

FULL GOVERNING BODY MEETING

TUESDAY, 16 JANUARY 2018 AT 7PM

Membership

Name	Type	Term expiry date	Attendance
Alison Vaughan	Co-Opted Governor Chair of Governors	15/01/2022	Present
Helen Walsh	Parent Governor Co-Vice-Chair of Governors	19/12/2021	Present
Dianne Bluemink	Co-opted Governor Co-Vice-Chair of Governors	15/01/2022	Present
Paul Beale	Parent Governor	01/09/2020	Apologies
Katy Jackson	Parent Governor	19/12/2021	Present
Rebecca Goldberg	Parent Governor	20/01/2019	Present
Kay Carter	Parent Governor	25/06/2019	Present
Vacancy	Co-opted Governor	N/A	N/A
Mike Greenwood	Co-opted Governor	15/01/2022	Present
Fiona Doyle	Co-opted Governor	21/11/2021	Present
Samantha Perkins	Co-opted Governor	25/01/2020	Present
Ally Tansley	Co-Opted Governor	31/08/2021	Apologies
Claire Weir	Local Authority Governor	26/11/2019	Present
Sally Eustance	Staff Governor	19/10/2021	Present
Emel Ali	Associate Member	N/A	Present
Emily Gazzard	Associate Member	N/A	Present
Maria Panayiotou	Associate Member	N/A	Present
Shane Claridge	Associate Member	N/A	Apologies
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 Governing Body meeting opened with a session on future training, development and monitoring visit priorities; facilitated by Katy Jackson and Rebecca Goldberg.

The purpose of the session was to provide Governors with the opportunity to discuss the priorities for future training and development as individuals, as Committees and the Governing Body as a whole.

Governors split into groups and discussed a number of suggested areas for training and development; assigning them a level of priority and whether these were considered to be appropriate for individuals, Committees or all Governors.

Katy and Rebecca collated the feedback and results and advised that a report setting out the next steps would be brought to the next FGB meeting in March 2018.

1. Welcome and apologies for absence

- 1.1 The Chair welcomed everyone to the meeting; particularly Fiona Doyle and Emily Gazzard for whom it was their first meeting. Helen Walsh and Katy Jackson were welcomed back following their re-elections as Parent Governors.
- 1.2.1 Apologies were received and accepted from Shane Claridge, Paul Beale and Ally Tansley.

2. Declarations of Interest

- 2.1 Annual declaration of interest forms had been completed by all Governors.
- 2.2 There were no new declarations of interest or gifts/hospitality.

3. Late items and order of business

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

4 Minutes of the last meeting

- 4.1 The minutes of the last meeting held on 22 November 2017 were **approved** as a true record and signed by the Chair.
- 4.2 The action log was reviewed and updated accordingly.
- 4.3 The Instrument of Government had been updated with the Local Authority following the changes approved at the last meeting and this had been circulated to all Members.

5 Membership of the Governing Body and Committee Appointments

- 5.1 The Governing Body **noted** that a Helen Walsh and Key Jackson had been re-elected as Parent Governors for terms of four-years at the end of the Autumn 2017 term.
- 5.2 There remains one Co-Opted Governor vacancy on the Governing Body for a member of staff. Notice has been given to all staff and the successful candidate will be elected by other staff before the next FGB.
- 5.3 The Chair asked new Governors to consider the Committees they would wish to be appointed to and provide these details to the Chair.

6. Chair's Report

- 6.1 The Chair advised that the new school prospectus was available in hard copy and on the schools' website.
- 6.2 The subscription to the NGA had recently lapsed and was due to be renewed. The subscription to The Key was also due to expire shortly and this was also being renewed.

- 6.3 A briefing by the Local Authority for Governors was due to take place on 30 January 2018 at 6-7pm; the Chair and Dianne Bluemink were due to attend and would feedback any relevant information to Members after the session.
- 6.4 The Local Authority had re-issued the consultation on the proposed changes to the funding formula due to an error in the figures provided. The Governing Body continued to support the proposed 0.25% top slice that would support an overspend on the high needs budget.
- 6.5 The Chair reminded any Members experiencing issues in attending meetings or fulfilling their Governor duties due to personal commitments to seek support if required.

7. Headteacher's Report

- 7.2 The Headteacher's Report had been circulated in advance of the meeting.
- 7.2 The Headteacher presented the report as circulated with the agenda.
- 7.3 The report provided detailed information in respect of the following areas:
- Context (including admissions and attendance);
 - Staffing Update;
 - Quality of Teaching and Learning;
 - Behaviour and Exclusions;
 - Staff Absence;
 - Engagement with parents/carers;
 - Significant school dates;
 - SDP 2017/18 priorities; and
 - School Inspection Handbook updates (December 2017).
- 7.4 The Governing Body was pleased to **note** whole school attendance for the Autumn Term 2017 was 96.63% (96.89% Autumn 2016); with 3.27% (2.8% Autumn 2016) unauthorised absence and 0.10% (0.29% Autumn 2016) authorised. The Headteacher advised that the new systems in place to monitor and support excellent attendance continued to be implemented and embedded and there was a robust, yet compassionate approach taken.
- 7.5 The Governing Body **approved** the School Development Plan 2017/18.
- 7.6 The current quality of teaching across the school was 34% outstanding; 63% good or better; and 3% requiring improvement. CPD and support had already been put in place to address the teaching requiring improvement and this teaching was now at a good standard. All four NQTs at the school were on track to meet the teaching standards.

- 7.7 One child had received a fixed term exclusion for ½ a day and this had been fully supported by the parents. The child was receiving specialist support along with one other child to manage their behaviour.
- 7.8 The Governing Body **noted** that the sickness absence levels for staff were low and the Headteacher provided a brief outline of the absence management procedures in place.
- 7.9 Governors asked a number of questions:
- Q: What action is taken to manage persistent pupil absence?
- A: Letters are issued to children where attendance falls below 94% even if these are for medical reasons. Sporadic attendance triggers a meeting with the Assistant Headteacher to discuss any ongoing reasons and to provide support if required. Whilst some term time holidays are authorised, these are only approved if attendance would not drop below 95%.
- Q: Has there been any new initiatives put in place to support vulnerable groups?
- A: A new pilot homework club is being trialled for EAL pupils following feedback from parents as part of the ongoing work that takes place to identify any barriers to learning. This club provides support for both parents and children and enables access to homework activities that children may not be able to reach at home. If the pilot was successful, this would be widened to include other vulnerable groups.
- 7.10 The Governing Body **noted** the reports setting out the findings from the recent Fire Risk Assessment and Health and Safety Audit, both undertaken by external contractors. Plans were in place to address the minor issues identified by each and thanks were passed on to the Site Manager and his team for their work in supporting both reviews.

8. SEND

- 8.1 The Governing Body **noted** the intervention summary report for all year groups that had been circulated in advance of the meeting by the Lead Inclusion Governor following meetings with the Inclusion Manager.
- 8.2 The Lead Governor for Inclusion would be meeting the Inclusion Manager in late-January to undertake a learning walk and undertake the regular monitoring activity.

9. Reports from Committees and Lead Governors

- 9.1 The Governing Body **noted** the minutes of the Resources Committee that had taken place on 12 January 2018. The Chair of the Committee highlighted the works that were due to be undertaken to the on-site house and the delegated authority that been agreed in relation to approval for associated spending. The Governing Body noted the additional income that was being received through lettings and extended school provision that was key to the ongoing financial health of the school.
- 9.3 The Governing Body **noted** the minutes of the Premises and Health and Safety Committee meeting that had taken place on 12 January 2018 and noted that the health and safety walkaround had taken place in early January.

- 9.4 The Governing Body **received** an update from the last meeting of the Curriculum Committee. The main items had been an in-depth review of data, the SDP 2017/18 and in-year attainment. The focus of the next meeting was CPD.
- 9.5 The Governing Body **received** an update from the last meeting of the Communications Committee; the school prospectus was now available in hard copy and is available on the website.
- 9.6 The Governing Body **received** updates from Lead Governors:
- 9.7 Safeguarding: a visit had been arranged to another local school to view the software used to track safeguarding issue called 'My Concern'. An update would be brought to a future meeting.
- 9.8 ICT: The Lead Governor for ICT would be arranging a meeting with the Headteacher shortly.
- 9.9 Inclusion: a report from the Lead Inclusion Governor had been circulated in advance of the meeting place as set out in Item 8 above.
- 9.10 Link: a presentation and interactive session had taken place at the beginning of the meeting and the next steps would be brought to the next meeting in March 2018.
- 9.11 Assessment: an in-depth review of data would be taking place at the next Curriculum Committee on 22 January 2018.
- 9.12 STEM: a meeting with the Headteacher was arranged for February 2018.

10. Policies

- 10.1 The Governing Body **approved** the following policy:
- Asset Management and Write-Off Policy
- 10.2 Maria Panayiotou **agreed** to provide the policy schedule that set out details of the policies due to be agreed by Committees in the Spring 2018 terms.

11. Governor Visits

- 11.1 Paul Beale had undertaken a health and safety walkaround in early January.
- 11.2 The Lead Governor for Inclusion was due to undertake a learning walk in the Spring 2018 term.

12. CPD

- 12.1 See item 9.

13. GDPR

- 13.1 The Governing Body **appointed** Fiona Doyle as the GDPR Champion for the Governing Body and would arrange a visit to the school along with the Chair of Governors as part of a whole school walkaround that would include data protection.

13.2 School GDPR leads had already been appointed and had either received training or this was arranged.

13.3 The Local Authority had supplied a statement to comply with GDPR and this was displayed on the school's website.

13. Any Other Business

13.1 There were no items of other business.

14. Dates of Future meetings 2018

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

Meeting	Date
Curriculum Committee	Monday, 22 January 2018 at 7pm
Communications Committee	Monday, 29 January 2018 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 23 March 2018 at 8.30am
FGB	Monday, 26 March 2018 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 27 April 2018 from 8.30am
FGB	Tuesday, 1 May 2018 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 6 July 2018 from 8.30am
FGB	Tuesday, 10 July 2018 at 7pm

The meeting concluded at 8.45pm.

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

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
16/01/2018 (carried over from 28/03/2017)	Paul Beale to explore the potential to support a visit to the science park in Stratford.	Paul Beale	Spring 2018
16/01/2018 (carried from 19/09/2017)	Katy Jackson to update the skills audit results with the training suggestions and recirculate this to all Members.	Katy Jackson	Spring 2018
16/01/2018 (carried from 19/09/2017)	Succession planning to be discussed at the summer term 2018 meeting.	FGB	Summer 2018
16/01/2018	Policy schedule to be updated.	Maria Panayiotou	Spring 2018
16/01/2018	Training and development session follow-up to be discussed at the next meeting.	FGB	March 2018