

**Minutes of the Full Governing Body meeting
held on Thursday 26th March 2015 7pm at the school.**

Present:

Mrs Crawford Usher
Mr Clark (Chair)
Mr Dunn
Mrs Rowlinson
Mrs Stockham
Mr Wright
Mr Smith

Headteacher
Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor
Parent Governor

In attendance:

Mrs Isted

Associate member

Clerk:

Mrs S Wallis.

	ACTION
<p>1. Opening Prayer. The meeting commenced after prayer.</p>	
<p>2. Apologies for Absence. Apologise were received and accepted from Mrs Evans and Rev. Brown.</p>	
<p>3. Declaration of business interests. None.</p>	
<p>4. Governor membership. See confidential minutes. The Parent Governor term of office are to end this October. Elections will be held before the Summer to fill the positions with reference to the skills audit. The LA Governor position is vacant at the moment. No staff have come forward to fill the Staff Governor position. Mrs Ward will fill the position and will return her nomination form to the Clerk.</p>	Mrs Ward
<p>5. Minutes of the previous meeting. The Minutes of the meeting of 22nd January 2015 were agreed as an accurate record of the meeting subject to an amendment in agenda item 6 and signed by the Chair.</p>	

<p>Matters arising.</p> <p>ACTION 1: Mrs Rowlinson has sent Gift Aid forms to Mrs Evans, Mr Clark and the Headteacher to look at.</p> <p>ACTION 2: The Governor profile on the website needs to be updated.</p> <p>The wording regarding school attendance has been made stronger in newsletters and letters have been sent out to parents.</p> <p>ACTION 3: The Communication TOR are to be updated to include Mrs Stockham.</p> <p>Mrs Isted reported back on her visit to the School Council which discussed students' thoughts on behaviour in the school. The children liked the fact that each class has different strategies.</p> <p>Q: Don't Ofsted want consistency?</p> <p>A: What works in one class might not work in another. The non-negotiables will be consistent and all classes follow the traffic light system as set out in the Behaviour Policy.</p> <p>ACTION 4: TOR for Monitoring, Learning and Curriculum (MLC) Committee to be updated,</p> <p>The School Vision will be reviewed at the first inset day of next School Year (2nd September 2015). Governors are welcome to join. The Staff-survey results are to be fed back on the same day at 9am.</p>	<p>Mrs Evans Headteacher</p> <p>Mr Smith</p> <p>Comm. Committee</p> <p>MLC Committee</p>
<p>6. Headteacher's Report.</p> <p><u>Quality of teaching:</u> The Grading given reflects the Ofsted report.</p> <p>Q: A Governor commented Early Years was rated 'good' in a previous report but are now 'requires improvement' (RI).</p> <p>A: There have been lots of good comments given by external advisors but we can't ignore the Ofsted grading, there are things that need to improve.</p> <p>Q: Will the School meet the April target?</p> <p>A: Yes.</p> <p>Q: The Outstanding target?</p> <p>A: Possibly, this will mean one more teacher reaching outstanding.</p> <p>Q: Do the 'Good' teachers know what they need to do to get 'Outstanding'?</p> <p>A: I would be happy with Good teaching with elements of outstanding. An outstanding level is not always realistic. The trend is more important than targets.</p> <p>The Governors discussed the RI areas and the HT could see them all improving.</p>	

Areas for improvement: Ofsted 2015

Q: How will teachers know which misspelled words to focus on?

A: It is up to teachers to decide what these are and these will be displayed in the classroom.

Q: When will this happen as I have been into school this week but not noticed any.

A: Teachers have been asked this week.

Q: Are TAs part of the discussions on low-level disruption?

A: We are asking teachers to work more in tandem with TA's. For example asking TA's to observe "what does learning look like in my lesson?"

Achievement

The School is introducing a new trial of maths books after Easter.

Q: When will the results of the trial be known?

A: We can ask parents.

ACTION 5: Governors talked about introducing a Parent homework Committee.

Q: What does 'Casual admissions' mean?

A: Pupils who have come into school mid-year. There have been 4 new pupils since January.

Leadership and Management

Q: What does 'WIGT' mean?

A: What is Good Teaching – a consistent approach to assessing standards.

Developing subject leaders:

Q: Do we need to communicate more to parents?

A: Class newsletters are sent out so that parents can assist in learning. Major changes will be communicated.

A Governor commented that the klz class page was very informative in subject learning.

Q: How are Governor monitoring visits dealt with internally?

A: These go to the MLC Committee who consolidate all the reports. Governors can bring any particular issues to the FGB.

School Plan and SEF

A Governor commented that they would like to be involved in the discussion phase of the Governance section over the Summer holiday.

Parent survey

Results of the parent survey were tabled. There were about 50

Headteacher

<p>responses.</p> <p>Q: Does the School benchmark the School website against others? It doesn't seem to be as good.</p> <p>A: We need more money to go to the next stage. The content is good but we are using a basic template at the moment.</p> <p>35% don't know who the Governors are which is less than before.</p> <p>ACTION 6: This will be discussed at the next Communication Committee.</p> <p>The Governor photographs are to return to the entrance area. Communication to be made to parents in the weekly newsletter.</p> <p><u>Staffing</u></p> <p>Mrs Barnett (TA) has been hired full-time to support in Indigo Class. This releases Belinda Barton to provide 2.5 days of 1:1 or small group specialised support across Foundation/KS1 which will address the concern raised at the last FGB meeting.</p> <p>Mrs Bryant (SENCO) is also a maths specialist which is a positive recruitment for the School.</p>	<p>Comm. Committee</p>
<p>7. Early Years.</p> <p>A Governor pointed out that the grant proposal to PTA UK is not to be taken as certain and that other sources of income should be investigated.</p> <p>Mrs Humphrey has been obtaining quotes.</p>	
<p>8. Finance.</p> <p>A summary is contained in the HT report. The SFVS has been submitted. The Finance Policy has been updated and agreed</p>	
<p>9. Premises.</p> <p>Minutes from the meeting held on 20th March were distributed prior to the meeting.</p> <p>There has been a request from a parent to use the School premises for a Summer club. The Governors were happy to encourage community use as long as it is made clear that the activities are separate from the School.</p>	
<p>10. Communication.</p> <p>The Committee spent time preparing the Ofsted parent meeting. The feedback from parents was good. At the next meeting after Easter they will discuss Governor visibility.</p>	

<p>11. Monitoring and Curriculum. Upcoming Governor training identified: Local Governor briefing, open to all Governors – 11th May. Mrs Rowlinson to attend the role of the Governing Body in Early Years on 21st May Mr Wright to attend 'Effective Governor monitoring visits to School' on 20th May</p>	
<p>12. Chairs actions/Correspondence. Governors asked whether staff have signed Declarations confirming they are not disqualified under new childcare requirements. The Headteacher confirmed that all teachers have signed this.</p> <p>The Wateringbury Rostrum was brought to the attention of the FGB, the recent edition contains complimentary comments from the Parish Council.</p>	
<p>13. Any Other business. Two Governors attended a recent e-safety meeting.</p> <p>Governors were informed that a Statutory Inspection of Anglican and Methodist Schools (SIAMS) visit no longer follows an Ofsted visit. The next SIAMS visit is due in 2016. There will be a mock SIAMS in the Summer term.</p>	
<p>14. Confidential matters. See attached.</p>	

Date of next meetings: Tuesday 14th May 2015 7pm,
15th July 2015 (Data meeting) 4pm

The meeting closed at 9.20pm

Signed _____ (Chair) Date _____