



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
TUESDAY 14<sup>th</sup> MAY 2019 AT 6.00pm**

**Present:** S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, J. Tate, E. Marks (associate), S. Kaye, S. Hibbert, C. Wilson, B. Hemp\*

**Apologies:** F. Shah, Y. White, A. Kingsley

**Absent:**

**In attendance:**

Lucia Hawes (Clerk)

Item	Issue	Action
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	There were apologies from Y. White, F. Shah, A. Kingsley. Governors accepted these apologies.	
<b>2</b>	<b>Declarations of interest</b>	
2.1	The Headteacher declared that her husband runs the school website.	
<b>3</b>	<b>Minutes of the last meeting (6th Mar 2019)</b>	
3.1	The minutes were agreed and signed as a true and accurate record of the meeting.	
<b>4</b>	<b>Matters arising from the minutes/Action tracker</b>	
4.1	Item 1.1 – The Chair has given B. Hemp an induction.	
4.2	Item 4.3 - B. Hemp has completed the pecuniary interest form. <b>Action: YW still to sign the pecuniary interest form.</b>	YW
4.3	Item 4.5 – B. Hemp signed the Governor Code of Practice.	
4.4	Item 4.7 - E. Marks sent the phonics assessment data to governors.	
4.5	Item 4.11 – Most governors have attended a committee meeting that they are not currently a member of. <b>Action: Governors that have not yet been to a committee meeting they are not a member of to do so.</b>	All
4.6	Item 4.12 – <b>Action: J. Tate to arrange a maths visit once the Headteacher has given the go ahead.</b>	JT
4.7	Item 6.2 - Headteacher is raising the attendance profile again.	
4.8	Item 6.6 - E. Marks sent details of Subject Leader termly plan to governors.	
4.9	Item 8.2 - Chairs of committees and Clerks are making sure that final versions of agreed policies are sent to Tina along with the minute number completed on the front cover.  The Clerk is now giving Tina half a term's advance notice of policies to be reviewed. <b>Action: Clerk to notify Tina about policies due for Autumn Term 2019.</b>	Clerk
4.10	Item 10.2 - S. Hartropp, A. Kingsley and G. Mansell were reappointed as co-opted governors. <b>Action: Clerk to inform the Local Authority of the reappointments.</b>	Clerk✓
4.11	Item 10.3 – Clerk brought the list of governor training to the meeting.	
4.12	Item 10.5 - Absent governors had confirmed that they are happy with the buying into the Governor Services SLA for another year.	
4.13	Item 11.4 – <b>Action: Clerk to add 'New Ofsted Framework and impact' to the agenda for July.</b>	Clerk

4.14	Item 11.5 - F. Shah has booked onto the Headteacher Performance Management training.	
4.15	Item 12.2 – Amendments were made and governors had agreed the policy via email.	
4.16	Item 12.3 - Amendments were made and governors had agreed the policy via email.	
<b>5</b>	<b>Academisation – update</b>	
5.1	This was discussed as a confidential minute.	
<b>6</b>	<b>Headteacher’s report</b>	
6.1	<p>The report was sent to governors prior to the meeting. The Headteacher highlighted that late arrivals are still a concern and talked about strategies that are in place to tackle this with the families concerned. A governor queried whether the amount of learning hours lost due to late arrivals is put into the school newsletter and the Headteacher confirmed that it was. A governor asked if there are known issues with those families that persistently arrive late to school. S. Hibbert said that some of them do have Early Help Assessments. She went on to say that she has a set up a system where parents can text her if they are struggling to get in in time so that the school can help them by, for example, going to the home. A governor suggested giving every child in the school an alarm clock as a novelty and wondered if that would that have an effect on lates. Governors discussed this but came to the conclusion that it is not the children that cannot get up in time. Governors suggested targeting some families for a specified time period by going to the home in the morning to get them to get to school on time. A governor asked what reasons parents give for being late. S. Hibbert said that a number of different excuses are given such as bad traffic, alarm clock not going off, late bus, bus was full, the child was ill but then recovered. Governors thanked staff for all their efforts with tackling lates and offered their support with this.</p> <p>A governor queried the high amount of timeouts. The Headteacher said it was mostly due to one child and talked about how the school is helping this child.</p> <p>A governor questioned whether the ABCC behaviour flow chart is part of new behaviour policy. The Headteacher confirmed that it is the document that underpins it.</p> <p>With reference to the accidental burn in the dining hall, a governor wanted to check that it had been covered in the dining hall risk assessment. The Headteacher confirmed that it had.</p> <p>The Headteacher highlighted a good increase of written work in Topic books. A governor asked if there had been an increase in the quality of writing. The Headteacher said there was and that teachers are relying more on Seesaw so more is written in books and the quality is better than previous years.</p> <p>The Headteacher talked about the visit from the Local Authority from which they received very positive feedback and she is waiting for the report to come through. The Chair of Governors was also present for this visit. A governor asked if it was a requested or a routine visit and the Headteacher confirmed that it was a routine visit. The Headteacher advised that there could be more Local Authority (LA) visits next year as LA officers will have greater capacity.</p> <p>The Headteacher reported that some good applications have been submitted for temporary vacancies (TAs and teacher).</p> <p>A governor queried the reason for the seemingly high amount of support staff absence and asked how many support staff there are. The Headteacher said that there [REDACTED]. The amount of support staff is more than double the amount of teachers so the absence level</p>	

	is not as bad as it might appear. A governor asked how the absence of support staff impacts on the well-being of other staff. The Headteacher said that due to having HLTAs and other teaching assistants, there is some flexibility with supporting classes but on occasions some teachers have to be on their own. If an absence was long term we aim to put a long term solution in place.	
6.2	<u>Verbal reports from all governors with regards to monitoring of the strands they are responsible</u> This item was not discussed.	
6.3	<u>End of spring term 2 data</u> The data was sent to governors prior to the meeting. Governors were assured that staff will do everything they can to get children to reach targets.	
<b>7</b>	<b>School Development Plan – Summer term 2019</b>	
7.1	The School Development Plan was sent to governors prior to the meeting. Governors were impressed with the positive impact on teaching and learning and the amount of work that is happening.  Governors decided that a visit to meet with the EYFS learning and teaching manager could happen at Governor Day.	
<b>8</b>	<b>Priorities for 2019-20</b>	
8.1	Governors suggested 2019-20 priorities for the school: <ul style="list-style-type: none"> <li>- Impact of the learning bus;</li> <li>- Look at priorities in light of new Ofsted framework before the new SEF is written;</li> <li>- Computing, reading, curriculum, parental engagement all to be a focus;</li> <li>- Staff/pupil well-being;</li> <li>- Development movement play for key children.</li> </ul>	
<b>9</b>	<b>Committee reports</b>	
9.1	<u>Finance and Resources</u> Minutes were circulated to governors prior to the meeting. It was reported that there is a need to be cautious [REDACTED] in years 2 and 3 as it is looking a little leaner. The school is currently in a position to keep a fourth Year 2 class for one year. Smaller classes will mean more impact and teachers are really happy with this. There is a requirement for a temporary teacher and a TA. We also need SEND TAs but not sure how many at this stage due to finding out about needs of new cohort. *BH left at this point (7.30pm).  <b>Action: 2019-20 budget forecast to be circulated to governors so it can be ratified by the Full Governing Body.</b> *Note from the Clerk: After the meeting, the budget was circulated and agreed by all governors via email.	<b>Clerk</b>
9.2	<u>Strategic Development Committee</u> The minutes were sent to governors prior to the meeting.	
<b>10</b>	<b>SEF - Personal Development, Behaviour and Welfare, and Leadership and Management</b>	
10.1	This item was not discussed. Deferred until a future meeting.	
<b>11</b>	<b>Governor Development</b>	
11.1	Reappointments – see item 10.2.	
11.2	Terms of office coming to an end: - C. Wilson – 07.07.19 – expressed her wish to be re-appointed.	
11.3	<u>Governor training – identify/report back on individual and whole Governing Body training</u> It was reported that the Ofsted curriculum training for the senior leadership team, attended by some governors, had been very well received and was very helpful. A governor suggested that we look at next year's training programme and identify in advance what we need/would be helpful.	

	<b>Action: On Governor Day, governors to look at what governor training is needed</b> , if the programme is available from Governor Services by then.  Governors agreed to sign up to Modern Governor for 5 months free of charge.	JT
11.4	<u>Governor development plan</u> This item was not discussed – deferred to a future meeting.	
<b>12</b>	<b>Governing Body Monitoring</b>	
12.1	<u>Governor monitoring calendar</u> This item was not discussed - deferred to a future meeting.	
12.2	<u>Governor visits – formal reports and verbal feedback, visits this term</u> Phonics, SEND, pupil premium visit had all been carried out. Reports had been circulated.	
<b>13</b>	<b>Policies</b>	
13.1	<u>Children in Care policy</u> G. Mansell will continue to be the designated governor for Children in Care. <b>Action: Clerk to query with Tina what a 'looked after call' is.</b> Governors agreed the policy subject to the query.	<b>Clerk</b>
<b>14</b>	<b>Any other business</b>	
14.1	A governor asked when the support staff would have a well-being meeting with a governor. <b>Action: RW to arrange for Governors to speak to lunchtime supervisors and other support staff.</b>	RW/SH/ AK/ JT
<b>15</b>	<b>Confirm dates of next meetings</b>	
15.1	Next FGB meetings: 15th July 2019  2019-20 FGB dates: Monday 23.9.19 Wednesday 4.12.19 Thursday 5.3.20 Monday 11.5.20 Wednesday 15.7.20	
15.2	<u>Dates for the diary</u> 18 <sup>th</sup> June Governor Day – all day.	

The meeting finished at 7.50pm.

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>
4.2	YW still to sign the pecuniary interest form.	YW	
4.5	Governors that have not yet been to a committee meeting they are not a member of to do so	All	
4.6	J. Tate to arrange a maths visit once the Headteacher has given the go ahead.	JT	
4.9	Clerk to notify Tina about policies due for Autumn Term 2019.	Clerk	Complete
4.10	Clerk to inform the Local Authority of the reappointments.	Clerk	Complete

4.13	Clerk to add 'New Ofsted Framework and impact' to the agenda for July.	Clerk	
9.1	2019-20 budget forecast to be circulated to governors so it can be ratified by the Full Governing Body.	Clerk	Complete
11.3	On Governor Day, governors to look at what governor training is needed.	JT	
13.1	Clerk to query with Tina what a looked after call is.	Clerk	Complete
14.1	Governors to arrange to speak to lunchtime supervisors and other support staff.	RW/SH/AK/JT	