



Full Governing Body

Minutes of meeting held on Thursday 21st April 7pm

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
Darren Gibbons (DG) [Vice Chair]	Parent	Dec 2018	P	P	P	P	
Fiona Townhill (FT)	Parent	June 2016	P	Ap	P	P	
David Waller (DW)	Parent	Feb 2016	Ap	Ap	P	Ap	
Vacancy	Parent – Vacancy	-	-	-	-	-	
Alexsandra Leska (AL)	Staff	Nov 2017	P	Ap	P	P	
Marianne Allen (HT)	Head Teacher	Ex officio	P	P	P	P	
Cllr Carl Meader (CM)	Local Authority	May 2019	P	P – from 7.44pm	A		
Kim Davenport (KD)	Co-opted	May 2019	Ap	P	Ap		
Lydia Humphreys (LH)	Co-opted	Nov 2018	P	P	Ap	P	
Ann Robertson (AR) [Chair]	Co-opted	May 2019	P	P	P	Ap	
Vacancy	Co-opted – Vacancy	-	-	-	-	-	
Chris Tory	Associate	May 2019	-	-	-	-	
Vacancy	Associate – Vacancy	-	-	-	-	-	

Also present: Michelle Barnes, Mark Williams, Anna Goodard attended as observers and potential new governors; 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 21 04 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 7.45pm

Item No.	Item	Action
1.	Receive Apologies	
	Apologies from Ann Robertson and David Waller were received and accepted. Carl Meader and Kim Davenport communicated they would be running late. Due to governor training running on later than expected, the meeting would try to be quicker and any papers/documents the governors can take away with them and any questions can be discussed by email.	
2.	Declaration of Pecuniary or Prejudicial Interests	
	Darren Gibbons is shareholder and director of Ace Security Ltd, supplier of services to the local authority.	
3.	Any Items to be raised in Any Other Business (AOB)	
	The Head informed the governors there was one item to raise in AOB.	
4.	Confirm minutes Of Meeting held on 24th February 2015 and Matters Arising	
	The minutes of the 24th February 2015 were circulated to prior to the meeting, accepted as an	

	accurate record of proceedings.	
5.	Head's Report including attendance, behaviour and exclusions report	
	<p>The Head Teacher's Summer 1 2016 report was circulated prior to the meeting, reviewed and accepted by the governors.</p> <p>The Head discussed with the governors the fifteen applicants for the teaching positions. The top five applicants were chosen and interviewed in a thorough process. The top three interviewers were thoroughly reviewed and two teachers appointed, one experienced and another a Newly Qualified Teacher (NQT) who was a strong candidate.</p> <p><i>A governor commented how in the past the school may have struggled for quality applicants and asked if that had changed?</i> The Head answered yes. She was very pleased with the higher quality of the candidates and commented on the improved school website and governor involvement.</p> <p>The Head commented on how well the apprentices were doing: two were working in the office, two in Reception.</p> <p>The Head's report was further discussed. <i>A governor asked what the attendance target was for the school?</i> The Head answered 96%.</p> <p>The Buildings and Grounds Summer 2016 Report was circulated prior to the meeting, reviewed and accepted by governors.</p> <p><i>A governor asked if the playground was to be swept termly?</i> The Head explained yes, this was a special sweep to mitigate debris build up.</p> <p>ACTION: DG noted both he and CM need to arrange a health and safety walk.</p> <p>The Head noted the skylights were being inspected tomorrow and was the last item on the conditions. She also informed the governors there would be a financial audit next week.</p>	DG/CM
6.	School Data Reports	
	<p>Reports were circulated in paper and will be circulated to the governors electronically. Due to the shortage of time at this meeting, any questions can be raised by email or at next full governors meeting; however the data reports will be discussed in full at the next Standards meeting on the 13th May.</p> <p>The Head did briefly review the new program of assessment for the new curriculum and commented that the new data appeared improved. It was noted progress was excellent all round.</p> <p>Michelle Barnes, Mark Williams, Anna Goodard left at 8.10pm</p>	
7.	Chair's Report and Correspondence	
	<p>DG informed the governors that he and the Chair carried out an interim appraisal of the Head along with Jude Lovely, Local Authority (LA) School Improvement Advisor.</p> <p>DG also informed the governors on behalf of the Chair that Member of Parliament (MP) Richard Fuller was coming to meet with the school and governors after the Chair spoke with him regarding the two-tier proposal.</p>	
8.	Budget Update / School Financial Value Standard (SFVS)	
	<p>DG signed the SFVS as chair of Finance, Personnel and Strategy committee. The Head mentioned again the financial audit taking place next week and will circulate a report after. The LA representative will be undertaking the audit as follow up from previous audit where the school was assigned a work plan.</p> <p>The Self-Assessment for audit for staff and for governors was accepted and signed.</p>	

9.	Update on Two-Tier Conversion	
	There were no updates to report. The planning application was due to go in, however the Head has had no further information from the LA.	
10.	Governor Effectiveness Review – 20 Questions	
	It was agreed to postpone this item.	
11.	Reports from Sub-Committees	
12.1	Finance, Personnel and Strategy Committee Terms Of Reference (TOR) Acceptance The FPS TOR agreed on 24 03 16 by the committee were circulated prior to the meeting and accepted by the full governing board. The School Finance Manual was also accepted by governors and signed by DG.	
12.2	Standards Committee TOR Acceptance The Standards Committee TOR agreed on 04 03 16 by the committee were circulated prior to the meeting and accepted by the full governing board.	
12.3	Priority Groups Update There was nothing new to update.	
13.	Letter/Termly Information to Parents	
	The governors were informed the governor letter was added to the school newsletter and circulated.	
14.	Policies to be reviewed/ratified	
	The Confidentiality Reporting Policy was circulated prior to the meeting. The governors stated they had read the policy and were happy to accept it.	
16.	Any Other Business	
	The Head informed the governors she had to ask the bank (where the school holds their account) for a new mandate for signatories.	
17.	Date of Next Meeting	
	Full Governing Board: 6.30pm Wednesday 6 th July. The School Self Evaluation Form (SEF) review and barbecue will take place on the same evening as the next full governing body meeting. It will be for all staff and governors. The governors were asked to bring a desert each.	

Meeting closed at 8.41pm

Decisions Made by the Full Governing Body

Item 12.1: The [FPS TOR agreed on 24 03 16](#) by the committee were circulated prior to the meeting and accepted by the full governing board

Item 12.1: The School Finance Manual was accepted by governors and signed by DG.

Item 12.2: The [Standards Committee TOR agreed on 04 03 16](#) by the committee were circulated prior to the meeting and accepted by the full governing board.

Action	To be actioned by	Date
Item 5: DG noted both he and CM need to arrange a health and safety walk.	DG / CM	?