



# Minutes - Full Governing Body (FGB) meeting

Thursday 11 April 2019 at 6pm

**Start time: 6.20pm**

Papers issued before the meeting: Heads Report, Subject co-ordinators reports, results from parent questionnaire.

## **Attendees:**

Governors: Tess Browning (TB), Rachel Clements (RC), Joan Reading (JR), Philippa Wakelin (PW), Marion Davies (MD) and Jackie Ferguson (JF)  
Clerk: Janet Ellis (JE)

## **1. Apologies:**

Diana Franks (DF) and Lee Poultney (LP) and accepted.

## **2. Declaration of interests**

None declared

## **3. Governor duties/update**

Dr Clements opened the meeting by welcoming the two new co-opted Governors and inviting them to provide a brief background of their experience; she then went on to remind Governors of their statutory duties.

## **4. Approval of minutes**

The normal and confidential minutes from the FGB on 13 December 2018 and the confidential minutes from the extraordinary FGB on 5 March 2019 were agreed and signed by the Chair, Dr Clements.

## **5. Matters arising / progress update on action points**

Web monitoring – this task is still outstanding; Mrs Ferguson kindly agreed to complete it.  
Parish council grant – a new specific project needs to be detailed by Dr Browning.  
Advert for Co-opted Governors – Dr Reading told FGB there was a cost to advertising in the church magazine so this had not been completed; FGB agreed to re-advertise the vacant/becoming vacant roles; to this end Ms Ellis agreed to liaise with Mrs Gillard, (Associate member) regarding the placement of new adverts in local newsletters.

Early Years policy and Equality statement – Both have been amended and are on the website.

Gates/Fence – Work has been completed on the gates and Waitrose volunteers will be doing the fence painting.

Monitoring visits – Maths and Special Educational Needs and Disability (SENd) visits still require completing.

Governor review meetings – Dr Clements apologised that time had not allowed these to take place yet.

French - A new French teacher is in place at the school and the quality of lesson planning and teaching is much improved.

Management meeting – It was acknowledged that whilst they have not been classed as 'management meetings' Dr Clements and Dr Browning conduct regular review and planning meetings; Ms Ellis volunteered to log any such dates in the strategic calendar.

#### Actions

JF	Undertake a statutory review of the website	End May
TB	Manage Parish council grant application	May 2019
JE	New 'adverts' for co-opted Governors	May 2019
DF	Conduct Maths monitoring visit	May 2019
PW	Conduct SENd monitoring visit	May 2019
RC	Governor review meetings	c/fwd

### 6. Governing Board matters

Staff Governor - Dr Browning reported that elections for a new staff Governor had unfortunately not yet taken place but she hoped this could happen before Mr Poultney's term ends on 18 May 2019.

Link Governor roles – Website and Health & Safety (H&S)/Premises will be covered by Mrs Ferguson; PE and Topic will be covered by Mrs Davies and Dr Clements will manage Computing and E-safety until the roles are reviewed in September 2019. Dr Browning noted there was going to be a H&S audit next term and would let Mrs Ferguson know the date.

Mentors for new Governors – This was agreed as Dr Clements for Mrs Davies and Dr Reading for Mrs Ferguson.

#### Actions

TB	Manage staff Governor election process	18 May
TB	Provide JF with date for H&S audit	1 May
JE	Amend website with link roles	Completed

### 7. Heads Report

The FGB went briefly through the previously issued Heads Report. Dr Browning reported that one Teaching Assistant would be made permanent which would cover lunchtime for pre-school. Dr Browning invited Governors to the staff training day taking place on Monday 3 June, which would mainly focus on the curriculum post the new Ofsted inspection framework coming into operation. With regards to the potential Chinese exchange visit Dr Browning said this would be focussed on problem solving and was agreed in principle but no fixed date was in the diary yet.

### 8. Co-ordinators report

FGB discussed these very comprehensive reports and Dr Browning stated that teachers had enquired whether the workload on these reports could be reduced by just focusing on the School Development Plan (SDP) actions, this was agreed by the FGB.

## 9. Finance and Premises Committee

Dr Clements provided an update, stating that the complaints policy would be reviewed in light of new guidance. Refer also to the confidential minutes.

## 10. Curriculum Committee

Mrs Wakelin provided an update from the last meeting, talking to the FGB about the new Ofsted inspection framework and the concerns about funding for children who potentially required an Education, Health and Care Plan.

## 11. Data Committee

Dr Reading provided an update stating that the school have 70% of children on track to gain Good Level of Development; Maths was a slight area of concern but the issue was thought to be around coverage of the topic at this stage in the year and also the committee had asked Dr Browning to look at the 'More Able' children as it was noted that no children were 'Above' in the termly targets for the combined data results.

Dr Clements told the FGB that both the Data and Curriculum committees had agreed to combine as one 'Quality' committee starting in September 2019 to in part reflect the new Ofsted inspection framework and to also ensure data was available alongside a review of the curriculum, this was agreed by the FGB.

## 12. Governor monitoring

Dr Clements reiterated the importance of monitoring but acknowledged that the recent shortfall of Governors was making this area difficult to operate effectively. It was agreed that the new Governors would accompany their mentor on their next monitoring visit as part of their induction. It was again stated that all visits needed to be complete by the end of June.

### Actions

JF	Arrange a science monitoring visit with JR	May/June
MD	Arrange a monitoring visit with RC	May/June

## 13. Parent questionnaire

Dr Browning briefly took governors through the previously issued headline report informing the FGB of the positive results in general and that the main areas of concern were around wanting a Year six at the school, requesting holiday club provision and the quality of lunches.

## 14. Pre-school

See confidential minutes

## 15. Behaviour policy

Dr Reading told the FGB that following her recent training she recommended the school amend their Behaviour policy to include reasons for exclusions and also Governors required training/re-training on exclusions; Dr Reading kindly volunteered to conduct this training in the Autumn term when hopefully there would be a full Governing Body.

### Actions

TB/JR	Meet to amend Behaviour policy	May 2019
JR	Conduct exclusions training – decide date at Sept 2019 FGB	TBC

## 16. School Bus/training

Dr Clements reminded Governors of this useful resource and Dr Browning highlighted that the child protection and peer on peer abuse training modules were very useful as well as using the resource on their individual subject areas.

### Actions

Govs [Use school bus resource for online training](#)

## 17. Strategic planning meeting

Dr Clements stated that the planning cycle would consist of strategic planning in the second half of the summer term, which will then be ratified at the last FGB of the academic year, thereafter progress will be reported back to the Governors at the termly FGB's. To this end the Governors agreed a planning date of Wednesday 12 June 2019 at 9.30am.

## 18. AOB

Questionnaires – it was noted that both a staff and leavers questionnaire were required, Dr Browning and Dr Clements agreed to pick these actions up in their meetings next term.

### Actions

TB/RC [Sort staff and leavers questionnaire](#)

May 2019

**Meeting closed 8.30pm**

### End of meeting review form

Where 1 was strongly disagree and 4 was strongly agree, average results as follows:

1. Did the meeting achieve its overall objectives?	4.0
2. Did you feel you carried out your duties as a Governor?	
i) Providing strategic direction	3.8
ii) Holding the head teacher to account	4.0
iii) Making sure money was well spent (if applicable)	4.0
iv) Ensuring statutory duties were met (if applicable)	4.0
v) Ensuring the school is focussed on its medium to long term vision	3.8
3. Did reports/papers issued add value to the Board's decision making?	3.8
4. Have you improved your knowledge from participating in the meeting?	4.0