



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
TUESDAY 10TH NOVEMBER 2015 AT 6.00PM**

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

Apologies: T. Devonshire

In attendance:
Lucia Hawes (Clerk)

Item	Issue	Action
1	Welcome and Apologies	
1.1	The Chair welcomed new staff governor, Sara Hibbert. There was an apology from T. Devonshire.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website voluntarily.	
3	Minutes of last meeting held on 22nd September 2015	
3.1	The minutes were agreed as a true and accurate record.	
4	Matters arising from the minutes	
4.1	All actions were completed.	
5	Chair of Governor's report	
5.1	<p>The Chair gave a verbal report:</p> <ul style="list-style-type: none"> - She attended the Monitoring Support Partnership meeting with the Headteacher and Local Authority officers; - Regular email contact with the Headteacher and A. Kingsley about staffing issues; - She wrote a letter to parents about the parent governor vacancy. So far, one expression of interest; - She attended a finance meeting with A. Kingsley, the Headteacher and Steve Whitley (Local Authority School Finance Officer); - She has met with the new staff governor, Sara Hibbert, Parent Partnership Co-ordinator a couple of times; - A prospective co-opted governor has been identified; - She attended the Deputy Headteacher interviews; - She attended the School Improvement board; - She attended the Governor Leadership meeting along with A. Kingsley. It was highlighted that many schools are sharing some problems, e.g. staff recruitment, governor recruitment. 	
6	Governing Body development	
6.1	<p><u>Vacancies</u></p> <p>1 parent governor vacancy – 1 expression of interest so far.</p>	

	2 co-opted vacancies – 1 potential governor identified, the Chair will follow this up.	
6.2	<p><u>Training</u></p> <ul style="list-style-type: none"> - The governors present at this meeting received Raise online/Ofsted training this evening; - G. Mansell attended the Headteacher Performance Management Review training on 8th October; - A. Kingsley completed the online Fisher Family Trust training. 	
7	Governor monitoring	
7.1	<p><u>Governor Day (3rd November)</u></p> <p>The Chair thanked the Headteacher and her team for the Governor Day. The Headteacher reported that staff appreciated the governors coming in for the day.</p> <p>The Chair has written the visit reports for each class the governors visited and no surprises were identified. Action: Chair to share the visit reports with all the governors.</p> <p>The governors monitored health and safety. Some issues were identified which either have been or are being rectified.</p> <p>The governors had ratified the pay policy and pay award for all teaching staff. These decisions were minuted – please refer to minutes from 3rd November.</p> <p>The governors valued the chance to see the school in action. The next Governor Day will be on 3rd March 2016.</p>	Chair
7.2	<p><u>Governor Visits</u></p> <p>The Chair had conducted a parent survey using questions based on the lowest scoring questions on Parent View. 20 parents were surveyed and the results were as follows:</p> <ul style="list-style-type: none"> - Behaviour - 95% very good/good, 5% poor; - Information re progress - 65% very good/good, 25% average, 5% poor, 5% very bad; - Appropriateness of homework- 65% very good/good, 10% average, 5% poor, 5% very bad; - Teaching - 80% very good/good, 10% average, 5% poor, 5% very bad; - Recommend the school - 85% yes and 15% no. <p>A governor asked if the school has a Home Learning policy. The Headteacher confirmed that there is one but it needs to be reviewed so that there is consistency across classes.</p> <p>G. Mansell had visited the School Council which was a very positive experience. Action: G. Mansell to write her visit report.</p>	G. Mansell
8	Committee reports & ratification of committee terms of reference	
8.1	<p><u>Finance and General Purposes Committee</u></p> <p>The minutes of the Finance and General Purposes Committee were circulated to governors prior to the meeting. It was highlighted that governors need to be clearer about where pupil premium funding is being allocated so the impact can be monitored. The SFVS is on track.</p> <p>Decision: The Committee Terms of Reference were ratified by the</p>	

	Full Governing Body.	
8.2	<p><u>Personnel Committee</u> The minutes of the Personnel Committee were circulated to governors prior to the meeting. Decision: The Committee Terms of Reference were ratified by the Full Governing Body.</p> <p>Decision: The governors agreed to appoint C. Wilson as Vice Chair of the Personnel Committee.</p>	
9	Headteacher's Report	
9.1	<p>School Development Plan update The governors discussed the Headteacher's targets and although there had been a suggestion by a School Improvement Partner to change a target, governors decided to keep the targets that were set at the Headteacher's Performance Review. Action: Headteacher to update the School Development Plan and send to governors.</p>	Head
9.2	<p>Headteacher's report</p> <ul style="list-style-type: none"> - Teacher recruitment is still the biggest challenge..... redacted - Pleased with current pupil attendance and S. Hibbert will be tackling the pupil premium families on attendance; <p>A governor asked if some staff absence issues are affecting the development of children. The Headteacher said that she is limiting the impact on children as other staff are covering extra groups.</p> <p>A governor asked if all staff will receive Prevent training. The Headteacher confirmed that all staff will receive the training but it is not mandatory. Action: C. Wilson to send Headteacher an action plan.</p> <p>A governor asked how the reduction in pupil premium numbers will impact on staffing levels, the number of intervention groups and the number of children in those groups. The Headteacher said that ...redacted even though the money is not there the need for intervention still is.</p> <p>A need for governor training on target tracker was identified. Action: Target Tracker training to take place at the next FGB meeting.</p> <p>Action: Parent survey – Head to send the report to governors via email.</p>	<p>C. Wilson</p> <p>Head / Clerk</p> <p>Head</p>
10	School Self Evaluation	
10.1	<p>The outcomes for pupils September summary was sent to governors prior to the meeting. Governors asked if progress could be added. Action: Strategic Development Committee to look at the outcomes for pupils in more detail and add the priorities for outcomes that were identified at the Raise training, e.g. boys' attainment, white British attainment.</p> <p>The governors agreed that the document gives a true picture of the school and learning at this school.</p>	Strategic Development Committee

	the Local Authority. There was a nil return.	
14.2	The Christmas Fayre will take place on 27th November. The Nativity performances will take place at 2.30pm on the 8 th , 9 th and 10 th December.	
15	Items for next meeting	
15.1	Target Tracker, safeguarding training to take place at the meeting in March.	

The meeting finished at 8.18pm.

Signed: *Susan P Hartopp*

Chair of the Full Governing Body

Date: 19.1.16

Action Tracker

Agenda Item	Actions	Who Responsible for Action	Complete
7.1	Chair to share the Governor Day visit reports with all the governors.	Chair	✓
7.2	G. Mansell to write her visit report (School Council) and circulate to governors.	G. Mansell	✓
9.1	Headteacher to update the School Development Plan and send to governors.	Head	✓
9.2	C. Wilson to send Headteacher an action plan (Prevent training).	C. Wilson	✓
9.2	Target Tracker training to take place at the next FGB meeting.	Chair / Clerk	✓
9.2	Parent survey – Head to send the report to governors via email.	Head	Complete
10.1	Strategic Development Committee to look at the outcomes for pupils in more detail and add the priorities for outcomes that were identified at the Raise training, e.g. boy's attainment, white British attainment.	Strategic Development Committee	To be covered at next meeting 7.3.16
11.1	Headteacher to confirm the number of penalty notices issues to each group.	Head	✓
11.2	Headteacher to add late arrival absences to the next report so governors know if late arrivals need tackling.	Head	Complete

12.1	Clerk to amend the policy and add to the next agenda for governors to sign.	Clerk	✓
12.3	Headteacher to add the monitoring of time out logs and Team Teaching training to the Behaviour policy.	Head	✓