

## FULL GOVERNING BODY MEETING

TUESDAY, 9 MAY 2017 AT 7PM

### Membership

Name	Type	Term expiry date	Attendance
Alison Vaughan	Co-Opted Governor Chair of Governors	15/01/2018	Present
Helen Walsh	Parent Governor Co-Vice-Chair of Governors	20/12/2017	Present
Dianne Bluemink	Co-opted Governor Co-Vice-Chair of Governors	15/01/2018	Present
Paul Beale	Parent Governor	01/09/2020	Present
Katy Jackson	Parent Governor	20/12/2017	Present
Rebecca Goldberg	Parent Governor	20/01/2019	Present
Kay Carter	Parent Governor	25/06/2019	Apologies
Lucia Glynn	Co-opted Governor	15/01/2018	Present
Mike Greenwood	Co-opted Governor	15/01/2018	Present
Emel Ali	Co-opted Governor	15/01/2018	Present
Samantha Perkins	Co-opted Governor	25/01/2020	Present
<i>Vacancy</i>	<i>Co-Opted Governor</i>	<i>N/A</i>	<i>N/A</i>
Claire Weir	Local Authority Governor	26/11/2019	Apologies
Shane Claridge	Staff Governor	31/08/2017	Apologies
Maria Panayiotou	Associate Governor	08/05/2021	Present
Adrian Hall	Headteacher	N/A	Present

Also in attendance:

Hannah Cleary – Clerk

### Minutes (For the action log, see Appendix 1 attached to the minutes)

The meeting opened with a safeguarding training session for all Governors, delivered by Emel Ali.

#### 1. Welcome and apologies for absence

1.1 The Chair welcomed everyone to the meeting.

1.2 Apologies were received and accepted from Shane Claridge, Claire Weir and Kay Carter.

#### 2. Declarations of Interest

2.1 There were no new declarations of interest.

#### 3. Late items and order of business

3.1 There were no late items nor changes to the order of business.

#### 4. Membership

4.1 The Chair advised Members that Oliver Beach had recently resigned with immediate effect. This left a vacancy on the Governing Body for a Co-Opted Governor as well as Lead Governor for STEM. The vacancy would be advertised and promoted within the community to seek suitable candidates. The results of the recent skills audit had identified the need for strategic finance and fundraising skills; these requirements would be included within the advert.

4.2 All Members thanked Oliver for his work and time committed to the Governing Body and wished him well for the future.

4.3 The Governing Body unanimously **appointed** Paul Beale as Lead Governor for STEM with immediate effect.

4.4 The Governing Body considered it appropriate to formalise Maria Panayiotou's membership role. It was unanimously **agreed** that Maria Panayiotou be appointed as an Associate Governor with immediate effect and for a term of 4 years.

4.5 The Governing Body **noted** that eight Governors' terms of office were due to expire during 2017. Incumbents were asked to consider if they wished to continue in their roles; for the Parent Governor vacancies requests for nominations would be asked of the full school community.

4.6 The Chair of Governors had written to Governors saying she was prepared to put herself forward as Chair this coming September. It was important to allow nominations from all interested parties and Governors were asked to consider whether it was a role that they would wish to consider taking on, either with effect from the new academic year, or in the future.

4.7 The Chair of Governors **agreed** to provide details of the current activities undertaken by the Chair to inform other Members about the nature and time commitment of the responsibilities.

4.8 Members felt that it was important to ensure a smooth transition if there was a change of Chair. To this end several options were discussed including the provision of Chair shadowing opportunities as part of wider succession planning activity.

4.9 It was **agreed** that the role and appointment of the Chair would be discussed at the next Full Governing Body meeting on 11 July 2017.

#### 5. Minutes of the last meeting

5.1 The minutes of the last meeting that took place on 28 March 2017 were **approved** as a true record and signed by the Chair.

5.2 The action log was reviewed and updates provided on the matters arising:

5.3 The Communications Committee meeting had been postponed; the updated Communications Policy containing a section on advertising would be circulated by Shane Claridge shortly.

5.4 The SFVS had been circulated for comments and submitted to the Local Authority by the deadline of 31 March 2017.

5.5 Governors noted that Katy Jackson had visited the new nursery and reviewed the transition arrangements for children moving from KS1 into KS2 at the same time as Kay Carter (minute 11.3, 28 March 2017 meeting).

5.6 The Headteacher had circulated the parental survey results to all Members.

5.7 Kay Carter had circulated the Inclusion Report to all Members.

5.8 The Terms of Reference for the Future of the Schools Committee would be brought to a future meeting for approval.

5.9 Lucia Glynn agreed to provide an update on the skills audit training requirements at a future meeting.

## 6. Chair's Report

6.1 The Chair asked Members to note the School's Summer Fayre taking place on 2 July 2017 and asked for volunteers that could provide support on the day to make contact.

6.2 The Chair advised Members that a Fair Funding for Schools Action Day was taking place across the UK on 26 May 2017. The Headteacher **agreed** to write to parents/carers with more details once available.

## 7. Headteacher's Report

7.1 The Headteacher presented the report as circulated with the agenda.

7.2 The report provided information current numbers on roll, an update on staffing, Quality of Teaching and learning, premises, Staff absence, parent/carer engagement and significant school dates.

7.3 Interviews for two vacant, permanent teaching posts were due to take place before May half-term. There had been less applications received than on previous occasions although the salary and benefits on offer remained competitive and the vacancies had been widely advertised. The School were hoping to appoint experienced teachers to both vacancies.

7.4 Two NQTs had been appointed to provide maternity leave cover.

7.5 There had been a recent increase in staff sickness absences although the impact of this was being managed.

7.6 Teaching observations continued to demonstrate a positive picture across the school.

7.7 Governors noted that a letter had been sent by the Headteacher to year 6 pupils; the letter had been very well received. The Headteacher **agreed** to circulate the letter to Members.

7.8 Governors were pleased to note the high number of parental engagement events and activities that continued to be well attended.

7.9 The Headteacher drew attention to the capital works quotes provided for the KS1 playground. A tender exercise had taken place with 6 bids. A thorough exercise had been undertaken to assess value for money from each tendered bid and consider methods to minimise costs.

7.10 It was anticipated that some of the smaller works could take place during the May 2017 half term.

7.11 The Governing Body **agreed** that up to £69,000 could be spent on the KS1 grass area improvements. This total sum included £30,000 of funds contributed to the project by RAPSA. These funds had been included in the approved 2017/18 agreed budget and therefore were not additional costs.

7.12 The Governing Body **agreed** that associated, smaller works under the value of £25,000 would continue to be taken to the Resources Committee for consideration and approval.

7.13 The Governing Body passed on thanks to Andrew Satwick, the School's Site Manager, for arranging and overseeing the tender process and quotes.

7.14 The Governing Body passed on thanks to RAPSA for their generous contribution towards the costs of improving the KS1 play facilities.

## **8. SEND**

8.1 The Governing Body noted the Inclusion Report circulated by Kay Carter.

## **9. Reports from Committees and Lead Governors**

9.1 The Chair of the Curriculum Committee provided an update to Members on the topics considered at the last meeting. This included an in-depth review of the impact of interventions; the quality of teaching and learning; parental engagement and involvement; progress and attainment; and book scrutiny activities. The Chair of the Curriculum Committee passed on thanks to Emily Gazzard for attending and Maria Panayiotou for producing a detailed report.

9.2 The Chair of the Premises and Health and Safety Committee updated Governors in respect of the ongoing overheating issues. A range of temporary solutions had been identified; extractor fans would be fitted to the area before the end of term. The modelling activity was yet to take place although it was hoped this would happen shortly.

9.3 The Chair of Resources Committee provided an update to Members on the draft 2017/18 budget; 2016/17 year-end accounts information and 3-year plan, copies of which had been circulated to all Governors in advance of the meeting. The budget was healthy due to more income than expected being received; the carry-forward was likely to be £136k.

9.4 The Governing Body **agreed** the 2017/18 budget.

9.5 The Governing Body **noted** the 2016/17 year-end accounts information.

9.6 The Governing Body **noted** the 3-year plan.

9.7 The Chair of the Communications Committee confirmed that the minutes of the last meeting had been circulated to all Members. There were no questions arising from these minutes.

9.8 The Chair of the Future of the School Committee confirmed that the minutes of the last meeting had been circulated to all Members. There were no questions arising from these minutes.

9.9 The Lead Governor for Safeguarding confirmed that there were no current issues.

9.10 The Lead Governor for ICT was not in attendance at the meeting; however, Members were advised that 5 new i-pads had been purchased and 8 white boards upgraded.

9.11 The Lead Governor for Inclusion referred to the update given in minute 8.

9.12 The Link Governor reminded Governors how to locate and access available training opportunities. Details of available training would continue to be circulated to all Members and a training log was under development.

9.13 The Lead Governor for Assessment had met with the Headteacher to review assessment data; another meeting was arranged for the second half of the summer 2017 term.

9.14 The Lead Governor for STEM advised that he had contacts at the science park and would continue to explore the potential to support a visit.

## **10. Policies**

10.1 The Governing Body **approved** the following policies:

10.2 Best Value Policy

10.3 Managing Allegations Against Staff

## **11. Governors Visits**

11.1 The Chair explained that Governors should try and visit the school at least twice per academic year.

11.2 Such visits should be arranged in advance with details given of the nature of the visit; these details should also be provided to the Link Governor.

11.3 Dianne Bluemink advised that she had visited the breakfast club and had been extremely impressed by the facilities, behaviour and wide range of activities on offer, including a quiet space. The staff at the club were committed and engaged and Dianne passed on thanks for their hard work and efforts to make the club both enjoyable and a success.

11.4 Dianne Bluemink advised that she was planning a visit to the after-school club.

## **12. Governor Training**

12.1 Governors **noted** that the group safeguarding training session had taken place as agreed.

## **13. Future of the School**

13.1 It was **agreed** that this item would be removed from future agendas.

**14. Dates of Future meetings 2016/17**

14.1 The Governing Body **agreed** the following dates:

<b>Meeting</b>	<b>Date</b>	<b>Time</b>
Fair Funding Action Day	26 May 2017	TBA
Annual Evening for Parents	13 June 2017	6.30pm
Governors Party	16 June 2017	7pm
Governors Day	30 June 2017	8.45am to 3pm
Fun Day	2 July 2017	1pm to 5pm
Resources Committee Premises and Health and Safety Committee	7 July 2017	8.30am onwards
Future of the School Committee	7 July 2017	Approx. 10am
Curriculum Committee	10 July 2017	6.45pm
Full Governing Body	11 July 2017	7.00pm
Parents Evening	13 July 2017	TBA

*The meeting concluded at 8.55pm.*

Signed..... Date.....

**Appendix 1 – Action Log**

<b>Date added</b>	<b>Item</b>	<b>Owner</b>	<b>Date for next review</b>
<b>09/05/2017 (carried over from 28/03/17 meeting)</b>	Governors to visit a MAT to see how arrangements work in practice.	All Governors	Autumn 2017
<b>09/05/2017 (carried over from 28/03/2017 meeting)</b>	Advertising Policy to be circulated by Shane Claridge.	Shane Claridge	Autumn 2017
<b>09/05/2017 (carried over from 28/03/2017)</b>	Terms of reference for the Future of the School Committee to be brought to a future meeting for approval.	Lucia Glynn	Autumn 2017
<b>09/05/2017 (carried over from 28/03/2017)</b>	Paul Beale to explore the potential to support a visit to the science park in Stratford.	Paul Beale	Autumn 2017
<b>09/05/2017 (carried over from 28/03/2017)</b>	Lucia Glynn to update the skills audit results with the training suggestions and recirculate this to all Members.	Lucia Glynn	Autumn 2017
<b>09/05/2017</b>	Details of Schools Action Day events to be circulated to parents/carers.	Headteacher	Summer 2017
<b>09/05/2017</b>	Letter from Headteacher to year 6 pupils to be circulated to all Members.	Headteacher	Summer 2017