

Colston's Primary School Full Governing Body Meeting
Monday 12 September, 6.00pm

Present:			
Alex Bell (AB), Head Teacher	Helen Wood (HW)	Kate Swainson Price (KSP) , Chair	Sam Martin (SM)
Bronwen Wright (BW)	Katy Dunscombe (KD)	Pauline Allen (PA)	Steve Purdie (SP)
In attendance:		Apologies:	
Leanne Sowersby (LS) – Clerk		Nick Woodroffe (NW)	
		Peter Kay (PK)	
		Shuaib Omar (SO)	
		Emily Warren-Ballard (EWB)	
		Kate Patience (KP)	

Subject	Discussion	Action Needed	Responsibility
1 Welcomes, apologies and declarations of interest.	KSP welcomed everyone Apologies accepted No declarations of interest.	Declarations of interest need to be circulated	LS
2 Elections	Chair - Kate Swainson Price was elected unopposed as Chair Vice Chair – Bronwen Wright and Steve Purdie were elected unopposed as joint Vice Chairs Resources Chair – Bronwen Wright was elected unopposed as Chair of the Resources Committee Outcomes Chair – Steve Purdie was elected unopposed as Chair of the Outcomes Committee		
3 Code of Practice	LS handed round the sheet for Governors to sign to agree to the Code of Conduct.	Absent Governors still need to sign.	LS
4 Committee Structure, Membership and Terms of Reference	Agreed to continue with current committee structure. Terms of reference – the responsibilities listed in these need to match up with the Governor Dashboard. AB and SM are talking to potential staff Governors and will keep Governors informed. Discussion around committee membership and the number of members of the Resources committee. HW to be removed from the Resources list. Otherwise membership was agreed. Might be useful to change membership from year to year.	Chairs will check this and bring back to next FGB Ask SO to join Resources committee.	KSP / SP / BW KSP

<p>5 School Development plan</p>	<p>The existing School Strategic Plan will continue until December 2015. There will be a final review at the end of the year.</p> <p>Q – What is the focus for the first two terms? Teaching & Learning. Following work on Inset days etc. want to focus on pedagogy.</p> <p>Are in the process of doing some evaluation to put together the beginnings of a three year development plan, to get to, ‘Outstanding’. AB and SP have been working on a format for this. AB talked through the School Development Plan template.</p> <p>Items are ranked according to Ofsted categories and broken down further into, beginning, secure and exceeding. This will allow progress to be demonstrated. AB has started to produce the templates for each of the areas.</p> <p>SP talked through the process for the new plan. Each year the GB will evaluate where we think we are and where we want to be. AB will give updates to monitor this. At the end of each year, will evaluate how much has been achieved against the plan.</p> <p>This year will be a trial with tweaks made as necessary.</p> <p>Q – How often will it be updated? The detailed plan will be updated as actions are completed. Updates will allow resources to be used appropriately.</p> <p>Updates should be provided to Governors around Christmas and Easter. The documents can be updated at the beginning and end of the year.</p> <p>This year will run from January to July and then will run for the academic year.</p> <p>Q – Will it have input from the School Improvement Officer? Yes</p>	<p>Upload Behaviour Development Plan to GovernorHub</p>	<p>AB</p>
<p>6 Monitoring Process: Dashboard Link Governors Activity Feedback Policy Management</p>	<p>Some changes to Link Governors were agreed. All Link Governor roles will be reviewed in line with the new development plan.</p> <p>Discussion around having a Teaching and Learning Link Governor – SP to do this.</p> <p>KSP talked through the proposed procedures for monitoring and Link Governors. Link Governors to meet with the relevant member of staff to look at where they can help for the first two terms.</p> <p>LS talked through the Governor Feedback sheet. This is a document that should be completed by the Link Governor and the relevant member of staff together. Discussion around the wording of some of the sections.</p> <p>Discussed some items to add to potential monitoring activities.</p> <p>KSP has produced a list of items for a ‘Governor Bible’ folder. Any comments to go to KSP.</p> <p>LS and KP are in the process of collating all the policies in one place and LS will create a list of policies and will allocate each policy to a Governor and remind when they are due for review.</p>	<p>Update Link Governors list</p> <p>Make changes to feedback sheet and re-circulate</p> <p>Create policy list and allocate policies to Governors</p>	<p>LS</p> <p>LS</p> <p>LS</p>

<p>7 Governing Body Objectives</p>	<p>KSP shared some proposed GB Objectives.</p> <p>KSP and SP updated on the recruitment of a new School Improvement Officer (SIO) and the current options. KSP, SP and BW felt that there should be a consistent person for the whole year.</p> <p>AB talked through the role of the SIO and how it is changed since becoming an Academy.</p> <p>Discussion around how the role can support school and the Governors.</p> <p>The Headteacher’s appraisal will be overseen by the SIO. This is planned for November and a panel will be needed.</p> <p>Discussion around the Cooperative values, the responsibilities of the Forum members and how this benefits the school.</p> <p>AB mentioned Cotham School’s consultation on converting to a MAT. Discussion around this.</p>		
<p>8 Governor Training</p>	<p>May need to send the skills audit to some people again as not everyone had filled in their name.</p> <p>LS asked Governors to record their training on GovernorHub.</p> <p>Discussed asking Governors to do specific training. Roles and Responsibilities, safeguarding and SEN should perhaps be repeated.</p>	<p>Send skills audits with deadline for completion</p> <p>Produce a draft training plan</p>	<p>LS</p> <p>LS</p>
<p>9 Minutes of Last Meeting</p>	<p>Agreed as correct.</p>		
<p>10 Matters Arising and Actions log</p>	<p>Process for approving policies not added to FGB Terms of Reference as this is not the best place for them. To be looked at alongside the policy list that LS and KP are working on.</p> <p>Starters and leavers information, including new Reception numbers, to be provided next FGB</p>		
<p>11 Any Other Business</p>	<p>BW, SP and KSP are working towards putting together meeting agendas in advance for the year.</p> <p>SIO – KSP, BW, SP and AB are meeting a potential candidate for the SIO. If anyone else wants to be involved, let SP / KSP know.</p> <p>Governors will have lanyards to come into school.</p> <p>BW – the trustee report is due for audit. If anyone wants to add anything, let BW know.</p> <p>No monitoring has been planned for the FGB on the morning of 14 October, Link Governors will need to meet with the relevant staff members.</p>	<p>Pass information from this meeting to those not present</p>	<p>KSP</p>

Meeting closed 8.00pm

Signed

Date

Initial: