



Minutes - Full Governing Body (FGB) meeting

Thursday 4 July 2019 at 6pm

Start time: 6.10pm

Papers issued before the meeting: Heads Report, Subject co-ordinators reports, Ofsted framework briefing paper, Learning Improvement Plan (LIP), Self-evaluation form (SEF)

Attendees:

Governors: Tess Browning (TB), Rachel Clements (RC), Joan Reading (JR), Philippa Wakelin (PW), Marion Davies (MD), Diana Franks (DF) and Lee Poultney (LP) – as a guest of FGB.

Clerk: Janet Ellis (JE)

1. Apologies:

Jackie Ferguson (JF) & Hanene McPhail (HMcp) and accepted.

2. Declaration of interests / Governor duties

No interests were declared and then Dr Clements noted the Governor duties.

3. Approval of minutes/Matters Arising

The confidential minutes from the Extraordinary Full Governing Body meeting (XFGB) on **9 May 2019** were agreed and signed by the Chair, Dr Clements.

Miss Ellis highlighted that, as stated in the Learning Improvement Plan (LIP), a working party/panel was needed for the recruitment process of a new Head and this required an uneven number of Governors and someone to lead the panel. As not all Governors were in attendance the composition of this panel was deferred until the September 2019 FGB meeting. In order to ascertain what support county could provide on the recruitment process, at what timescales and at what potential cost, Dr Browning agreed to speak to Paul Gibb – School Improvement Advisor.

6.20 Dr Reading arrived (having sent her apologies in advance for her lateness)

Action

TB Speak to P Gibb re support and report back to RC/JE

12 July

6.22 Mr Poultney joined the meeting as a guest

4. Approval of minutes / Matters Arising

The normal and confidential minutes from the FGB on **11 April 2019** were agreed and signed by the Chair, Dr Clements.

Web monitoring – this task has been completed and the report is with Dr Browning.

Parish council grant – in light of the new legacy fund project, a new application has not been submitted to the parish council.

'Advert' for Co-opted Governors – This has not yet been placed in the Broadway village newsletter; Miss Ellis agreed to draft a communication for the next edition.

Governor review meetings – Dr Clements apologised that time had not allowed these to take place yet, but she will conduct the first one with Dr Reading as soon as possible.

French – The French teacher has resigned and leaves at the end of this term. The plan is to now have music in the first term and Spanish commencing January 2020.

Staff Governor – due to other priorities and the recruitment of new staff, elections for a staff Governor have been postponed until September 2019.

Monitoring visit by Dr Clements / Mrs Davies – Dr Clements apologised that other school priorities have meant this visit had not taken place.

Behaviour policy – Dr Browning informed the FGB that a new version of the policy had been completed and is now on the website.

Exclusion training – as per the previous minutes this will be scheduled in September 2019 and will now be offered to other schools.

See confidential minutes for further matters arising

Actions

JE	Draft a school update / 'advert' for co-opted Governors	19 July '19
LP	Facilitate Staff Governor recruitment process	Sept 2019
RC	Begin the Governor review meetings	c/fwd
JR	Organise exclusions training date for Governors at FGB	Sept '19

5. Governing Board matters

Dr Clements thanked Mrs Wakelin for her long service as a Governor of the school and also thanked Dr Browning for her time as Head.

Due to the current number of Governors it was decided that an official mentor could not be allocated to Mrs McPhail at this time, but support would be provided as and when required.

Miss Ellis informed the FGB that any Governor could self-nominate for either the role of Chair or vice chair and the 'election' process would be carried out at the September 2019 FGB. Mrs Wakelin expressed her thoughts that Dr Reading would make an excellent vice Chair; Dr Reading agreed to consider this.

6. Heads Report

FGB went through this previously issued report, and a few minor queries were raised; Dr Clements checked that the statement which said in phonics pupil premium children were better than non-pupil premium was correct, Dr Browning said this was so and Mr Poultney commented that this was not a trend. It was highlighted that 'Free school meals' children had poorer results for Age Related Expectations and this would be focussed on next term.

Dr Browning reported that unfortunately the holiday club would not be operating over the summer as the provider had insufficient staff to cover the school due to their popularity elsewhere.

7. Co-ordinators report

Mrs Wakelin commented on the level of Spelling, punctuation and grammar in these reports and all agreed that using the LIP in the future would be a more effective and efficient way of updating on individual subjects. Mr Poultney stated that a succinct action plan would still be utilised per subject, which would be 'RAG rated' and could be utilised at FGB and monitoring meetings as appropriate.

8. Finance and Premises Committee

Dr Clements provided an update, stating that the overall budget position was healthier due to the staff changes and because of this additional funding had been allocated to Special Educational Needs & Disability (SEND) and Governor training. She also informed FGB that the capital budget had now been allocated and the committee were considering a number of projects including refurbishments to Class 2 and the DT area. Dr Browning stated that PR Associates had visited the school to consider these projects and produce outline costings.

9. Curriculum Committee

Mrs Wakelin provided an update from the last meeting, highlighting the teacher/governor training day on the new Ofsted framework and the ongoing difficulties of Governor monitoring, which would be picked up in the separate agenda item.

10. Data Committee

Dr Reading provided an update stating that SEND children were a concern and therefore that was now a priority on the LIP; also, given there were no children in reception at exceeding this would be an area of focus. She noted the improvement in attainment in year 2 and told FGB that a pre-meeting to the new Quality committee would take place to consider data in more detail and produce a summary report.

11. Governor monitoring

Governors provided brief updates on their visits. Dr Reading had performed a science visit and had highlighted some inconsistencies in marking; Dr Browning stated that staff had been briefed about this. Mrs Franks had conducted a Maths visit and had viewed children from all year groups and Mrs Wakelin had visited Mrs Dudfield and Mrs Irvine.

Dr Browning said that a new book review form had been utilised in school which may be of use in the future with some tweaking, she agreed to forward to Miss Ellis for reference when amending other monitoring guidance.

FGB discussed monitoring per class, as a more effective and efficient way of monitoring, highlighting this would also allow monitoring of the class teacher/s subject area; all Governors agreed this could work well and agreed to finalise this at the September FGB. Dr Browning did note that other monitoring would be required in order to monitor the 'learning journey' and FGB agreed this could be achieved by other visits to the school.

Actions

TB	Forward book monitoring form to JE	July 2019
TB	Forwards list of subject coordinators to JE for reference	July 2019

12. Pre-school

See confidential minutes

