

FULL GOVERNING BODY MEETING**Meeting no 6 held at the school on Wednesday 6th July 2016 at 5:30pm**

Present: **Ms. K. Knudsen (Chair)** **Mr. N. Burton**
 Mr. S. France (Head teacher) **Mr. Alex More**
 Ms. N. Carswell
 Ms. R. Thynne
 Mr. D. Dorrell

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

The meeting commenced at 5:30

No.	Description	Responsibility	Status
4.1	Investigate how to organise closing the school gates during busy times.	KK/FGB	Completed
5.1	Investigate how much it would cost to employ a gate operator.	SF	Completed
5.2	Arrange for a children's questionnaire to be completed.	SF/LD/AM	Ongoing (see note below)
5.3	Collate responses from the governor skills audit.	DR	Completed

1. Welcome, Apologies and Vacancies

Ms. Knudsen welcomed the governors to the meeting. Apologies were received from Ms. Foster, Ms. Cobden, Mr. Bush and Ms. Sammons and were accepted by the committee. It was noted that 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 May 4th 2016 were agreed and signed.

Note on action 5.1 – Mr. France reported that the annual figure for employing a gate operator was £6,080.

Note on action 5.2 – Mr. France reported that the questionnaire had been written and it will be carried out at the start of the new school year in September.

4. Committee Chair Reports

PPC – Ms Carswell had circulated a report prior to the meeting and a copy is filed with these minutes and held on the governors’ shared drive. The main headings of the report were –

- Agreed objectives of the PPC committee
- Agreed review of policies for the year
- Other main points of interest

The report summarised the activities and achievements of the year, which included development of the new school website (due to go live in September), completion of the parents’ survey and completing a review of all necessary policies. Also mentioned was the excellent work done by the school in successfully recruiting to several vacant posts.

Curriculum – No report available as Ms. Cobden wasn’t able to attend the meeting

PFM – No report available as Mr. Bush wasn’t able to attend the meeting.

5. Written Report from the Headteacher

Mr. France had circulated a report prior to the meeting and a copy is filed with these minutes and held on the governors’ shared drive. The main headings of the report were –

- Pyramid and academy developments
- Safeguarding
- Personnel
- Performance Management
- End of key stage 2 assessment
- Site management
- Finance
- Events

Mr. France discussed each of the main headings and invited any comments, observations and challenges. It was noted that the current recruitment climate is very challenging, however the school has done very well in successfully filling all its vacant posts with capable replacements. The KS2 results were also encouraging, with the school being above the national average in 4 of the 5 measured areas. The school is 2% below the national average for writing, however Mr. France felt that this was more likely due to the national figure being misleading, rather than a weakness with writing at the school. Although the combined figure is 1% below the floor target set by the DoE, the school is about 75% up the national table which is an excellent result. Mr. France also mentioned that the staff have done a huge amount to help raise results at the school and the FGB wished to express their thanks to all the staff for their hard work and achievements this year. It was also mentioned that the flooring in the main corridor needs to be replaced and this will cost around £2,000.

Mr. More asked whether the school was pleased with the assessment data. Mr. France replied that he was pleased but not satisfied. Better results could have been obtained if better information was available. He also outlined how the school had been very rigorous with the assessment by moderating with other schools and the DCC in order to ensure the marking was done correctly and the data was accurate. It was also noted that the 2% of children below that national figure for writing equated to about 2.5 children, which highlights how close the school was to achieving parity.

6. Review Draft School Development Plan

Mr. France mentioned that this had not yet been written as it needs to be compiled after the SATS results are in.

7. Review Financial Policy

Mr. Ryder mentioned that Mr. Bush had drafted changes for the Finance policy which would be considered at the postponed PFM meeting on July 18th. The amended policy will then be looked at by the FGB at meeting no.1 next year.

8. Review Financial Risks and Controls

As Mr. Bush wasn't at the meeting, it was agreed that this item would be considered at meeting no.1 next year.

9. Approve Standing Orders and Terms of Reference for 2016/17

Mr. Ryder had circulated these prior to the meeting and a copy is held on the governors' shared drive. The draft was approved for next year.

10. Review Report from SEP Visit

Mr. France had circulated the report prior to the meeting and a copy is filed with these minutes and held on the governors' shared drive. It was agreed all results were at least good. Useful observation had been made in lessons and the school has already actioned areas for development. Any questions, comments or challenges were invited from the FGB.

11. Review the Effectiveness of the FGB and Committees

The Curriculum Committee and PPC Committee had reviewed their operations and were happy that they had successfully completed their tasks for the year. The PFM committee were due to review their effectiveness at the postponed PFM meeting no.4 but it was expected that this committee also had had a successful year. It was also agreed that the FGB had dealt with all the tasks and issues required of it during the year.

12. Committee membership for 2016/17

It was agreed that the committee members for 2016/2017 would be –

Curriculum	Ms. Dominey Mr. France Ms. Knudsen Ms. Cobden Ms. Sammons Mr. Dorrell
Premises, Finance and Marketing	Mr. Burton Mr. Bush Mr. France Ms. Knudsen Ms. Dominey Mr. More
Personnel, Parents and Community	Mr. France Ms. Carswell Ms. Foster (or mat cover replacement) Ms. Knudsen Ms. Thynne

13. Agree election process for chair and vice chair

It was agreed that the election process would remain unchanged from 2015/16.

14. Draft meeting schedule for 2016/17

Mr Ryder had circulated a draft meeting schedule prior to the meeting and a copy is held on the governors shared drive. It was agreed with the one exception that the PPC meeting would be moved from 5:00pm to 9:00am on Mondays.

Ms' Knudsen stressed the importance of meetings taking place on the scheduled days, and committee members should do all they possibly can to avoid meetings being re-scheduled. This is particularly important towards the end of the school year.

15. Chair's correspondence

There were none.

16. Items for next agenda

- Revised Finance Policy
- Review Financial Risks and Controls
- Update on courtyard improvements

The meeting ended at 6:40 pm.

Future Meeting Dates

FGB Meeting no.1	Wed Sep 14 2016	17:30
PPC Meeting no.1	Mon 19 Sep 2016	09:00
Curriculum Meeting no.1	Wed 29 Sep 2016	09:00
PFM Meeting no.1	Thu 6 Oct 2016	17:30
FGB Meeting no.2	Wed 9 Nov 2016	17:30
PPC Meeting no.2	Mon 21 Nov 2016	09:00
Curriculum Meeting no.2	Wed 1 Dec 2016	09:00
PFM Meeting no.2	Thu 8 Dec 2016	17.30
FGB Meeting no.3	Wed 11 Jan 2017	17:30
FGB Meeting no.4	Wed 8 Mar 2017	17:30
PPC Meeting no.3	Mon 13 Mar 2017	09:00
Curriculum Meeting no.3	Wed 23 Mar 2017	09:00
PFM Meeting no.3	Thu 27 Apr 2017	17:30
FGB Meeting no.5	Wed 3 May 2017	17:30
PPC Meeting no.4	Mon 12 Jun 2017	09:00
Curriculum Meeting no.4	Wed 22 Jun 2017	09:00
PFM Meeting no.4	Thu 29 Jun 2017	17:30
FGB Meeting no.6	Wed 5 Jul 20167	17:30