going ahead due to lack of interest.</p> <ul style="list-style-type: none"> <li>- C. Wilson to either attend the national programme for new governors or to access the same training online via GEL.</li> </ul>	<p>Clerk</p>
<b>13</b>	<b>Governor monitoring</b>	
13.1	<p><u>Governor visits</u></p> <p>F. Ruiters met with the Special Needs Co-ordinator (SENCO). She reported that the progress of SEN children is monitored regularly. A query was raised about the time the SENCO has allocated for SENCO duties. <b>In response to governor questions, the Headteacher confirmed that:</b></p> <ul style="list-style-type: none"> <li>- Susan Barnes has the SENCO qualification;</li> <li>- The SENCO has half a day a week release time and more if needed. She has a full day out of the classroom (half a day for SEN duties and half a day for planning, preparation and assessment (PPA);</li> <li>- Admin support for the SENCO is in place and is strong.</li> </ul> <p>Governors asked further questions about SEN provision in general. The Headteacher's responses were as follows:</p> <ul style="list-style-type: none"> <li>- Teaching Assistants (TAs) will be trained on how they can best support teachers in the classroom. They will also have training on the 'Supported Spelling' intervention;</li> <li>- The school doesn't use IEPs but has a class provision map to track progress and targets;</li> <li>- TA absence does not impact on the EYFS year group.</li> <li>- Governors asked about the assessment of Reception children, the response was discussed by means of confidential minutes. <b>See confidential minute.</b></li> </ul> <p>F. Ruiters attended the safeguarding training for governors.</p>	

	<p>F. Ruiters came into school for a meeting about the Pupil Premium Review.</p> <p><b>Action: F. Ruiters to write her personal statement for website and send to the Clerk.</b></p>	FR
<b>14</b>	<b>Committee reports</b>	
14.1	<p><u>Finance &amp; General Purposes</u></p> <p>The committee minutes were sent to governors prior to the meeting. A. Kingsley talked about changes to the Business Manager's role. Financial data will be presented in a more accessible way at meetings. The Business Manager will give a budget presentation at the next committee meeting and he will also give a presentation at the governor day in November.</p> <p><b>Action: Headteacher to notify School Business Manager of the date of the next governor day.</b></p> <p>A. Kingsley confirmed that there are no concerns with the current financial position.</p> <p>The Headteacher reported that two applications had been received for the Deputy Headteacher position starting in January. The Chair proposed that a recruitment allowance is offered as an incentive to the right candidate, if necessary. <b>In response to a governor question, A. Kingsley confirmed that the budget would allow for this extra expenditure.</b> <b>Decision:</b> Governors gave approval for the Headteacher to offer a recruitment allowance.</p> <p><b>Action: Headteacher to look into recruitment allowance amounts.</b></p>	RW
<b>15</b>	<b>Headteacher's report</b>	
15.1	<p>The Headteacher's report was sent to governors prior to the meeting.</p> <p>The Headteacher gave a staff update. One absent TA has returned to school but another two are still absent due to illness. Governors requested further information; the response was discussed by means of confidential minutes. <b>See confidential minute.</b></p> <p><b>In response to a governor question, the Headteacher said that she had only received one application so far for the Year 2 teacher vacancy.</b></p>	
15.2	<p>The Headteacher talked about the recent HMI monitoring visit. The quality of teaching is still an issue but the inspector understood that not enough time had passed to allow impact of the changes put in place by the Leadership and Management team. The Headteacher will be giving feedback to the relevant teachers. <b>In response to a governor question, the Headteacher confirmed actions that are being taken to ensure a consistently good quality of teaching from all teachers.</b></p> <p>Overall the inspection was a positive visit and didn't raise anything that governors or the Headteacher didn't already know. The inspector could see that progress has been made and was confident that the school could address the issues which are already detailed in the school development plan. Governors thanked and congratulated the Headteacher on the progress that the school has made so far, in a short space of time.</p>	
15.3	The Headteacher asked for a governor to attend the Deputy	

	Headteacher interviews. F. Ruiters volunteered. <b>Action: F. Ruiters to attend the Deputy Headteacher interviews. S Hartropp will also attend if possible</b>	FR SH
15.4	In response to a governor question about the reduction of pupil premium allocation, the Headteacher said that the reduction will not impact significantly until the next financial year. The Headteacher said that office staff are proactive in getting parents to fill in the forms for free school meals to try to ensure that all relevant funding is received.	
<b>16</b>	<b>School self evaluation</b>	
16.1	This item was postponed to either the November or January meeting. <b>Action: Clerk to add to the relevant agenda.</b>	Clerk
<b>17</b>	<b>Annual safeguarding audit</b>	
17.1	G. Mansell reported that she had met with the Headteacher and is satisfied that the school is doing everything they are required to do and more. The safeguarding audit is complete and has been returned to the Local Authority.	
<b>18</b>	<b>Attendance report</b>	
18.1	The current attendance figure is 96%, but this is just for the first two weeks of term. The Headteacher said that attendance issues from 2014-15 relate to Pakistani Heritage and Pupil Premium groups. She also reported on changes to the way attendance is monitored. Governors asked what the school is doing differently to address this. The Headteacher said that tracking systems are tighter and now allow the Headteacher to be made aware of issues more promptly. Letters are sent to parents with children who have an absent rate of 90% or less. Governors were concerned that intervention at 90% may be too late. The Headteacher said that letters have been sent to parents of all children who had under 95% attendance in 2014-15. The governors discussed the possibility of rewarding children whose attendance has improved as well as those with 100% attendance	
<b>19</b>	<b>Policies</b>	
19.1	<u>Attendance policy</u> The attendance policy was sent to governors prior to the meeting. <b>Decision:</b> The governors agreed that a little more could be spent on the reward given to those children with 100% attendance. Governors felt that the reward might be more effective in raising attendance if it were tailored to the whole family, e.g. tickets for an event or local animal park. <b>Decision:</b> The attendance policy was agreed.	
19.2	<u>Equality information and objectives</u> The equality information and objectives was sent to governors prior to the meeting. <b>Decision:</b> The policy was agreed subject to additional information.	
19.3	<u>Acceptable use policy</u> The acceptable use policy was sent to governors prior to the meeting. A governor asked if there is a record of all staff who have signed the policy. The Headteacher confirmed that all staff have signed to say they have read this and other policies, e.g safeguarding. <b>Decision:</b> The policy was agreed subject to amendments.	
19.4	<u>Children in care policy</u>	

	The children in care policy was sent to governors prior to the meeting. <b>Decision:</b> The policy was agreed.	
19.5	<u>Managing allegations against other pupils</u> The managing allegations against other pupils policy was sent to governors prior to the meeting. <b>Decision:</b> The policy was agreed.	
19.6	<u>Safeguarding and child protection policy</u> The safeguarding and child protection policy was sent to governors prior to the meeting. A governor asked a question about the protocol for parents and mobile phones when in school. The Headteacher said that no mobile phones are allowed in classrooms. Parents can take photos of their own child at school events but are asked not to share the photos on social media.  Governors requested that both 'allegations against staff' and 'whistleblowing' policies are referred to in this policy as related policies. <b>Decision:</b> The policy was agreed subject to amendments.	
19.7	<u>SEND policy</u> The SEND policy was sent to governors prior to the meeting. <b>Decision:</b> The policy was agreed.	
<b>20</b>	<b>Any other business</b>	
20.1	A governor suggested that we should have an additional policy for complaints against governors. <b>Action: Clerk to source model policies for discussion at the next meeting.</b>	Clerk
20.2	The Pupil Premium Policy Statement was circulated to governors prior to the meeting. The governors identified a couple of typos and recommended that the name of the Pupil Premium Champion in school is added to the statement.	
<b>21</b>	<b>Items for next meeting</b>	
21.1	Attendance, complaints against governors policy, school self evaluation, Raise online training.	

The meeting finished at 8.20pm.

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

Signed: .....

**Chair of Full Governing Body**

Date: .....

### Action Tracker

Agenda Item	Actions	Who Responsible for Action	Complete
1.1	Headteacher to arrange staff governor election	RW	
4.1	T. Devonshire to complete declaration of interest form.	TD	
5.1	Clerk to circulate the updated standing orders to governors.	Clerk	Complete
6.1	T. Devonshire to sign the code of practice.	TD	
8.1	Clerk to contact Governor Services to arrange a Committee Clerk.	Clerk	
8.3	Clerk to circulate the amended governor monitoring calendar.	Clerk	Complete
10.1	Headteacher to present the Special Educational Needs (SEN) report at the next Strategic Development Committee.	RW	
10.3	Headteacher to send SDP to governors.	RW	
10.5	Clerk to add to add Raise Online training to the next agenda.  SH to confirm training with Governor Services/Sian Oswald	Clerk  SH	
10.6	Safeguarding audit to be sent to the Local Authority by half-term.	RW	
12.1	Clerk to inform the Local Authority of the new structure of the governing body for their approval and obtain a new Instrument of Government to circulate to governors.  S. Hartropp to draft a letter to parents about parent governor elections and meeting governors at parent events.	Clerk  SH	Complete
12.1	A. Kingsley to put a note out to business club meetings to try and recruit potential governors.	AK	
12.2	Clerk to book the training requests and send the link to GEL online training to all governors.	Clerk	Complete
13.1	F. Ruiters to write her personal statement for website and send to the Clerk.	FR	Complete
14.1	Headteacher to notify School Business Manager of the next date of the governor day.	RW	

14.1	Headteacher to look into recruitment allowance amounts.	RW	
15.3	F. Ruiters (and S Hartropp, if possible) to attend the Deputy Headteacher interviews.	FR/SH	
16.1	Clerk to add School Self Evaluation to a future agenda, in consultation with SH and RW.	Clerk	
20.1	Clerk to source model policies for discussion at the next meeting.	Clerk	