



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON THE
21st NOVEMBER 2019 AT THE SCHOOL 6.30pm**

Members of the Governing Body

Name	A/P/U	Category of Governor	Date of end of tenure	Designated Role
Mrs S Tomlinson	Y	H/T		Headteacher
Mr R Strachan	Y	Co-opted	13/05/2020	Chair
Mrs A Holden	A	Co-opted	13/05/2021	
Mr R Burrows	Y	Co-opted	23/11/2021	
Ms J Stringer	Y	Co-opted	13/05/2021	
Mrs E Robinson	Y	Co-opted	13/05/2021	Vice Chair
Mrs J Hughes	A	Parent	08/03/2021	
Mrs J Bailey	Y	Staff	15/10/2020	
Mrs S Crane	Y	Co opted	09/05/2023	
Mr C Bate	Y	Co-opted	09/05/2023	
Vacancy		LA		
Vacancy		Parent		
Linda Giansante	Y	Governor Clerk		
Colin Meachin	Y	Observer		

Non-Confidential

1. APOLOGIES

The Governors received apologies for non-attendance from Mrs A Holden & Mrs J Hughes.

RESOLVED: That the apologies for non-attendance be accepted.

2. DECLARATION OF PECUNIARY INTEREST

The Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed during the meeting.

RESOLVED: That no further action be required.

3. MEMBERSHIP/CONSTITUTION

The Governors noted that:

- There is one LA vacancy
- That there is a parent governor vacancy.



The board gave a warm welcome to Mr Colin Meachin who is observing the meeting with a view of becoming part of the board. Round robin introductions took place.

Mr Meachin explained he had a background in education, lives locally and now has his own dyslexia consultancy, the school has employed his services in this field and is how the Headteacher got to know him.

There is a parent interested in the parent Governor role, the Chair is to speak to meet with them.

RESOLVED: That there were no changes to membership since the previous meeting.

4. MINUTES OF LAST MEETING

Governors considered the non-confidential minutes of the last meeting, which had been circulated in advance of the meeting.

RESOLVED: That the non-confidential minutes of the last meeting held on 17th October 2019 were confirmed to be a true record and had been signed by the Chair.

5. MATTERS ARISING

To Consider any matters arising from the last meeting and to review the Action Log.

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status
Website	8	21.03.19	Chair	Chair to remind Governors to provide a brief statement and photo to Davy to add to website.	Some Governors have not completed. ACTION: Governors to complete this task by next meeting. Pictures are not compulsory. Please email the statements to Richard. Governors to look at what is already on the site for inspiration. If the statement is correct, then no need to change anything. The photographer is in school 5 th November in the morning. Only Mrs S Crane to update now.	By Nov Term	Closed
Membership	3	11.07.19	Headteacher	The Headteacher to discuss with the Chair the attributes needed	This is an ongoing discussion.	Nov 2019	Closed



				to fill the skills gap on the board.			
P.Int	2	12.09.19	Clerk	Clerk to email all absent governors to request a completed pecuniary interest form be returned to the Headteacher.	Clerk to email to remind Mrs Jackie Stringer to complete.	Nov 2019	Closed
P.Int	2	12.09.19	Chair	That the Chair visit school to check the Annual Pecuniary Interest Forms.	Before Nov meeting.	Nov 2019	Ongoing
Governance	11	12.09.19	Clerk	Clerk to check if it is compulsory for the gifts & hospitality register/Pecuniary Interests are to be displayed on website.	Yes it is compulsory for the P.Ints. Chair to create table for website.	Nov 2019	Ongoing
Membership	3	17.10.19	Headteacher	That the Headteacher is to arrange parent governor elections.		Nov 2019	Ongoing
Membership	3	17.10.19	Headteacher	Headteacher to contact Colin Meechin (past teacher and governor) to enquire if he would like to become gov.		Nov 2019	Closed
L & M	7	17.10.19	Headteacher	Headteacher to discuss with staff the need to report on near miss accidents in the future.	Nov 2019		Closed
L & M	7	17.10.19	Headteacher	Headteacher to suggest to School Council to review Aims & Vision statement and what it means.		Nov 2019	Closed
L & M	7	17.10.19	Headteacher	Headteacher to look into 'Boys Don't Try' book for staff.		Nov 2019	Closed



L & M	7	17.10.19	Governors	Governors to read SES before the development session.		Nov 2019	Closed
L & M	7	17.10.19	Chair	Chair to move SES into Key Docs for Gobs on Teams.		Nov 2019	Closed
L & M	7	17.10.19	Clerk	Clerk to email recent Ofsted questions to Chair.		Nov 2019	Closed
Policies	8	17.10.19	Clerk	Clerk to inform Headteacher list of new policies which were introduced in September 2019 by DfE.		Nov 2019	Closed
Policies	8	17.10.19	Chair	Chair to meet with Helen Young to run through new policy process.		Oct 2019	Closed
Policies	8	17.10.19	Clerk	All policies on October agenda to be deferred to Nov Agenda for ratification.		Nov 2019	Closed
Governance	9	17.10.19	Chair	Chair to bring Code of Conduct to sign to November FGB	Dec 2019 All governors have signed, and copy retained by School Business Manager	Nov 2019	Closed

ACTION: Clerk to upload recent Ofsted questions to Teams.

6. FINANCE

To be updated in Part 2.

7. LEADERSHIP AND MANAGEMENT

Update on Leadership & Governor Development Session

The Headteacher advised the following:

- A reflection of the school achievements was done
- A strategic plan was introduced taking into account the reduction of Pan to 45
- The curriculum was reviewed
- The Vision & Ambition long term was discussed. Governors agreed changes of wording to be included in revised strategic plan
- It was considered how we could move from a good Ofsted review to outstanding
- SES development objectives were discussed



- How to better engage parents was discussed, the need for imaginative ideas on how to do this as a whole school priority
- DfE guidance on engagement looked at and the school compares well in many areas
- Over 90% of parents attended parents evening
- Engagement of parents is to be set as focus for Ofsted
- Headteacher has attended exclusion training recently, this was valuable and to be arranged for whole GB
- Governors discussed the need to maintain a strategic focus in meetings
- Agendas and minutes are to be produced more quickly
- Governors agreed to review financial monitoring and reporting arrangements to ensure compliance with SFVS
- The administration and governance of policy was reviewed, and improvements implemented – further work required was identified
- Readiness for school was discussed and the ambition to produce a schoolbook, which could be given out at nursery information meetings, showing milestones expected
- It was agreed that it was a very constructive session, the school is lucky to have an engaged and effective governing body.

ACTION: Chair to meet with PTA to investigate ideas on how to engage parents better.

ACTION: Headteacher to have staff meeting to look at and recognising the difficulties in parental engagement, an update will be given at next FGB.

ACTION: Headteacher to speak to staff regarding the result of a local schools recent Ofsted inspection. Governors will be invited to attend also.

Subject Leader Report – English

This report has been uploaded to Teams.

Subject Leader Report – Maths

This report has been uploaded to Teams.

ACTION: Clerk to always add Subject Leader Report in English & Maths to last FGB meeting of the term in future.

Governors discussed a school visit to Houses of Parliament may be of interest to pupils. They get a tour, a chance to sit in chambers etc. It is a good experience for them.

ACTION: Mrs S Crane to forward link regarding Houses of Parliament pupils tour to Headteacher.



8. POLICIES

The following policies were to be reviewed:

Safeguarding Policy/Child Protection Crib Sheet
Register of Pupils Admissions
Toileting During Learning Time
Premises Management
Whistle Blowing
Administering Medicine/Supporting Pupils with Medical Conditions
Intimate Care
Managing Alterations
Mobile Phone Policy
Charging & Remissions
Sex and Relationships Education
SEND Policy
Health & Safety
Admissions
Complaints Procedure
Early Years Foundation Stage
Lone Working

RESOLVED: That the above policies were approved, subject to formatting issues.

Governors discussed the fact that it may be a possible development opportunity to delegate the formatting procedure to someone other than the SBM. The Clerk reminded the Governors that it is normal practice for the SBM to handle the policies. The policies planning matrix could be better utilised by everyone.

ACTION: SBM to update the policies planning matrix.

ACTION: SBM to page number all policies.

ACTION: SBM to standardise the format of the policies. Most will be of the CWAC format, this could be used as a starting point.

9. GOVERNANCE

Feedback on Gov Visits – Geography Passport Day

This feedback report has been uploaded onto Teams. It was NOTED that the pupils were well mannered, enthusiastic and friendly. Staff also enjoyed the day. On reflection, there is a need to plan differently next time to be more creative with Early Years.



Share updated schedule of Learning Visits
Not done – ongoing.

ACTION: Headteacher to re-schedule Learning Visits with Mrs J Hughes & Mrs A Holden.

Code of Conduct

RESOLVED: The Code of Conduct was signed by all outstanding signatories.

10.CURRICULUM, TEACHING AND LEARNING

Subject Leader Check Ins

Governors discussed that the subject leader check ins are more manageable if each governor does at least one each. Telephone check ins were also considered.

ACTION: Headteacher & Mrs Hughes to work on a schedule of subject leader check ins.

11.COMMUNICATION TO THE CHAIR OF GOVERNORS/CHAIRS ACTIONS

RESOLVED: That there were none.

12.DECISION SUMMMERY

- Governors attended the Leadership & Governance Development Session to determine the strategic direction of the school

13. A.O.B

ACTION: Headteacher to invite Hayden Baxendale to video Governors in January FGB, a chance to say hello to the pupils.

ACTION: It may be possible for the Headteacher to organise for the local school Headteacher who has been through Ofsted recently to talk briefly to Governors before the next FGB. Headteacher to confirm if this was possible. If confirmed, meeting will start at 6pm.

15.DATE AND TIME OF NEXT MEETING

**The next meeting will be on Thursday 16th January 2020 at 6.30pm.
(possibly moving to 6pm on confirmation of Headteacher.)**



Signed:Date:

ACTION LOG

Work Stream	Action No.	Date opened	Action Manager	Action	Action Update	Target Date	Status
P.Int	2	12.09.19	Chair	That the Chair visit school to check the Annual Pecuniary Interest Forms.	Before Nov meeting.	Nov 2019	Ongoing
Governance	11	12.09.19	Clerk	Clerk to check if it is compulsory for the gifts & hospitality register/Pecuniary Interests are to be displayed on website.	Yes it is compulsory for the P.Ints. Chair to create table for website.	Nov 2019	Ongoing
Membership	3	17.10.19	Headteacher	That the Headteacher is to arrange parent governor elections.	Dec 2019 – expression of interest notice issued to parents and three parents have responded by the closing date. RS to meet them before end of term.	Jan 2020	Ongoing
Matters Arising	5	21.11.19	Clerk	Clerk to upload recent Ofsted questions to Teams.		Jan 2020	
L&M	7	21.11.19	Chair	Chair to meet with PTA to investigate ideas on how to engage parents better.	RS met with PTA 21.11.19	Jan 2020	Closed
L&M	7	21.11.19	Headteacher	Headteacher to have staff meeting to look at and recognising the		Jan 2020	



				difficulties in parental engagement, an update will be given at next FGB.			
L&M	7	21.11.19	Headteacher	Headteacher to speak to staff regarding the result of a local schools recent Ofsted inspection. Governors will be invited to attend also.		Jan 2020	
L&M	7	21.11.19	Clerk	Clerk to always add Subject Leader Report in English & Maths to last FGB meeting of the term in future.		Jan 2020	
L&M	7	21.11.19	Mrs S Crane	Mrs S Crane to forward link regarding Houses of Parliament pupils tour to Headteacher.		Jan 2020	
Policies	8	21.11.19	SBM	SBM to update the policies planning matrix.		Jan 2020	
Policies	8	21.11.19	SBM	SBM to page number all policies.		Jan 2020	
Policies	8	21.11.19	SBM	SBM to standardise the format of the policies. Most will be of the CWAC format, this could be used as a starting point.		Jan 2020	
Governance	9	21.11.19	Headteacher	Headteacher to re-schedule Learning Visits with Mrs J Hughes & Mrs A Holden.		Jan 2020	
C, T & L	10	21.11.19	Headteacher	Headteacher & Mrs Hughes to work on a schedule of subject leader check ins.		Jan 2020	



A.O.B	13	21.11.19	Headteacher	Headteacher to invite Haydn to video Governors in January FGB, a chance to say hello to the pupils.		Jan 2020	
A.O.B	13	21.11.19	Headteacher	Headteacher to confirm if a Headteacher with recent Ofsted experience will be able to speak to governors. If confirmed, meeting will start at 6pm.		Jan 2020	