



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
TUESDAY 2<sup>nd</sup> October 2018 AT 6.00PM**

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

**Apologies:** C. Wilson, Y. White.

**Absent:** N/A

**In attendance:**

Lucia Hawes (Clerk)

J. Marshall-Sully – SENDCO – for item 5 only.

Item	Issue	Action
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	Apologies were received from Catherine Wilson, Yi White and Ben Hemp (prospective parent governor). Governors accepted these apologies.	
<b>2</b>	<b>Election of Chair</b>	
2.1	S. Hartropp was elected as Chair of governors for the academic year 2018-19.	
<b>3</b>	<b>Election of Vice Chair</b>	
3.1	J. Tate and A. Kingsley were elected as joint Vice Chair of governors for the academic year 2018-19.	
<b>4</b>	<b>Declarations of interest</b>	
4.1	All governors present updated their pecuniary interests. <b>Action: Clerk to ensure that absent governors complete the pecuniary interest form.</b>	Clerk
4.2	The Headteacher declared that her husband runs the school website. A. Kingsley declared an interest in item 12 and declared an interest in Really Schools.	
<b>5</b>	<b>SEND policy and local offer</b>	
5.1	<p>The SEND policy and local offer was circulated prior to the meeting. Mrs Marshall-Sully spoke about the policy and the local offer. The info report was sent to governors prior to the meeting. Mrs Marshall-Sully reported that feedback from the parent consultation (10 parents) was positive.</p> <p>A governor asked if the SEND policy needs high parental engagement for it to work. Mrs Marshall-Sully said that the policy doesn't rely on parental involvement as it is about how the school manages SEND.</p> <p>Governors recognised that the SEND policy should be referred to as part of the bus project so that the bus can be suitably accessible for all children. Governors noted that when they next review the accessibility policy, they need to build in reference to the bus.</p>	
5.2	Governors agreed the SEND policy and local offer subject to their suggested amendments.	
5.3	A governor asked Mrs Marshall-Sully what have been the biggest challenges and successes since taking on the role of SENDCO. Mrs Marshall-Sully said that changing the individual education plans (IEP) to provision maps has been the biggest success. She also said that she has attended the first day of the SENDCO national award training and as a result of that there is lots of work to do so that	

	<p>is a challenge.</p> <p><b>A governor asked about support and engagement from the Local Authority.</b> Mrs Marshall-Sully said that she had had a good meeting with Claire Nunn, autism specialist teacher from the Local Authority. She also has a planning meeting arranged with an Education Psychologist from the Local Authority next week. Mrs Marshall-Sully added that she is also part of the SENDCO networking group.</p> <p>Mrs Marshall-Sully said that there is a specific literacy difficulties hub at Queen Katherine Academy and she will access the events that they put on. The Specialist Support Teacher has settled in really well and the S&amp;L Therapist is currently visiting the school on a weekly basis because of our high volume of children with S&amp;L needs.</p> <p>Mrs Marshall-Sully reported that the sound fields system (hearing impaired system) is working well for children with hearing impairments. Governors suggested that the school invests in additional hearing impairment facilities in classrooms as they felt that there are lots of benefits to children and teachers on all sorts of levels for various reasons, such as not straining the teacher's voice. <b>Action: Finance and Resources Committee to considered investing in more hearing impairment facilities in classrooms.</b></p> <p>The governors thanked Mrs Marshall-Sully for all her hard work.</p>	F&R
<b>6</b>	<b>Review of Standing Orders of the Governing Body</b>	
6.1	The Standing Orders were agreed.	
<b>7</b>	<b>Code of Conduct</b>	
7.1	The Code of Conduct was agreed and signed by all those present. <b>Action: Clerk to ensure that absent governors sign the Code of Practice.</b>	Clerk
<b>8</b>	<b>Review of delegation planner</b>	
8.1	The delegation planner was agreed. <b>Action: Clerk to ensure ticks are in the correct columns.</b>	Clerk
	<b>Action: Pay policy to be agreed at next meeting.</b>	Clerk
<b>9</b>	<b>Review of meeting dates, Committees, Governor responsibilities &amp; governor visits; objectives for the year</b>	
9.1	<u>Governor Objectives for the year (including pupil performance targets to be agreed in December)</u> Governors suggested a few amendments to the objectives. <b>Action: Chair to update the objectives and circulate.</b>	Chair
	<b>Action: Governors to agree pupil progress targets at the next meeting.</b>	Clerk
9.2	<u>Review of committees and membership</u> Membership of committees was agreed. <b>Action: Clerk to update the list and circulate.</b>	Clerk
9.3	<u>Confirm all meeting dates</u> Meeting dates were slightly amended. <b>Action: Clerk to circulate the updated meeting dates.</b>	Clerk
9.4	<u>Allocation of individual governor monitoring responsibilities</u> See item 16.	
9.5	<u>Decide on a programme of governor visits and governor days.</u> Autumn term day to include Resources and H&S walk, EYFS tour, focus on learning/lesson observations and Forest Schools (after school session).  The updated governor visit form was circulated prior to the meeting.	
<b>10</b>	<b>Minutes of last meeting held on 16th July 2018</b>	
10.1	The minutes were agreed as a true and accurate record of the meeting.	
<b>11</b>	<b>Matters arising from the minutes</b>	

11.1	<p><u>Action tracker update</u>  Item 3.1 – complete.  Item 5.2 - Forest school presentation will take place on Governor day.  Item 5.10 – Governor visit form has been amended.  Item 6.1.3 - EAL attendance data has been completed.  Item 8.1 – Statements of development being added to the SEF is a work in progress.  Item 8.1 - Governor skills audit is in progress.  Item 9.1 – A. Kingsley said that school email addresses for governors is best practice but not essential. Governors agreed to have school email addresses.  Item 9.2 - Data protection policy is complete.  Item 13.1 - <b>Action: Governor finance training to take place at next FGB meeting.</b>  Item 14.4 – Meeting dates had been circulated.  Item 15.3 – J. Tate sent had sent parental feedback from sports day to the Chair. <b>Action: Chair to send out Julie's parental feedback notes to governors.</b></p>	<p>Clerk</p> <p>Chair</p>
11.2	<p><u>Other matters arising</u>  The Chair had updated the governor development plan.</p>	
<b>12</b>	<b>Academisation</b>	
12.1	This was a confidential minute.	
<b>13</b>	<b>Headteacher's report</b>	
13.1	<p>The Headteacher's report was circulated prior to the meeting.</p> <p>The Headteacher highlighted that the number of late arrivals needs to be improved. <b>A governor asked if there is an action plan for addressing this.</b> S. Hibbert said that it is not repeat offenders being late. The Chair asked if this could be addressed though pupil premium where relevant. The HT confirmed that the Family Well-being Champion works with Attendance Team to support attendance of this key group.</p> <p>The Headteacher reported that the number of pupil premium children has gone up quite substantially. <b>A governor asked if the vacant places are being filled.</b> The Headteacher said that the vacant places would be filled but the Local Authority's admission process is quite slow. <b>A governor asked how many children with EAL are new arrivals in Year 2 or have lower levels of English which might therefore impact on end of year data</b>  <b>Action: Headteacher to find out MENA numbers in Y2</b></p> <p><b>With reference to the climbing wall accident, a governor asked whether the climbing wall is supervised.</b> The Headteacher confirmed that it is and staff are making sure that children are using it correctly.</p> <p><b>A governor asked how well the introduction of 'My Concern' is helping with raising safeguarding concerns.</b> The Headteacher said that is working well.</p>	<p>Head</p>
13.2	<p><u>End of year data summary</u>  The end of year data summary was circulated prior to the meeting. The Headteacher highlighted that last year's Year 2 were above national figures for expected and Greater Depth in Reading and Maths. The school was also above Peterborough figures for the combined score.</p> <p>The Headteacher added that the school appointed to the Year 1 teacher position last week. The new teacher is very strong in Maths.</p>	
<b>14</b>	<b>Safeguarding</b>	
14.1	<p><u>Annual safeguarding audit</u>  G. Mansell had seen the school's safeguarding audit and was satisfied that everything is in place and there are no issues.</p> <p><b>Action: Chair to sign and report to be returned to the LA</b></p>	<p>Chair/ Head</p>
14.2	<u>Review of safeguarding policies</u>	

	<p>The following safeguarding policies were reviewed and agreed by governors: Acceptable Use/ICT; Managing Allegations against other pupil; Prevent Statement; Safeguarding; Whistle Blowing; Selection and recruitment.</p> <p><b>Action: Procedures for dealing with allegations of abuse against teachers and other staff and volunteers to be reviewed at the next meeting.</b></p>	Clerk
14.3	Code of conduct for all adults working in school was reviewed and agreed by governors.	
14.4	Governors signed to say they have read Keeping Children Safe in Education, Part 1, September 2018.	
<b>15</b>	<b>Chair of Governor's report</b>	
15.1	The Chair reported that she had attended the transition event during the summer. She also attended two exit interviews which included lots of praise for school and the Senior Leadership Team. She had discussed with the Head the very few minor criticisms but that there had been nothing of real note.	
<b>16</b>	<b>Governing Body Monitoring</b>	
16.1	<p>School Development Plan and Autumn Term plan</p> <p>Both documents were circulated prior to the meeting. The Chair thanked the Headteacher for working lots of hours over the summer holiday producing the plan.</p> <p>A governor queried what the SCAN group is. The Headteacher said that it is a group that supports children with additional needs. It is a referral system via a school panel which decides what support needs to be put in place for a particular child. The aim is to try and prevent Early Help Assessments (EHA) but an EHA may be the outcome of a SCAN group meeting. She added that it is a more holistic approach and saves on meeting time. The SCAN group meet half termly and it is run like a MASG panel.</p> <p>A governor asked how much input governors and staff should have in the behaviour policy. The Headteacher said that the behaviour policy had previously been reviewed at Governor Day but she would like staff more involved in it. The behaviour policy will be looked at on Governor Day during the summer term.</p> <p>Governing Body monitoring roles were allocated as follows:  Outcomes for all pupils – all governors;  Strengthen leadership and management – C. White and J. Tate;  SLC skills – G. Mansell and S. Hibbert;  SEND provision – C. White and A. Kingsley;  Phonics – S. Kaye and F. Shah;  Health and wellbeing – Governor day;  Development movement play – Governor day;  Quality teaching of maths in Year 1 –YW;  Strength governors' knowledge and understanding – J. Tate and S. Hartropp;  Develop links with main feeders – phonics – S. Kaye and F. Shah;  Lunchtimes – F. Shah;  Maths – Y. White;  Safeguarding – G. Mansell and F. Shah;  Health and Safety – Finance and Resources/A. Kingsley;  Pupil premium – F. Shah and S. Hartropp;  Sports premium – Finance and Resources Committee/A. Kingsley and Y. White.  YR – S. Hibbert, G. Mansell,  Y1 – S. Kaye Y. White and A. Kingsley;  Y2 – F. Shah, J. Tate and S. Hartropp;  English – S. Hartropp.</p> <p><b>Action: Chair to update the School Development plan and Governors' Monitoring Calendar with governor links and send to the Clerk.</b></p>	Chair

<b>17</b>	<b>Committee reports &amp; ratification of committee terms of reference</b>	
17.1	<u>Finance and resources committee</u> A. Kingsley gave a brief verbal report.	
17.2	<u>Strategic Development committee</u> The minutes were circulated prior to the meeting.	
<b>18</b>	<b>Governing Body Development</b>	
18.1	<u>Clerking arrangements</u> Lucia Hawes will remain as Clerk to the Full Governing Body but Isabel Clark will clerk for the committees.	
18.2	<u>Competency framework/skills audit/identification of individual governors' areas of expertise and knowledge</u> The Chair had conducted a skills audit but is still waiting for a couple of responses. The Chair reported that the comparatively weakest skill area is finance but that in no area did governors score more than 3 out of 5 overall..	
18.3	<u>Training</u> <b>Action: Governors to decide on individual training needs and whole governing body training at the next meeting.</b>	Clerk
18.4	<u>Vacancies</u> There is one parent governor vacancy. The Chair has sourced one prospective parent governor who will come to the next meeting. There will be the usual parent governor election process.	
18.5	<u>Governor Development Plan (Spring Term: Governor effectiveness; governor attendance; succession planning; broadening community engagement)</u> The Chair is in the process of updating the governor development plan.	
18.6	<u>Governing Body Annual Statement</u> Circulated and agreed.	
<b>19</b>	<b>Any other business</b>	
19.1	None.	
<b>20</b>	<b>Items for next meeting</b>	
20.1	Training, Procedures for dealing with allegations of abuse against teachers and other staff and volunteers, finance training, academisation.	

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>
4.1	Clerk to ensure that absent governors complete the pecuniary interest form.	Clerk	
5.3	Finance and Resources Committee to consider investing in more hearing impairment facilities in classrooms	Finance & Resources	
7.1	Clerk to ensure that absent governors sign the Code of Practice.	Clerk	
8.1	Clerk to ensure ticks are in the correct columns.	Clerk	✓
9.1	Chair to update the objectives and circulate.  Governors to agree pupil progress targets at the next meeting.	Chair  Clerk	  ✓

9.2	Clerk to update the list and circulate.	Clerk	
9.3	Clerk to circulate the updated meeting dates.	Clerk	✓
11.1	Governor finance training to take place at next FGB meeting.	Clerk	✓
11.1	Chair to send out Julie's parental feedback notes to governors.	Chair	
13.1	Headteacher to find out MENA numbers in Y2	Head	
14.1	Annual Safeguarding Audit to be signed and returned to LA	Head/Chair	
14.2	Procedures for dealing with allegations of abuse against teachers and other staff and volunteers to be reviewed at the next meeting.	Clerk	
16.1	Chair to update the School Development Plan and Monitoring Calendar with names of link governors and send to the Clerk.	Chair	
18.3	Governors to decide on individual training needs and whole governing body training at the next meeting.	Clerk	