

FULL GOVERNING BODY MEETING**Meeting no 1 held at the school on Wednesday 16th September 2015 at 5:30pm**

Present: **Ms. K. Knudsen (Chair)** **Ms. L. Dominey**
 Mr. S. France (Head teacher) **Mr. N. Burton**
 Ms. A. Foster **Mr. D. Dorrell**
 Ms. N. Carswell

In attendance: **Mr. D Ryder (Clerk)**

The meeting commenced at 5:35

No.	Description	Responsibility	Status
5.1 (14/15)	Create a list of purchased services.	SF	Completed (See note)
6.1 (14/15)	Complete a draft of the School Development Plan	SF	Completed
6.2 (14/15)	Make amendments to the Financial Policy	AB/DR	Ongoing
6.3 (14/15)	Determine what is required re. Statement of Internal Control	AB	Cancelled (see note)
6.4 (14/15)	Produce new Standing Orders and Terms of Reference for 2015/16	DR	Completed
1.1	Place a copy of the list of purchased services on the governors shared drive.	SF/DR	New
1.2	Publish governor details, register of business interests and meeting attendance record on school website.	DR/LD	New

1. Welcome, Apologies and Vacancies

Ms. Knudsen welcomed the governors to the meeting and it was noted that the school has one vacancy for a co-opted governor. It was also noted that the terms of office for Mr. Haynes and Ms. Knudsen expire in March 2016 and therefore parent governor elections will take place to fill those positions.

Apologies were received from Mr. Tomlinson, Mr. Bush, Ms. Sammons and Mr. Haynes and were accepted by the committee.

2. Election of Chair and Vice-Chair for 2015 – 16

Mr. Ryder assumed took over the role of chair at this point. The nominees for the role of chair and vice chair left the room.

Ms. Knudsen had offered to continue in her role as chair. There were no other nominations. The governors present unanimously agreed and she was duly elected as chair for 2015/16.

Mr. Dorrell had offered to continue in his role as vice-chair. There were no other nominations. The governors present unanimously agreed and he was duly elected as vice-chair for 2015/16.

At this point Ms. Knudsen resumed the role as chair of the meeting.

3. Declaration of Business Interests

The governors present updated and signed their declaration forms.

4. Minutes of previous meeting, matters arising and actions

The minutes of the FGB held on July 1st 2015 were agreed and signed by the Chair.

Item 5.1 – Mr. France mentioned that the list has been done. It was agreed that a copy should be placed on the governors shared drive. Mr. France will forward a copy to Mr. Ryder who will place it in an appropriate folder on the shared drive.

Action 1.1: - Mr. France to forward a copy of the list of purchased services to Mr. Ryder who will place it on the shared drive.

Action 6.3 – It was agreed to remove this item from the standing items on the year’s meeting plan.

5. Approval of draft FGB Standing Orders 2015-16

It was agreed that the standing orders should remain as they were in 2014-15 apart from minor updates to dates and governor categories etc.

6. Confirm meeting dates and times for 2015-16

The meeting dates and times were agreed as per the plan that was finalised at the end of last year and is held on the governors shared drive.

7. Agree committee members and chairs

The committee members and chairs were agreed as per the table below –

Committee	Membership
Curriculum	Ms. Dominey Mr. France Ms. Knudsen Ms. Cobden (Chair) Ms. Sammons Mr. Dorrell
Premises, Finance and Marketing	Mr. Burton Mr. Bush (Chair) Mr. France Ms. Knudsen Ms. Dominey

Personnel, Parents and Community	Mr. France Ms. Carswell (Chair) Mr. Haynes Mr. Tomlinson Ms. Foster Ms. Knudsen
Personnel Panel	Ms. Carswell Mr. Haynes Ms. Knudsen
Personnel Appeals	Selected at the point of appeal
Pupil Discipline Appeals	Mr. Tomlinson Mr. Haynes Ms. Cobden Mr. Dorrell
Appraisal Panel	Ms. Cobden Ms. Sammons Ms. Carswell
Pay	Ms. Knudsen Mr. Tomlinson Mrs. Sammons

It was also agreed that there was a need for more financial skills on the governing body and that this should be taken into consideration when appointing to the vacant post of co-opted governor.

8. Appoint governors for Headteachers's PM and confirm arrangements

The Head Teacher's Performance management will be handled by the governors on the appraisal panel and a date has been set with the school's SEP.

9. Agree Link Governors

The following link governor roles were agreed -

Finance:	Mr. Bush
SEND:	Ms. Sammons
Maths:	Ms. Cobden
Assessment:	Ms. Knudsen
English:	Ms. Carswell
Safeguarding:	Ms. Cobden
Science:	Mr. Dorrell

(Mr. Burton joined the meeting at 6:30)

10. Confirm FGB priorities for 2015-16

It was agreed that the priorities for the 2015/16 school year would be –

- Implementation of the building maintenance plan
- Transport & traffic issues
- Raising standards in Science

- Curriculum Planning
- Application of the principle of “Mastery” in the assessment system.

11. Review School’s Positive Achievements in the last school year

It was agreed that there were many positive achievements to report on from the previous year. This was well highlighted by the extremely positive Ofsted report. Among the achievements discussed were –

- Excellent pupil achievement results, particularly in KS1 and KS2
- Excellent standards of teaching at all levels
- A broad and exciting curriculum with a wide range of experiences
- The children enjoy school life and have fun.
- Staff work hard to provide a wide range of extra-curricular activities
- Good pastoral care
- Improvements to the school site
- Extra sports coaching provided by Mr. Noyce
- Huge improvement in Maths results

The governing body wished to express their thanks to all the staff for their hard work and dedication which had resulted in all these positive outcomes.

12. Draft School Development Plan

Mr. France had circulated a copy of the plan prior to the meeting, and a copy is filed with these minutes. The main priorities were discussed –

- Curriculum Planning – To ensure that differentiation within each classroom is developed to the point of excellence across all subjects. To implement mastery opportunities across the curriculum.
- AfL – Mastery – To strengthen the use of AfL across the school to generate more immediate impact in children’s learning.
- Science – To raise achievement in Science across the school with a particular emphasis on assessment for learning.
- English – Spelling & GPS – To raise achievement in spelling, punctuation and grammar across the school.

13. Fischer Family Trust analysis and school results data report

Mr. France had circulated a school results report prior to the meeting and a copy is filed with these minutes.

The results were discussed and it was agreed that they were again very positive, with especially good improvement being made in what had been weak areas. The following achievements in particular were noted –

- Year 1 Phonics – the school was ahead of both the Dorset and national results.
- Year 2 FSM Gap – a strong picture with the school being ahead of both Dorset and national results in most areas. There are 2 areas where the school scored 100% attainment.
- Year 6 - the school was ahead of both the Dorset and national results. Expected progress in maths is 100%, however Mr. France stressed that some children will do better than expected. The school was also well ahead of Dorset and the national results in the group performance at level 4B+ in Reading, Writing and Maths, scoring 81% compared with 66% for Dorset and 67% for the national picture in 2014.

Mr. France mentioned that the floor target for group performance at level 4B+ is being raised from 65% to 85%, so although the school’s performance is excellent and far ahead of county and national attainment

levels, it may still struggle to reach the target in the future. This has caused concern over the extra pressure that it could impose on children with extra homework etc. however Mr. France is determined to avoid this.

14. Governor's details on school website

It was noted that the school is now required to publish governor details, register of business interests and meeting attendance record on the school website. Mr. Ryder was asked to send this information to Ms. Dominey.

Action 1.2: Mr Ryder to send governor details, register of business interests and meeting attendance record to Ms. Dominey for publication on school website.

At his point the governors present wished to express their thanks to Mr. Ryder for all his hard work in supporting the work of the governing body.

15. Chair's correspondence

There was none

16. Items for next agenda

None other than the usual standing items.

The meeting ended at 7:00 pm.

Future Meeting Dates

FGB Meeting no.1	Mon Sep 16 2015	17:30
PPC Meeting no.1	Mon 21 Sep 2015	17:00
Curriculum Meeting no.1	Wed 30 Sep 2015	09:00
PFM Meeting no.1	Thu 1 Oct 2015	17:30
FGB Meeting no.2	Wed 11 Nov 2015	17:30
PPC Meeting no.2	Mon 30 Nov 2015	17:00
Curriculum Meeting no.2	Wed 2 Dec 2015	09:00
PFM Meeting no.2	Thu 10 Dec 2015	17.30
FGB Meeting no.3	Wed 13 Jan 2016	17:30
FGB Meeting no.4	Wed 9 Mar 2016	17:30
PPC Meeting no.3	Mon 14 Mar 2016	17:00
Curriculum Meeting no.3	Wed 23 Mar 2016	09:00
PFM Meeting no.3	Thu 28 Apr 2016	17:30
FGB Meeting no.5	Wed 4 May 2016	17:30
PPC Meeting no.4	Mon 13 Jun 2016	17:00
Curriculum Meeting no.4	Wed 22 Jun 2016	09:00
PFM Meeting no.4	Thu 30 Jun 2016	17:30
FGB Meeting no.6	Wed 6 Jul 2016	17:30