



# Minutes - Full Governing Body (FGB) meeting

Thursday 12 January 2017

6.30pm

**Start time: 7.05pm**

Papers issued before the meeting:  
Heads Report; Paper on 'Challenge', Ofsted Report.

NB – Training on Exclusions was conducted by Dr Reading before the FGB meeting from 6.35pm to 7.05pm

## **Attendees:**

Governors: Robin Belfield (RB), Tess Browning (TB), Rachel Clements (RC), Jon Freaney (JF), Sarah Gillard (SG), Lee Poultney (LP), Joan Reading (JR), Philippa Wakelin (PW)  
Clerk: Janet Ellis (JE)

## **1. Apologies:**

Jude Simms (JS) and accepted

## **2. Declaration of interests**

None declared

## **3. Approval of minutes**

The standard and confidential minutes were approved by the FGB and signed by Dr Clements as Chair.

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

Additional Governors – Dr Clements reported that her attempts to find a new 'Co-opted' Governor had not been successful and encouraged all Governors to continue to seek suitable new Governors.

Exclusions training – Dr Clements thanked Dr Reading for providing the training.

Vision/'Where we are now' assessment – The Governors agreed that following the Ofsted inspection, to maintain momentum, they would discuss this topic within each FGB meeting.

Year 6 – Dr Browning informed Governors that all relevant paperwork, including the recent Ofsted inspection report, had gone to County ready to be passed to Cabinet.

## Actions

Govs	Seek out new co-opted Governors as appropriate	Ongoing
JE	Place Vision/progress discussion on each FGB agenda	May '17 onwards
TB	Include update on Exclusions as part of Heads Reports	May '17 onwards

## 5. Heads Report

There were no further questions about this report, as the query regarding Early Years assessment had been satisfactorily answered via email before the meeting to all Governors.

## 6. Report from Curriculum Committee

Mrs Wakelin provided an update from the last meeting on 5 January 2017, highlighting that progress had been made on policies however the annual Equality statement was still outstanding. She also updated that training on 'Grammarsaurus' had taken place for all staff. On the issue of monitoring asbestos in the school Mrs Gillard noted that she had some training in this area if this would be helpful in the future.

### Action

TB	Provide an annual Equality statement for the website	31 Jan
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## 7. Report from Data Committee

Mrs Gillard provided feedback from the two meetings which had taken place since the last FGB (25 Nov 2016 and 4 January 2017), she noted that new Terms of Reference for the committee were now complete and on the main school website.

Mrs Gillard also highlighted that with regards to RAISEonline results the committee had learnt that where a result came out as 'below average' due to only one child, this would actually deem the school as being "broadly average", which given our small group sizes was very relevant.

Mrs Gillard further noted that volunteers were required to help children with reading (boys especially); maths continued to be a strength and a 'Spring 1' data capture would occur.

### Action

TB	Ask for reading volunteers through the school newsletter	31 Jan
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## 8. Report from Finance Committee (now Finance and Premises committee)

Mr Freaney provided an update highlighting that the budget was very tight to the year end 2016/17. Dr Browning informed the FGB that she believed that 0.5% of the school budget would be used to fund the apprenticeship scheme in the future.

Mrs Gillard enquired about the status of the fairer funding formula project and Dr Browning stated that it had been delayed until at least 2018/19.

## 9. Ofsted visit

Dr Browning and Dr Clements thanked Governors and all staff for their hard work in getting the school to their recent 'Good' rating.

In terms of next steps Dr Browning said the report highlighted that 'Foundation' subjects required improvement (i.e. subjects other than English, maths and science). One specific example of this was ensuring improvements made in writing and spellings were utilised in

Foundation subjects. She informed Governors that as a result, 'Focus Education' resources had been purchased (which provided 'can do' statements for each year group) which would be used within planning for Foundation subjects. Dr Browning also fed back that the inspector had asked that the 'path of progress' be more visible for Foundation subjects.

The other main area for improvement stated by the inspection was to expand the opportunities for pupils to learn about other cultures and so to that end Dr Browning informed Governors that the school would work towards adding appropriate activities to other trips.

*Mr Freaney asked what parental feedback had been provided for the inspection; Dr Browning stated that feedback received had been very positive.*

The Governors discussed the idea of holding a small celebration with staff and decided a lunch on Friday 20 January was an appropriate idea.

### Action

TB Organise a staff/Governors lunch at the school on 20 January 16 Jan

## 10. Governor monitoring

### i) Form

Dr Clements briefly discussed the options for improving the current form in order to ensure the links to the Ofsted descriptors (both good and outstanding) were more prominent and utilised; Governors provided their feedback and Dr Clements agreed to amend the form. When discussing progressing the school to 'Outstanding' Dr Browning informed Governors that outstanding can often be linked to showing the impact of your school on other schools and included things like 'sold services'.

### ii) Visits

Governors provided feedback from their visits last term including:

Maths – two visits had taken place and Governors were pleased with the knowledge of children with regards to the White Rose system.

English – the visit had focussed on 'story starters'.

Computing and E-safety – Governors were impressed with the excellent knowledge regarding E-safety **and they had highlighted that children had noticed the increased speed of the new computers, which had decreased their frustrations.** It was noted that this term the computing visit would focus on actual computing activities.

Science – Governors had noted that all children were very engaged and motivated and the teacher was very enthusiastic

### Action

RC Amend monitoring form and post onto Gov zone 31 Jan  
RC/JF Hold a meeting with Senior Leadership Team this term By 31 Mar

## 11. Confidential item

## 12. Confidential item

## 13. Confidential item

#### **14. Staffing plans for September 2017**

Dr Browning stated that due to contracts expiring at the end of the academic year there was a need to recruit and potentially this could be used as an opportunity to recruit a teacher to be the Special Educational Needs Coordinator (SENCO).

Governors agreed that advertising could go ahead and this should be as flexible as possible to allow for part-time or full-time applicants and should also include asking for applicants with the 'desirable' quality of being prepared to be the SENCO for the school.

#### **15. Heads Performance review**

Dr Browning left the room and Dr Clements informed the Governors that she, Dr Reading and Elaine Huntington (Head teacher at Honeybourne First School academy) had conducted Dr Browning's performance review and had judged that Dr Browning had met, and in some areas, exceeded her targets, she therefore recommended that Governors agree to her pay rise. Governors took a vote and agreed unanimously to the pay rise.

#### **16. Review of actions from the meeting**

Ms Ellis took Governors through the actions from the meeting

#### **17. End of meeting review questionnaire**

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

1. Did the meeting achieve its overall objectives?	3.9
2. Did you feel you carried out your duties as a Governor?	
i) Providing strategic direction	3.6
ii) Holding the head teacher to account	3.7
iii) Making sure money was well spent (if applicable)	3.6
iv) Ensuring statutory duties were met (if applicable)	3.6
v) Ensuring the school is focussed on its medium to long term vision	3.7
3. Did reports/papers issued add value to the Board's decision making?	3.4
4. Have you improved your knowledge from participating in the meeting?	3.3

#### **Next Meeting**

Ms Ellis reminded Governors that the date for the next meeting had been changed and was now **Thursday 4<sup>th</sup> May 2017 at 6.30pm.**

Meeting closed at 9.05pm