

FULL GOVERNING BODY MEETING**Meeting no 1 held at the school on Wednesday 13th September 2017 at 5:30pm**

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

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

The meeting commenced at 5:35

No.	Description	Responsibility	Status
6.1	Re-issue the Financial Policy with reference to the correct issue of the Teacher Pay policy.	DR/SF	Ongoing (see discussion below)
6.2	Re-issue revised Teacher Pay Policy.	DR	Ongoing (see discussion below)

1. Welcome, Apologies and Vacancies

The Clerk welcomed the governors to the meeting. Apologies were received from Ms. Sammons, Mr. Bush and Ms. Murray and were accepted by the committee. It was noted that the school has one co-opted governor and one parent governor vacancy.

2. Election of Chair and Vice-Chair for 2017-18

Chair - one nomination for chair had been received from Ms. Knudsen and this was unanimously approved by the FGB. Therefore she was duly elected as chair for 2016/17.

Vice Chair – one nomination had been received from Mr. Dorrell and this was unanimously approved by the FGB. Therefore he was duly elected as vice-chair for 2016/17.

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

Mr. Ryder had circulated a schedule for the election to the vacant post of parent governor to the FGB. The main dates are –

- 13th September – send out notice of election
- 29th September – deadline for return of nominations
- October 9th – send out ballot papers
- November 1st – deadline for return of voting slips. Count and declare result.

It was suggested that there should be an opportunity for parents interested in the parent governor role to have informal discussions with existing governors so that they could get a better understanding of the role. This was discussed and it was agreed to hold sessions on Monday September 18th and Wednesday September 20th.

Ms. Knudsen also informed the committee that Mr. Dorrell's term of office as the Local Authority governor is due to end on November 13th. Mr. Dorrell has kindly volunteered to serve another term of office if the FGB and Local Authority approve. Ms. Knudsen proposed that the FGB should support his application and this was unanimously agreed.

The need to fill the vacant co-opted governor post was also discussed, and it was agreed that the FGB would benefit from having another governor with finance skills.

3. Declaration of Business Interests

All governors present completed their Business Interests Form for the current year and returned them to the Clerk.

4. Minutes of previous meeting, matters arising and actions

The minutes of the FGB meeting no.6 held on July 7th 2017 were agreed and signed by the Chair.

Discussion on 6.1 and 6.2 – Mr. Ryder mentioned the draft Teacher Pay Policy needs to have sections completed by the school before it can be re-issued. The financial Policy can then be amended to refer to the correct issue of the Teacher Pay Policy. Mr. France agreed to make the necessary amendments.

5. Confirm committee members and chairs

It was agreed that the committee structures should remain the same this year as far as possible. Ms. Thynne agreed to chair the PPC committee. Mr. Bush will be asked to chair the PFM committee. The Curriculum committee chair will be decided at the first committee meeting. The committee structure will be as per the table below –

Curriculum	Ms. Dominey/Ms. Foster Mr. France Ms. Knudsen Ms. Cobden Ms. Sammons Mr. Dorrell
Premises, Finance and Marketing	Mr. Burton Mr. Bush (Chair – to be confirmed) Mr. France Ms. Knudsen Ms. Dominey/Ms. Foster Mr. More
Personnel, Parents and Community	Mr. France Ms. Murray Ms. Knudsen Ms. Thynne (Chair)

6. Appoint governors for Headteacher's PM and confirm arrangements

The Head Teacher's Performance management will be handled by the governors on the appraisal panel (Ms. Sammons, Ms. Cobden and Mr. Dorrell) and a meeting was arranged for October 6th 2017.

7. Agree Link Governors

The following link governor roles were agreed -

Finance:	Mr. Bush
SEND:	Ms. Sammons
Maths:	Ms. Cobden
Assessment:	Ms. Knudsen
English:	Mr. More
Safeguarding:	Ms. Sammons (To be confirmed)

8. Confirm FGB priorities for 2017-18

It was agreed that the priorities for the 2017/18 school year would be –

- Successfully working towards membership of a Multi Academy Trust
- Successfully filling the vacant posts on the FGB

9. 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. Among those discussed were –

- Assessment results. KS2 results were particularly commendable considering the challenges faced by that cohort of children.
- The number and variety of extra-curricular activities and performances.
- The sporting achievements including trophies won.
- Improvements to the school premises – especially the courtyard. (The FGB expressed their thanks to Mr. Burton for his work)
- The successful residential trips.
- The flexibility of staff members in dealing with disruption and change.

10. Draft School Development Plan

Mr. France had placed a copy of the draft plan on the governors' shared drive prior to the meeting, and a copy is filed with these minutes. The main points of the plan were discussed and comments invited. The priorities will be –

- Mathematics - the school wants to help the children to develop an ability to work at greater depth and deal with more complex questions.
- Reading - the school recognises a need to improve results at KS2 which will be addressed by analysing how reading is being taught and the resources used.
- Grammar, Punctuation and Spelling – achievement was below the national standard and actions are in place to address the main problem areas.
- Phonics – an integrated phonics system along with high quality staff training is being implemented to ensure all children receive the same level of teaching.

11. Review performance data

Mr. France reported that the performance data had still not been received from DCC. It was agreed to carry it over to the next FGB meeting and the Curriculum committee meeting.

12. Chair's correspondence

Mr. France mentioned at this point that the school has decided to increase the pay of all the staff on the main pay scale by 2%. The management team will receive an increase of 1%. He also confirmed that Ms. Murray has now been appointed as acting assistant Headteacher.

It was also agreed that the date of FGB meeting no.2 would be moved from November 8th to November 15th.

13. Items For Next Agenda

- Performance data
- MAT

The meeting ended at 7:00 pm.

Future Meeting Dates

PPC Meeting no.1	Mon 18 Sep 2017	09:00
Curriculum Meeting no.1	Thu 28 Sep 2017	09:00
PFM Meeting no.1	Thu 5 Oct 2017	17:30
FGB Meeting no.2	Wed 15 Nov 2017	17:30 (amended)
PPC Meeting no.2	Mon 20 Nov 2017	09:00
PFM Meeting no.2	Thu 7 Dec 2017	17.30
Curriculum Meeting no.2	Wed 10 Jan 2018	09.00 (amended)
FGB Meeting no.3	Wed 10 Jan 2018	17:30
FGB Meeting no.4	Wed 28 Feb 2018	17:30
PPC Meeting no.3	Mon 12 Mar 2018	09:00
Curriculum Meeting no.3	Thu 22 Mar 2018	09:00
PFM Meeting no.3	Thu 19 Apr 2018	17:30
FGB Meeting no.5	Wed 25 Apr 2018	17:30
PPC Meeting no.4	Mon 11 Jun 2018	09:00
Curriculum Meeting no.4	Thu 21 Jun 2018	09:00
PFM Meeting no.4	Thu 28 Jun 2018	17:30
FGB Meeting no.6	Wed 4 Jul 2018	17:30