



Minutes - Full Governing Body (FGB) meeting

Thursday 5th July 2018 at 6pm

Start time: 6.05pm

Papers issued before the meeting:
Heads Report and Subject coordinators report

Attendees:

Governors: Tess Browning (TB), Rachel Clements (RC), Sarah Gillard (SG), Lee Poultney (LP), Joan Reading (JR) and Diana Franks (DF)
Clerk: Janet Ellis (JE)

1. Apologies:

Richard Langley (RL), Jon Freaney (JF), Philippa Wakelin (PW) 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 30.4.18 and the confidential minutes from the Extraordinary FGB on 22.5.18 were approved and signed by the Chair, Dr Clements.

4. Matters arising/progress update on action points

Leadership and management (L+M) – a further meeting is now required
General Data Protection Regulations (GDPR) – Dr Browning stated that Mrs Nightingale will now be the Data Protection Officer (DPO) for the school.
NGA Governor survey – some Governors have not completed this survey
Parish grant - Dr Browning said that she and Mrs Fielder would write to the parish council.

Actions

RC – L+M - organise a meeting in autumn term	Sept 18
RC - Complete Science monitoring visit proforma	Sept 18
TB – Write to the parish council re a grant application	Sept 18
JE - NGA survey - reissue link for those who have not completed to do so	End July

5. Heads report

There were no questions arising from the report. Mr Poultney provided a further brief update on the preschool informing governors that extra promotional flyers had been produced and next week the school were interviewing for a teaching assistant (TA) to help in this class.

6. Coordinators reports

Governors thanked the subject coordinators for their work. Dr Browning highlighted that writing would be a focus next term and this had also been acknowledged across the cluster as an issue at the Heads meeting; therefore the planned TED day on maths in October 2018 may actually consist of two different sessions: one on maths and one on writing. FGB also discussed 'Talk for writing', as there was a slight concern that it may be holding back more able pupils, Dr Browning said this would be discussed with the appropriate staff.

With regards to computing Mr Poultney explained that it was difficult to achieve all goals as pupils did not get experience of 'pop ups' and adverts etc due to the firewall. Mrs Gillard said she would review this report in more detail.

Action

[SG - review computing report in further detail](#)

August 18

7. Data committee update

Mrs Gillard gave an overview of the recent meeting, stating that with regards to 'Good Level of development' the school were expected to achieve 61.1% which would be below last year's national average of 70.7%, writing being the area of focus here. Within year 1 there was no discernible pattern between individual categories of pupils and in phonics screening one child had been 'disapplied'. In year 2 maths results had improved due to interventions by staff and pupils having had the chance to complete the curriculum. Within year 3 the gaps were closing and in year 4 there again was no discernible pattern in the group details. In terms of attainment year 2 were below the threshold for writing and for SATS the school were in line with the national average.

Dr Browning told FGB that the data committee had also discussed the idea of using two year targets, and further added that she was now aware that the school was the only one in the cluster not doing so. She added that moderation would focus on English, maths and writing next year.

8. Curriculum committee update

Dr Clements provided the update in Mrs Wakelin's absence, informing the FGB that Dr Langley would work with Dr Browning with regards to a Tesco token proposal and this may be around an outdoor area project, resources for early years or perhaps a new whiteboard. Dr Browning noted she had already spoken to Mrs Fielder, who is joining the school in September to work in the newly formed early years (EY) class, about possible resource requirements for EYs. Other highlights from this committee included positive feedback for the arts festival activities at the school and in the village and a possible school trip funded by the Broadway Trust.

Dr Browning added that she had attended safeguarding training and Mrs Dudfield would attend training in the autumn term. And Dr Reading confirmed she hoped to perform a check on the single central register next week. Dr Browning enquired whether the NGA or similar organisation had any cost effective training modules on safeguarding, in light of the new 'Keeping children safe in education' guidance which was due out on September, Dr Clements agreed to investigate and report back.

Actions

[RC - investigate whether NGAs learning link has a module on safeguarding](#)

August

9. Finance and premises committee update

Dr Clements provided the update in Mr Freaney's absence, informing the FGB that the in-year surplus was at the moment forecasted to be around £5.6k and the cumulative surplus was healthy. The capital forwarded position was not yet known from County but would be added to the annual budget of around £5k and this was earmarked for a new back door, external school signage and new car park gates amongst other items. Dr Browning added that the school were assessing priorities and awaiting feedback/quotes with regards to remaining S106 grant funding. Additionally Dr Clements reported that this committee were considering external funding options e.g. Tesco and Broadway Trust to support specific learning initiatives and would be coordinating with Curriculum committee on this action.

10. Governor monitoring (GM)

It was noted that Dr Langley had completed a PE visit on 28 June 2018 and written his report and Mrs Franks had made an initial RE visit to the school on 25 June. Dr Clements told the FGB that she and Mrs Wakelin would meet before the FGB in the autumn to discuss the schedule for 2018/19 and Dr Browning added that she would pass on the new cluster school version of a monitoring report for information, once she had received it after her meeting today.

Governors discussed possible training needs within this area going forward, especially if (as was likely), resources prevented the current buddy system from occurring next academic year. Dr Clements said she would look at the NGAs resources and report back.

Actions

RC - investigate whether NGAs learning link has a module on GM

August

11. New build

Mr Poultney provided the update telling the FGB that all was going well and he believed on schedule. The builders now needed the school holidays to finish work on the new classroom and perform the work in class 4. Governors briefly discussed the possibility of an opening day for the new build and decided the date would probably be a couple of weeks after all works were completed.

12. Governor development

Dr Clements proposed that the FGB postpone this item in order that more responses could be obtained, this was agreed.

Actions

JE - Add NGA 20 questions items to autumn FGB

Complete

13. AOB

Year 5 leavers survey - the individual surveys were handed over to Mrs Gillard who had kindly volunteered to summarise and pass back to the school.

School reports - Dr Browning told FGB the school, were going to revise school reports next year.

Meeting closed 7.15pm

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	3.5
iii) Making sure money was well spent (if applicable)	4
iv) Ensuring statutory duties were met (if applicable)	3.7
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?	3.8
4. Have you improved your knowledge from participating in the meeting?	3