



Minutes - Full Governing Body (FGB) meeting

Thursday 4th May 2017 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), Sarah Gillard (SG), Lee Poultney (LP) and Philippa Wakelin (PW)
Clerk: Janet Ellis (JE)

1. Apologies

Joan Reading (JR) and Jude Simms (JS) & accepted.

2. Declaration of interests

None declared

3. Approval of minutes

The minutes from the last FGB meeting - 12 January 2017 and the Extra-ordinary FGB (XFGB) meeting - 16 March 2017 were approved and signed by Dr Clements as Chair of the FGB.

4. Matters arising/progress update on action points

Reading volunteers – the school may now have found one volunteer

Teaching Assistants – now recruited.

Co-opted governors – Dr Clements informed the FGB that Diana Franks wished to become a governor and read a brief statement that Mrs Franks had prepared. The Governors discussed this proposal and unanimously voted in favour of appointing Mrs Franks; agreeing a standard four year term of office. Dr Browning said she was waiting to hear from Lloyds regarding the further co-opted Governor position.

Parent Governor – Dr Browning informed the meeting that no one had come forward as yet to the appeal in the school newsletter (final deadline being 12th May 2017).

Leadership and Management meeting – this was outstanding and needed to be scheduled.

Governor communication to parents – Governors discussed the best timing for this next communication and agreed that the end of spring half term would be ideal so that it could

also be used with new parents. Dr Clements asked all Governors to submit ideas for this communication to her.

Actions

RC	Inform Mrs Franks of Co-opted Governor appointment	5 May
JE	Start the induction process for Mrs Franks	8 May
RC/JF	Complete the Leadership and management meeting/'monitoring'	End May
TB	Re-advertise for a parent governor in Sept 2017 if no applicants by 12 May	
RC	Governor Communication to school	25 May

Refer to confidential minutes also

5. Heads Report

Mrs Wakelin asked what 'internally excluded' meant; Dr Browning explained it was where a child was excluded from their normal classroom and was taught in another class, sat separately to other children.

Dr Browning clarified that Pupil premium funding was used towards helping fund some clubs. On the topic of the Broadway newsletter, Dr Browning stated that they were looking at being featured in the newsletter.

Additionally, the governors discussed the possible numbers for next academic year, which at the moment looked to be around a total of 89 children.

6. Report from Curriculum committee

Mrs Wakelin briefed Governors on the last curriculum meeting. Mr Poultney stated that since the meeting Outreach services from the Vale were now being utilised and he also confirmed that the multi-cultural day was still going ahead as planned on the 8th June.

With regards to the 'Big Classroom' initiative Dr Browning explained this was a 'blogging' site and as such its success depended on staff and pupils posting up sufficient articles of suitable quality to be successful. Governors agreed it could be an excellent way of helping to fulfil the objective of improving cultural diversity within the school (on a limited budget).

7. Report from Data committee

Mrs Gillard referred to the latest data booklet and confirmed the committee were satisfied that there was a robust system of assessment within the school. She highlighted to governors that the areas of concern were: writing (especially year 5); More able pupils and year 4 maths. Mrs Gillard also informed the FGB that 'Talk for writing' was not always suitable for all children and as such would not be used as a blanket approach.

Action

PW	Arrange date for 'More able' governor monitoring with TB	12 May
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8. Report from Finance & Premises committee

Mr Freaney provided an update on the last meeting which essentially reviewed and signed off the 2017/18 school budget. He informed the FGB that the 'carried forward' position was all accounted for and told governors that despite a reduction in 'block funding' and increased costs across many areas the budget for 17/18 does carry a small surplus. He stated that as ever it was now about prioritising spend.

Miss Ellis left the meeting at this point while the Governors discussed her request for an additional 10 clerk hours in 2017/18 budget. On returning to the meeting Mr Freaney informed Miss Ellis that this had been agreed.

Action

TB Inform Mrs Freaney that the extra 10 clerk hours have been agreed 8 May

Refer to confidential minutes also

9. Governor Monitoring

Governors discussed the pros and cons of monitoring in pairs, concluding it was enormously helpful but not always practical. They all agreed to try and combine visits where possible so they could cover more than one area of focus and therefore achieve maximum efficiency and effectiveness i.e. perhaps combining an English visit with a review of Pupil premium children. They agreed the priorities were: Maths, English, Science and the 'Topic'/'Non core' area and in addition to this they should focus on areas the data suggests.

Governors also discussed that their monitoring should now be on looking at 'outstanding' Ofsted targets for the school and identifying gaps and strategies to close the gaps.

Action

RC Review schedule for 2017/18 to best combine priorities Autumn FGB

10. Vision

The FGB agreed this had been covered within the Heads Report but noted that working more closely with other schools was an area of focus and progress.

It was agreed that a meeting would take place on [Wednesday 5th July around 1pm](#) (after triangulation meeting between senior leadership team) to discuss key priorities for next year and the school development plan.

11. Refer to confidential minutes

12. Refer to confidential minutes

Next Meeting

Thursday 6th July at 6.30pm.

End of meeting review form

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

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| 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 | 3.7 |
| ii) Holding the head teacher to account | 3.5 |
| iii) Making sure money was well spent (if applicable) | 3.0 |
| iv) Ensuring statutory duties were met (if applicable) | 3.2 |
| v) Ensuring the school is focussed on its medium to long term vision | 3.8 |
| 3. Did reports/papers issued add value to the Board's decision making? | 3.8 |
| 4. Have you improved your knowledge from participating in the meeting? | 3.5 |