



# Minutes - Full Governing Body (FGB) meeting

Thursday 13 December 2018 at 6pm

**Start time: 6.10pm**

Papers issued before the meeting: Heads Report, Subject co-ordinators reports, Safeguarding policy, Governor action plan and one confidential paper.

## **Attendees:**

Governors: Tess Browning (TB), Rachel Clements (RC), Joan Reading (JR) and Philippa Wakelin (PW)

Clerk: Janet Ellis (JE)

## **1. Apologies:**

Richard Langley (RL), Diana Franks (DF), Lee Poultney (LP) & Sarah Gillard (SG) and accepted.

## **2. Declaration of interests**

None declared

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

Dr Clements opened the meeting by reminding governors of their statutory duties and then went on to inform the FGB that Mrs Gillard had resigned her role as a parent Governor; however, she had expressed an interest in becoming an 'Associate member' with responsibility for communications; the FGB unanimously agreed to this.

She also told the FGB of Dr Langley's intention to leave the FGB in a few months and his plan to serve the Board until such a date was finalised; the Governors agreed that a review of the website would be useful before Dr Langley left the FGB.

Dr Clements thanked both Governors for their significant contribution to the Governing Board.

## **Action**

RC    [Speak to RL regarding conducting website monitoring next half term](#)    Jan 19

## **4. Approval of minutes**

The normal and confidential minutes from the FGB on 20 September 2018 were agreed and signed by the Chair, Dr Clements.

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

Leadership and management meeting – this has taken place.

Parish council grant – Dr Browning told the FGB that in principle the parish council was willing to provide a grant but as United charities are paying for the new playground equipment a new project will be put forward to the council for consideration.

Dr Browning's review – this is now scheduled to take place.

Co-opt governor vacancy advert – Dr Reading will place an 'advert' in the church magazine.

## **6. Governing Board matters**

Vice Chair vacancy - Mrs Wakelin agreed to take on this role and the FGB voted unanimously in favour of this.

Dr Reading – the FGB voted unanimously in favour of Dr Reading being the Local Authority Governors for another four-year term.

Mrs Wakelin's term of office – FGB voted in favour of extending this term of office until July 2019 at which point Mrs Wakelin will retire from the FGB.

### **Actions**

JE Inform Governor services of the vice chair and LA governor updates.

## **7. Heads Report**

FGB were positive about the new format of the report, saying it was very clear and concise; Dr Reading commented that there were a couple of missing sub-headings. Dr Browning told FGB that potentially the school may be able to apply for further section 106 funding.

Pre-school – Dr Browning reported that she had clarified with county and the preschool could have up to 30 children in total and 26 children based on existing staff numbers. Governors voted and agreed that they would allow children to therefore be taken on an 'Ad-hoc' basis as both strategically and financially this was important for the school.

### **Actions**

TB Add 'Area for development' and 'Progress & impact' on appropriate sections

## **8. Co-ordinators report**

FGB discussed in brief these very comprehensive reports and Dr Clements asked for clarification as to the definition of the grey shading – which Dr Browning explained meant the area had not been covered or not to the extent required. All agreed these formed an excellent basis for monitoring visits and Dr Clements encouraged Governors to go through in more detail for their individual areas.

## **9. Data Committee update**

Dr Clements highlighted the current issue with results in writing and Dr Browning said that the next staff training day would discuss this issue and the Talk for writing programme. Dr Browning told FGB that nearly 25% of the school were currently classed as Special Educational Needs and disability (SEND), which the 'Analysing School Performance' tool defined as any child that had support by the school or provided by another agency.

FGB were briefed that the key areas of focus next term were: Boys writing, 'More Able' pupils, Year 1 – all areas, Year 4 – combined results, Disadvantaged pupils and Lower ability pupils.

## **10. Curriculum Committee**

Mrs Wakelin provided an update from the last meeting, informing the FGB that a visit to the Severn valley railway was planned and good progress had been made on the new version of the Early years (EY's) policy. Dr Browning thanked this committee for its work on this policy and noted she now needed to review in light of the Bold Beginnings report. It was also noted

that the Ofsted framework was changing in September 2019; one of the key changes being how the management team ensure the well-being of staff. Mrs Wakelin ended her update by asking Dr Browning to produce an updated Equality statement in January for the website.

#### Actions

TB	Review EYs policy in relation to Bold Beginnings document	Jan 19
TB	Update equality statement in January 2019	Jan 19

### 11. Finance and premises committee

Dr Clements provided an update, highlighting the positive financial impact the pre-school was having on this years' tight budget and the work Ms Esrich was doing on creating a new finance policy. It was highlighted that the school were running with a reduced surplus this year, which was a concern. FGB then discussed the issues with the school gates which needed significant capital spending, after discussion Dr Browning agreed to get further quotes of proposed works.

#### Action

TB	Quote to just replace the gates (not fencing)	Jan 19
----	---	--------

### 12. Governor monitoring

i) Visits which have taken place

Mrs Wakelin explained about her very positive SENd and Pupil Premium visit and FGB discussed the positive impact of the 'Talk Box'; which is used throughout the school.

Dr Clements provided positive feedback about her EYs visit, where excellent use of resources was evident.

ii) Next term

In light of Dr Langley and Mrs Gillard's resignations their monitoring roles need to be filled. The Governors agreed that in the short term the priority areas as a result of the resignations were Maths and website. Regarding Maths, it was suggested Mrs Franks could fill this role (an action on the website had already been agreed at the beginning of the meeting).

Dr Browning also suggested that a SENd visit was required next term due to the Analysing School Performance data that Dr Browning had acquired earlier that day.

Dr Clements told the FGB that training on monitoring was taking place in Redditch in the New year and suggested this would be useful, especially for newer governors. She also noted how useful the pre-visit form had been on her recent Early Years visit.

#### Actions

JE	Ask DF if she can do maths monitoring and do a visit next term	Dec 18
DF	Conduct Maths visit	Spring term
PW	Conduct a SENd visit	Spring term
RC	Send training dates to JR/DF and PW	Jan 19

### 13. Safeguarding policy

FGB agreed the new safeguarding policy.

### 14. Strategic direction and vision

FGB thanked Dr Clements for the work on these two strategic documents, Dr Reading specifically commentating on the excellent, succinct poster which will be used within the school. FGB agreed the vision and then provided some suggested amends to the Key

Performance indicators (KPI's) on the Strategic Direction; which Dr Clements agreed to make.

#### Actions

RC	Amends to KPI's	Jan 19
RC	Forward strategic vision to Mr Poultney for inclusion on the website	Dec 19
RC	Re-issue strategic direction to FGB for final amends	Jan 19

#### 15. Governor action plan

Dr Clements took FGB through the plan. All governors agreed that they needed to work harder at raising their profile within both the school and community, to this end Governors discussed ideas to do this including attending the Inspire workshops, assemblies & school council, conducting a parents' survey and a staff survey and organising a staff/Governor meeting. Dr Clements and Dr Browning agreed to meet in the New year to discuss these ideas.

Additionally, Governors agreed to yearly reviews and Dr Clements took an action to organise.

#### Actions

JE	Include Inspire workshop dates on Governors Strategic Calendar	Completed
RC	Book in Governor review meetings	Feb 19
RC/TB	Review suggested actions	Jan 19

#### 16. AOB

French – Dr Browning stated that there were some issues with the current provision at the school and told Governors they were thinking of switching to a French option for children, which may require parents being asked to make a small contribution to fund the scheme.

#### Meeting closed 8.45pm

#### 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
2. Did you feel you carried out your duties as a Governor?	
i) Providing strategic direction	4
ii) Holding the head teacher to account	3.5
iii) Making sure money was well spent (if applicable)	4
iv) Ensuring statutory duties were met (if applicable)	3.8
v) Ensuring the school is focussed on its medium to long term vision	4
3. Did reports/papers issued add value to the Board's decision making?	4
4. Have you improved your knowledge from participating in the meeting?	3.5