

MINUTES

of a meeting of the Full Governing Body

held at the school on 6th July 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)

1) Apologies

Apologies were received from Emma Norton.

2) Declarations of Business Interests

There were no new or amended declarations made.

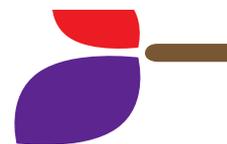
3) Minutes of last FGB meeting (8th June 2016)

The minutes of the last meeting on 8th June were agreed to represent an accurate account of the meeting and were signed by the Chair:

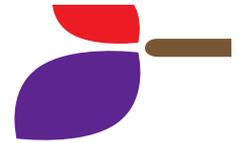
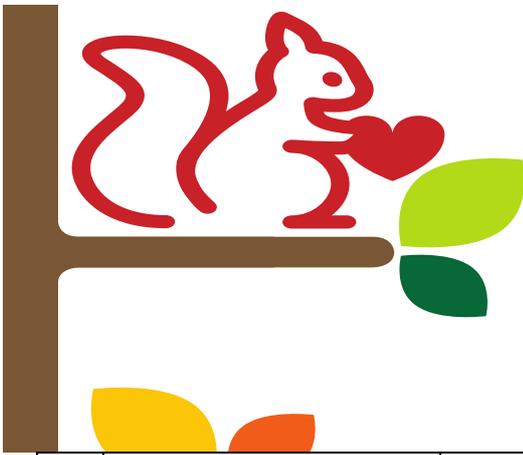
4) Action items from previous meeting

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

1. Attendance stands at 97.65%. Holiday requests have increased (6 so far this week). Several fines would be warranted for those pupils with attendance below 90%. JR wondered if these could be flagged against pupil data? CS suggested that perhaps a letter from Governors might prove effective, but tracking should start first.
5. Ongoing, as policies come due for renewal.
24. Thanks to JR for the last newsletter, which went out on time. Ideas for the next one, please, with the intention of it being sent out at October half-term.
25. This item now becomes the responsibility of JR.
26. Ongoing – KP will organise a meeting with Cllr. Laura Peacey-Wilcox; maybe ask children to make a presentation.
30. 2 relevant training items were noted and KB/LE have both completed the H/T Performance Management training.
31. This month's recipients for the award were agreed.
34. TH has identified a suitable on-line new Governor training course, which she will undertake.



	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 th 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
33	Provide any training issues for next FGB	27/04/16	KB/LE	complete
34	Book place on New Governor induction course	27/04/16	TH	complete
35	Arrange H & S audit with Darren	27/04/16	CS/JH	As soon as practicable
37	Locate latest version missing child policy	06/07/16	KHD/CS	ASAP
38	Provide Clerk with costing info. For revised school day timings	06/07/16	CS/CA	As soon as available
39	Meet with JR to provide more detail	06/07/16	KP/CS	When available



	of proposed budget			
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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.

Following discussions regarding the appointment of TH as staff Governor (replacing DC), CS confirmed that this had been discussed at a staff meeting on 12th April and that no other members of staff wished to be considered for the position. This being the case, TH had been the sole candidate. Her appointment was proposed (JH), seconded (AF) and unanimously agreed. The Clerk will confirm this to CA (*Clerk's note: done*).

6) Safeguarding/H&S Induction (taken out of agenda order)

Hannah Holmes introduced the various documents comprising the safeguarding package and explained their uses. All Governors present signed to confirm their receipt of the package of documents.

At this point CS explained that there had been a safeguarding incident at the school during the previous week, whereby a child who was intended to go to the Squirrel's Den after school had gone straight home. The situation had arisen due to a mis-communication between the Supervisor and a Play Worker. A meeting involving the child's parents, CS, KP and the LADO has taken place and procedures have already been revised to prevent a recurrence. The child's parents are very concerned about the incident and a further meeting with them is planned to explain the preventative actions that have been put in place.

7) Consultation

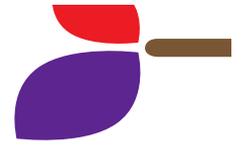
CS circulated summaries of the questionnaires that had been sent to staff and parents regarding development days, school holidays and the timing of the school day. Any staff and parent comments received were included in the summaries.

After considering the results, Governors agreed to the collating of all staff development days into one week in May.

On the subject of extending the school day to 3.15pm to provide dedicated extended reading time, a large majority of parents were in favour and Governors agreed that this should be implemented, subject to costings being acceptable (info. awaited from Carrie). As the holidays are drawing near it was agreed that Governors will deal with this proposal by email – the Clerk will forward the information to all Governors with the request that they respond within 24hrs. If time permits, the new school day timings could be started in September; if not, then after the October half term.

Action: CA/CS to forward costing info to Clerk for circulation

5) Ratify MG Budget recommendation



CS outlined the various versions of the budget which had been considered by the MG, whose recommendation was to adopt budget version 7.

JR declared himself uncomfortable with the proposal as he considered that ratification by the full governing body should be subject to more detailed consideration. KP reminded Governors that it had been previously agreed that detailed consideration on such matters should take place within the CGs and that this was a fundamental feature of the CGs/FGB structure that had been agreed. Further discussion followed and JR maintained that, next year, he would like a more detailed presentation by the MG. KB agreed that any MG meeting concerned with budget issues could be opened up to any Governor who wished to attend and KP offered to meet with JR and whoever necessary to provide him with a more detailed understanding of the rationale behind the current proposed budget.

Action: KP/JR/CS

Nevertheless, the timing for agreement of the budget necessitated it to be formally agreed at this meeting so the ***acceptance of budget version 7 was proposed(KB), seconded (KP) and carried by majority vote.***

8)

Commissioning Group updates

JR (Strategy): The group has not met since the last FGB.

KB (Money): KB summarised the business discussed at the last MG meeting (minutes have been circulated to all Governors).

KHD (T & L): KHD summarised the items discussed at the last meeting of the group (minutes have been circulated to all Governors) – improved charts/data for PM monitoring. CS also circulated a summary of the preliminary KS2 SAT results and explained items of significance; full results are expected in September.

KP asked CS to express the appreciation of the Governing Body to the year 2 and year 6 teachers, also to CS, DC and their team, for their efforts in achieving these results in the face of a very challenging new curriculum.

JH (CCG): JH summarised the business discussed at the last MG meeting (minutes have been circulated to all Governors).

9) and 10)

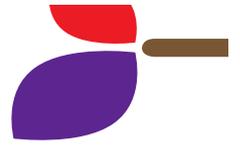
The Governors' excellence award was discussed and the new recipients agreed in item 4 of this agenda. The performance management policies were re-authorised with no changes.

11)

Chair's end of year summary

KP summarised her view of the key achievements of the GB over the past year:

- thanks to KHD for her hard work in rationalising the policies
- Commissioning Groups have worked, and are working, very well
- The new Strategy Group has lots of future potential



- The school's outdoor spaces have been much improved
- The school is well resourced and staffed, with an outstanding Head teacher and Progression Team

KP conveyed her thanks to all for these successes and in looking towards the next year.

12) There were no AOB items nor specific questions for CS.

13) Next meeting

KP mentioned that her ideal plan was to have all CG and FGB meetings on the same day. However, initial discussions had revealed problems with this. So, for the present, meeting planning will remain the same and any changes to the scheduling will be considered in more detail early next year. If any Governors wish to change the CG to which they are allocated, this will also be dealt with in September.

The first meeting of the new school year will be on Thursday 15th September at 6.00 pm.

The Chair closed the meeting at 8.25 pm.

Please advise the Clerk if you are unable to attend on 15th September.

Richard Crossley

richard.crossley1@sky.com