



Minutes - Full Governing Body (FGB) meeting

Monday 30 April 2018 at 6pm

Start time: 6.05pm

Papers issued before the meeting:

Heads Report, Subject coordinators report, Staffing proposals paper, Special Educational Needs and Disability policy (SENd)

Attendees:

Governors: Tess Browning (TB), Rachel Clements (RC), Jon Freaney (JF), Sarah Gillard (SG), Richard Langley (RL), Lee Poultney (LP), Joan Reading (JR) - part and Philippa Wakelin (PW)

Clerk: Janet Ellis (JE)

1. Apologies:

Diana Franks (DF), Mike Groves (MG) and Jude Simms (JS) and accepted

2. Declaration of interests

None declared

3. Approval of minutes

The normal and confidential minutes from the FGB on 14.12.17 and the confidential minutes from the Extraordinary FGB on 28.3.18 were approved and signed by the Chair, Dr Clements.

4. Matters arising/progress update on action points

Parish Council grant – Dr Clements to clarify status of this grant application

Governor photos – a few photos are still required to complete the information

Equality statement – is completed and on the website

Eco warriors – this group is currently not happening

Leadership and management (L+M) – a further meeting is now required

General Data Protection Regulations (GDPR) – Dr Browning stated that Mr Chapman would be the Data Protection Officer (DPO) and that she had received training, she also informed

the FGB that draft permissions letters were being written. Mrs Gillard enquired whether the school had ever had a data issue and Dr Browning replied that they hadn't.

See confidential minutes also

Actions

RC	Organise next L+M meeting	End May
RC	Talk to Mr Beasley re parish council grant	End May

5. Heads Report

Dr Browning referred Governors to Mrs Wakelin's questions which had been submitted in advance:

1. Will the use of the new classroom be affected by the potential lower intake in September? Dr Browning replied that any lower numbers would not impact as they planned to use the room for the oldest children.

2. Are there fewer children of reception age in the Worcestershire area this year? Can we expect a higher number of entrants in 2019?

Dr Browning stated that they do not know if there will be a lower number of children in the Reception age range this year and also that they do not receive this information about other schools.

6. Coordinators reports

There were no questions from these very comprehensive reports.

7. Data committee update

Mrs Gillard provided an update highlighting that 67% of reception children are on track to achieve 'Good level of development', however no national average exists at the moment until all reports are collected. With regards to phonics, she reported that interventions were in place to increase the probable pass rate for this year. And as the Year 2 results were concerning the data committee were monitoring: Writing overall and More Able within this and Maths overall and More Able within this. Dr Browning then handed out the SATs predictions for the year.

8. Curriculum committee update

Mrs Wakelin explained that the committee had met earlier this evening and discussed governor monitoring and she would be following up where monitoring had not taken place yet this year and urged Governors to now book their follow up monitoring on key subject areas. She also stated that Dr Langley had kindly volunteered to take some generic photos to enable the website to be more up to date. Mrs Wakelin also told the FGB that the committee had amended the Home-school agreement and this just required sign off by Dr Browning.

9. Finance and premises committee

Mr Freaney provided an update stating it would be a challenging year as there was a significant decrease in block funding to the school so a conservative approach was being taken in all areas of expense. With regards to the 2017/18 budget the committee were awaiting a final figure from the Finance officer, Ms Esrich and from that further decisions regarding projects could be made.

10. Confidential item

11. Monitoring

Science - Dr Clements reported that during her visit the pupils were dissecting a flower and she noted she needed to complete her visit report.

Maths/Computing - Mrs Gillard provided a brief update from the visit she did with Mr Freaney. During this visit they had looked at how maths was used across the curriculum; and found much evidence with the older children: use of bar charts, scatter graphs etc. Dr Langley enquired whether the pupils were taught coding skills and Mr Poultney informed him they used 'scratch', which was a programming language.

Early Years Foundation Stage (EYFS) – Mrs Wakelin provided an update saying all children were very engaged with their activities; *she challenged the use of the outdoor space as it appeared under-utilised* and Dr Browning said this had now improved.

Acton

RC Complete Science monitoring visit report

31 May

12. Governor impact statement

Paper tabled at the meeting

Dr Clements chaired a brief discussion to gather ideas from the FGB to update this document, ideas included:

Promoting flexible leadership, use of Section 106 funding, focus on year 5 'More able' pupils, 'ican' statement review, closing the gap between Pupil premium and non pupil premium children, financial management in challenging times and Governor development.

On the subject of Governor / team development Dr Clements informed the FGB that the school are subscribing to the NGA's on-line training modules this year, which will be a great resource for all governors. Ms Ellis noted that Mr Groves last day as a Governor would be 13 June which would mean a new parent Governor would be required. The governors agreed to start this process in September 2018 to take advantage of new parents coming into the school.

Additionally, the Governors discussed the NGA's '20 questions' and agreed to re-do this online questionnaire in June.

Acton

RC Send NGAs 20 questions for Governors to complete

w.c 5 June

13. New build update

Mr Poultney told the FGB that Leon builders arrived today and had started preliminary work, he reminded Governors that PR Associates were the project managers and it was hoped to be an 18 week timetable of work, which would also include the asbestos removal.

14. Special Educational Needs and Disability (SENd) policy

The Governors agreed to adopt the current policy and Ms Ellis stated she would upload to the website.

Action

TB Send JE copy of the final policy/load onto website

Complete

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	3.4
ii) Holding the head teacher to account	3.3
iii) Making sure money was well spent (if applicable)	3.8
iv) Ensuring statutory duties were met (if applicable)	3.6
v) Ensuring the school is focussed on its medium to long term vision	3.9
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?	3.4