

## MINUTES

of a meeting of the Full Governing Body  
held at the school on 15<sup>th</sup> September 2016  
at 6.30 pm

**Present:** Kate Palfrey (KP - Chair), Jo Hunter (JH), Caroline Sice (CS), Ken Burns (KB), Dave Cooper (DC), Lauren Elliott (LE), Jeremy Robinson (JR), Andrea Flux (AF), Karen Herbert-Duff (KHD), Tara Hopkinson (TH), Emma Norton (EN)  
Richard Crossley (Clerk)

### 1) Apologies

There were no apologies for absence.

### 2) Appointment of Chair & vice-Chair for 2016/17

KP and JH had both indicated their willingness to stand for the positions of Chair and vice-Chair respectively, for a further period of one year. As there were no other nominations for the posts, KP and JH were therefore elected. KP continued to Chair the meeting.

### 3) Declarations of interest

No new or amended declarations were made. As had been previously agreed as good GB practice, the Clerk will circulate new Declaration forms for all to complete. *(Note: The Clerk was also requested to circulate new Code of Conduct documents and Staff Suitability Declarations).*

A new NGA style skills audit will be performed by the next FGB and the analysis will be used to indicate the GB strengths and weaknesses and to drive training over the next year. **(Action: Clerk)**

### 4) Minutes of previous meeting

The minutes of the last FGB meeting on 6<sup>th</sup> July 2016 were agreed as representing an accurate record of that meeting and were signed by the Chair.

### 5) Action items from previous meeting

A summary of the current status of matters arising and actions is given below.

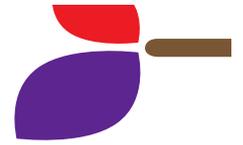
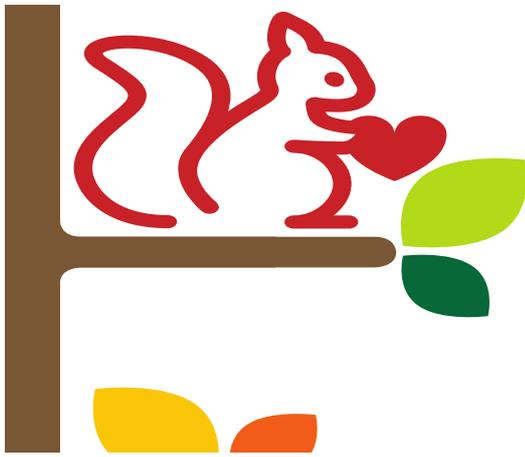
1. AF reported a significant rise in the number of applications for holidays during school time, compared to the same time last year. The EWA is looking into the possibility of using a 'rolling year' for calculating attendance percentages. KP suggested that more emphasis should be given to the issue on the school website and in newsletters. **(Action: CS/KP)**

In addition, KP offered to write to the DfE emphasising the impact that the recent court case was having on attendance. **(Action: KP)**

The subject will also be included on the agenda for the forthcoming Parent Council meeting.

5. Ongoing, as policies come due for renewal.

24. A further newsletter will be produced by October half term, with a focus on classroom support



volunteers.

25. JR/CS continuing to work on this subject.

26. Ongoing – The new School Council will meet next week and the traffic issue will be on the agenda. DC/KP will coordinate further action before the October half term.

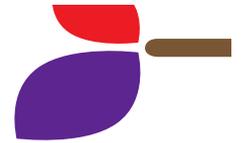
35. A spot check to verify action on items noted during the audit will be carried out.

37. The policy has been located and is now published on the school website.

38. It has been calculated that the revised school day timing would cost approx. £40k to implement, which cannot be justified at present. A review of this issue is ongoing.

39. JR will be joining the Money group.

	Action item	Date of item	Person responsible	Status
1	Dates for holiday requests	30 Sept 2015	AF	Ongoing monitoring and tracking
5	'purpose' words to be added to policies when reviewed	21 Oct 2015	All CG Convenors	ongoing
24	Govs. to review draft Govs. newsletter	6 <sup>th</sup> July 2016	All	Suggestions for next newsletter to JR, please by Oct. hald term
25	Investigate methods for feeding back pupil progress to volunteers	24/02/16	JR	Check and feed back to Clerk
26	Traffic information. KP to meet with Council rep. Pupils to present?	06/07/16	KP/DC	ongoing
30	Govs. to consider training opportunities	24/02/16	All	ongoing
31	Write cards for Govs. 'well done' award	06/07/16	KP	Ongoing, new recipients agreed
40	Newsletter and website items re. in-term holiday requests	15/09/16	CS/KP	20/10/16



41	KP to write to DfE re holiday requests	15/09/16	KP	20/10/16
42	Try to identify extra member for CCG Group	15/09/16	JR	20/10/16
43	Arrange dates for Strategy Group meetings	15/09/16	JR	ongoing
44	Arrange for OFSTED Q&A/info booklet	15/09/16	CS	20/10/16
45	Provide contact details for LSA training	15/09/16	Clerk	22/09/16
46	Write Govs. Monthly awards	15/09/16	KP	20/10/16
47	SWOT agenda item for next FGB	15/09/16	Clerk	13/10/16
48	Possible DfE loan for MG agenda	15/09/16	Clerk	28/09/16

Note: Completed items are shown 'greyed out', retained for one month, and then removed from the list. Numbers are allocated serially and do not change when completed items are removed from the list.

## 6) Dates for meetings for 2016/17

Governors felt that, with an OFSTED inspection imminent, their preference was to keep FGB meetings on a monthly basis. Commissioning Groups will meet 2 weeks prior to the FGB so that all CG minutes can be provided to, and circulated by the Clerk one week prior to the next FGB meeting.

Dates for the year's FGB meetings were provisionally agreed as follows:

20<sup>th</sup> October 2016, 17<sup>th</sup> November, 8<sup>th</sup> December, 19<sup>th</sup> January 2017, 16<sup>th</sup> February, 23<sup>rd</sup> March, 27<sup>th</sup> April, 25<sup>th</sup> May, 22<sup>nd</sup> June, 20<sup>th</sup> July.

**FGB meetings will start at 6.15pm.**

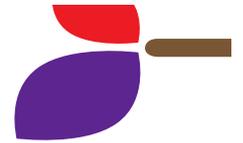
## 7) Commissioning Groups

Governors reviewed the membership of CGs and considered possible meeting dates:

### T&L

KHD was happy to remain as group Convenor.

CS noted some dates to avoid for T&L meetings, as they would conflict with school progression meetings – 21/09, 19/10, 23/11, 04/01, 01/02, 08/03, 05/04, 17/05, 28/06



### **CCG**

JH was happy to remain as group Convenor. One more member of this group would be useful. JR thought that he may know someone who could be approached to serve on this CG. **Action: JR**  
The preference is for the group to meet on Mondays.

### **Money**

KB was happy to continue as group Convenor. Wednesdays are the preferred day for meetings, avoiding any in CS' list above. So, provisionally, the dates are 05/10, 02/11, 15/12, 28/12(?), 25/01, 01/03, 12/04, 10/05, 07/06, 05/07  
JR wishes to join the MG and will attend as many meetings as possible, given his travel commitments. TH has recently joined the group.

### **Strategy**

JR suggested that meetings need not be as regular as the other CGs, perhaps 4 per year (2 in the autumn term, one in spring, one in summer). JR will arrange dates. **Action: JR**

## **8) Presentations**

Governors considered presentations which might be useful over the coming year. Those suggested and agreed were **sports, science, RE and data** (Trent Ericsson). It was also agreed that the questions and answers from the July 'OFSTED Q&A' session will be typed up and made into a booklet. Together with other key information that Governors might find useful prior to an OFSTED inspection. **Action: CS**

The Clerk mentioned a recent training session he had attended on the role of the LSA. This met with interest and he will try to provide contact details for the trainer. **Action: Clerk**

Although not on the agenda, at this point Governors considered and accepted 2 suggestions for the Governors' monthly recognition award. **Action: KP**

## **10) Head Teacher update (taken out of agenda order)**

CS gave a verbal update.

Much work has been done over the summer, including completion of the new paths (this went a little over budget due to some unforeseen extra work being needed). The extension has been started and will hopefully be finished by October half term. There have been classroom enhancements including the painting of all KS1 and some KS2 classrooms (this is ongoing). The shed has been built and storerooms and garage have been organised.

Term started with 346 children on roll (16 more than expected). Year 4 is now full. CS reminded Governors of the request for 'special consideration' funding made last year. This is not looking promising because of the school's cash flow situation. However, she has had discussions with the DfE who have suggested that a 0% interest loan of approx. £130k could be made available to fund the extra 46 children. KP felt that this is an offer that the MG should seriously consider after the end of August



figures are available.

CS then mentioned staffing changes – one new teacher expected to start in September had changed his mind at short notice. This gap has been filled by Sylvie Poulton (to be reviewed in 6 weeks). A separate teaching post has been advertised to relieve DC from teaching and PPA cover in KS2. At a time when maths is a focus and there is much activity, it was felt that DC was best utilised in a strategic role. Reception class has settled into school very well; just one pupil is struggling with language issues. Dates have been fixed for extra-curricular activities.

Work has been done with Trent E to calculate points progress and the results are above the 'floor levels'. CS is considering how best to reflect this positively in the SEF.

Some anomalies have been noted and discussed in teachers' individual assessment of points progress. A points flow chart is being developed to help ensure consistency among teachers. CS will reset all pupils' points to age-related in October and start to use the flowchart. This will be the first time that all data has been available since the start of the new curriculum.

KP commented that this is a matter that the T&L group will need to consider in more detail. It is noted that points will not be recorded on progress reports but will be discussed with teachers.

In conclusion CS noted her most important issues for the coming year – mathematics as a focus; use of the outdoor learning area; independence; computing and wellbeing.

JH congratulated CS on a lovely start of term assembly.

## **9) SWOT from last year (taken out of agenda order)**

Governors discussed and re-evaluated current S, W, O & Ts and compared with those from last year. Based on this, strategically important issues for the next year were identified as: consideration of an alternative school entrance (strategy group item requiring costing evaluations, discussions with the council, etc.); targets for year 6 attainment (especially numeracy); succession planning.

It was agreed that at the next FGB Governors will split into CGs and further consider Ws and Ts. The threats and weaknesses were broken down into Commissioning Groups so that they may take forward the SWOT analysis. The FGB will check in with convening groups later in the year to check on progress.

**Action: Clerk for agenda**

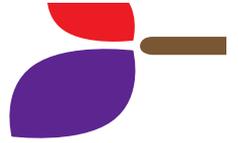
## **11) Catering**

CS noted that IOW School Catering Managers had collectively agreed that they wanted the catering contract to go out for tender. Lanesend (CA) has agreed to be part of this working group.

Governors are asked to consider, for future discussion, whether Lanesend should provide independent catering in-house? (it was noted that some schools have implemented this successfully).

## **12) AOB**

DC advised that a team bonding event has been arranged, in which Governors are invited to take part. Titled 'The Sherlock Adventure' it is scheduled for Saturday 15<sup>th</sup> October (pm) in Ryde. Transport to Ryde will be provided. Any Governors wishing to join in, please advise the Clerk (reply to his email).



The next FGB meeting will be on Thursday 20<sup>th</sup> October at 6.15 pm.  
The Chair closed the meeting at 8.31 pm.  
Please advise the Clerk if you are unable to attend on 20<sup>th</sup> October.

Richard Crossley, Clerk

[richard.crossley1@sky.com](mailto:richard.crossley1@sky.com)