



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
WEDNESDAY 6<sup>th</sup> MARCH 2019 AT 6.00pm**

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

**Apologies:** S. Kaye, Y. White, S. Hibbert, A. Kingsley

**Absent:** C. Wilson, B. Hemp

**In attendance:**  
Lucia Hawes (Clerk)

Item	Issue	Action
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	The meeting was not quorate so no decisions could be made.  Apologies were received from Simon Kaye, Sara Hibbert, Yi White and Al Kingsley. Governors accepted these apologies.  <b>Action: Chair to contact Ben Hemp regarding induction.</b>	Chair
<b>2</b>	<b>Declarations of interest</b>	
2.1	The Headteacher declared that her husband runs the school website. A.Kingsley's connection with ReallySchool was noted in his absence.	
<b>3</b>	<b>Minutes of the last meeting (10<sup>th</sup> Dec 2018)</b>	
3.1	The minutes of the meeting were agreed as a true and accurate record of the meeting.	
<b>4</b>	<b>Matters arising from the minutes/Action tracker</b>	
4.1	Item 5.1 – The Local Authority has carried out the site survey over half term and the Headteacher is awaiting the report.	
4.2	Item 5.2 – The policy was agreed by governors via email.	
4.3	Item 5.3 – <b>Action: B. Hemp and Y. White to complete the pecuniary interest form.</b>	BH/YW
4.4	Item 5.4 – The school has invested in more hearing impairment facilities in classrooms and the Headteacher will monitor this.  The Committees Clerk, Isabel Clark, is now receiving full Governing Body minutes to track actions for the Finance and Resources Committee and the Strategic Development Committee.	
4.5	Item 5.5 – <b>Action: Clerk to send BH the Code of Practice to sign and bring to the next meeting.</b>	Clerk/BH
4.6	Item 7. 6 – Headteacher sent autumn term data to governors.	
4.7	Item 7.8 – <b>Action: E. Marks to email the phonics assessment data to governors.</b>	EH/Clerk
4.8	Item 10.1 - Finance training presentation slides were sent to governors.	
4.9	Item 11.1 - Safeguarding update presentation slides were sent to governors.	
4.10	Item 12.2 - Headteacher has organised <a href="#">Ofsted training</a> for governors which will take place next week and six governors will be attending along with all of the Senior Leadership Team.	
4.11	Item 12.3 – <b>Action: Governors to attend a committee meeting that they are not</b>	All

	<b>currently a member of.</b>	
4.12	Item 13.1 -The Headteacher reported that some governor monitoring visits had been arranged. F. Shah and S. Kaye had arranged a visit but this had been cancelled by the school due to the Ofsted training day. C. Wilson has requested a SEND visit. The Chair and F. Shah will be conducting a pupil premium visit on Monday 11 <sup>th</sup> March. <b>Action: J. Tate to arrange a maths visit.</b>	JT
<b>5</b>	<b>Academisation – discussion about the presentation from Greenwood Academies Trust</b>	
5.1	This was discussed as a confidential item.	
<b>6</b>	<b>Headteacher's report</b>	
6.1	The Headteacher's report was sent to governors prior to the meeting.  The Headteacher said that she is looking at providing some support to grandparents who are guardians to children in school. <b>A governor asked if the Headteacher would be responsible for this task</b> and the Headteacher confirmed that it would be the Family Well Being Champion who would be. <b>Governors were happy with this as long as it doesn't become a big job for her.</b>	
6.2	Governors asked how they could support the Headteacher with the persistent late arrivals and offered their assistance with parent interviews. <b>A governor queried whether there were several late arrivals in Year 1 that affect the Year 1 attendance figure.</b> The Headteacher said that the late arrivals are mostly from Year 2. <b>Action: Headteacher to raise the attendance profile again.</b>	Head
6.3	<b>In response to a governor question,</b> the Headteacher said that filming teaching is working well and enabling teachers to reflect on teaching and learning within their own classroom.	
6.4	In the Standards section of the report, it stated that one priority is to ensure individual evidence is collated for 3 target children per class, per subject to support the subject leader to be able to assess attainment and progress. <b>A governor queried how the three target children are chosen.</b> The Headteacher said that teachers are asked to identify them, i.e. low ability, core and higher ability. The Headteacher said that she will keep refining this process.	
6.5	The end of Spring 1 data had also been circulated to governors. <b>Governors were worried that the percentage of children working within Y2 (working at Band 2W or above) for reading, writing and maths has been RAG rated as red and queried this.</b> The Headteacher said that they are holding team pupil premium meetings next week to unpick this data. She went on to say that there are [redacted] teachers in this year group [redacted]	
6.6	<b>With regards to the foundation subject leader monitoring cycle, a governor asked if subject leaders had completed their termly tasks.</b> E. Marks confirmed that they had. <b>Action: E. Marks to send details of this to governors on Monday.</b>	EM
6.7	<b>A governor queried whether Seesaw needs some development.</b> The Headteacher said that Seesaw will be developed further this year making sure all subject leaders have the same expectations about evidence needed to support assessment.	
6.8	<b>A governor queried how the Key Stage 1 computing is coming along.</b> The Headteacher explained that some work has been done but the long term plan is not high on E. Marks' priority list at present due to the significant amount she has to do for phonics.	
6.9	<b>A governor questioned who will lead on Speech, language and communication once the current lead leaves at the end of term.</b> The Headteacher explained that the job is being advertised and some of the strategic element is unlikely to get done in this academic year. Governors expressed that they were sorry to be losing this teacher.	
6.10	<b>Governors noted some very positive outcomes to the pupil wellbeing survey and asked what the plan is for follow-up, e.g. teaching what is meant by being</b>	

	<b>unkind.</b> The Headteacher said she does plan to follow this up and may also do a keeping safe refresher. <b>A governor questioned whether the keeping safe refresher would involve some role play</b> and the Headteacher confirmed that it would.	
6.11	The staff well-being survey overall summary had been sent to governors. Governors will also be meeting with all staff before the end of the academic year about wellbeing.	
<b>7</b>	<b>School Development Plan – Spring term 2019</b>	
7.1	The School Development Plan was sent to governors prior to the meeting. It was noted that the Subject leaders' meeting with governors could be picked up at the next governor day.	
<b>8</b>	<b>Committee reports</b>	
8.1	<u>Finance and Resources</u> The minutes of the committee meeting were circulated prior to the meeting. The Headteacher stated, in A. Kingsley's absence, that the school's financial position for this year and next appears positive.	
8.2	<u>Policies Committee</u> J. Tate reported on the usefulness of the Policies Committee as it flags up some interesting questions that help governors support what the school is doing. J. Tate gave a verbal report from the last meeting.  <b>Action: Chairs of committees and Clerks to make sure final versions of agreed policies are sent to Tina along with the minute number completed on the front cover.</b>  <b>Action: Clerk to give Tina half a term's advance notice of policies to be reviewed.</b>	Chairs/ Clerks  Clerk
<b>9</b>	<b>Admission Arrangements 2020 onwards</b>	
9.1	The school will continue to use the Local Authority as the admissions authority.	Head to confirm with LA
<b>10</b>	<b>Governor Development</b>	
10.1	<u>Vacancies</u> None.	
10.2	<u>Terms of office coming to an end</u> The Clerk informed the Governing Body that the following governors' terms of office were coming to an end: - S. Hartropp – 14.04.19 - A. Kingsley – 14.04.19 - G. Mansell – 14.04.19 - C. Wilson – 07.07.19  S. Hartropp and G. Mansell confirmed that they would like to carry on as governors. <b>Action: Chair to email A. Kingsley and C. Wilson to ask if they would like to be reappointed.</b>	Chair
10.3	<u>Governor training</u> J. Tate suggested that governor training on offer is considered at each FGB meeting so that governors can identify the most relevant training that would help support the school's priorities. <b>Action: Clerk to bring the list of governor training to each gov body meeting.</b>  F. Shah had attended the 'asking the right questions' course and gave some feedback.  Ofsted training for governors and SLT will take place on 14 <sup>th</sup> March.	Clerk
10.4	<u>Governor Development plan</u> The updated plan was circulated to governors prior to the meeting.	
10.5	<u>Governor services SLA</u> Governors considered the Governor Service SLA and noted that they will be no	

	longer offering free inhouse training. <b>Action: Absent governors to confirm that they are happy with the buying into the Governor Services SLA for another year.</b>	All
<b>11</b>	<b>Governing Body Monitoring</b>	
11.1	<u>Governor monitoring calendar</u> The updated governor monitoring calendar was circulated prior to the meeting.	
11.2	<u>Governor visits</u> G. Mansell conducted a safeguarding visit and the visit note was sent to governors.	
11.3	<u>Governor Day feedback and focus for Summer Term Governor Day</u> All governors thought that the Governor day in January was really useful and positive.  Focus for summer term (June 18 <sup>th</sup> ) will involve speaking to parents about the new behaviour policy and getting them to sign up to Parent View. The day will also focus on music, dance and the bus.	
11.4	<u>New Ofsted Framework and impact</u> The quick read sheet was circulated prior to the meeting. <b>Action: Clerk to add to the agenda for May.</b>	Clerk
11.5	<u>Appoint Headteacher Performance Management panel for next year</u> The panel will be J. Tate, Y. White and F. Shah. <b>Action: F. Shah to book onto the Headteacher Performance Management training.</b>	FS
<b>12</b>	<b>Policies</b>	
12.1	<u>Pay policy</u> The pay policy had been discussed in detail at the Finance and Resources Committee and governors ratified this policy via email.	
12.2	<u>Supporting children with medical conditions</u> Governors suggested a couple of minor amendments and then proposed that it be ratified.  <b>A governor asked if a record is kept of people who have attended the training and the Headteacher confirmed this.</b>  A governor questioned who ensures that children carry their emergency drugs with them at all times. The Headteacher explained that teachers and midday supervisors remind and check this with the relevant children. <b>Action: Clerk to make the suggested amendments and email the policy to governors for ratification.</b>	Clerk
12.3	<u>Behaviour policy</u> The Headteacher confirmed that staff had been consulted on this policy. <b>Action: Clerk to email policy to governors for ratification.</b>	Clerk
12.4	<u>Prevent action plan</u> The plan had been sent to governors prior to the meeting for their information only.	
<b>13</b>	<b>Any other business</b>	
13.1	None.	
<b>14</b>	<b>Confirm dates of next meetings</b>	
14.1	Next FGB meetings: 14 <sup>th</sup> May 2019 15 <sup>th</sup> July 2019	
14.2	Committee Meeting Dates: Strategic Development, 11 <sup>th</sup> March at 4pm; Finance and Resources, 20 <sup>th</sup> March at 1pm; Finance and Resources on 7 <sup>th</sup> May at 10am; Governor Day on 18 <sup>th</sup> June; Strategic Development, 1 <sup>st</sup> July at 4pm; Policies, 4 <sup>th</sup> July at 1pm;	

The meeting finished at 7.45pm.

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>
1.1	Chair to contact Ben Hemp regarding an induction.	Chair	
4.3	B. Hemp and Y. White to complete the pecuniary interest form.	BH & YW	
4.5	Clerk to send BH the Code of Practice to sign and bring to the next meeting.	Clerk	
4.7	E. Marks to email the phonics assessment data to governors.	EM	
4.11	Governors to attend a committee meeting that they are not currently a member of.	All	
4.12	J. Tate to arrange a maths visit.	JT	
6.2	Headteacher to raise the attendance profile again.	Head	
6.6	E. Marks to send details of Subject Leader termly plan to governors on Monday.	EM	
8.2	Action: Chairs of committees and Clerks to make sure final versions of agreed policies are sent to Tina along with the minute number completed on the front cover.  Action: Clerk to give Tina half a term's advance notice of policies to be reviewed.	Chairs and Clerk  Clerk	
10.2	Chair to email A. Kingsley and C. Wilson to ask if they would like to be reappointed.	Chair	
10.3	Clerk to bring the list of governor training to each gov body meeting.	Clerk	
10.5	Absent governors to confirm that they are happy with the buying into the Governor Services SLA for another year.	All	
11.4	Clerk to add 'New Ofsted Framework and impact' to the agenda for May.	Clerk	
11.5	F. Shah to book onto the Headteacher Performance Management training.	FS	
12.2	Clerk to make the suggested amendments and email the policy to governors for ratification.	Clerk	
12.3	Clerk to email policy to governors for ratification.	Clerk	