

*Learning, Growing, Achieving...Our journey together*

**Minutes of the Full Governing Body meeting  
held on Thursday 7th March 2019, 6.30pm, at the school.**

**Present:**

Chasey Crawford Usher	Headteacher
Mark Warren (co-chair)	LA Governor
Gail Isted (co-chair)	Parent Governor
Sarah Cooper	Foundation Governor
Richard Dunn	Foundation Governor
Alice Dunstall	Foundation Governor
Suzanne Rowlinson	Foundation Governor
Eleanor Sutton	Foundation Governor
Tom Sewell	Parent Governor
Goff Pain	Staff Governor

**Clerk:**

Sara Wallis

	ACTION
<b>Procedural</b>	
<p><b>1. Opening Prayer.</b> The meeting commenced after prayer.</p>	
<p><b>2. Apologies for Absence.</b> Apologies were received and accepted from Chris Clark and Kate Millar.</p>	
<p><b>3. Minutes of the previous meeting.</b> The minutes of the meeting held on 8<sup>th</sup> January 2019 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p><b>Review of action points.</b> It was not clear if an s128 check is required for Governors <b>ACTION ONE:</b> Clerk to seek clarification over s128 checks</p> <p><b>ACTION TWO:</b> Safeguarding audit to be completed</p> <p>An Architect had been into school to draw up plans for classroom extensions. <b>ACTION THREE:</b> Architect to be chased up.</p> <p><b>ACTION FOUR:</b> Chair to prepare an explanation of the data analysis.</p> <p>The online safety Policy had been circulated. Governors are to review before approval at the next FGB. <b>ACTION FIVE:</b> Online Policy to be approved at the next FGB</p>	<p>Clerk</p> <p>Chris Clark/ Eleanor Sutton</p> <p>Headteacher</p> <p>Mark Warren</p> <p>Clerk</p>
<p><b>4. Governance.</b></p>	

<p><b>Declaration of business interests.</b> None.</p> <p><b>Parent Governor elections.</b> Both parent Governor terms of office will come to an end on 2<sup>nd</sup> October 2019. Mrs Isted wishes to remain on the Governing Body but will not be able to stand in the parent Governor elections. Governors discussed the options. The Chair advised that it is good practice to review the Instrument of Governance every 4/5 years.</p> <p><b>GB constitution.</b> <b>ACTION SIX:</b> Clerk to check with Governor services about the possibility of adding a Co-opted Governor and Foundation Governor to the instrument.</p> <p><b>Training and development.</b> The majority of the Governors attended the recent bespoke training session on understanding data. Eleanor Sutton and Alice Dunstall both completed the LA Governor induction training. They will book onto Foundation Governor induction training when it is offered by the Diocese. It was suggested that some Pupil Premium training would be beneficial. Gail Isted had completed online safer recruitment training. The Clerk advised that Headteacher appraisal training is now available on the Education People website. <b>ACTION SEVEN:</b> The co-chairs will look at the training record to identify any gaps.</p>	<p>Clerk</p> <p>Co-chairs</p>
<p><b>School improvement</b></p>	
<p><b>5. Headteacher's report.</b> The report was distributed to the Governors prior to the meeting along with a snapshot of the school. Copies are held with these minutes.</p> <p>The Headteacher advised that cases of bullying and racism are tracked closely. There have been a few unpleasant incidents this term. Part of the reconciliation process involves meeting with all parties. Figures are sent to the Local authority for monitoring.</p> <p><b>Q: Is the playhouse safe?</b> A: Yes, it is checked every week.</p> <p><b>Q: It's great to see new pupils starting, are any of them SEN?</b> A: Possibly.</p> <p><b>Q: Have there been any breaches of data protection under GDPR?</b> A: No.</p> <p><u>Deputy Headteacher appointment</u> Six candidates were interviewed. The whole school went to a great effort to make the process a success. The Governors wished to thank the staff and children. The successful candidate, Mrs Anneka Osborne, is a KS2 teacher with experience in LAC and SENCO. Governors were informed that the start date is September. She is likely to be in class for 3 days a week with 2 days a week on Deputy Headteacher duties.</p> <p><u>Parent survey</u> 70 responses had been received to date, which is double the previous number of online responses. Early responses seem similar to the previous survey and are similar across</p>	

<p>the year groups. The worst performing question was “Do you know who the Governors are?”.</p>	
<p><b>6. School Development Plan (SDP).</b>  The SDP progress summary was distributed to Governors prior to the meeting. Changes since November were highlighted. The Headteacher led the Governors through the main points.</p> <p><b>Teaching and pupil focus:</b>  <u>Improve quality of teaching</u>  The Governors were shown some examples of children’s work demonstrating writing for purpose across different year groups.  The next data collection is the end of March. The SLT will be looking closely at writing.  <u>Development of curriculum and promote risk taking</u>  Independent projects are planned for terms 5 and 6 with an opportunity for the children to present their projects. Teachers will assess the improvement and increase in confidence for each child.  The Marking Policy will be revisited, especially in regard to writing.  Changes are being made to school homework. Parent forums are planned to explain the reasoning behind the changes. This will be coming into effect after Easter. Governors noted that the change in homework is also a positive step to the work-life balance for staff. The Headteacher commented that the aim was to enhance the children’s learning and take away any conflict.  <u>Protect and nurture pupil wellbeing and confidence</u>  The Headteacher commented that the PSHE assemblies have been useful for bringing up relevant issues such as road safety. The Jigsaw program will be in place from September.</p> <p><b>Staff and School focus:</b>  <u>Develop premises</u>  <b>Q: What have been the effects of losing the Rainbow room space?</b>  A: The school has had to accommodate the change. SENCo doesn’t have a quiet space anymore. An area in the staffroom can be partitioned off but it is not confidential. Staff understand the benefits of having a safe space have meant compromising in some areas. As part of the 2019-20 sports funding spend, the school has been looking at an all-weather track. The best quote so far has been £17,000. It would enable children to be out and about in all weathers.</p> <p><b>Governance and resources focus:</b>  <u>Define school vision and strategy</u>  Although the School Vision has been revamped, it hasn’t been integrated further yet. A Governor commented that it would be good to think about making this more visual and to get the children involved. It was suggested that bible quotes could be used.</p>	
<p><b>7. Committee reports.</b></p> <p><b>Resources:</b>  The Committee met on the 11<sup>th</sup> February.  <u>Boiler funding update</u>  Governors were informed that the School now has two working boilers. FOWPS have made a very generous £6,000 donation towards the cost of the new boiler. The contractor is taking split payments which is helping to spread the cost.</p>	

<p>Phase 2 of the works is dependent on the LCVAP funding (£79,000). The School is still waiting to hear if they have been successful. This would mean no funds available for the roof repairs. A Governor suggested calling on parents with the right skills to help.</p> <p><b>ACTION EIGHT:</b> Goff Pain will arrange for a specialist to detail the priority work required before requesting help from parents in the newsletter/Rostrum. Goff/Chasey to also draw up a list of other jobs that could be undertaken on a Volunteer Day.</p> <p><u>Staffing update</u> It was reported that all staff contracts have been reviewed and updated if necessary. In addition, any errors in payroll have been corrected. The corrective payments are due to come through in the March pay.</p> <p><b>Curriculum and Standards Committee:</b> The next meeting is to be held on the 2<sup>nd</sup> April.</p>	<p>Goff Pain/ Chasey Crawford Usher</p>
<p><b>8. Policies</b></p> <p>The following were approved by the Governors.</p> <ul style="list-style-type: none"> <li>• Admissions Policy</li> </ul> <p><b>Q: Does the wording need to be changed as 32 started in this year’s Reception class.</b> A: The PAN remains at 30. There were two exceptional cases this year.</p> <ul style="list-style-type: none"> <li>• Pay Policy</li> <li>• Finance and Premises Policy</li> <li>• Equality and information objectives statement</li> </ul> <p>A Governor pointed out that the Christian summer holiday club is not happening this year, and that the wording in the policy should be changed to ‘regular’ holiday club. Governors were disappointed to hear there was no funding this year and would investigate alternative ideas for funding.</p> <p>Governors noted that the following policies had been reviewed by the Resources Committee:</p> <ul style="list-style-type: none"> <li>• Staff Appraisal Policy</li> <li>• Capability of Staff Policy</li> <li>• Volunteers Policy</li> <li>• Whistleblowing Policy</li> <li>• Governors’ Expenses Policy</li> </ul>	
<p><b>Monitoring and Governor visits</b></p>	
<p><b>9. Governor monitoring visits</b> Governors were reminded to make sure there is enough time to conduct monitoring visits and circulate reports before the next Curriculum and Standards Committee meeting on 2<sup>nd</sup> April.</p>	<p>All</p>
<p><b>10. Website compliance</b> The Clerk has had some training on website updates. The Clerk will complete a website audit and keep the website up to date.</p>	

<b>ACTION NINE:</b> Clerk to complete a website audit.	Clerk
<b>Safeguarding</b>	
<b>11. Safeguarding update</b> All Governors have now read Part 2 of KCSIE and signed the form. A Safeguarding Audit needs to be undertaken (see <b>ACTION TWO</b> ).	Eleanor Sutton Chris Clark
<b>Other</b>	
<b>12. Chair's actions/correspondence.</b> None.	
<b>13. Any other urgent business.</b> Governors discussed the last time Pupil Premium (PP) and SEND reports were circulated and monitoring visits carried out. <b>ACTION TEN:</b> Eleanor Sutton and Chris Clark will undertake a SEND and a PP monitoring visit.	Eleanor Sutton Chris Clark
<b>14. Confidential matters.</b> None.	

The meeting closed at 8.15pm

**Date of next meetings:**

Monday 20<sup>th</sup> May 2019, 7pm

Monday 15<sup>th</sup> July 2019, 6pm

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_

**Action Summary**

1	Clerk to seek clarification over s128 checks	Clerk
2	Safeguarding audit to be completed	Chris Clark/ Eleanor Sutton
3	Architect to be chased up	Headteacher
4	Chair to prepare an explanation of the data analysis	Mark Warren
5	Online Policy to be approved at the next FGB	Clerk
6	Clerk to check with Governor services about the possibility of adding a Co-opted Governor and Foundation Governor to the instrument	Clerk
7	The co-chairs will look at the training record to identify any gaps	Co-Chairs
8	Goff Pain will arrange for a specialist to detail the priority work required before requesting help from parents in the newsletter/Rostrum. Goff/Chasey to also draw up a list of other jobs that could be undertaken on a Volunteer Day.	Goff Pain
9	Clerk to complete a website audit	Clerk

10	Eleanor Sutton and Chris Clark will undertake a SEND and a PP monitoring visit	Chris Clark/ Eleanor Sutton
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