



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
TUESDAY 3rd OCTOBER 2017 AT 6.00PM**

Present: S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, S. Hibbert, E. Holliday, A. Kingsley, K. Smithies.

Apologies: D. Chappell, J. Tate, C. Wilson, Yi White

Absent: N/A

In attendance:
Lucia Hawes (Clerk)

Item	Issue	Action
1	Welcome and Apologies	
1.1	Apologies were received from Dave Chappell, Catherine Wilson, Yi White and Julie Tate. Governors accepted these apologies.	
2	Election of Chair	
2.1	Sue Hartropp was elected as Chair of governors for the academic year 2017-18.	
3	Election of Vice Chair	
3.1	Al Kingsley was elected as Vice Chair for governors for the academic year 2017-18.	
4	Declarations of interest	
4.1	All governors present updated their pecuniary interests and handed to the Clerk. Action: Clerk to ensure that absent governors complete the pecuniary interest form.	Clerk
5	Review of Standing Orders of the Governing Body	
5.1	The Standing Orders were agreed.	
6	Code of practice	
6.1	The Code of Practice was agreed and signed by all those present. Action: Clerk to ensure that absent governors sign the Code of Practice.	Clerk
7	Review of delegation planner	
7.1	The delegation planner was agreed.	
8	Review of meeting dates, Committees, Governor responsibilities & governor visits; objectives for the year	
8.1	<u>Governor objectives for the year (including pupil performance targets to be agreed in December)</u> Action: Clerk to ensure that pupil performance targets are on the next Strategic Development Committee agenda and also on the December Full Governing Body meeting. The Chair reminded governors that the overall objectives are the headlines of the School Development Plan and that specific objectives for governors are improving governor attendance, succession planning and broadening community engagement.	Clerk

8.2	<p><u>Review of committees and membership</u> The membership of committees were agreed as follows:</p> <p>Finance & Resources Committee Al Kingsley (Chair of committee) Becky Waters (Head) Sue Hartropp Yi White</p> <p>Strategic Development Committee Becky Waters (Head) Catherine Wilson Gaynor Mansell Julie Tate Karla Smithies Sara Hibbert Sue Hartropp</p> <p>Policy Committee Becky Waters (Head) Gaynor Mansell Julie Tate Karla Smithies Sara Hibbert Sue Hartropp</p> <p>All governors were in favour of attending at least one committee meeting that they don't normally attend to get a wider understanding of issues. Action: Governors to attend a committee meeting they don't usually attend.</p> <p>The Headteacher Performance Management panel will consist of Al Kingsley and Yi White. Action: Chair to ask Julie Tate if she would like to join the Headteacher Performance Management panel from next year.</p> <p>Other panels such as appeals, disciplinary etc. will be recruited to as and when needed.</p>	All Chair/JT ✓																								
8.3	<p><u>Confirm all meeting dates</u> Meeting dates were amended and agreed. Action: Clerk to circulate the meeting dates.</p>	Clerk ✓																								
8.4	<p><u>Review of individual governor monitoring responsibilities</u> The following allocation of responsibilities was agreed:</p> <table border="1" data-bbox="276 1552 1297 2054"> <tr> <td>Child Protection/Safeguarding/CiC</td> <td>Gaynor Mansell</td> </tr> <tr> <td>Community engagement</td> <td>Sara Hibbert & Karla Smithies</td> </tr> <tr> <td>Governor attendance</td> <td>Clerk</td> </tr> <tr> <td>Governor days</td> <td>Julie Tate (tbc)</td> </tr> <tr> <td>Governor effectiveness</td> <td>Al Kingsley & Sue Hartropp</td> </tr> <tr> <td>Governor Monitoring & Evaluation programme</td> <td>Sue Hartropp</td> </tr> <tr> <td>Governor training and development</td> <td>Clerk</td> </tr> <tr> <td>Leadership & Management</td> <td>Catherine Wilson & Julie Tate</td> </tr> <tr> <td>Outdoor learning</td> <td>Al Kingsley & Karla Smithies</td> </tr> <tr> <td>Pupil Premium</td> <td>Yi White & Sue Hartropp</td> </tr> <tr> <td>Pupil Progress</td> <td>Catherine Wilson & Julie Tate</td> </tr> <tr> <td>Quality of teaching</td> <td>Catherine Wilson & Julie Tate</td> </tr> </table>	Child Protection/Safeguarding/CiC	Gaynor Mansell	Community engagement	Sara Hibbert & Karla Smithies	Governor attendance	Clerk	Governor days	Julie Tate (tbc)	Governor effectiveness	Al Kingsley & Sue Hartropp	Governor Monitoring & Evaluation programme	Sue Hartropp	Governor training and development	Clerk	Leadership & Management	Catherine Wilson & Julie Tate	Outdoor learning	Al Kingsley & Karla Smithies	Pupil Premium	Yi White & Sue Hartropp	Pupil Progress	Catherine Wilson & Julie Tate	Quality of teaching	Catherine Wilson & Julie Tate	
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	SEND	Al Kingsley & Catherine Wilson	
	Speech, language and communication	Gaynor Mansell, Sara Hibbert & Karla Smithies	
	Sports premium	Al Kingsley & Yi White	
	Staff induction	Gaynor Mansell & Julie Tate	
	Writing	Sue Hartropp	
	Reception	Gaynor Mansell & Sara Hibbert	
	Year 1	Karla Smithies, Sue Hartropp & Yi White	
	Year 2	Al Kingsley, Julie Tate & Catherine Wilson	
8.5	Decide on a programme of governor visits and governor days. Governor days will be linked to the priorities in the School Development Plan. The Autumn term governor day will include a resources walk, a writing strategies presentation and will also focus on learning/lesson observations, staff induction and marking and feedback. Also, the governors focussing on community engagement will look at parental engagement in reception, i.e. ask about transition.		
9	Minutes of last meeting held on 11th July 2017		
9.1	The minutes were agreed as a true and accurate record of the meeting.		
10	Matters arising from the minutes		
10.1	Item 5.1 – The Headteacher circulated the pupil premium EYFS baseline comparison at the meeting. Governors recognised that it was difficult to evidence a comparison but it will be discussed at the next Strategic Development Committee meeting. In response to a governor question, the Headteacher said that we only have data for those children who have attended pre-schools/nurseries.		
10.2	Item 5.3 – Catherine Wilson met with history and geography leaders this week. Action: Catherine Wilson's visit note to be circulated to governors.		Head/ Clerk
10.3	Item 5.4 – Skills audit is on this agenda (item 16.1).		
10.4	Item 6.1 – The Headteacher had looked into translating the school brochure but prices were too expensive especially considering that the brochure is updated every year. Governors suggested having the brochure on the school website and having the facility to Google translate. All governors agreed to this. Action: Deputy Headteacher offered to slim down the school brochure for ease of translation.		EH
10.5	Item 6.3 – Governors were on hand to support with late arrivals last week but there weren't many late arrivals. A governor asked how the school is doing with lateness. The Headteacher said it was not too bad. The Chair will meet one parent next week to discuss with them how to improve their child's persistent late arrival in the mornings		Chair
10.6	Item 6.8 – Sickness Absence Policy will now be reviewed by the Policy Committee.		
10.7	Item 8.1 – Clerk had circulated the safeguarding presentation and questions for governors to all.		
10.8	Item 9.1 – Al Kingsley had collated governors' responses to the questions in the Governance Handbook and circulated the collated results. No issues were raised in the returns. Action: Clerk to ensure all statutory governor information is updated on the school website.		Clerk

10.9	Item 10.3 – Yi White has submitted and circulated her visit notes.	
10.10	Item 10.4 – Governors' annual statement is complete and on the school website.	
10.11	Item 12.2 – The school has bought in an independent school improvement partner, Malcolm Massey, to conduct the Headteacher's Performance Management along with the three governors.	
10.12	Item 12.3 – Updated meeting dates will be circulated to governors.	
10.13	Item 13.1 – The Brew Crew has finished.	
10.14	Item 13.2 – Attendance target has been added to the attendance policy.	
11	Headteacher's report	
11.1	The report was circulated prior to the meeting. The Headteacher reported that the number of children on roll at present is 289 and a new child will be starting in Reception on Monday so that year group will be full. There are 3 places under offer in Year 1 for the bulge class but the school has not been able to make contact with the parents. Year 2 is full.	
11.2	The Headteacher reported that the number of children with English as an additional language (EAL) in school is rising. 53% of the new Reception intake are categorised as EAL children.	
11.3	The Headteacher and Deputy Headteacher reported that they have reinforced the behaviour policy with teachers and will be doing so with TAs.	
11.4	<p>Governor questions:</p> <ul style="list-style-type: none"> - With regards to the 3 children in Year 2 with behavioural difficulties, to what extent is the behaviour challenging? <p>A governor asked how supportive</p> <p>A governor asked if the school has received any extra external support. The Headteacher said that support is being sought from external agencies but the case has not been serious enough to go to a behaviour panel yet.</p> <ul style="list-style-type: none"> - Year 1 bulge year – Has the extra amount of children had any negative effect in the building? The Headteacher said that they have had to adjust some strategies in the dining hall at lunch time but that is all. - Vulnerable children – The Parent Partnership Co-ordinator's workload seems to be high, is it always busier at the start of year with children settling in and should the workload calm down, or is there a capacity issue? The Headteacher said that there is a capacity issue at times and we could see a bottle neck situation with families that need a lot of support. The limited external resources mean much more is left to the school to manage now. 	
11.5	The Headteacher gave headlines of the school's data compared with	

	<p>national data (taken from the DfE statistical first release):</p> <ul style="list-style-type: none"> - The school is above national level in reading and maths; - Pupil premium achievement is in line or above the national level for pupil premium; - SEND is a concern as achievement data is significantly below national; - Achievement in writing is below the national average. <p>This information was not a surprise to governors who stressed that SEND achievement, along with writing must be a priority for the school and there was a discussion as to the way forward in item 14.1.</p>	
11.6	<p>The Headteacher had drafted some lost property guidelines and these were circulated at the meeting. Governors were happy with the guidelines and agreed that these can now be uploaded onto the school website.</p>	
12	Safeguarding	
12.1	<p><u>Annual safeguarding audit</u></p> <p>The safeguarding audit was circulated prior to the meeting. Gaynor Mansell, Education Safeguarding Lead, praised the school for having a very skilled safeguarding team.</p> <p>It was noted that the Deputy Headteacher will be domestic abuse lead in school and Tracy Holliday, who is the Safeguarding and Quality Assurance Manager at Rutland County Council with a specialism in domestic violence, will conduct some training for staff.</p> <p>Gaynor commented that the home visits for the new Reception children had been very valuable. Gaynor had conducted her safeguarding governor visit and had raised the following questions:</p> <ul style="list-style-type: none"> - Will governors support/trust in the professionalism of the safeguarding team to develop and trial a 'pre-CAF' assessment system, utilising the skills of the team, to address specific concerns within school to potentially reduce the number of EHAs? Governors agreed that they did. - Gaynor asked if safeguarding information/updates were disseminated outside the annual 'refresh' of whole staff training. The Headteacher confirmed that safeguarding is a standing agenda item for staff meetings, with opportunities for 'ad hoc' incidents or matters arising to be discussed. Sara Hibbert maintains records of all training and vigilantly follows up sessions missed by individuals or groups. <p>Governors felt reassured that things are as safe as they could be at school and were happy with the safeguarding audit. The audit was signed by the Chair and sent to the LA.</p>	

12.2	<p><u>Policies</u></p> <p>The following policies were circulated prior to the meeting and were ratified by the Full Governing Body at the meeting:</p> <ul style="list-style-type: none"> - Acceptable Use /ICT policy for review; - Anti-bullying policy for review; - Prevent statement; - Safeguarding policy – agreed subject to suggested amendments; - Whistleblowing policy. <p>Governors agreed to postpone agreeing the selection and recruitment policy until further information is available.</p> <p>Action: Clerk to add Selection and Recruitment Policy to the next agenda.</p> <p>Governors agreed that the management of policy review matrix will now be the responsibility of the Clerk.</p>	Clerk
12.3	<p><u>Governors sign to say they have read Keeping Children Safe in Education</u></p> <p>All governors present signed to say they have read the document.</p>	
13	<p>Chair of Governor's report and updates:</p>	
13.1	<p><u>Updated Governance Handbook</u></p> <p>This was discussed under item 10.8.</p>	
13.2	<p>The Chair reported that, in addition to various meetings with the Headteacher and Vice Chair, she had been sourcing and interviewing potential governors. She had also attended the transition session and had conducted exit interviews.</p>	
14	<p>Governing Body Monitoring</p>	
14.1	<p><u>School Development Plan and Autumn Term plan</u></p> <p>14.1.1. The autumn plan was circulated prior to the meeting. The Headteacher said that she is trying to bring the School Development Plan in line with financial year so she has only planned for autumn and spring terms so far, i.e. it is a working plan.</p> <p>14.1.2 <u>Writing</u></p> <p>The Head and Deputy talked about plans in place to improve achievement in writing. The Deputy Headteacher will be giving staff training and will be developing the phonic knowledge of teaching assistants. The Headteacher is investigating possible external sources of support. Governors were pleased to see lots of different strategies in place.</p> <p>14.1.3 <u>SEND</u></p> <p>A governor asked what is in place to improve the achievement of SEND pupils. The Headteacher said that the school is doing lots but there is not enough impact being evidenced. Governors stressed that greater emphasis has to be given to improving the achievement of SEND pupils. Governors requested a new job description to be written which includes specific targets for SEND in reading, writing and maths. Governors want to make sure that provision to meet these targets can be delivered. Governors asked for an increased</p>	

	<p>emphasis on at least good progress for children with SEND and to make sure there are the necessary steps to ensure this.</p> <p>Action: Headteacher to re-focus the SEND strand in the School Development Plan.</p> <p>14.1.4 Governor visit reports on safeguarding, EAL and Finance were circulated prior to the meeting. A governor asked where the school gets specialised advice about EAL if it is needed. The Headteacher said that she has used the EAL Academy in the past but has found that their support is not worthwhile to invest in. A governor said the school could do with a city wide list of interpreters. Action: Gaynor Mansell to pass on governors' suggestions/comments about EAL to the Safeguarding Board.</p>	<p>Head</p> <p>GM</p>
15	Committee reports & ratification of committee terms of reference	
15.1	The minutes and terms of reference were circulated prior to the meeting. Al Kingsley gave a brief verbal report. It was confirmed that the Pay Policy does not need to go for staff consultation as there is no fundamental change to the policy or terms for staff and that national teaching unions were always consulted annually about the policy.	
15.2	This item was discussed by means of a confidential minute.	
16	Governing Body Development	
16.1	<u>Competency framework/skills audit</u> All governors had returned their skills audit. The Chair had collated the returns and reported that the Governing Body has lots of skills but will continue to recruit on the basis of those skills in which it is relatively weaker.	
16.2	<u>Training</u> Postponed until the next meeting. Action: Clerk to add training to the next agenda.	Clerk
16.3	<u>Vacancies</u> Dave Chappell, parent governor, had informed the Chair that he is unable to attend any meetings in the foreseeable future, due to work commitments, and therefore would be unable to continue as a parent governor. Governors wished to express to him their thanks for his continued contribution to and support of the governing body and the school and they look forward to seeing him at school events in the future. This however means that there is a parent governor vacancy. Governors agreed that this should be filled if possible by a parent with the necessary skills and experience to fill the gaps identified in the recent governor skills audit, although they recognised that if more than one parent was interested in the role then there would have to be an election. There is currently one parent and one co-opted governor vacancy.	
16.4	<u>Governor Development Plan</u> Action: Chair to draft a Governor Development Plan.	Chair
17	Any other business	
17.1	None.	
18	Items for next meeting	
18.1	Governor training, Selection and recruitment policy.	

The meeting finished at 8.20pm.

Agreed as true and accurate record of the meeting.

Signed:

Chair of the Full Governing Body

Date:

Action Tracker

Agenda Item	Actions	Who Responsible for Action	Complete
4.1	Clerk to ensure that absent governors complete the pecuniary interest form.	Clerk	
6.1	Clerk to ensure that absent governors sign the Code of Practice.	Clerk	
8.1	Clerk to ensure that pupil performance targets are on the next Strategic Development Committee agenda and also on the December Full Governing Body meeting.	Clerk	✓
8.2	Governors to attend a committee meeting they don't usually attend.	All	
	Chair to ask Julie Tate if she would like to join the Headteacher Performance Management panel from next year.	Chair/JT	✓
8.3	Clerk to circulate the meeting dates.	Clerk	✓
10.2	Catherine Wilson's visit note to be circulated to governors.	CW/Clerk	
10.4	Deputy Headteacher offered to slim down the school brochure for ease of translation.	EH	
10.8	Clerk to ensure all statutory governor information is updated on the school website.	Clerk	✓
12.2	Clerk to add Selection and Recruitment Policy to the next agenda.	Clerk	✓
14.1.3	Headteacher to re-focus the SEND strand in the School Development Plan.	Head	
14.1.4	Gaynor Mansell to give governors' suggestions/comments about EAL to the Safeguarding Board.	GM	
16.2	Clerk to add training to the next agenda.	Clerk	✓
16.4	Chair to draft a Governor Development Plan.	Chair	