



## Minutes of the Full Governing Body Meeting – Part 1

Held on Thursday 6 December 2018 at 7.00pm

Attendance			
Richard Baker	✓	Aileen Sellers	✓
Karen Donald	Arrived 7.03pm	Simon Williams	✓
Louise Druce (Headteacher)	Apologies	Helen Vidal	✓
Stuart Getty	✓		
Susie Hayward	✓	<b>In attendance</b>	✓
Rebecca Jennings	✓	Kathryn Dray (Deputy Headteacher)	✓
Kate Kellett	✓	Joanna Lee (School Business Leader)	✓
Lucy Macaulay	✓	Vicky Swann (Deputy Headteacher)	✓
John Mackintosh	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting began at 7.00pm

Minutes	
1.	<p><b>Apologies for Absence</b> Apologies for absence were received and accepted as above.</p>
2.	<p><b>Declaration of Interest</b> There were no declarations of interest.</p>
5.	<p><b>To agree minutes of meeting</b></p> <ul style="list-style-type: none"> <li><b>12 July 2018</b> The minutes were agreed and signed.</li> <li><b>27 September 2018</b> The minutes were agreed and signed.</li> </ul>
6.	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li><b>12 July 2018</b> There were no matters arising. All actions were completed.</li> <li><b>27 September 2018</b> The following matters were outstanding: <b>ACTION:</b> KDonald to confirm committee membership <b>ACTION:</b> LD/KK to update Learning paragraph in School Strategy document.</li> </ul>
3.	<p><b>To agree reporting of minutes and papers</b></p> <p>[KD arrived 7.03pm]</p> <p><b>DECISION:</b> It was agreed that the minutes from the FGB meeting Part 1 would be published on the school website and Part 2 would remain private. Committee meetings minutes would also be private.</p>

4.	<p><b>Constitution of the Governing Body</b></p> <p><b>Terms of Office Expiring:</b> The following terms of office are expiring before the next FGB meeting:</p> <p>Helen Vidal - 30.12.18 (Co-opted) Simon Williams - 30.12.18 (Co-opted)</p> <p><b>DECISION:</b> Governors voted and agreed to the continuation of another term of office for Simon Williams and Helen Vidal from 31.12.18 to 30.12.22.</p> <p><b>ACTION:</b> LW to update the constitution with the new terms of office for SW and HV.</p> <p><b>Vacancy to be filled</b></p> <ul style="list-style-type: none"> <li>• LA Governor</li> </ul> <p>This post is not being filled whilst the academy conversion is being explored.</p>
7.	<p><b>Chair's Actions</b></p> <p>There were no actions taken outside of the meeting.</p>
9.	<p><b>Safeguarding</b></p> <p>To ensure governors had completed an annual safeguarding training, a safeguarding quiz was undertaken to demonstrate their understanding following the reading of KCSiE 2018 Update, prior to the meeting.</p> <p>It was noted the need to have a governor with safer recruitment training now that AS's had expired. SH volunteered to undertake safer recruitment training.</p> <p><b>ACTION:</b> LW to send details to register for training and SH to book safer recruitment course</p>
10.	<p><b>School Review</b></p> <p><b>Self-Evaluation Document</b></p> <p>VS gave the background to the SED document. Governors asked how pupil leadership was progressing. KD responded that the Head and Deputy Boys and Girls were doing well and gave an example of their growing confidence with speeches at performances, Twitter round ups and welcome evening speeches. LM asked if it was something the school could rotate termly, but KD responded that it was for the year as there were lots of other opportunities for responsibility e.g. House Captains.</p> <p>SW praised the introduction of the long service award. KK shared that staff had been particularly grateful.</p> <p>SW asked about pupil wellbeing and the work being done on mental health. He shared with governors that he'd seen the brain break being implemented at the beginning of the day and the positivity surrounding this. KD shared that she had seen a significant growth in children with anxiety since she started teaching. SH asked how the increase is measured. KD responded that the school ELSA now works one to one with 35 different children. She had also seen an increase in worry slips although recognised this could be that the system is working. RB asked how many children in the school would be classed as having anxiety related issues. KD responded approximately 3 to 5 children in each class probably need some sort of support from the teacher. HV noted that the ELSA is providing additional support on top of what is already provided by the teacher. KD also outlined other ways the school is supporting children and families with anxiety. SW responded that the school had a part to play along with other agencies and mental health needs should continue to be monitored.</p> <p>SW thanked the team for their work on the document.</p> <p><b>SSP</b></p> <p>It was noted that Hannah Smith, supported by the LMT, had secured the Values Mark for the school and thanks was given to all involved.</p> <p><b>ACTION:</b> VS to pass thanks onto Hannah Smith</p>

	<p>VS presented the updated SSP and SW asked for governors to indicate to LW areas they would like to monitor.</p> <p><b>ACTION:</b> Governors to indicate areas of involvement on the SSP by end of term to LW.</p> <p><b>ACTION:</b> LW to give SH the full SSP to accompany the SSP overview.</p> <p><b>ISDR</b> VS gave a summary of the Inspection Data Summary Report and the progress made over the last three years. JM asked how often it is produced and VS indicated annually.</p> <p><b>Values Quality Mark Audit</b> The audit was noted for the purpose of the minutes.</p>
11.	<p><b>Staff Survey</b> VS shared that there had been 45 responses to the survey. JM asked if there was anything that was not as high as expected. VS indicated that they were disappointed if staff put disagree but didn't say why as it was useful to know why so that we could address issues and improve things, although there were very few responses like this. Governors noted the excellent percentage of staff who strongly agreed that they enjoyed working at the school. SW asked for the school's opinion relating to the the percentage regarding leaders taking into account staff workload. VS shared that the school had taken some steps forward to work on this, with no teacher meeting on Golden Book week and no in-depth marking on Parents' Evening weeks. Also if there is a special themed week then teacher's individual involvements were examined. In addition to this, the LMT had looked at giving teachers more time to undertake certain tasks plus some forms had been simplified and the writing of annual school reports removed. SH asked if this had been compared with previous years but VS indicated it hadn't. SW noted that the staff survey was particularly positive in light of recruitment in the current climate.</p>
12.	<p><b>Parent Survey</b> VS shared this had been discussed in the July FGB but all the individual responses had now been circulated to governors. She shared that this year had seen a different style of questioning and this would be alternated each year with the previous style of survey. She noted that 60 parents/carers chose not to answer Q9, regarding how could school life could be improved. Governors discussed the responses and the similarities and differences. In response to two areas raised, clubs and school lunches, VS shared the way clubs had evolved with multiple lego clubs for example and different children taking part each half term. She also noted to all, regarding school lunches, that the catering provider had changed since the survey had been undertaken.</p> <p>Governors asked what the response rate was and VS indicated 145 responses through Parents' Evening and a link sent out afterwards. RJ asked how this was being fed back to parents. VS indicated that the survey had been amalgamated and the results and actions would be shared with parents.</p> <p><b>ACTION:</b> VS to write an article for the school newsletter.</p>
13.	<p><b>Committees and Nominated Governors Report</b></p> <p><b>Children and Learning</b> SG summarised the excellent KS2 results achieved last year and indicated that progress for this year will be more comparable at the spring C&amp;L meeting when there are two terms to compare.</p> <p><b>Resources</b> JM shared that governors had recently review the draft budget for 2019-2020 and the 4 year plan. JM shared that all budgets were healthy with a surplus predicted which all governors noted was excellent in the current climate. JM recapped the issue with regards to teacher pensions which may have an impact on the budget to the cost of £80,000 a year which would affect the carry forward.</p>
14.	<p><b>Policies to be agreed</b> The following policies were all agreed:</p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Behaviour</li> <li>• Equality</li> </ul>

- Nursery Admissions
- Register of Business Interests
- Safeguarding

KK to discuss some small amends with LD relating mainly to formatting. SH asked who is covered by the Safeguarding Policy and particular discussion was had regarding clubs. JL shared that the external clubs are responsible for their own safeguarding and it is part of the terms and conditions of letting. It is the school's responsibility to ensure that the appropriate assurances have been given that the external club has the correct safeguarding procedures in place.

It was agreed to increase the purchasing card limit for Paul Briggs to £250 to eliminate the need to place multiple orders when they were over the current limit.

15. **AOB**

It was noted for the minutes that a large number of staff had supported the PTA Christmas Market and that the Governors wish to pass on their thanks.

**ACTION:** VS to pass on thanks to staff.

JL shared also that the support staff pay and conditions are under review from Surrey.

**ACTION:** LW to share consultation from Surrey with governors ASAP as it closes in a week.

The meeting finished at 9.05pm

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: \_\_\_\_\_