



## Full Governing Body

Minutes of meeting held on Monday 7<sup>th</sup> December at 6.30pm

**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	07 01 16	21 04 16	06 07 16
Darren Gibbons (DG) [Vice Chair]	Parent	Dec 2018	P	P			
Fiona Townhill (FT)	Parent	June 2016	P	Ap			
David Waller (DW)	Parent	Feb 2016	Ap	Ap			
Vacancy	Parent – Vacancy	-	-	-			
Alexsandra Leska (AL)	Staff	Nov 2017	P	Ap			
Marianne Allen (HT)	Head Teacher	Ex officio	P	P			
Cllr Carl Meader (CM)	Local Authority	May 2019	P	P – from 7.44pm			
Kim Davenport (KD)	Co-opted	May 2019	Ap	P			
Lydia Humphreys (LH)	Co-opted	Nov 2018	P	P			
Peter Moon (PM)	Co-opted	June 2018	Ap	P			
Ann Robertson (AR) [Chair]	Co-opted	May 2019	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](http://GovernorHub.com) (secure online filing and resource site for Governors) in the [07 12 15](#) 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 6.29pm

Item No.	Item	Action
<b>1.</b>	<b>Receive Apologies</b>	
	Apologies from Fiona Townhill, David Waller and Alexsandra Leska were received and accepted.	
<b>2.</b>	<b>Declaration of Pecuniary or Prejudicial Interests</b>	
	Both Kim Davenport and Carl Meader also serve as governors of Daubeney Academy. Darren Gibbons is shareholder and director of Ace Security Ltd, supplier of services to the local authority.	
<b>3.</b>	<b>Confirm minutes Of Meeting held on 24<sup>th</sup> September 2015 and Matters Arising</b>	
	The minutes of the <a href="#">24th September 2015</a> were circulated to prior to the meeting, accepted as an accurate record of proceedings and signed as such by the Chair.  It was suggested to highlight governors comments/questions in a different colour.	
<b>4.</b>	<b>Chair's Action</b>	
	There were no actions to report.	
<b>5.</b>	<b>Correspondence</b>	
	There was no correspondance to report.	

<b>6.</b>	<b>Budget Update / School Financial Value Standard (SFVS)</b>	
	<p>A budget <a href="#">Monitoring Report 03 12 15</a> was circulated to the governors prior to the meeting.</p> <p><b>ACTION:</b> The <a href="#">SFVS</a> was circulated to members of the Finance, Personnel and Strategic committee for completion prior to the meeting. AR, DG and PM to complete the matrix and return to the head.</p>	AR, DG, PM
<b>7.</b>	<b>Head Teacher's Report</b>	
	<p>The <a href="#">Head Teacher's Autumn 2015</a> report was circulated to the governors prior to the meeting.</p> <p>Governors questions/comments and responses:</p> <ul style="list-style-type: none"> <li>• <b>Governors commented on the outstanding pupil attendance figure of 96.47%.</b></li> </ul> <p>The head explained the Early Help Assessment (EHA) form from the local authority now in use. The form gets completed and help is received.</p> <ul style="list-style-type: none"> <li>• <b>Is the form is a precursor to a pupil getting a 'statemented'?</b></li> </ul> <p>No, the head answer it's to identify where there's a problem. It's not necessarily special needs it could be social services and/or behaviour concerns. Under EHA it is good to know someone is watching out for them.</p> <ul style="list-style-type: none"> <li>• <b>The need for an assigned safeguarding governor was highlighted.</b></li> </ul> <p>The head requested a governor the single central register every term.</p> <p><b>ACTION:</b> Governors proposed DW to check the register when he visits the school next week.</p> <p>A letter was issued to parents asking for governors; there has been no response as yet.</p> <p><b>ACTION:</b> AR will speak to DW and Shaney Ann regarding options for safeguarding governorship.</p> <p>A confidential matter was raised and this has been minuted separately.</p>	DW  AR
<b>8.</b>	<b>Update on Two-Tier Submission</b>	
	<p>The governors were informed that consultation meetings were held for parents and those affected. DG issued a letter to parents, and also placed it on the website, listing the questions and answers from the meeting. He reported the meeting involved positive discussions from parents. Both the head teacher of Daubeney and Chair of Governors of Daubeney attended the consultations.</p> <p>The LA has approved in principle the bare minimum but the governors agree this doesn't achieve what is needed to successfully meet the schools requirements. DG has asked to discuss this with Colin Foster.</p>	
<b>9.</b>	<b>Governor Effectiveness Review – 20 Questions</b>	
	<p>The <a href="#">Governing Body 20 Questions Self Evaluation</a> form was circulated prior to the meeting and discussed. The governors were asked to complete and return to DG. He will assemble a form with a cumulative score and comments for each question and create a list to address areas needing improvement.</p> <p><b>ACTION:</b> Board to complete 20 Questions self-evaluation form and returned to DG the week.</p> <ul style="list-style-type: none"> <li>• <b>A governor commented</b> this form has led to a mentoring role for a governor seeking improved knowledge of the school. The governor will visit the school to watch teacher assessments of pupils and then complete governor visit forms.</li> </ul>	ALL
<b>10.</b>	<b>Safeguarding Update</b>	
	Reviewed	
<b>11.</b>	<b>Reports from Sub-Committees</b>	
<b>11.1</b>	<b>Standards</b>	
	A draft of the <a href="#">23<sup>rd</sup> October 2015</a> committee minutes were circulated prior to the meeting and the	

	board briefly reviewed items to be actioned.	
<b>11.2 Finance, Personnel and Strategic</b>	The <a href="#">12<sup>th</sup> November 2015</a> committee minutes were circulated prior to the meeting and briefly reviewed.	
<b>11.3 Priority Groups</b>	<p>The Leadership and Management group met and came up with discussion points to examine when they visit the school. It was also suggested AL join the Teaching and Learning group and DW join Early Years.</p> <ul style="list-style-type: none"> <li>• <b><i>A governor noted the commitment needed to take these groups on board and also possible confusion over their purpose.</i></b></li> </ul> <p>It was suggested explaining the priority groups are there to discuss purpose and direction of a governors visit to the school and show their support. The governor states what areas he/she would like to look at then contact the member of the senior leadership team responsible for that area. They complete a report of that visit and feedback to the full governing body or the committee. The HT noted the importance for staff to see the governors in official strategic capacity.</p> <p>The chair proposed for all priority groups to visit the school prior to next FGB 24<sup>th</sup> February 2016 and feedback during training from 6 to 6.30pm</p>	
<b>12. Letter/Termly Information to Parents</b>		
	<p>DG circulated a governors letter to; feedback was that the letter was somewhat business like therefore his suggestion was to share the writing responsibilities with another governor. AR suggested the next governor letter to go out at the beginning of January 2015.</p> <p>Carl Meader arrived 7.44pm.</p>	
<b>13. Governor Visits/Training</b>		
	This was addressed in item 11.	
<b>14. Policies to be reviewed/ratified</b>		
	<p><a href="#">Recruitment and Selection Policy</a> was circulated with amendments prior to the meeting for acceptance by the body of governors. Governor DW has made some slight amendments. The HT will circulate the amended version electronically for governors to respond they accept the amendments.</p> <p><b><u>Subject to amendments the governors agreed to approve the Recruitment and Selection policy.</u></b></p> <p>Examples of a <a href="#">Complaint Policy</a> and a <a href="#">Parent Behaviour Policy</a> was circulated for reading prior to the meeting. The governors agreed the example policies were good. Governor DW has made amendments to both policies. The HT to circulate electronically to respond that they accept the amendments. Subject to amendments the governors agreed to accept both policies.</p> <p><b><u>Subject to amendments the governors agreed to approve the Complaint policy and Parent Behaviour policy.</u></b></p>	
<b>15. Any Other Business</b>		
<b>15.1 Confidential Item</b>	<p>The head was asked to leave the room while this item was discussed and this item will be minuted separately.</p> <p>Once discussed the head was asked back into the room.</p>	
<b>16. Date of Next Meeting</b>		
	The next Full Governing Body meeting on Thursday 7 <sup>th</sup> January 2016, 6.30pm has been moved to Wednesday February 24 <sup>th</sup> 2016, 6.30pm (priority groups meeting at 6pm to provide feedback).	

	<p>The Wednesday 25<sup>th</sup> May Finance meeting has been moved to Thursday 26<sup>th</sup> May at 9.45am to include Bursar.</p> <p><b>ACTION:</b> Clerk to circulate updated list of meeting dates to board.</p>	<b>Clerk</b>
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Meeting closed at 7.59pm

### Decisions Made by the Full Governing Body

**Item 14: Subject to amendments the governors agreed to approve the Recruitment and Selection policy.**

**Item 14: Subject to amendments the governors agreed to approve the Complaint policy and Parent Behaviour policy.**

<i>Action</i>	<i>To be actioned by</i>	<i>Date</i>
<b>Item 6:</b> The <a href="#">SFVS</a> was circulated to members of the Finance, Personnel and Strategic committee for completion prior to the meeting. AR, DG and PM to complete the matrix and return to the head.	<b>AR, DG, PM</b>	ASAP
<b>Item 7:</b> Governors proposed DW to check the register when he visits the school next week.	DW	Next week.
<b>Item 7:</b> AR will speak to DW and Shaney Ann regarding options for safeguarding governorship.	AR	?
<b>Item 9:</b> Board to complete 20 Questions self-evaluation form and returned to DG the week.	ALL	Next week
<b>Item 16:</b> Clerk to circulate updated list of meeting dates to board.	Clerk	ASAP