

MINUTES OF THE FULL GOVERNING BODY MEETING

Tuesday 5th September 2017 at 6pm

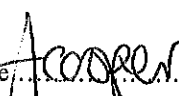
Present Angela Cooper (AC; Chair), Steve Dew (SD), Geoff Bayliss (GB) Betsy English (BE), Ruth Moore (RM) Tom Stocker (TS) arrived 6.15pm

Not Present Robert Esnough (RE), Katy Jurczynsyn (KJ)

Apologies: None

Clerking: Kerry Lenton

<p>1. Welcome and introductions</p>	<p>1.1: Everyone was welcomed to the meeting. A reminder was made to keep to timings.</p> <p>1.2: The meeting was opened with a prayer.</p>	
<p>2. Apologies</p>	<p>2.1: No apologies were received in advance of the meeting.</p>	
<p>3. Declarations of interest</p>	<p>3.1: There were no new declarations of interest.</p>	
<p>4. Minutes of previous FGB meeting</p>	<p>Minor corrections were made to the minutes and a new copy will be sent to the Chair for signing.</p>	
<p>5. Matters arising from minutes and not discussed elsewhere</p>	<p>Governor Visits In the future the Governor visit report will be completed in written format and a template will be supplied. There is a template in the proposed Governor Visits policy that is awaiting approval. All Governor Visits will be arranged through the AC who will liaise with SD; Governors are not to approach individual staff members</p> <p>Governor References It was reported back that Governor Services do not have a template for taking up references for any perspective new governors. It was agreed that a balanced view point should be taken that considers the need to have a person of good standing with making the process off-putting and too time consuming.</p> <p>Lanyards New lanyards were issued to Governors for them to wear at school based events.</p> <p>Chair/Headteacher meetings These meetings will usually take place on a Friday. If anyone has any points they would like raised or to give input please get the information to the Chair in advance of Fridays. The aim of these meetings is to streamline communications.</p> <p>Office 365 Confirmed it does work on mobile device. Agreed that all</p>	<p>RM & AC will work on this and report back at the next meeting.</p>

Signature  Date 31.10.17

	<p>documents would be put on Office 365 and not emailed round to avoid the chance of Governors missing documents. Passwords can be re-set by KL if anyone needs this to be done. The question was raised if old contacts can be deleted.</p> <p>The Key Governors confirmed all had received details except for TS.</p> <p>Named minutes Minutes will not show details of who raised any point. Only actions will be named</p> <p>Instrument of Governance Instrument of Governance was look at. There is a vacancy for a staff Governor. Miss Henderson is interested.</p> <p>Skills Audit The skills audit needs looking at and where there are gaps these should be looked at. Various companies have schemes that could be used to find people to fill these skills gaps. It should be noted that skills are one thing but experience and representation of our diverse community are also important.</p> <p>Attendance at governor meetings A grid displaying meeting attendance will be created and displayed on the school website.</p> <p>Minutes It was agreed that draft minutes would be displayed on the website. When a Clerk is appointed the minutes will be in draft format within 7 days and ready for publishing.</p> <p>Student Council Questions were asked about the School Council. It was explained that we do have one so that the school can hear the student voice. The children decide who is on the council and it is not the same child every year. They meet on a weekly basis and take part in staff recruitment.</p> <p>Exit Surveys Four were returned this year. SD has worked on the points raised in the results over the last two days with the current staffing team.</p> <p>Term Dates This year's term dates are displayed on our website.</p> <p>Calendar of events This will be created soon and given to governors.</p>	<p>KL to investigate if passwords can be re-set by an automated method and if old contacts can be deleted.</p> <p>AC to organise.</p> <p>SD to speak with RH.</p> <p>AC will take responsibility for governor recruitment</p> <p>KL to organise.</p> <p>KL to contact Governor Services to organise a new clerk.</p>
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	<p>H&S A H&S governor visit will happen this term.</p> <p>Headteacher appraisal An external person needs to be organised and the appraisal needs to happen this term.</p>	<p>KL & GB to organise</p> <p>AC to organise</p>
6. Housekeeping	<p>The safeguarding check sheet for governors was completed.</p> <p>Everyone reminded to complete their induction training. Over the coming year once more training dates/places are released these will be communicated and people can complete the modules.</p>	<p>AC to sign off a clear clean copy GB to send a list of his completed training. AC will complete safeguarding. GB will complete H&S. TS & KJ to complete Safeguarding.</p>
7. Standing Order & Committees	<p>The document called the "Standing Orders for the Governing Body and Committees of the Governing Body" was agreed and worked through by all parties present.</p> <p>It was agreed that there would be two committees only at present. These are FGB and Budget Scrutiny. Other areas will be fed back to Governors via Headteacher's report and Chair/Headteacher weekly meeting.</p> <p>It was suggested that policies were to be kept separate for the time being.</p>	<p>AC to sign off completed document.</p> <p>AC & BE to work out next steps</p>
8. Governor's Code of Conduct	<p>The document was briefly discussed. Questions were asked about how frequently the vision of the school is looked at. It was realised that the vision of the school isn't necessarily written down. In years gone by it was about supporting the school in a productive way and being a friend of the school. Now this has changed somewhat and it is about understanding the school, its needs and requirements.</p> <p>It has been recommended that the FGB adopt the code of conduct distributed. All governors present agreed to sign the Code of Conduct. As two Governors are absent it will go on the next agenda.</p>	<p>AC to put on next FGB agenda.</p>
9. Review of the Governing Body	<p>The document called "Twenty Questions" was shared with the FGB.</p> <p>It was agreed that the group are enthusiastic, engaged and have a diverse skills base. It is important to know the aim of the school and where we are heading. Governors would like the vision and aim to become stronger. It was agreed that a Governor Development Plan should be written with key performance indicators. The Governor Development plan will be section 4 of the School Development plan. The School Development plan will come out soon once the school has received the latest DFE</p>	<p>AC to put on next</p>

	<p>information which is not released yet.</p> <p>This is a fairly recent FGB with only one member in post from two years ago. All felt that they have a journey to go on and to start this they need a joint purpose, aim and vision. More time needs to be put aside for this.</p> <p>Governors felt they were in a stronger place this year compared to last due to the schools recent results.</p> <p>The strategy should come from all stakeholders and not just governors. The Community Room Café shows the current 3 year plan and which stakeholders fed the plan; blue = children, orange = community and green = staff.</p> <p>The children wrote the school values and in addition the school uses two of the Church of England values.</p> <p>Another local school that creates a 10 year development plan. They look at things slightly different as they consider what makes them a successful school which is not necessarily in terms of Ofsted. The school should not just focus on good results; children need to be happy, engaged, enjoy learning etc. It was felt that our school needs to comfortably be in the top 25 for our type of school but also have lots of opportunities for children to become confident individuals, perhaps perform on stage, and fulfil their full potential. Our school should not have a narrow focus and we should strive to offer a wide range of opportunities.</p> <p>Governors will aim to start the Governor Action plan soon.</p> <p>Governors were asked to complete a skills audit document and return it to the school office.</p> <p>A working group to look at policies was agreed. They will report back to the FGB at the next meeting</p>	<p>FGB agenda</p> <p>Governors to read the information on the wall as & when they have available time.</p> <p>AC to organise a separate meeting about it.</p> <p>All governors to complete.</p> <p>AC & BE to meet.</p>
<p>10. Nursery & Forest School update</p>	<p>The architect has the three tenders. The school has asked for these however they have not been forthcoming. The tenders range in price from £500, 000 to £638,000. The actual tender documents are required in order for us to proceed with obtaining the grant we wish to apply for. The school is unsure why the architect is reluctant to share the tender information.</p> <p>The architect has been asked to look at obtaining lower prices. He now has this down to £430,000.</p> <p>The school is now seeking alternative quotes and will also look at modular buildings.</p>	

	<p>The 30 hour placement could potentially happen now for some children however all that wanted it could not have it.</p> <p>The gabion walls have gone up over the summer in order to provide the surface required in order to begin to progress the forest school & allotment areas. The next stage is to create an outdoor classroom so that a "Growing Club" can be created. A part time gardener has been employed in order to move the area forward.</p>	<p>SD to send families an update.</p>
<p>11. SEF</p>	<p>Due to 2015/2016 results we were unable to say that we were an Ofsted 'Good' school. Due to the 2016/2017 results which put us in the top 15% of all schools we are now able to say that we are a 'Good' school.</p> <p>Our aim is to remain above the national average for every subject & combined subjects. We compare favourably on combined scores throughout the city.</p> <p>The headteacher was thanked for his leadership and the governing body also expressed their thanks to the teaching staff.</p>	<p>Governors were asked to email any questions regarding these matters to AC</p>
<p>12 Review of content of Headteachers report</p>	<p>A template has been agreed and will be used going forward.</p>	