



# Minutes - Full Governing Body (FGB) meeting

6<sup>th</sup> July at 6.30pm

**Start time: 6.35pm**

Papers issued before the meeting: Heads Report

## **Attendees:**

Governors: Tess Browning (TB), Rachel Clements (RC), Jon Freaney (JF), Lee Poultney (LP), Joan Reading (JR) and Jude Simms (JS)

Clerk: Janet Ellis (JE)

## **1. Apologies:**

Philippa Wakelin (PW), Sarah Gillard (SG) and Diana Franks (DF) and accepted.

## **2. Declaration of interests**

None declared.

## **3. Approval of minutes**

Both the normal and confidential minutes were approved and signed by Dr Clements as Chair of the meeting.

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

Reading volunteers - Dr Browning updated that unfortunately the volunteer didn't turn up at school as planned.

Co-opted Governors - Dr Clements updated that a potential new co-opted Governor had come forward, Dr Richard Langley (RL), and read out a statement he had prepared. After discussion Governors voted unanimously to Dr Langley becoming a co-opted Governor.

Governor communication to parents – Dr Clements updated that she had attended the New parents evening and two parents had registered their interest in being a parent Governor. The Governors discussed potentially having one of these parents as an 'Associate Governor' if both are suitable to be involved in the school and an election is required. The FGB agreed this idea in principle. Dr Clements noted that a general Governor communication was outstanding and was required before the end of term

Leadership and Management (L+M) review – Dr Clements said this had taken place but needed writing up.

## Actions

RC	Invite RL to an end of term school event	10 July
JE	Begin RL's induction process	10 July onwards
RC	Script a Governor communication to parents	By 21 July
RC	Write up L+M review	End August

## 5. Heads report

Staffing – Dr Browning updated that: Alison Godber was to be the new secretary, Fay Esrich was the new finance officer and Victoria Irvine was the new full time teacher who would teach Class 3 (years 3 and 4). She also noted that interviews were taking place on Wednesday 12 July for Teaching Assistants (TAs) if any Governors could help out.

Data – Regarding Early Years *Mrs Simms asked how we ensure the characteristics of effective learning are delivered in a reception/year 1 class in which getting ready for year 1 is a priority?* Dr Browning stated that the first two terms are a play based curriculum and there will be an extra TA to assist which means year 1 can be taught separately in the mornings. She also explained that unfortunately due to class size years 1's can't be accommodated in Class 2.

*Mrs Simms also asked what support Ms Lambrou will get as she needs to plan and deliver two different curriculums and needs to organise two TAs effectively?*

Dr Browning reassured Mrs Simms that Ms Lambrou would be supported and was capable of managing this workload

*Mrs Simms enquired how the school can ensure good, quality early years provision, including the regular use of the outside area?* Dr Browning reassured Mrs Simms that this would be the focus for early years and the outdoor space would be used, she stated that learning walks would be used in part to achieve this.

*Mrs Simms then asked why are we using the data from the cohort which is transitioning into year one as a marker for how we plan for the new children coming into school?*

Dr Browning stated that did not determine the priority for next year. Instead, the school would be mindful of the results generally in reading, writing and maths next year to ensure that progress is being made whilst also using the on entry data to determine any areas that needed to be focussed on for the new cohort

## 6. Curriculum Committee update

Mrs Simms provided the update which included informing Governors that the 'Big Classroom' initiative was not being taken forward; that the Change for Life programme was being instigated and that Dr Browning was having supervision training (child protection).

Dr Browning updated that unfortunately her supervision training had been postponed until the next academic year. She then went on to inform Governors that the 'Friends' of the school required more volunteers in order for it to keep its charitable status and also updated that at the Triangulation meeting it had been discussed to apply to the parish council for specific grants to help support the curriculum.

## Actions

TB	Write to Parish council (sub committee) for a science grant	14 July
RC	Send formal thanks to Sarah Nolan for her work with the Friends and include thanks in the Governors communication	21 July

## 7. Data Committee update

Dr Reading provided an update from this committee which included that year 2 SAT results are good/comparable with the national picture; there is strong evidence of closing the gap in maths (Yr 2 upwards); Reception children have made good progress (although not necessarily attainment) but that core subject areas are slightly weaker than other areas. She noted that the areas for focus would now be Key stage 1 generally and writing and Spelling, punctuation and grammar 'SPAG' across the school. She also reminded Governors that RAISE online is being replaced in July by 'Analyse School Performance' which Heads, Ofsted and Governors will have access to via the 'Secure Access' system.

## 8. Governor monitoring

Dr Clements highlighted to Governors that there were 18 key areas to cover, which in reality meant two topics per Governor when we had a full team (as Dr Browning and Mr Poultney could not take part in monitoring). Governors discussed the best strategy to adopt going forward to ensure monitoring was performed effectively and efficiently and concluded that using various information sources (rather than just visits) would aid monitoring as would combining topics on a visit. Governors also agreed a schedule was required; one which gave Governors responsibility for their area and flexibility around visit times; they further agreed a schedule per half term was most appropriate

### Action

RC	Draft a schedule for FGB including contact details for staff members	14 Sept
GOVs	Consider which monitoring roles they would like and email RC	ASAP

## 9. Vision/School Development plan (SDP)

Dr Browning provided copies of the updated SDP and urged Governors to review in further detail, especially the priorities list for next year. She highlighted that the school would no longer be buying Sports services for PPA and staff training as PPA would be covered through internal staff and French and that Mr Chapman as their sports specialist would fulfil the training role. Dr Browning told Governors that a staff meeting would be held to discuss the 2017/18 SDP. Dr Clements informed the FGB that a few minor amends were now necessary to the Strategic Direction document as a result of the SDP meeting.

### Action

RC	Amend 'Strategic Direction' document for next FGB meeting	By 14 Sept
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## 10. CONFIDENTIAL ITEM

### 11. Governor Action Plan

Dr Clements briefly talked through the plan highlighting that the focus for next academic year would be closing the gap between the 'good' and outstanding' OFSTED criteria. It was then discussed as to whether there was sufficient time to perform a 'leaver's survey' as was completed last year and Dr Browning agreed to consider this.

Looking ahead Dr Clements said she would like all Governors to complete the '20 questions' again probably at the beginning of the summer 2018 term, which would provide new Governors the chance to settle in first. Linked to this the Governors discussed possible training/joint training sessions which may be useful in the new academic year. Governors also noted that such joint training would also be useful as a 'team building' exercise for Governors.

Governors then discussed their 'profile' amongst parents and noted that improvements were required as some parents did not know who Governors were. They decided that photos with an accompanying paragraph of text within the school would aid this as would more involvement at assemblies and parents evenings.

### **Actions**

RC	Email TB last year's leavers survey	10 July
TB	Decide if there is time to administer leaver's survey	17 July
JE	Put 20 questions on strategic calendar for 17/18	Aug 17
RC	Take Governor photos at FGB	21 Sept 17
Govs	Script a brief paragraph about themselves to accompany photo	End Sept

### **12. Expressions of interest Governor role 17/18**

Ms Ellis asked whether any Governors present would like to register their interest at this stage in the role of either Chair or Vice Chair or whether they wished to nominate a Governor for either role. Dr Reading nominated Dr Clements to continue as Chair and Mr Freaney updated the FGB that whilst he wanted to continue as an active member of the FGB he would not be standing for the role of Vice Chair next academic year. Dr Clements thanked Mr Freaney for his time as Vice Chair.

Ms Ellis stated that if anyone else would like to self nominate they could do so over the summer or at the next FGB

### **Action**

Govs Provide JE with any nominations/self nominations for role of Chair/vice chair

### **13. Date for next meeting**

Next FGB scheduled for **Thursday 21<sup>st</sup> September 2017 at 6PM**

### **14. 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	3.3
ii) Holding the head teacher to account	3.2
iii) Making sure money was well spent (if applicable)	3
iv) Ensuring statutory duties were met (if applicable)	3.7
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?	3.7
4. Have you improved your knowledge from participating in the meeting?	3.2

**Meeting closed at 8.30pm**