



Minutes of the Full Governing Body Meeting – Part 1

Held on Thursday 5 December 2019 at 7.00pm

Attendance			
Richard Baker	✓	Simon Williams (Chair)	✓
Karen Donald	✓	Helen Vidal	✓
Louise Druce (Headteacher)	✓	In attendance	
Stuart Getty	Apologies	Colin Shea (Architect)	Arrived 8.00pm
Susie Hayward	✓	Kathryn Dray (Deputy Headteacher)	✓
Rebecca Jennings	✓	Joanna Lee (SBL)	✓
Kate Kellett	✓	Vicky Swann (Deputy Headteacher)	✓
John Mackintosh	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting began at 7.00pm.

Agenda Item	
1.	<p>Apologies for Absence Apologies for absence were received and accepted as above.</p>
2.	<p>Declaration of Interest There were no declarations of interest.</p>
3.	<p>To agree reporting of minutes and papers Governors agreed to Part 1 of the FGB minutes being put on the school website and Part 2 held confidentially. Committee minutes would also be confidential.</p>
4.	<p>Constitution of the Governing Body SW summarised the governing body's constitution and positions vacant. Elections for parent governors would now take place in the spring term the aim to have parent governors in post by the March FGB. SW would speak separately with KDonald and RB regarding another term of office.</p> <p>Vacancies</p> <ul style="list-style-type: none"> Parent governors x 2 LA governor: Nomination John Mackintosh and following approval a Co-opted vacancy <p>Terms of Office Expiring:</p> <ul style="list-style-type: none"> Karen Donald (28.2.20) – 2020 not 2019 as stated on the agenda Parent governor. Richard Baker (21.3.20) – 2020 not 2019 as stated on the agenda Co-opted governor. <p>ACTION: LW to conduct parent governor elections in the spring term.</p>
5.	<p>To agree minutes of meeting</p> <p>16 July 2019 The minutes for the above meeting were agreed and subsequently signed by the Chair of Governors.</p> <p>26 September 2019 RJ asked for the agenda item 4 to read "vice chair" rather than "chair" The minutes for the above meeting were agreed and subsequently signed by the Chair of Governors.</p>

6.	<p>Matters arising from previous meetings</p> <p>16 July 2019 All actions were complete except:</p> <ul style="list-style-type: none"> • ACTION: LW to arrange SW to view Handbook in September. This would now be done after the CWP on 10 January 2020. • ACTION: LW to arrange SW visit for CPDL in autumn term. <p>26 September 2019 All actions were complete except:</p> <ul style="list-style-type: none"> • ACTION: LD/LW/KK to formalise induction process. This was in progress but not finished. <p>LD shared that the Skills Audit would be sent out at the beginning of the spring term in order to identify governor skills and any skills gaps in the governing body for the forthcoming governor elections. In addition to this it would also identify any training needs.</p>
7.	<p>Chair's Actions</p> <p>Since the last meeting, SW had completed a review of the Safeguarding. KK asked if there was anything governors should be made aware of. SW responded that items discussed were confidential but praised the work of the school with regard to how safeguarding is undertaken.</p> <p>Regarding the Safeguarding Policy, LD outlined protocol to be following for different visitors which has been added to the Safeguarding Policy.</p>
8.	<p>School Review</p> <p>LD highlighted how a newly released toolkit, by the Education Endowment Foundation, had helped with identifying and subsequently solving problems, had been implemented and the results of which had followed. RB asked if there was anything of concern. LD responded that it was addressing three points on the SSP and solutions were highlighted through the action plans for the key areas. RB asked if there was anything in particular governors should be aware of. LD responded that writing had not been progressing in the way the school would like so new actions were planned and some were in place already. Also LD highlighted the ambitious nature of the school to achieve the very best possible. SH asked how the toolkit had helped and LD outlined the methods they had followed to highlight areas for development.</p> <p>KK asked if the school was confident it had the resources and ability to deliver it and LD responded that they did.</p> <p>SH asked how the school would prioritise the actions on the action plan. LD responded that as there was no data drop in the spring term now, it would allow time to examine the books and work, in more depth and review and prioritise as necessary. LD also added that the action plans may well be undertaken over the course of two years.</p> <p>RB drew attention to Curriculum issue 3 on KS2 action plan and the ambitious nature of the increase expected for this year. LD responded that it is ambitious but was confident in the targets set.</p> <p>SW asked what the biggest risk was. LD highlighted she initially had concerns regarding the financial implications in trying to achieve these targets but this had now been omitted due to additional income highlighted by JL.</p> <p>RJ asked how long was needed for training in the synthetic phonics programme. LD indicated it will be through two training sessions, one in June and one in September. SW asked how it would be actioned and LD responded there would be a 2020 and 2021 target.</p> <p>KDonald asked whether governors would see the outcomes of these targets in the data shared and LD responded that individual outcomes of tests wouldn't be shared with governors. SH shared that governors wouldn't need to track the progress against individual actions within the plan but as to whether overall targets had been achieved. HV shared that the administrative changes can take place prior to September but the programme would start in September once staff had completed the training.</p> <p>SW thanked the team for all the work undertaken.</p>

9.	<p>Staff Survey</p> <p>VS highlighted that 40 people had taken part in the survey and it was overwhelmingly positive. VS highlighted when there was a disagree or strongly disagree recorded against a question, in total it only represented one person. LD and VS shared actions that had been taken since this had been analysed to the satisfaction of the governors. SH noted that from the results no-one had highlighted workload or well-being as a problem. However, the results of the recent national Well Being Index were noted.</p>
10.	<p>Schools' Alliance for Excellence (SAfE)</p> <p>LD presented the background to SAfE and shared the recent assessment regarding school improvement had been graded as the one with the least concern.</p> <p>LD highlighted the need of the governing body to undertake a resolution to become a member. LD highlighted that 89p per child goes into SAfE as per the Schools' Forum funding consultation. The risk to governors in the event of it folding would be that each member would be liable for a fee of £10. LD additionally outlined the structure of SAfE and the benefits.</p> <p>DECISION: Governors undertook a resolution to join SAfE.</p>
11.	<p>INSET Day</p> <p>LD presented the strategic vision regarding Read, Write, Inc and the need for two days training. Part one would be on the June INSET day with the September INSET day as part 2. However if there is not availability LD asked if it would be possible to borrow a day from the next academic year. Governors discussed the implications of this and agreed that the school should first confirm if June and September would be a viable option.</p> <p>KK asked what the ideal gap was between the training sessions. This was not known although VS is attending two days training together in January.</p>
12.	<p>Committees and Nominated Governors Report</p> <p>JM gave an update from what was discussed at the Resources Meeting, details of which are contained within the Resources Minutes.</p> <p>KDonald gave an update surrounding issues discussed in the C&L Meeting, details of which are contained within the C&L Minutes.</p>
13.	<p>Policies to be agreed</p> <p>The following policies and procedures were approved:</p> <ul style="list-style-type: none"> • Audit of School Website • Admissions • Behaviour • Governor Code of Conduct • Keeping Schools Safe • Register of Business Interests • Safeguarding • Whistleblowing <p>SH confirmed she had completed her Safer Recruitment Training</p> <p>ACTION: LW to chase SH safer recruitment certificate from Strictly Education</p>
14.	<p>Additional Business</p> <p>JL updated governors regarding the recent decision to re-tender the cleaning contract using Litmus who charge just under £5,000 to manage the tendering process.</p> <p>JM asked if climate change was included in the curriculum. LD responded that when the PSHER curriculum had been reviewed, an earth friendly section had been especially written for our curriculum map. LD also shared that in addition, Katie Beunderman and herself were meeting with parents, in the new year, to discuss climate and eco related matters.</p>

The meeting finished at 9.22pm

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

Signed: _____

Date: _____