



## Full Governing Body (FGB)

Minutes of meeting held on Wednesday 30<sup>th</sup> November at 7pm

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

Name	Governor Category	Term Expires	21 09 16	30 11 16			
Michelle Barnes (MB)	Parent	May 2020	P	P			
Darren Gibbons (DG) [Vice Chair]	Parent	Dec 2018	P	P			
Anna Goddard (AG)	Parent	May 2020	Ap	P			
Mark Williams (MW)	Parent	May 2020	P	P			
Alexsandra Leska (AL)	Staff	Nov 2017	P	P			
Marianne Allen (HT)	Head Teacher	Ex officio	P	P			
Cllr Carl Meader (CM)	Local Authority	May 2019	P	Ap			
Kim Davenport (KD)	Co-opted	May 2019	P	Ap			
Lydia Humphreys (LH)	Co-opted	Nov 2018	Ap	P			
Ann Robertson (AR) [Chair]	Co-opted	May 2019	P	P			
Fiona Townhill (FT)	Co-opted	Dec 2016	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 **30 11 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 7.14pm

Item No.	Item	Action
<b>1.</b>	<b>Receive Apologies</b>	
	Apologies were received and accepted from Carl Meader (work commitments) and Kim Davenport (funeral attendance).	
<b>2.</b>	<b>Declaration of Pecuniary or Prejudicial Interests</b>	
	Michelle Barnes declared herself a member of the executive of Bedford Free School. There were no other interests to declare. Darren Gibbons declared his interest in Ace Fire and Security as a supplier of services to Bedford Borough Council.	
<b>3.</b>	<b>Any Items to be raised in Any Other Business (AOB)</b>	
	There were none.	
<b>4.</b>	<b>Confirm minutes Of Meeting held on 21<sup>st</sup> September 2016 and Matters Arising</b>	
	The <a href="#">minutes of the 21st September</a> were circulated prior to this evening and reviewed.	

	<p><b>OUTSTANDING ACTION:</b> Item 8 – Carl Meader and Mark Williams to arrange Health and Safety walk with Site Manager in next few weeks. (Pre Christmas)</p> <p>There were no other matters arising.</p>	<p>CM/MW</p>
<p>5.</p>	<p><b>Head's Report</b></p>	
	<p>The report was circulated at meeting with apologies from the Head for its lateness due to business post-Ofsted.</p> <p>The report was reviewed section by section with governors asking questions of the Head as they went.</p> <p><b><i>Is there a reason why not all Newly Qualified Teachers (NQT) are on courses?</i></b> The Head said she will discuss that with the Chair at another meeting.</p> <p><b><i>How many apprentices are working in the office?</i></b> Now there is only one but they will be advertising for more.</p> <p>Equipment for the two-tier conversion work will be arriving next week and will be placed on the school field. It's expected the work will be completed by April 2017. <b><i>What has happened with the asbestos issue?</i></b> The Head had to agree with the £20,000 quote with partial screening/partial cleaning. If it wasn't accepted the building works wouldn't be able to be completed in time. The Head asked the governors if the school had to pay for the builders electricity. The Chair replied that he expected them to have negotiated with the LA for access to an electric source from the school.</p> <p>The Head noted in her report the increased number of pupils with behaviour needs. <b><i>What impact does it have in the classroom?</i></b> There are Teaching Assistants (TA) to manage behaviour but there are three pupils who are particularly difficult and they have had to temporarily exclude one to set into motion additional help. <b><i>What about other pupils being in danger?</i></b> The school has a zero tolerance policy on violence and if there was any danger they would be excluded. One aspect of the protocol for managing behaviour is for the TA to show positivity towards the pupil. If all aspects of the protocol are met and the child still acts out they would be excluded. <b><i>Is there funding for support of these children?</i></b> The school has to put in the support first and then apply to the LA for funding but you may have to exclude a pupil multiple times to generate that. <b><i>Why do you think the numbers of pupils with issues has increased?</i></b> The Head was unsure. Some issues were parenting, some was oppositional defiance disorder that was becoming more prevalent. <b><i>Will it come to a point of the pupil not being in mainstream school due to their impact on other pupils?</i></b> This depends on if/when the pupil get a statement and what the parents want moving forward. <b><i>Should the TA currently working one to one with the pupils be working with others?</i></b> No they are getting additional help and the Head wants to advertise for two behavioural support staff, paid for out of the school budget, with the hope the LA will reimburse with funding. <b><i>Do you think more can be done at preschool age and if so can anything be put in place?</i></b> Yes. We have a nursery support liaison assistant. She has been spoken to about writing pupil reports with the nurseries. Sometimes they think they are doing something good by being positive about a child when it is beneficial for the child to say there are difficulties.</p> <p>The priority group visit report (item 9) mentions that nurseries are often sending children up with a 'rosy' picture of them. The Chair commended the good triangulation of the group with this report..</p> <p><b><i>If we academise do we still follow same process regarding pupil issues?</i></b> The Head answered that they don't go to the LA to exclude but may have to buy into their behaviour services.</p> <p>The LA run parenting courses were discussed and how the school selects and works closely with parents with this, however they have to want to do it for it to have any impact.</p> <p><b><i>Is it a factor of changing demographic or staff being able to spot issues (children at risk being monitored)?</i></b> Although it was difficult to say for sure it could be staff awareness was greater. <b><i>Can we benchmark with other schools (number of children being monitored)?</i></b> The Head will get the Deputy to investigate.</p>	

	<p>The Head commented on the single central record being complete and up to date.</p> <p>Maths is a key area needing improvement and new timetable was in place for January. <b>A governor asked can we not have the additional maths everyday now?</b> The Head explained that daily high quality lessons in maths and English had been instigated immediately post Ofsted, these were suspended for the last 3 weeks of term during the school production and run up to christmas. It was also important for all staff to start the new term together with the new timetable.</p>	
<b>6.</b>	<b>Chairs Report and Correspondence</b>	
	Governors present for the Ofsted inspection commented on the positive feel to the visit. They are awaiting the publication of the report to review and discuss it.	
<b>7.</b>	<b>Ofsted Report</b>	
	When the Ofsted report is published governors will review it and draft a comment/response to share with parents and staff.	
<b>8.</b>	<b>Committee/Group reports:</b>	
	<p>The <a href="#">Governors School Improvement Group (GSIG) meeting minutes</a>, <a href="#">the Standards meeting minutes</a> and the <a href="#">Finance Personnel and Strategic (FPS) meeting minutes</a> were circulated prior to the meeting.</p> <p>Due to time constraints, governors were asked if they had any questions to communicate them via Governor Hub.</p>	
<b>9.</b>	<b>Priority Group visit reports</b>	
	<p>The <a href="#">Early Years Governor Visit 3<sup>rd</sup> November report</a> was circulated prior to the meeting.</p> <p>The Chair highlighted the importance of group visits and governor support.</p>	
<b>10.</b>	<b>Update on Two Tier Conversion</b>	
	<p>An update was included within the Head's report in item 5.</p> <p><b>ACTION:</b> AR to forward presentation slides from recent briefing attended to Clerk to circulate to governors.</p>	<b>AR</b>
<b>11.</b>	<b>Update on Academisation</b>	
	<p>The <a href="#">minutes of the Challenger Multi-Academy Trust presentation</a> were circulated prior to the meeting.</p> <p>The trustees of CMAT have also visited the school and met with the Head. They were genuinely interested in the school and how they teach. The Head has spoken to the Head of Daubeney Academy, now part of CMAT, and they are keen for the two schools to work together.</p> <p>The governors agreed the next step would be to consider other trusts available, including the Great Barford Trust, before making a decision.</p>	
<b>12.</b>	<b>Policies for approval</b>	
	There was nothing to approve.	
<b>13.</b>	<b>Any other business</b>	
	The governing body thanked Fiona Townhill for her outstanding work and will be sad to see her go. Speaking personally, DG thanked her for her support, particularly during the period post Ofsted when he first joined the GB and needed help understanding data and role of Governor.	

	FT thanked everyone and said she has enjoyed her time as governor.	
<b>14.</b>	<b>Dates of next meetings</b>	
	GSIG: Monday 6th February, 9.30am Standards: Friday 10th February, 9.15am FPS: Wednesday 15th March, 6.30pm GSIG: Monday 27th March, 9.30am FGB: Wednesday 29th March, 6.30pm	

**Meeting closed at 8.31pm**

<b>Action</b>	<b>To be actioned by</b>	<b>Date</b>
<b>OUTSTANDING ACTION:</b> Item 4 – Carl Meader and Mark Williams to arrange Health and Safety walk with Site Manager in next few weeks.	CM/MW	Before Christmas.
<b>Item 10:</b> AR to forward presentation slides from recent briefing attended to Clerk to circulate to governors.	AR/Clerk	As soon as possible