



Full Governing Body

Minutes of meeting held on Thursday 24th September at 7pm

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				
Fiona Townhill (FT)	Parent	Jun 2016	P				
David Waller (DW)	Parent	Feb 2016	Ap				
Vacancy	Parent – Vacancy	-	-				
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	Ap				
Lydia Humphreys (LH)	Co-opted	Nov 2018	P				
Peter Moon (PM)	Co-opted	June 2018	Ap				
Ann Robertson (AR) [Chair]	Co-opted	May 2019	P				

(key: P = present, Ap = apologies received and accepted, ApN = apologies received but not accepted, A = absent)

In attendance: Rebecca Silliker (Clerk).

(Minutes key: Bold = Items & Actions; *Italic bold = governors questions*; Underlined = attached report/paper; Bold underlined = governors decisions)

Start Time – 7.07pm

Item No.	Item	Action
1.	Receive Apologies	
	David Waller and Peter Moon sent their apologies and they were accepted by the governors. Cllr Meader has informed the governors he will be running later.	
2.	Declaration of Pecuniary or Prejudicial Interests	
	Annual <u>Declaration of Pecuniary and Personal</u> Interest form to be completed and signed by all members of the governing body (see above link to where a copy is stored in the <u>Governance</u> document folder on Governor Hub). Forms to be sent in to the school to be kept as part of the business interest register.	
	Darren Gibbons employment at Ace Security was noted as they supply business services to the school. Cllr Meader's membership on the board of Daubeney Academy was also noted. There were no other interests to declare.	
	The Local Authority <u>Code of Conduct for School Governors</u> was circulated to governors prior to the meeting. It was accepted and signed by those governors present (see above link to where a copy is stored in the <u>Governance</u> document folder on Governor Hub).	
3.	Confirm minutes Of Full Governor Meetings held on 8th July 2015	
	The minutes of the <u>8th July 2015</u> had been circulated prior to the meeting and accepted as an accurate record of proceedings (see above link to where a copy is stored in the <u>Full Governing Body Meeting</u> document folder on Governor Hub).	
	Action points from those minutes were: <ul style="list-style-type: none"> Contact Martin Quince at 'Kempston Calling' magazine regarding advertising: They are willing to print human interest articles and attach governor advertising to them. Governing body self-evaluation form: To be resent to governors by Darren Gibbons. The audit will help to identify skills gaps on the board; the two board vacancies and meeting 	DG

	<p>absenteeism was noted.</p> <ul style="list-style-type: none"> Policy reviews to be on committee meeting agendas: Clerk to be issued with a list of the policies covered by the governing body. <p>Other actions have been completed, are on the agenda or ongoing.</p> <p>Clerk to print off a copy of the minutes for the Chair to sign.</p>	<p>HT / Clerk</p> <p>Clerk</p>
4.	Chairs Action	
4.1	[Item Minuted Separately as Confidential]	
4.2	<p>Discussion was had over changes to Local Authority changes to School Teachers Pay and Conditions (see above link to where a copy is stored in the Full Governing Body Meeting document folder on Governor Hub). A salary increase of one or two percent needs to be approved by the governing body.</p> <p>A governor asked if this was a cost of living raise. The head answered no. Another governor asked if this was independent of a performance linked pay increase. The head answered yes; this is a local authority change to pay policy.</p> <p>A governor suggested as this had been an exceptional year the full 2% could be awarded as a symbolic gesture of gratitude. Another governor suggested exploring the option of awarding staff who had been present for the previous school year the full 2% and new members of staff 1%.</p> <p>Governors requested costings to compare those options with the budget at the next finance meeting.</p> <p>Cllr Carl Meader arrived at 7.38pm.</p>	<p>HT</p>
5.	Correspondence	
	<p>A letter listing the Sports Premium conditions of grant had been received. One item requested the Sports Premium should be listed on the school's website. The head informed the governors it was.</p> <p>The chair informed the governors she would be attending 'School Financial Value Standard (SFVS)' training on Tuesday 6th October, 7-9pm and asked others if they wished to attend. See the September 2015 governor training newsletter (see link to where a copy is stored in the Governor Training document folder on Governor Hub) for more information or contact Chris Tory, the training link governor.</p> <p>The chair also informed those present she would be attending the local authority 'School Improvement and Ofsted Briefing' on Friday 25th September, 1.30pm.</p>	
6.	Budget Update	
	<p>A copy of the budget was circulated to, and accepted by, the governors. The Budget Monitoring Notes were reviewed and discussed (see link above to where a copy is stored in the Full Governing Body Meeting document folder on Governor Hub).</p> <p>A governor questioned the grounds maintenance contract proposal and whether references were taken for the two options available. The head replied references had been taken from the two other local schools who used each service and the costings were similar for both.</p> <p>A governor asked asked if it was worth negotiating with the companies regarding a potential joint contract. It was agreed that DG would speak to Chris Tory, the site manager, and contact both companies.</p> <p>A governor question listing E26 (Agency Supplied Teaching Staff) and how 83% of assigned funds had been used up half way through the financial year. The head teacher explained the previous academic year had been challenging and staffing had improved ready for the 2015/16 academic year. There was more flexibility available now until April 2016.</p>	<p>DG</p>

	<p>It was noted a grant of £1200 had been received for connecting classrooms.</p> <p>The governors thanked the bursar for the clear presentation of the budget and the explanatory notes.</p>	
7.	Head Teacher's Report	
	<p>The Autumn 2015 Report had been circulated prior to the meeting and (see above link to where a copy is stored in the Full Governing Body Meeting document folder on Governor Hub) and accepted by the governors.</p> <p>A governor raised an item missing from the report: Chess Club on Tuesday from 3.15pm-4.15pm.</p> <p>The chair and DG both visited all classrooms during the first week of term and described a positive feeling among pupils and staff.</p> <p>A governor expressed concern about the progress of new boiler installation and asked if the local authority were aware of the time scale involved. The head teacher informed the governors the LA were aware.</p> <p>It was noted that work prompted by the tree survey will amount to £3000. A governor asked who paid for that work. The head teacher replied it was the school's responsibility. The governors requested another quote be obtained to compare prices.</p>	HT
8.	Update on Two Tier Submission	
	<p>In the meeting of 8th July 2015 the governing body agreed to go ahead with the proposed bid. The Two Tier Conversion Application form was submitted prior to the local authority deadline of 28th September 2015 (see above link to where a copy is stored in the Full Governing Body Meeting document folder on Governor Hub). The LA have been out to visit the site and the school now awaits their decision.</p> <p>A governor stated this process could be confusing for parents and asked how the school would consult clearly with them. The head teacher replied that items are put in the school newsletters updating parents when they have information to give.</p> <p>The head teacher suggested using Parents Evening for teachers to have conversations with parents regarding the proposed changes and to let them know ahead of time in order for them to think of what they wish to discuss.</p>	HT
9.	Safeguarding Update	
	<p>In the meeting of 8th July 2015 it was noted the Safeguarding Governor had resigned and that role was still vacant. The clerk will email the governing body asking for someone to consider accepting that role.</p> <p>It was noted there were two vacancies on Springfield's board of governors, one parent governor and one associate governor, and this role could potentially be filled by a new member.</p> <p>A governor recommended sending out a Governors Update advertising those positions and also asked for it to be posted on the school website and social media. In reference to action point one in Item 3 it was suggested to include the advert in the Kempston Calling article to be submitted.</p>	
10.	Membership of Sub-committees	
	<p>Finance, Personnel and Strategic membership:</p> <ul style="list-style-type: none"> • Ann Robertson (Chair) • Darren Gibbons • Carl Meader • Peter Moon <p>Standards membership:</p>	

	<ul style="list-style-type: none"> • Kim Davenport (Chair) • Lydia Humphreys • Aleksandra Leska • Ann Robertson • Fiona Townhill • David Waller <p>The membership of Working Groups answerable to each committee can be found by clicking on the above link to where a copy is stored in the Committees document folder on Governor Hub. There are two vacancies: one for 'Quality of Teaching & Learning and Assessment'; the other for 'The effectiveness of Early Years'.</p> <p>The governors were informed that Peter Moon had been unwell but wishes to continue as governor on the Finance, Personnel and Strategic Committee and also on the Effectiveness of Leadership and Management working group.</p>	
11.	Letter/Termly Information to Parents	
	Governor David Waller to be reminded this should be sent out the end of September / beginning of October.	HT
	The head invited all governors to write a paragraph for the newsletter expressing their views on the change to a two-tier education system.	ALL
12.	Policy Review Timetable	
	Policies that need to be reviewed and ratified by the governing body to be submitted to the appropriate sub-committee. The policies and the policy review timetable to be emailed to the clerk to distribute via Governor Hub, see action three on Item 3 .	
13.	Date of upcoming meetings	
	Standards sub-committee meeting: Friday 23 rd October, 9.30am. Finance, Personnel & Strategic sub-committee meeting: Thursday 12 th November, 6.30pm. Full Governing Body meeting: Monday 7 th December, 6.30pm. Followed by Christmas Dinner.	
14.	Any Other Business	
14.1	The governors were informed that Springfield had gained International Schools Aware for the third year running.	
14.2	The Chinese teachers had arrived and started the first language lesson tonight at the school.	

Meeting closed at 8.51pm

<i>Action</i>	<i>To be actioned by</i>	<i>Date</i>
Item 3: Resend governing body self-evaluation form.	DG	As soon as able
Item 3: Policies and review timetable to be forwarded to clerk.	HT / Clerk	16 10 15
Item 3: Copy of previous minutes to be printed off and signed.	Clerk / Chair	ASAP
Item 4.2: Costings for 1% or 2% salary increase to be sent to Finance.	HT	05 11 15
Item 6: Grounds maintenance contractors to be contacted.	DG	As soon as able
Item 7: Additional quote for tree work to be obtained.	HT	As soon as able
Item 11: David Waller to be reminded re: Information Letter To Parents.	HT / Chair	ASAP
Item 11: Governors to write a paragraph for the newsletter.	All governors	As soon as able