

MINUTES

of a meeting of the Full Governing Body

held at the school on 8th June 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), Emma Norton (EN), Jeremy Robinson (JR), Andrea Flux (AF), Tara Hopkinson (TH)

1) Apologies

Apologies were received from Karen Herbert-Duff and from Emma Norton (who had to leave the meeting early)

2) Declarations of Business Interests

There were no new or amended declarations made.

3) Minutes of last FGB meeting (27th April 2016)

The minutes of the last meeting on 27th April were agreed to represent an accurate account of the meeting and were signed by the Chair:

4)

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

A few extra comments to explain the status of some items:

1 Requests for holidays in May increased. June looks OK. Requests continue to come in but at a slower rate. Fines are not being initiated if attendance exceeds 90%. Action status unchanged. CS has spoken with staff regarding 'lumping' development days together with a 2 week break in the summer term. Staff were, generally, in favour. It was agreed to survey parents as to their preferences for a longer break in May or October, if at all. CS will arrange this survey before the end of term and will discuss further with JR and KP

18 This item becomes greyed out.

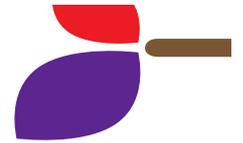
24 JR asked for comments by 13/06. CS suggested adding a summarised version of the 'Story so Far' document. Also, mention a tea party for school volunteers on 07/07 (Governors welcome).

25 Now becomes a JR action point.

26 A new traffic survey was conducted for 45 mins. at the end of school – photos and graphs are to be compiled. Speeding is the biggest issue, the indications being that around 1 in 2 cars exceed the speed limit in the vicinity of school. The next step will be to convene a meeting between the Roads Department, Police, Council – as many parties as possible. Action status ongoing.

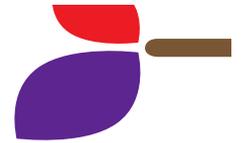
28 JR attended the meeting.

30 KB and LE discussed training and produced a list of options. A summary will be sent to all Gobs (Action status updated). KB will attend the H/T PM training in June (KB to book via CA)



36 Incorrectly attributed to JH – should be KHD.

Action items summary				
	Action item	Date of item	Person responsible	Status
1	Dates for holiday request	30 Sept 2015	AF	Ongoing monitoring. Parent survey. More detailed consideration.
5	'purpose' words to be added to policies when reviewed	21 Oct 2015	All CG Convenors	ongoing
18	Add 'review period' column to policies spreadsheets	13/01/16	JH	Complete – latest list to Clerk, please.
24	Govs. to review draft Govs. newsletter	24/02/16	JR	Completed Suggestions for next newsletter to JR, please.
25	Investigate methods for feeding back pupil progress to volunteers	24/02/16	KP	Check and feed back to Clerk
26	Traffic information	27/04/16	DC	New traffic survey conducted. Meeting to be arranged to share concerns. Ongoing.
27	Distribute link for PREVENT training	27/02/16	Clerk	Completed – all Governors have done the training – Bring certificates to next FGB.
28	JR to attend parental involvement meeting on 28/04	27/04/16	JR	completed
30	Govs. to consider training opportunities Provide any training issues for next FGB	24/02/16	KB	Send summary of training opportunities to all Governors
31	Write cards for Govs. 'well don'e award	24/02/16	KP	Completed - ongoing
32	Ask class teachers to suggest names for parent involvement	27/04/16	CS	completed



33	Provide any training issues for next FGB	27/04/16	KB/LE	Merged with item 30
34	Book place on 8 th May New Governor induction course	27/04/16	TH	Ongoing-for next new Governor induction session
35	Arrange H & S audit with Darren	27/04/16	CS/JH	Completed 06/06/16
36	Circulate up to date policies list	27/04/16	KHD	For 08/06/16 FGB

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.

5) OFSTED focussed, quiz-style self-training session

KP explained that, together with CS, she had re-visited some of the summary highlights from the last OFSTED inspection in 2011, noting improvements made since then. This quiz had been devised to familiarise Governors with the kind of questions they may be asked during the next inspection. Governors split into 4 teams and CS acted as question-master and referee. Points were awarded to each team depending on the quality and relevance of their answers. A summary of the questions follows:

What have you done to improve attendance figures? Has it worked?

What is your exclusion policy?

What is the difference in attendance rate between different groups of your students?

Is there bullying at this school? How is it dealt with?

Is the single central record in place? Is it checked regularly by Governors?

A specific incident has occurred within the past 12 months – who dealt with it and how?

Do you think your students feel safe?

Are there health and safety procedures in place? How are they monitored?

What underpins your behaviour policy?

Is the quality of teaching the same throughout the school? How do you know?

Where is the best teaching? How do you know?

What percentage of lessons are outstanding, good, requiring improvement or inadequate?

How good is the progress of your Pupil Premium students and how do you know?

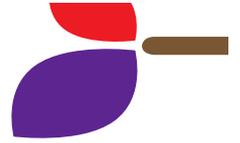
What is your 3 year trend in terms of achievement?

How much PP funding does the school receive and how is it spent?

How do Governors track how PP funding is spent?

What are the strengths of your Governing Body?

How are school finances managed? How do you know?



What do you feel the ethos of the school is?

What has been the Governing Body's contribution towards school improvement?

At the conclusion of the exercise Governors were in agreement that they had found it very useful in focusing their thoughts towards the kind of questions that might be asked during the next inspection and, in particular, in knowing where the evidence to support their answers can be found.

The final meeting of this year will be on 6th July and will include an induction session on safeguarding and H & S.

The Chair closed the meeting at 8.20 pm.

Please advise the Clerk if you are unable to attend on 6th July.

Richard Crossley

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