



**FULL GOVERNING BODY MEETING  
MONDAY 3 OCTOBER 2016 AT 17.00  
MINUTES**

Andy Sutton (Chair), Elizabeth Smith (Headteacher), Linda Bundy, John Lawrence, Tony Jerrett, Andy Biss, Shaun Isaac, Francesca Prior and Carolyn Wilkinson

**IN ATTENDANCE:** S Mursell (Clerk).

**APOLOGIES:** Nil

**The meeting was quorate.**

**The meeting started at 17.00.**

**1. APOLOGIES**

No apologies were received. Norena Knight and Nicci Myler have both resigned as parent governors.

**2. ELECTION OF CHAIR AND VICE CHAIR**

The chair handed over the meeting to the clerk to conduct the election of the chair. Andy Sutton was proposed by Shaun Isaac and seconded by Andy Biss. In the absence of further nominations Andy Sutton was unanimously elected as chair for a period of one year to 30<sup>th</sup> September 2017. The clerk handed the chairing of the meeting to the chair.

The chair requested nominations for the position of vice-chair. Shaun Isaac was proposed by Tony Jerrett and seconded by Andy Biss. In the absence of further nominations Shaun Isaac was unanimously elected as vice-chair for a period of one year to 30<sup>th</sup> September 2017

**3. DECLARATIONS OF INTEREST**

All governors completed declarations of interest forms for 2016/17. No governors made a declaration of interest in respect of agenda items.

**4. MINUTES OF MEETING OF 11th JULY 2016**

The minutes were unanimously approved and signed by the Chair.

**5. MATTERS ARISING**

- **British Transport Police Visit:** Shaun Isaac reported no progress and it was agreed to follow this up in the Spring term

**Action: Clerk – FGB 15<sup>th</sup> May 2017**

- **Travel Plan:** meeting scheduled 4<sup>th</sup> October

- **Sports Funding Information on the School Website:** this is in hand.
- **Governing Body:** governors discussed the merits of decreasing the number of parent governors and reflected on the increasing difficulty in attracting co-opted governors. After discussion it was unanimously **agreed** to re-constitute at the next FGB with the Instrument of Government showing:

**5 co-opted governors**  
**1 Headteacher**  
**1 Authority governor**  
**2 Parent governors**  
**1 Staff governors**

The clerk will arrange for the Instrument of Government to be signed.

**Action: Clerk – FGB Agenda item Re-constitution 5<sup>th</sup> December 2016**

Governors discussed the current committee structure, attendance at committees and efficiencies of committees. After discussion it was agreed to discontinue the M & R committee for a trial period. It was proposed that there would be one FGB each half-term and three SIC committees each year: in early December, in early April and in early July. The clerk will draft a revised meeting schedule from the Spring term and schedule a review of this trial at the end of the school year.

**6. CHAIR'S UPDATE AND CORRESPONDENCE**

**Governor of the month:**

October – Andy Sutton  
 November – Andy Biss  
 December – Tony Jerrett  
 January – John Lawrence  
 February – Shaun Isaac  
 March and beyond – to allocate to new governors

**7. ELECTION OF OFFICERS**

Development & Training Liaison governor – John Lawrence  
 Forum representative – Andy Sutton or Tony Jerrett  
 SEN governor – Andy Biss  
 Safeguarding governor – Andy Biss  
 Safer Recruitment governors – John Lawrence, Andy Sutton and Andy Biss

**8. GOVERNOR RECRUITMENT**

Governors had already discussed the difficulty in recruiting new governors with re-constitution agreed; however all governors will seek potential new governors for the two co-opted vacancies.

**9. AGREE MEMBERSHIP OF SIC COMMITTEE**

Agreed as: Andy Sutton, Elizabeth Smith, John Lawrence, Tony Jerrett, Linda Bundy and Carolyn Wilkinson.

**10. AGREE MEMBERSHIP OF M&R COMMITTEE**

Discontinued for a trial period.

**11. AGREE MEMBERSHIP OF HEADTEACHER PERFORMANCE REVIEW COMMITTEE**

Agreed as: John Lawrence, Tony Jerrett and a new co-opted governor.

## 12. AGREE MEMBERSHIP OF HEADTEACHER PAY COMMITTEE

Agreed as: Shaun Isaac, John Lawrence and Andy Biss.

## 13. HEADTEACHER'S VERBAL UPDATE

The number on roll at the start of term is 203 with 31 in Year R due to an error in admissions to the school, by the local authority.

All new staff have been successfully inducted at school; a new teacher and a new admin staff member. Two members of staff will commence maternity leave later this school year and there is a high incidence of staff illness this term which has implications on the school budget.

The headteacher shared with governors the Monitoring and Assessment planner with progress monitored across 4 stages over the school year. The headteacher will carry out 'drop-in' classroom monitoring before half term and the LLP will be conducting a learning walk during his visit on 4<sup>th</sup> October. Monitoring against non-negotiables (classroom set up) has taken place and most classes adhering to expectations. On that day the LLP will also work with the English and Maths subject leaders together with the SENco on how to prepare a learning walk.

There are issues with the tracking tool which are being resolved and the LLP will be working with the school on 4<sup>th</sup> October to review this data.

It was **agreed** that progress monitoring will be an agenda item at the next SIC committee meeting on 22<sup>nd</sup> November.

The DFE progress measures have been released and the school has met the floor standard set for schools for progress but not attainment.

The headteacher advised that the issues arising from analysis of end of year data are as follows:

- Reading across the school
- Progress being made by boys generally
- Progress being made by SEND children

These targets translate in to school priorities as follows:

- Priority 1 – Achievement
- Priority 2 – Teaching & Learning
- Priority 3 – Leadership & Management

Governors were given a full breakdown of the priority areas.

***Governors asked how the current Year 6 are progressing?*** Year 6 have sat the last SAT test early in the new term and their results were very positive. Interventions are in place for children who need support and parents of children with gaps identified have been advised.

## 14. PAY POLICY

The Pay policy as circulated was approved by governors.

## 15. POLICIES FOR REVIEW

The following policies were circulated in advance of the meeting and approved by governors:

- Safeguarding policy
- Child Protection policy
- Home School Agreement

- Vision Statement
- Anti-Bullying policy
- Behaviour policy

Governors noted that the Home School Agreement includes information on E-safety.

**16. MANUAL OF PERSONNEL PRACTICE AND PROCEDURE**

Governors agreed to adopt the Manual of Personnel Practice and Procedure.

**17. MANUAL OF FINANCIAL PRACTICE AND STATEMENT OF FINANCIAL EXPECTATIONS**

Governors adopted the Manual of Financial Practice and the Statement of Financial Expectations.

**18. SAFEGUARDING AUDIT**

The headteacher will complete the audit in consultation with the chair and the Safeguarding governor. Most staff at school have undertaken Prevent training except the dinner ladies who are shortly to be trained.

**19. GOVERNOR TRAINING**

Governors attended training from the LLP on 19<sup>th</sup> September on “Effective Governance”. The second half of the training with the LLP will take place on 4<sup>th</sup> October, this being taken as the whole governing body training.

AS is booked on to “Holding school leaders to account” and has attended a governor forum meeting. AS will send out minutes from the recent Governor Forum meeting.

Governor year links were agreed as follows:

- Year R – vacant for a new governor
- Year 1 – Andy Sutton
- Year 2 – Shaun Isaac
- Year 3 – Andy Biss
- Year 4 - vacant for a new governor
- Year 5 – John Lawrence
- Year 6 – Tony Jerrett

**20. AOB**

Governor year links were agreed as follows:

- Year R – vacant for a new governor
- Year 1 – Andy Sutton
- Year 2 – Shaun Isaac
- Year 3 – Andy Biss
- Year 4 - vacant for a new governor
- Year 5 – John Lawrence
- Year 6 – Tony Jerrett

**CLOSE OF MEETING**

The meeting closed at 18.55.

FGB at 17.00 On Mondays	SIC at 16.15 on Tuesdays	M & R at 15.00 on Tuesdays
3-10-2016	22-11-2016	15-11-2016
5-12-2016		

Future meeting dates to be agreed