

FULL GOVERNING BODY MEETING**Meeting no 3 held at the school on Wednesday 10th January 2018 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 M Sammons
Ms. A. Foster	Mr A Bush
Mrs J Murray	

In attendance: **Mrs. A Clothier (Clerk)**

The meeting commenced at 5:32

No.	Description	Responsibility	Status
6.1	Re-issue the Financial Policy with reference to the correct issue of the Teacher Pay policy.	DR/SF	Completed
6.2	Re-issue revised Teacher Pay Policy.	DR	Completed
2.1	Amend the Administering of Medicines Policy and email to the Governing Body for approval.	SF	Ongoing (see below)
2.2	Write a letter for all parents informing them of the change and the implementation date.	KK	Ongoing (see below)
2.3	Contact contractors and arrange dates for completion of the works.	NB	Ongoing (see below)
2.4	Prepare the papers required to progress the application for MAT	SF	Completed
3.1	Update policies list and ensure that correct policies are on the website with consistent policy names.	AF	New
3.2	Review Data Protection Policy	PFM Comm	New
3.3	Arrange medical training in use of needles for staff	KK	New

1. Welcome, Apologies and Vacancies

The Clerk welcomed the governors to the meeting. Apologies were received from Mr D Newman and Mr N Burton 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 the 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 meeting no.2 held on 15th November 2017 were circulated before the meeting. The Chair asked Governors to look at these and notify the Chair of any changes.

Item 6.1 and 6.2. The re-issue of the Financial Policy and Teacher Pay Policy – completed

Item 2.1 Amendment on administering of medicines policy – to be discussed under Chairs correspondence.

Item 2.2 The letter to all parents informing them of Governors decision to commence charges for unauthorised absences for holidays in term time has not been sent out yet. This will be sent out shortly and will be using a proforma outlining what government advice is and absence statistics. The office has already started getting slips from parents requesting holidays.

Item 2.3 Completion of fence line adjacent to playing field. Mr Burton to contact the contractors to put this in progress.

Item 2.4 Multi academy trust paperwork - completed.

4. Pay Committee Report

The Pay Committee has met and looked at applications from staff that have applied for the upper payscale points - the staff who applied for this have been successful.

5. Progress of the Headteacher's PM Objectives

The governors met to discuss Headteacher's performance management. All Mr France's targets were well met and the committee want to congratulate Mr France on that, particular in light of the circumstances. The Committee will meet with Mr France to talk about next year's targets.

6. Long term (3yr) Financial Plans

Mr Bush outlined the key points from the Review of Finances against budget which was brought to PFM in December. The report was discussed in detail and questions and comments invited from the governors.

The key points were:

- A number of teachers will be going on maternity/paternity leave
- The PE grant is complete and ongoing.
- The capital remaining work is for perimeter fencing and fire door closing
- Predicted carry forward is £96,581.

It was reported that the long term future is unknown in light of the potential of moving to academy trust. There was then a discussion of the due diligence exercise taking place on the 1st February. Mr France outlined that it will cover many areas including teaching and learning but the school are not sure of what form this assessment will take. The school will receive a timetable with timeslots for particular assessments. The assessors are looking for showstoppers to affect the process but the school is not aware of anything that will be an issue. It is the schools job to perform in the best way possible for this assessment. Governors gave offers of help for the 1st February.

In the light of this the long term financial plans are uncertain but there are still long-term projects that need to be completed.

Governors questioned whether the due diligence would look at the financial situation and Mr France stated it was not within their remit. Governors highlighted that they needed to keep a watching brief on how the money would be spent and to ensure money earmarked for the school was retained.

7. SEP Visit 1 Report

The SEP Visit 1 Report had been circulated prior to the meeting and copies are filed on the governors' shared drive and with these minutes. Mr. France invited any comments and questions. The school was challenged on the attendance figures. Mr. France stressed that the introduction of a fine will ensure that the school is acting to reduce the holiday absences, which are still high. Governors questioned whether the national figure would reduce but it was likely that this will increase as other schools use new policies to reduce absences. The benchmark would be the national average and an attendance figure below this may be a limiting factor for Ofsted.

On other issues Mr France reported that Early years results were at least good. The Maths performance could be called into question but there was clearly an error in the baseline data. The phonics results are positive and the read, write inc system has been very successful. Key Stage 2 was not as strong as 2016 but this was expected as the data was not comparable.

Mr France reported that action needs to be taken on staffing issues as a significant proportion of time is taken up recruiting and training – a better strategy is needed to retain key people. Governors asked whether this was something the committees could look at. Mr France stated that long term funding picture does not look good and this is putting people off teaching. Part time positions are far more difficult to fill than full time.

The Governors asked a number of questions on the SEP report including when the full learning walk was taking place and whether it would look at SEN. The full learning walk is on the 19th January and will partly look at SEN. Governors expressed concern regarding staff wellbeing with two major assessments happening in quick succession. Mrs Foster reported that the staff meeting has been cancelled before 1st February to give people time to prepare. Governors asked whether there was anything they could do to help staff wellbeing and would give thought to this.

8. Policies

The list of policies was circulated prior to the meeting and copies are filed on the governors' shared drive and are attached to these minutes. Mrs Foster ran through all the policies in order to update them. Governors emphasised the need for consistency between the names of the policies on the list and on the website. Data Protection Policy will need to be reviewed to take account of changes in national policy.

Action point 3.1: Mrs Foster to update policies list and ensure that correct policies are on the website with consistent policy names.

Action point 3.2: PFM committee to review Data Protection Policy

9. Chair's correspondence

The last FGB made a change to the Administration of Medicines Policy to ensure that children should use safety needles. Following this there was a formal complaint from a set of parents to say that their child should not be using safety needles because of another pre existing medical condition. The policy has been

changed again to say that safety needles should be used unless there is another medical condition that would prevent the child using safety needles. Chair requested medical training for staff.

Action Point 3.3: Ms Knudsen to arrange medical training in use of needles for staff

The Chair received a letter from a parent regarding interactions with the school but this needed no further action.

10. Items For Next Agenda

- Result of Due Diligence
- Committee Chair reports (2)
- Headteacher's Written Report (1)
- Preliminary Budget for 2018/19 Financial Year
- Review and Approve SFVS submission (required by March 31st)
- Agree delegated budget for next financial year
- Review progress against the School Development Plan (SDP)

The meeting ended at 6.36 pm.

Future Meeting Dates

FGB Meeting no.4	Wed 28 Feb 2018	17:30
PPC Meeting no.3	Mon 12 Mar 2018	09:00
Curriculum Meeting no.3	Wed 21 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	Wed 20 Jun 2018	09:00
PFM Meeting no.4	Thu 28 Jun 2018	17:30
FGB Meeting no.6	Wed 4 Jul 2018	17:30