

FULL GOVERNING BODY MEETING**Meeting no 4 held at the school on Wednesday 9th March 2016 at 5:30pm**

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

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

The meeting commenced at 5:45

No.	Description	Responsibility	Status
6.2 (14/15)	Make amendments to the Financial Policy	AB/DR	Suspended (see note below)
3.1	Amend lettings policy to reflect requirement for level 3 safeguarding provision.	DR	Completed
4.1	Investigate how to organise closing the school gates during busy times.	KK/FGB	New

1. Welcome, Apologies and Vacancies

Apologies were received from Mr. Tomlinson and were accepted by the committee. Mr. Dorrell gave his apologies after the meeting. The school has one co-opted governor vacancy.

2. Declaration of Business Interests

Ms. Knudsen asked governors if they had any changes to their Business Interests Form and there were none.

3. Minutes of previous meeting, matters arising and actions

The minutes of the FGB held on January 13th 2016 were agreed and signed.

Note on action 6.2 (14/15) – The finance policy had been due for review at meeting no.6 last year, however as Mr. Bush wasn't available at that meeting the action is still incomplete. As the policy is due for review every year it was agreed to cancel the action and review the policy at the next scheduled time which will be meeting no.6 on July 6th 2016.

4. Committee Chair reports

Curriculum – Ms. Cobden gave a verbal report to the FGB on the workings of the curriculum committee. The committee have recently received reports on the provision of science and music. Improvements have also been noted in spelling attainment. The RAISEonline data have also been analysed. The committee also has a high focus on mastery in English and Maths.

PFM – Mr. Bush gave a verbal report to the FGB on the workings of the PFM committee. The finances of the school look healthy, with a predicted carry-forward of £64,000 after the spend on currently approved capital projects is taken into account. Projects already completed include the library partitioning, the music pod and the new perimeter lights in the school hall. Decking around the pond and cloakroom refurbishment will be dealt with next, and Mr. Burton is currently getting quotes for these.

PPC - Ms. Carswell gave a verbal report to the FGB on the workings of the PPC committee. The main focus has been on preparing for the Parent Survey. It was noted that 2 of the parent governors had not seen the survey sheet. It was confirmed that the survey had been sent out via letters given to the children and that a good number had been returned to the school office, implying that there wasn't a problem with the forms being distributed. However the committee will monitor the response rate to ensure that children from all classes had been given the letter.

5. Preliminary Budget for 2016/17 financial year and financial report

It wasn't possible to discuss the preliminary budget as the necessary information isn't yet available from DCC. The financial report had been discussed during Mr. Bush's PFM report.

6. Agree delegated budget for next financial year

It wasn't possible to discuss the delegated budget as the necessary information isn't yet available from DCC.

7. Review and approve SFVS submission

Mr. Bush reported that the SFVS return had been drafted and he discussed the items with the FGB. Questions on the return were invited from the governors present. The FGB were happy with the return and agreed unanimously to adopt it with no further amendments.

8. Review preferred supplier policy

The current list of preferred suppliers was discussed and it was agreed to retain all the suppliers for the next year. It was also agreed that –

- JWC Carpentry would be added.
- Any supplier on the DCC approved list would also be viewed as approved by the school.

9. Review progress against the School Development Plan (SDP)

Mr. France briefly reviewed the school's progress against the SDP and stressed that all the actions are being implemented. However it was also noted that much of the school's efforts are currently going into understanding the implications of the new SATs assessment system. He stated that the frequently changing guidelines are causing frustration and uncertainty among staff.

10. Review written report from the Headteacher

Mr. France had placed a copy of the Headteacher's written report (March 2016) on the governors' shared folder prior to the meeting, and a copy is filed with these minutes. The main headings of the report were reviewed and the following points were among those discussed –

- Pyramid and Academy developments – there are concerns about joining a Multi-Academy Trust which could in turn be taken over by a larger trust if the DFE believe it to be more trustworthy. This decision could be taken due to problems with the secondary schools in the academy, even if the primary schools are performing well. It was agreed that becoming part of an academy would be a very large undertaking that would require a lot of work. A discussion took place about the school becoming a teaching school.

- Safeguarding – It was noted that the school’s new pastoral Officer has had a positive impact on the workload on the school’s management team.
- Personnel – Ms. Karen lake has left her role as HLTA, and the governors wished to thank her for all her hard work.
- Performance Management - the second cycle of PM is now under way.
- End of Key Stage assessment – the new SATs assessments are causing confusion and uncertainty as there seems to be very little understanding around them nationally. The school is in a good position to deal with this as it has a strong management team, and the school’s Self Evaluation Partner (Deborah Zachary) has been asked to provide an extra day of consultation to help produce an improvement plan in case the school’s results look low. The school is trying to shield the children as far as possible from any extra stress, however they are very aware that they are facing the hardest tests they have ever had. The national standards have been raised significantly. Concern was also expressed over the fact that assessment of writing now seems to be based purely on the technical aspects of grammar, punctuation and spelling, with little emphasis on creativity.
- Teacher Training Project – the national problems of teacher recruitment and retention are affecting the school also. The school is investigating becoming a training agency for teachers and it is hoping to start this by September 2017.
- Site Management – the current site issues had already been covered during the PFM committee update, however the governors wished to thank Mr. Burton for all his hard work in progressing the school improvement projects.
- Finance – had been covered in the PFM committee update.
- Events – the children have continued to enjoy a wide variety of events, especially in sport, thanks to the hard work of the school’s Sports Coach, Mr. Kevin Noyce.

(Ms. Cobden left the meeting at 6:35)

11. Report on national curriculum requirements from the Headteacher

Covered by discussion around SATs Assessment in item 10 above.

12. Approval for school improvement projects over £5,000

Covered by the PFM committee report

13. Chair’s correspondence

There was none.

At this point in the meeting, Ms Knudsen mentioned that there was one hirer of school premises who was not adhering to the conditions of hire eg. regarding giving the school sufficient notice and returning keys on time. The FGB agreed unanimously the hire agreement must be terminated. It was also stressed that this decision can’t be overturned without FGB approval.

Ms. Knudsen also mentioned that a parent had raised a concern about the school gates being left open during the busy 20 min arrival and departure times of the day. This has led to near misses between pedestrians and cars in the school car park. A notice on the gate says that it should be closed during these times, and some parents have been taking the initiative to close it themselves. Mr. France on behalf of the school, and the rest of the governors agreed that in principle, the gates should be shut. It was also agreed that the bolt should be repaired so that the gates could be left closed without having someone stationed there to hold them shut. Because the school office staff aren’t able to leave their posts to attend to this during these busy times, it was agreed that the FGB would investigate how this can best be achieved.

Action 4.1: FGB to investigate how to organise closing the school gates during busy times.

14. Items for next agenda

- Preliminary Budget for 2016/17 financial year

Finally, the FGB thanks Mr. Haynes for all his hard work as a governor over the last 4 years. His expert IT skills and help with development of the school's new website has been invaluable.

The meeting ended at 7:35 pm.

Future Meeting Dates

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