



Full Governing Body (FGB)

Minutes of meeting held on Wednesday 21st September 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	21 09 16				
Michelle Barnes (MB)	Parent	May 2020	P				
Darren Gibbons (DG) [Vice Chair]	Parent	Dec 2018	P				
Anna Goddard (AG)	Parent	May 2020	Ap				
Mark Williams (MW)	Parent	May 2020	P				
Alexsandra Leska (AL)	Staff	Nov 2017	P				
Marianne Allen (HT)	Head Teacher	Ex officio	P				
Cllr Carl Meader (CM)	Local Authority	May 2019	P				
Kim Davenport (KD)	Co-opted	May 2019	P				
Lydia Humphreys (LH)	Co-opted	Nov 2018	Ap				
Ann Robertson (AR) [Chair]	Co-opted	May 2019	P				
Fiona Townhill (FT)	Co-opted	Dec 2016	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 21 09 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 6.30pm

Item No.	Item	Action
1.	Receive Apologies	
	Apologies were received and accepted from Anna Goddard and Lydia Humphreys.	
2.	Declaration of Pecuniary or Prejudicial Interests	
	Michelle Barnes declared herself a member of the executive of Bedford Free School. There were no other interests to declare. Declaration of interests forms had been circulated for completion to be returned to the Clerk to compile the annual register of interests.	
3.	Any Items to be raised in Any Other Business (AOB)	
	The Head notified the governors there would be a point raised in AOB.	
4.	Confirm minutes Of Meeting held on 6th July 2016 and Matters Arising	
	The minutes of the 6th July were circulated prior to this evening and reviewed. Subject to the alteration of wording referring to Math Key Stages to Maths Year Groups, the minutes were accepted and signed by the Chair of Governors.	

5.	Confirm/Accept FGB Terms of Reference (TOR)	
	The TOR accepted in February 2016 was circulated prior to the meeting. It was accepted by all present with no alterations. The Chair encouraged all to carefully read through and understand the commitment needed for a governing board.	
6.	Confirm/Accept FGB Code of Conduct	
	The Code of Conduct accepted in December 2015 was circulated prior to the meeting. It was accepted by all present with no alterations.	
7.	Review/Accept Delegation Planner	
	<p>A National Governors Association (NGA) delegation planner was circulated prior to the meeting and reviewed.</p> <p>The governors decided appointed each section to the relevant committee/individual/FGB.</p> <p>ACTION: The agreed delegation planner will be drawn up by the clerk and circulated to the governors and a copy placed on file with the TOR and Code of Conduct.</p>	Clerk
8.	Head's Report	
	<p>The Head Teacher's Autumn 1 report was circulated prior to the meeting and reviewed.</p> <p>Questions from governors and the Head's responses:</p> <p><i>How well did the school do in overall absence?</i> It was 95.7% overall at the end of the 2015-16 school year. It currently stands at 96.6% at the beginning of the Autumn term..</p> <p><i>Are any absences authorised?</i> It is Local Authority (LA) policy, adopted by the school, not to authorise absence. The school refuses all absence requests and will put forward for fines any who have excessive amounts of time off. <i>It was agreed as a governors is was their role to support that policy and be consistent with it.</i></p> <p>The importance of 96% attendance rate was highlighted.</p> <p><i>Has everyone had their Disclosure and Barring Service (DBS) check done?</i> Yes.</p> <p><i>Has there been any particular issues with staff sickness?</i> There have been some cases which have been understandable and others which are proving challenging. Attendance of apprentices was improving.</p> <p>The Head commented on the middle management and senior leadership courses members of staff have been accepted on and how they will be good for the school.</p> <p><i>(In reference to item 8) Have we got any young carers within the school?</i> Not at present, if there were the teachers would be aware of the situation. Springfield is a community school where they know their parents well.</p> <p>The Assistant Head's Report, Deputy Head's Report, Key Stage 2 (KS2) Lead Report were circulated prior to the meeting. The governors found the reports informative and asked the Head to thank the leaders for their work.</p> <p>The Buildings and Grounds September 2016 report was circulated prior to the meeting and reviewed.</p> <p>ACTION: Carl Meader and Mark Williams to arrange Health and Safety walk with Site Manager in next few weeks.</p> <p>The Head reviewed the independent asbestos survey undertaken. The short report recommended the outbuildings be cleaned if they are going to refurbish them as the two dangerous strands of asbestos were found to be present. The governors expressed their strong concerns over the foundations of the new buildings being placed one metre away as there was significant risk of the</p>	CM / MW

	<p>building being knocked and the asbestos going airborne. There is proof all three types of asbestos is present and it's in the vicinity of where children are playing and working. If there was a building fire there would be no doubt of air contamination. The inspection was only the surface, they hadn't dug into the walls and ceilings. There is enough evidence now to communicate with the LA and ask for the building to be safely removed.</p> <p>ACTION: The Head will write to the LA sharing the evidence and asking for the building to be safely removed.</p>	HT
9.	Chair's Report and Correspondence	
	The Chair informed the governors he had received no direct correspondence. There is a great deal of information received about governor training and the Chair impressed on the governors the need to consider and commit to appropriate training.	
10.	Confirm committee and Governor School Improvement Group (GSIG) membership	
	<p>Membership was reviewed.</p> <p>Finance, Personnel and Strategic: Marianne Allen, Michelle Barnes, Darren Gibbons, Carl Meader and Ann Robertson.</p> <p>Standards: Marianne Allen, Kim Davenport, Anna Goddard, Lydia Humphreys, Aleksandra Leska, Ann Robertson, Fiona Townhill and Mark Williams.</p> <p>GSIG: Marianne Allen, Darren Gibson and Ann Robertson.</p> <p>The Chair will suggest that Anna Goddard will join GSIG in addition to the Standards Committee.</p> <p>Governors were reminded to elect their committee chair at their first meeting.</p>	
11.	Priority Group membership and work plan	
	<p>The importance of the priority groups were highlighted. They each focussed on an Ofsted inspection area and governor visits should be structured around each group.</p> <p>Membership was confirmed as: Leadership and management – AG, DG, AR. Personal behaviour – DG, AL, CM. Teaching and learning – LH, AL, FT/MW. Early years – MB, KD, AR. Pupil outcomes: - MB, KD, MW.</p> <p>Governors were asked to feedback through Governor Hub the dates they are able to commit to meet.</p>	
12.	Update on Two Tier Conversion	
	<p>The building work will begin November 2016 and should be finished by the Easter term. The extra classrooms should be available for use in the last school term. In order for the hall build to go ahead the school would need to match fund £200,000.</p> <p>CM informed the governors discussion regarding traffic infrastructure and parking was ongoing but not getting very far.</p>	
13.	Update on Academisation	
	Discussion was had regarding the Challenger Multi Academy Trust (CMAT). The Head visited Lancott School, part of the trust, and reviewed their experience with the governors. It was noted the academy agenda was not going away and the importance of what was right for the children should be first and foremost in decisions made.	

	It was agreed the next step should be to invite the Chief Executive Officer (CEO) of CMAT in to meet the governors and a list of main points/concerns/questions should be drawn up before hand.	
14.	Policies for approval	
	<p>The Head highlighted the rule that the new school logo should now be in sole use.</p> <p>The Assessment and Marking Policy, the Behaviour and Discipline Policy, the Charging and Remissions Policy, and the ICT Policy were circulated prior to the meeting.</p> <p>ACTION: The Chair requested that AG read through the ICT Policy, due to the strong content on eSafety, and sign on behalf of the governing board.</p> <p>A governor questioned the record of achievement outside of school mentioned in the Behaviour and Discipline policy?</p> <p>The Head explained this was a computer file, not a physical one, and it was logged on the monitoring system. The Head will check what items are tracked and this would be clarified.</p> <p>Subject to that possible amendment and reprint, and excepting the ICT Policy, the Chair signed off the policies.</p>	AG
15.	Any other business	
15.1	<p>Request of time off by the Headteacher</p> <p>The Head asked the governing board to approved her having two afternoons off a week to care for her mother who has Parkinsons Disease.</p> <p>She also requested for the Assistant Head to temporarily have Tuesday afternoons off to make provision her unwell mother.</p> <p><u>Both requests were unanimously granted by the governing board present.</u></p>	

Meeting closed at 8.13pm

Decisions Made by the Full Governing Body

Item 15.1: The governing board unanimously granted the Head two afternoons off a week to care for her unwell mother. They also granted the Assistant Head temporarily to take Tuesday afternoons off to make provision for her unwell mother.

Action	To be actioned by	Date
Item 7: The agreed delegation planner will be drawn up by the clerk and circulated to the governors and a copy placed on file with the TOR and Code of Conduct.	Clerk	Before next meeting.
Item 8: Carl Meader and Mark Williams to arrange Health and Safety walk with Site Manager in next few weeks.	CM / MW	Before half term.
Item 8: The Head will write to the LA sharing the evidence and asking for the building to be safely removed.	Head	As soon as able
Item 14: The Chair requested that AG read through the ICT Policy, due to the strong content on eSafety, and sign on behalf of the governing board.	AG	As soon as able