



# Minutes - Full Governing Body (FGB) meeting

**22 September 2016 at 6.30pm**

**Start time: 6.35pm**

Papers issued before the meeting:

Draft new code of conduct/Draft letter to parents re year 6 consultation/'Where are we now' document/'Context' document/Draft E-Safety policy/Draft monitoring schedule/Draft strategic calendar/Draft Strategic Vision

## **Attendees:**

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

## **1. Apologies:**

None

## **2. Declaration of interests**

None declared

Dr Reading arrived at the meeting

## **3. Election of new Chair**

As at a previous meeting Dr Clements had stated her intention to stand again, her 'self nomination' was accepted, and with no other candidates coming forward, a vote was taken (Dr Clements having left the room) and the Governors voted unanimously to re-elect her as Chair for the term of one year.

## **4. Election of new Vice Chair**

As at a previous meeting Mr Freaney had stated his intention to stand again, his 'self nomination' was accepted, and with no other candidates coming forward, a vote was taken (Mr Freaney having left the room) and the Governors voted unanimously to re-elect him as Vice chair for the term of one year.

## 5. Approval of minutes

The minutes were agreed by the FGB and signed by the Chair.

Confidential minutes – these were agreed (with one amend to a person's title) and signed by the Chair.

At this stage of the FGB Dr Clements, on behalf of the Governing body, gave their formal thanks to Mr Jones and Rev Ward for their time and efforts on the FGB.

## 6. Matters arising/progress update on action points

Marking symbols – Dr Browning informed the FGB that there were revised marking symbols in place regarding Key Stage (KS)1.

Broadway Business Association (BBA) – Dr Reading updated that she had received no feedback from the BBA in relation to potential new Governors.

Monitoring sheet – Dr Clements told the FGB that the form had been simplified and was available on the Governor Zone of the website.

Vision/Strategic plan meeting – Had taken place in August.

Action plan/skills audit/'20 questions' – Ms Ellis informed the FGB that these were all available on the Governors zone of the website.

Year 6 – Dr Browning updated that a meeting had taken place in the first week of term.

Governor appraisals – the Governors agreed, at Dr Clements suggestion, that appraisals would be conducted before committee meetings where possible to make best use of everyone's time.

Code of conduct – see separate agenda item

Instrument of Government – see separate agenda item (Constitution of FGB).

## 7. Constitution of the FGB

Following the discussion and agreement to change the Governor categories at the July FGB, Ms Ellis confirmed that a new 'Instrument of Government' had been scripted and agreed by Governor Services. Governors then discussed how these new categories would be fulfilled and voted unanimously to move Dr Clements and Mr Freaney into 'Co-opted' roles.

The Governors then discussed recruitment for the remaining roles: one parent and two co-opted Governors and agreed that the parent Governor recruitment should start as soon as possible, Mrs Gillard, as a relatively new parent Governor, agreed to draft some wording to encourage parents to put themselves forward and Dr Browning agreed to publish an 'advert' in the school newsletter. Regarding the two remaining co-opted roles all Governors agreed to actively seek out potential, appropriate contacts that may be suitable for these roles.

### Actions

SG	Draft wording to be used in Parent Governor 'advert' and send to TB	28 Sept
TB	Publish 'advert' in school newsletter	30 Sept
Govs	Contact prospective new Governors	Ongoing

## 8. New code of conduct

Governors briefly discussed the new draft and at the suggestion of Mrs Simms made one amend to their individual copies and all Governors signed them.

### Action

New code to be placed on public area of website under Governors JE 30 Sept

## 9, Committee/panel membership and link roles required for 2016/17

After discussion the following was agreed:

Curriculum committee

Chair – Mrs Wakelin; Members: Mr Poultney, Mrs Simms and Dr Clements

Finance committee

Chair – Mr Freaney; Members: Dr Browning and Dr Clements

Data committee

Chair – Mrs Gillard; Members: Dr Reading, Mr Freaney, Dr Browning and Dr Clements

Pay committee

Dr Clements and Mrs Wakelin (Mr Freaney will sit on an appeal panel if necessary)

Complaints/Appeals/Special Disciplinary (SDC) committees

Governors all agreed that the best strategy in light of present Governors numbers would be that all Governors (excluding Dr Browning and Mr Poultney, as Head and Deputy head respectively) would be potential members of these panels and the specific Governors chosen to serve will depend on timings, circumstances and neutrality of the specific details.

Link Governors and their 'support' Governor where applicable:

Pupil Premium – Mrs Wakelin/Dr Clements

English – Dr Reading/Dr Clements

Maths – Mrs Gillard/Mr Freaney

Computing (inc. E-safety) – Mr Freaney/Mrs Gillard

Safeguarding – Mrs Simms/Dr Reading

Special Educational Needs and Disability – Dr Clements/Dr Browning

PE – Mrs Simms

RE, - Mrs Simms

Science – Dr Reading/Mrs Gillard

Early Years Foundation Stage – Mrs Simms/Mrs Wakelin

Prevent – Dr Reading/Mrs Simms

Teaching Assistant – Dr Clements/Mr Poultney

More able – Mrs Wakelin/Mr Freaney

Governor training – Dr Reading/Ms Ellis (Clerk)

Website monitoring – Mrs Gillard

Leadership and Management – Dr Clements/Mr Freaney

As part of the discussion of the SDC panel membership it was agreed that training on exclusions would be helpful for all Governors and Dr Reading agreed to conduct this 'in-house' training.

### Action

Govs Participate in a training session pre January 2017 FGB

12 Jan 17

## 10. Debrief from meeting with new School Improvement Advisor (SIA)

Dr Browning told the FGB that as Mr Hill has left the temporary SIA was Nicola Wright, however Ms Wright would be leaving at the end of this half term and as yet it was unclear whether a replacement would be forthcoming. Dr Browning stated that they had discussed, amongst other things, the school website and possible improvements which could be made to make the site more appealing to stakeholders. Governors briefly discussed some possible changes and Dr Browning agreed to meet with Dr Clements to start this process. Additionally Governors gave their approval for Dr Browning to place the 'where are we now' document on the website to provide valuable information to parents/stakeholders.

### Actions

TB/RC	Meet to consider and make changes required to website	23 Sept
TB	Place 'where are we now' document on website	30 Sept

## 11. Self Evaluation Form (SEF) / Overview / Focus for the year

After brief discussion Dr Browning and Dr Clements agreed to meet in order that Dr Clements, on behalf of the FGB, could challenge the draft SEF; this would then be distributed to Governors.

### Actions

TB/RC	Meet to consider SEF and make changes required	23 Sept
TB	Issue SEF to Governors and any other relevant parties	End Oct

## 12. Vision statement

The Governors agreed to publish the Vision Statement on the website, after a few minor amendments were made, which Mrs Wakelin volunteered to do on their behalf.

Governors debated the continuation of the working group which had initially met to formulate the Vision statement and it was decided this 'Strategic working group' would continue and where possible meet fortnightly to pursue more strategic matters (e.g. formulating an Impact Statement, discussing requirements for an Ofsted visit etc.)

The following dates were agreed:

Friday 30 September at 1pm at Dr Reading house

Tuesday 11 October at Dr Clements house

### Actions

PW	Amends to Vision statement	25 Sept
TB	Post Vision statement on website	30 Sept

## 13. Governor Monitoring schedule

Dr Clements took the Governors through the proposed schedule, reiterating that it is the Governors responsibility to organise their visit in the appropriate week. It was noted that Safeguarding should be each term and Dr Clements agreed to amend the schedule.

### Actions

Govs	Organise their visits for the autumn term	ASAP
RC	Amend visits policy in light of Governor changes	7 Oct
RC	Amend schedule and place on Gov Zone	30 Sept

#### 14. Year 6 / Children's centre update

Year 6 – Dr Browning reported that further enquiries had been submitted to the County Council as there was some ambiguity regarding when the pre-consultation needed to take place. The Governors acknowledged that although the Children's centre could potentially be used to accommodate a year 6; this was not critical to the proposal as the numbers of children would increase steadily year on year so other provisions could be made. Governors gave their agreement to issue the consultation letter to parents/stakeholders once timings were clear and stated that the local Broadway newsletter should be utilised to publicise the consultation letter.

Children's Centre - Dr Browning told the FGB that outstanding queries were with the relevant teams at the County Council, so as yet no complete decision could be made as all information was not available; updates would be supplied to Governors as soon as possible.

#### Action

TB	Issue consultation document (year 6) once timings are confirmed	3 Oct
TB	Update Governors on developments regarding the Children's Centre	Ongoing

#### 15. E-Safety policy

This was reviewed and the Governors gave their approval once a couple of minor amends had been made.

#### Action

JE	Make necessary amends and publish on the website	30 Sept
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#### 16. Review of actions of meeting

Miss Ellis took Governors through the actions from the FGB.

#### 17. 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?	3.8
2. Did you feel you carried out your duties as a Governor?	
i) Providing strategic direction	3.4
ii) Holding the head teacher to account	3.1
iii) Making sure money was well spent (if applicable)	2.5
iv) Ensuring statutory duties were met (if applicable)	3.8
v) Ensuring the school is focussed on its medium to long term vision	3.5
3. Did reports/papers issued add value to the Board's decision making?	3.5
4. Have you improved your knowledge from participating in the meeting?	3.4

Comment: Monitoring schedule was good

**Meeting closed at 8.45pm**