

Learning, Growing, Achieving...Our journey together

**Minutes of the Full Governing Body meeting
held on Monday 3rd October 2016 7pm at the school.**

Present:

Mrs Crawford Usher
Mr Clark (Chair)
Mrs Rowlinson
Mr Wright
Mrs Millar
Mr Warren
Mr Sewell (*from 7.10pm*)
Mrs Isted
Mrs Woodhouse

Headteacher
Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor
LA Governor
Parent Governor
Parent Governor
Staff Governor

Clerk:

Mrs S Wallis.

	ACTION
<p>1. Opening Prayer. The meeting commenced after prayer.</p>	
<p>2. Apologies for Absence. Apologies were received and accepted from Mr Dunn and Mrs Evans. Mr Clark read out an email from Mrs Stockham detailing her wishes to stand down as an associate member. The Governors thanked her for her time and efforts as a Governor and associate member at the School.</p>	
<p>3. Declaration of business interests. Governors updated and signed the forms. Forms are kept at the School and details will be uploaded to the website. ACTION ONE: Mr Dunn, Mrs Evans and Mr Sewell to update Business Interest Forms</p>	Clerk
<p>4. Governing Body Issues Governors unanimously agreed to re-appoint Mr Clark as Chair for a period of one year. Election of vice chair will be made at the next meeting to allow Mr Dunn to participate. ACTION 2: Elect Vice Chair at next meeting</p>	

<p><i>Mr Sewell entered the meeting.</i></p> <p>The Committee structure was discussed and updated. Governors were assigned to subjects for monitoring visits. Details are attached to these minutes.</p> <p>The Committee Chairs were reminded to update the Terms of Reference at the first Committee meeting of the year.</p> <p>The skills audit will be updated. Mr Clark will then give some guidelines to the Church to enable them to start looking to fill the two Foundation Governor vacancies.</p> <p>ACTION 3: Mr Clark to contact the PCC</p> <p>Mr Clark welcomed Miss Woodhouse as the new Staff Governor.</p> <p>Training dates were distributed to the Governors. Mrs Rowlinson is to attend the 'Be prepare and Knowledgeable for Ofsted' training in November. A number of Governors were interested in this course and were interested in arranging an in-house session and sharing the £300 costs with other Schools.</p> <p>ACTION 4: Headteacher to enquire with other Schools in the collaboration.</p> <p>Mr Warren attended the Ofsted ready training last year and the notes are on KLZ. Governors are to read through the notes and Ofsted Ready will be an item on the agenda for the next FGB</p> <p>ACTION 5: Ofsted item for the next FGB agenda.</p> <p>As a result of the last staff survey staff, and Governors commitment to improve communication, staff will be invited to attend the FGBs on a rota basis starting from the next meeting.</p> <p>ACTION 6: Mr Clark to write to staff</p>	<p>Mr Clark</p> <p>Headteacher</p> <p>Clerk</p>
<p>5. Minutes of the previous meeting.</p> <p>The Minutes of the meeting of 16th May 2016 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p>Matters arising:</p> <p>Science moderation.</p> <p>There will be release time for all subject leaders before Christmas for moderation. Books will be available at the FGB meeting on 20th March 2017.</p> <p>Q: Could it be made any earlier?</p> <p>A: I could ask the other Schools in the collaboration to look at</p>	

<p>KS1 and KS2 science books as a snap shot ACTION 7: Headteacher to contact other Schools</p>	<p>Headteacher</p>
<p>6. Review School Plan. A summary Headteachers report was distributed to Governors at the meeting.</p> <p>Pupils and attendance Q: The reception class of 22 seems small. A: We were expecting more but each gave various solid reasons for not coming.</p> <p>Q: Have there been any other new children start? A: There have been two since the start of term.</p> <p>Q: Has there been much interest in the Open Day? A: 4/5, but we normally have plenty of walk ins on the day.</p> <p>Staffing The Appraisals process has started (objective settings with mentor/SLT). By early November all three targets, including a class progress target, will be set. Any issues will be taken to the Pay and Personnel meeting (14th November). Interim reviews will happen sometime in February.</p> <p>Q: How are the interventions going which were identified last term? A: There were a large number which was unmanageable. The real focus is on phonics, reading and spelling. All are happening five times a week in groups which are well taught and well resourced. KS1 is well resourced with the expectation that we don't encounter too many problems in KS2. There will be more feedback on this at the next FGB.</p> <p>Pupil Voice Miss Woodhouse detailed how the Junior Governors will work and how the campaigns are going. Q: Is this just for KS2 children? A: No, KS1 children are preparing for elections in class. Governors will be welcome to attend meetings and Governors thought it would be a good idea at some point in the future for the Junior Governors to present at an FGB meeting. ACTION 8: Meeting dates will be circulated to the Governors once they have been arranged.</p> <p>School Plan:</p>	<p>Miss Woodhouse</p>

A copy of the Plan was circulated to the Governors at the meeting.

Q: Is this an update to the School Plan, how much has changed?

A: It is re-written every year.

Spotlight 1: Leadership and Management

Q: Who is in the Senior Leadership Team (SLT)?

A: Miss Woodhouse: EYFS/KS1 and assessment

Mrs Jones: KS2 and Maths

Mrs Rees-Porter: English

Miss Shaw: Phonics and KS1 assessment

Mrs Bryant: SEN

Spotlight 2: Behaviour and safety

Q: Why is there only 70% good behaviour for learning in classrooms?

A: It is the start of year, new teachers and new pupils always make for a slower start but these behaviours have to be addressed straight away.

Only 60% of lessons are starting at the designated start times. A Governor suggested that this would be an easy observation for Governors to check when they do their School visits.

Spotlight 3: Quality of teaching

Q: Are the figures for across the School or for one teacher?

A: There are 10 teachers so 10% is for one teacher.

Governors were concerned to see an inadequate but the Headteacher reassured them that it was only a snapshot and that she was happy with all classrooms.

Q: Can children make use of the library during break or lunchtimes?

A: They can. There is a system for younger children to be accompanied by older children. Older children can visit but there is a risk it will require supervising if it becomes too popular with children using it as a way not to go outside.

Improving the Quality of questioning

Q: How is the quality of questioning going to improve? Is it relevant to all subjects?

A: Yes, it is. For example, certain staff meetings will be dedicated to maths, we have use of a good support website.

EYFS:

Miss Woodhouse gave a summary of the benchmarks.

Q: Are the current levels of staffing just for this year?

A: We will be sustaining the levels of teaching in KS1 for years

<p>ahead with the expectation that interventions in KS2 will be lower as a result.</p> <p>Governance section Mr Clark has put together a plan for the year. ACTION 7: Mr Clark to arrange a meeting with Chairs of the Committees to agree.</p>	Mr Clark
<p>7. SIAMs The School now has Worship every morning at the same time. 'Leading lights' present to a KS1 class on Wednesday. The aim is to introduce the children into worship.</p>	
<p>8. Policies Calculation Policy: Staff have reviewed the Policy and agree it is current and accurate.</p>	
<p>9. Correspondence. See confidential.</p>	
<p>10. Any Other Business. New Governor photos are needed for the School website. Mrs Snow is to take these before the next FGB on 8th November. Governors congratulated the School on the success of the 40th anniversary celebrations.</p>	
<p>11. Confidential matters. None.</p>	

The meeting closed at 9.10pm

Date of next meetings: Monday 8th November 2015 4pm

Signed _____ (Chair) Date _____

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9. Correspondence.

There has been an Informal complaint following an incident in the station car park. This is not following the Complaints Policy as there has been no written complaint. One set of parents were not happy with how the Headteacher had dealt with the situation.