



Full Governing Body

Minutes of meeting held on Wednesday 24th February 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		
Fiona Townhill (FT)	Parent	June 2016	P	Ap	P		
David Waller (DW)	Parent	Feb 2016	Ap	Ap	P		
Vacancy	Parent – Vacancy	-	-	-	-		
Alexsandra Leska (AL)	Staff	Nov 2017	P	Ap	P		
Marianne Allen (HT)	Head Teacher	Ex officio	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		
Peter Moon (PM)	Co-opted	June 2018	Ap	P	Ap		
Ann Robertson (AR) [Chair]	Co-opted	May 2019	P	P	P		
Chris Tory	Associate	May 2019	-	-	-		
	Associate – Vacancy		-	-	-		

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 24 02 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 7.03pm

Item No.	Item	Action
1.	Receive Apologies	
	Apologies from Peter Moon, Lydia Humphreys and Kim Davenport were received and accepted. Carl Meader had communicated he may be running late.	
2.	Declaration of Pecuniary or Prejudicial Interests	
	Darren Gibbons is shareholder and director of Ace Security Ltd, supplier of services to the local authority. David Waller's sister is a Springfield School Key Stage 2 (KS2) teacher.	
3.	Any Items to be raised in Any Other Business	
	Yes: the Head informed the board the parent questionnaire had been completed; DW will update the board on the football kit sponsorship.	
4.	Confirm minutes Of Meeting held on 7th December 2015 and Matters Arising	
	The minutes of the <u>7th December 2015</u> were circulated to prior to the meeting, accepted as an accurate record of proceedings and signed as such by the Chair.	
5.	Agree Terms of Reference (TOR) for Whole Governing Body	

	<p>A draft TOR was circulated prior to the meeting. <u>The governors present reviewed the TOR, agreed each item and accepted the document as the TOR for the Full Governing Board (FGB).</u></p> <p>ACTION: Clerk to circulate amended/accepted FGB TOR to rest of the Governing Board. Agreed FGB TOR uploaded to Governor Hub.</p>	Clerk
6.	Head's Report including attendance, behaviour and exclusions report	
	<p>The Head Teacher's Spring Report 2016 was circulated to the board prior to the meeting, accepted and discussed.</p> <p>The Head highlighted the appointment of three cover supervisors Key Stage 1 (KS1), KS2 and Reception to cover leaders to strengthen their teams.</p> <p><i>A governor asked if the difficulty in appointing teachers was the same throughout Bedford?</i></p> <p>The Head answered yes and explained a recruitment hub had been set up on Bedford Borough Council website but even local schools were struggling with recruitment. The Head asked the governors if the school should advertise now in preparation for September?</p> <p><i>A governor questioned how this would work budget wise if they ended up with an extra teacher.</i></p> <p>The Head responded the school will get maternity leave money back and they need to be prepared for increased number of children considering change to primary.</p> <p><u>Governors agreed the Head should begin advertising teaching posts in preparation for the new school year.</u></p> <p>The Head highlighted from her report appointments of two lunchtime Supervisors fixed term for one year and she holds weekly office meetings and fortnightly staff forums.</p> <p><i>A governor asked if the school receives a lot of applications for apprenticeships?</i></p> <p>The Head answered yes they do.</p> <p>The Buildings and Grounds February 2016 report was circulated to the governors prior to the meeting, reviewed and accepted.</p> <p><i>A governor asked if money had been saved now the boilers are gas, as mentioned in the Finance, Personnel and Strategic meeting on 12th November 2015?</i></p> <p>The Head responded this was not known yet.</p> <p>The Head informed the governors that a pupil had been excluded for half a day due to physical abusive behaviour, damage, and persistent disruption to learning. This has triggered support processes for the child.</p> <p>The Head noted Springfield is keen to continue to build on being a 'values school'. This month's value is Love. Regarding the new curriculum and new assessment systems, all Kempston schools are doing writing assessment from reception to year five. There will be moderation within the school and cross school moderation.</p>	
7.	Reports	
7.1	Pupil Premium	
	The Pupil Premium February 2016 report was circulated prior to the meeting.	
7.2	Numeracy	
	The Maths Spring 1 2016 report was circulated prior to the meeting.	
7.3	Literacy	
	<p>The Language Spring 1 2016 report was circulated prior to the meeting.</p> <p>It was agreed by governors these reports would be discussed in detail at the Standards committee meeting the following Friday 4th March.</p>	
8.	Chair's Report and Correspondence	

	The Chair informed the governors correspondence had been received from Central Bedfordshire Council regarding their collaborating with Bedford Borough Council in measuring height and weight to tackle childhood obesity.	
9.	Budget Update / School Financial Value Standard (SFVS)	
	The Budget Monitoring Report 24 02 16 was circulated prior to the meeting and accepted by the governors. The Head and Bursar will be attending a masterclass in bid writing. ACTION: Clerk to add SFVS to Finance, Personnel and Strategic Committee meeting agenda.	Clerk
10.	Update on Two-Tier Conversion	
	A meeting was held on Thursday 11 th February to update the governors. The final meeting with the builders will be held on Wednesday 2 nd March at 2.45pm.	
11.	Governor Effectiveness Review – 20 Questions	
	ACTION: Clerk to ask Julia Newman when she attends April FGB meeting to perform governing board effectiveness review.	Clerk
12.	Reports from Sub-Committees	
12.1	Priority Groups Update FT meeting with LH to discuss priority group visit. AR meeting with KD and DW to arrange Early Years visit.	
13.	Letter/Termly Information to Parents	
	FT to write governors piece for new Governors Blog on the updated school website. Clerk to take over management of the Governors information webpage. Training to be arranged for Friday 4 th March 2016.	
14.	Policies to be reviewed/ratified	
	ACTION: Date of Safeguarding policy review to be checked. The Head explained the Children Missing in Education policy.	HT
15.	Clerk Training Programme information	
	The clerk updated the governors on the training program she will be undertaking from April 2016 to January 2017. The governors agreed to support her on the program.	
16.	Any Other Business	
16.1	The Parent Questionnaire 2016 was circulated to the governors and reviewed. The Head recommended governors attend the gate for school arrival and/or leaving times to get to know the parents. <i>Governors commented on the great response and positive comments of the survey. They also noted work was still required to ensure parents familiar with governors and work they do.</i>	
16.2	DW informed the governors he was investigating estimates from suppliers for football kits. Sponsorship had been received from GNB for £650. <i>A governor suggested considering rugby skins to go under the football shorts.</i>	
17.	Date of Next Meeting	
	Friday 4 th March 9.15am: Standards Committee.	

Thursday 24th March 6.30pm: Finance, Personnel and Strategic Committee.
Thursday 21st April 6.30pm: Full Governing Board.

Meeting closed at 8.30pm

Decisions Made by the Full Governing Body

Item 5: The governors present reviewed the TOR, agreed each item and accepted the document as the TOR for the Full Governing Board (FGB).

Item 6: Governors agreed the Head should begin advertising teaching posts in preparation for the new school year.

Action	To be actioned by	Date
Item 5: Clerk to circulate amended/accepted FGB TOR to rest of the Governing Board. Agreed FGB TOR uploaded to Governor Hub.	Clerk	As soon as able.
Item 9: Clerk to add SFVS to Finance, Personnel and Strategic Committee meeting agenda.	Clerk	Next FPS meeting.
Item 11: Clerk to ask Julia Newman when she attends April FGB meeting to perform governing board effectiveness review.	Clerk	Next FGB meeting.
Item 14: Date of Safeguarding policy review to be checked.	Head	ASAP.