



Full Governing Body

Minutes of meeting held on Wednesday 6th July at 6pm

Attendance Key: P = present, Ap = apologies received and accepted, ApN = apologies received but not accepted, A = absent)

Name	Governor Category	Term Expires	24 09 15	07 12 15	24 02 16	21 04 16	06 07 16
Michelle Barnes (MB)	Parent	May 2020	-	-	-	-	P
Darren Gibbons (DG) [Vice Chair]	Parent	Dec 2018	P	P	P	P	P
Anna Goddard (AG)	Parent	May 2020	-	-	-	-	P
Mark Williams (MW)	Parent	May 2020	-	-	-	-	P
Alexsandra Leska (AL)	Staff	Nov 2017	P	Ap	P	P	P
Marianne Allen (HT)	Head Teacher	Ex officio	P	P	P	P	P
Clr Carl Meader (CM)	Local Authority	May 2019	P	P – from 7.44pm	A	A	Ap
Kim Davenport (KD)	Co-opted	May 2019	Ap	P	Ap	A	P
Lydia Humphreys (LH)	Co-opted	Nov 2018	P	P	Ap	P	Ap
Ann Robertson (AR) [Chair]	Co-opted	May 2019	P	P	P	Ap	P
Fiona Townhill (FT)	Co-opted	Dec 2016	P	Ap	P	P	P

Also present: Rebecca Silliker (Clerk)

Minutes Key:

- **Bold** = Items & Actions.
- ***Italic bold*** = Governors questions/comments.
- Underlined = link to report/paper on GovernorHub.com (secure online filing and resource site for Governors) in the 06 07 16 meeting folder unless otherwise stated.
- **Bold underlined** = Governing Body decisions.
- Acronyms/abbreviations will be written in full in the first instance and used thereafter.

The minutes are not a verbatim record of the discussions of the governing body but are a clear record of the meeting including questions, responses, and resulting action points as well as rationale behind decisions taken and support for the school and its achievements. They serve as evidence of how the governing body is fulfilling its strategic role.

Start Time 6.03pm

Item No.	Item	Action
1.	Receive Apologies	
	Apologies from Lydia Humphreys and Carl Meader were received and accepted. Michelle Barnes communicated she would be running late.	
2.	Declaration of Pecuniary or Prejudicial Interests	
	Darren Gibbons is shareholder and director of Ace Fire and Security Ltd , supplier of services to the local authority.	
3.	Any Items to be raised in Any Other Business	
	There were no items to be raised.	
4.	Confirm minutes Of Meeting held on 21st April 2016 and Matters Arising	
	The minutes of the 21st April 2016 were circulated to prior to the meeting, accepted as an accurate record of proceedings.	
	Outstanding Action: Item 5 - MW and either CM or DG will undertake the Health and Safety walk, to be arranged.	MW/ CM or DG
5.	Head's Report including attendance, behaviour and exclusions report	

	<p>Item 5 was discussed after item 7.</p> <p>The Head's Report was circulated and reviewed.</p> <p>The Head noted the school had 95.61% pupils attendance. She also noted there was one application for the Deputy Head Teacher position and one for the Key Stage Leader. Jude Lovely, Senior School Improvement Advisor, would be involved in the interview process. A Governor congratulated the Head on the improvement and asked what could be done to achieve +96% before the end of term. The Head explained that there wasn't a general lack of attendance but specific individuals which were being addresses through intervention measures and strong challenge from the school office, in addition it could be expected (although not accepted) that attendance would drop a little as the summer holiday period starts.</p> <p>The staff well-being day went very well. A governor asked if through feedback it can be showing empirically to work/improve performance? The Head confirmed it seemed to work setting it at Easter Time. The staff governor also mentioned how well it had affected the staff. staff training noted</p> <p>The buildings and maintenance report was reviewed. The Head informed the board they still had no asbestos report back from the Local Authority (LA) and has told them she will commission and i an independent report. The site manager is also still chasing the condition survey.</p> <p>Softpour will be considered next year but they can't guarantee roots of tree won't break through. Entrance and reception carpets are being replaced with easy clean flooring and lockers are being ordered for the new classroom.</p> <p>The Head noted there were three pupils with an Education and Health Care plan (EHC) and eleven pupils referred using the Early Help Assessment (EHA) form. The EHA is used to involve different agencies to support the family. A governor asked who decides on the EHA referral? The Head answered it would be herself and the Safeguarding officer. The EHA was not a permanent record.</p> <p>Other highlights from the Head's report discussed:</p> <ul style="list-style-type: none"> • Higher Achievers - putting year 2 on accelerated reading has gone well. • They will not be mixing the key stages for maths. • Key Performance Indicators (KPI's) being used for new curriculum. • They have two middle school teachers joined the team. • There have been two exclusions, of the same pupil. There is a large team working round the child who meet regularly; they want to keep him in school. • One pupil has become Child In Need (CIN) today and there is a term working with the family. • There were no racist or bullying incidents. • There was a Single Central Record initial check. The school has been told of new items to feature on it and the checkers will be returning in September. • They will be carrying on with Chinese in the next year, all Kempston schools are. They are in talks with Bedford University to set up a Confucius Classroom - a centre for Chinese learning, just for Kempston schools. • German continues to be taught in year 4. • They will continue to focus on increasing the challenge for higher achievers. • The PP lead will continue for one more year to embed staff knowledge. • One pupil won a writing competition at the John Bunyan museum 	
6.	Meeting and work schedule for 2016/17 academic year	
	This will be circulated at the Extraordinary Governing Board meeting on the 18th July.	
7.	Chair's Report and Correspondence	
	<p>Item 7 was discussed before item 5.</p> <p>MB, AG and MW were welcomed as new Parent governor appointments.</p>	

	<p>The Chair informed the board she had received a lot of correspondence regarding training courses. She recommended to book courses online through Governor Hub.</p> <p>MB arrived at 6.08pm, AL and KD arrived at 6.13pm.</p>	
8.	Budget 2016/17 review/acceptance	
	<p>The draft Budget 2016/17 was circulated to the board prior to the meeting. It had been reviewed and discussed at the Finance committee meeting and the potential risks highlighted.</p> <p>The proposal to increase the training funding part of the budget was included and the budget amended prior to circulation this evening.</p> <p><u>The 2016/17 budget was approved by the board unanimously.</u></p>	
9.	Update on Two-Tier Conversion	
	This will be discussed at the Extraordinary Governing Board meeting on the 18th July.	
10.	End of Year SEF	
	This will be reviewed at the Extraordinary Governing Board meeting on the 18th July.	
11.	Reports from Sub-Committees	
11.1	Standards	
	<p>The minutes of the meeting were circulated to governors prior to this evening. The clearer layout of the data presented at the meeting was commented on and how it was easier to monitor progress being made, to question how to make improvements.</p> <p>It was noted during the previous Ofsted visit governors were unable to explain fully how things like Pupil Premium (PP) funding was being spent and whether that group was or wasn't improving. Now the data was separated into groups it was easier to understand. It was also noted how attainment levels have changed and they will be able to use the data to see if a group isn't making progress and can ask why and how it's being managed. There is an expectation for all governors have an understanding of pupil performance data and how to interpret it.</p> <p><i>A governor asked what was in place for communicating with parents of English as an Additional Language (EAL) pupils?</i> The Head explained they had a member of staff who spoke Polish (the predominant EAL group) and they would use interpreters from the Local Authority (LA) where necessary. <i>A governor suggested 'Language Line', a telephone interpretation service.</i> The Head will investigate.</p>	
11.2	Finance, Personnel and Strategy	
	<p>The budget meeting was discussed under item 8.</p> <p><i>A governor asked if new teachers were starting in September?</i> The Head explained these were additional teachers. It was noted how important the feedback was from interviews by children.</p>	
11.3	Priority Groups	
	There had been no meetings and it was highlighted the first thing at the beginning of the next term would be to set up these group meetings now including the new governors.	
11.4	Governor School Improvement Group (GSIG)	
	The first meeting will take place on Monday the 11th July, facilitated by Jude Lovely.	
12.	Letter/Termly Information to Parents	
	DG suggested one of the new governors to write a piece commenting on joining the board. MW agreed to write the piece to submit by next Thursday.	MW

13. Vote for Chair and Vice Chair for new academic year	
<p>One nomination for Chair and one nomination for Vice Chair had been received.</p> <p>The board accepted the nomination by FT of DG to Chair the board and the nomination by DG for AR to be Vice Chair.</p> <p>Due to their being an additional meeting scheduled prior to the end of term, those appointments would be from close of this evening.</p> <p>The Head thanked AR for her time as Chair. DG commented on his pleasure working with AR as Vice Chair and now continuing alongside her as Chair.</p>	
14. Any Other Business	
None.	

Meeting closed at 7.07pm

<u>Decisions Made by the Full Governing Body</u>
<u>Item 8: The 2016/17 budget was approved by the board unanimously.</u>

Action	To be actioned by	Date
Outstanding Action: Item 4 - MW and either CM or DG will undertake the Health and Safety walk, to be arranged.	MW and CM or DG	?
Item 12: DG suggested one of the new governors to write a piece commenting on joining the board. MW agreed to write the piece to submit by next Thursday.	MW	By 14th July