

**St ANDREWS C of E (AIDED) PRIMARY SCHOOL
BUCKLAND MONACHORUM
Governing Body**



2017/18 – Meeting 6 – Part I Minutes

Date/Time	26 th April 2018 at 17.30	Location		Library			
Attendees	Initials			Attendees	Initials		
Martin Fowler	MF	LA		Justin Jones	JJ	Foundation	
Jez McDermott	JM	Co-opted		Phil Harvey	PH	Head teacher	
Clive Ribbons	CR	Co-opted		Terry West	TW	Foundation	
Mike Jacot	MJ	Staff		Naomi Beck	NB	Foundation	Arrived at 19.20
Jessica Jennison	JJe	Parent		Graham Cotter	GC	Ex-Officio	
Susie Zaleski	SZ	Foundation		Liz Middlebrook	LM	Foundation	Arrived 18.20
Jane Oliver	JO	Foundation		Rob Jackson	RJ	Parent	

Apologies	Initials	
Robert Hopkins	RH	Foundation
Charlie Coates	CC	Foundation

Absent without Apology	Initials

In Attendance	Initials	
Esther Rookes	ER	Clerk

Minutes to	
Attendees	School notice board
Apologies	Diocese

	Agenda	Led by
1	Introduction & Apologies	JO
2	Declarations of Interest	JO
3	Minutes of the previous meeting held on 22 nd March 2018	JO
4	Matters outstanding from previous minutes	JO
	Strategic Items	
5	School development plan 2017/18 & head teachers report	PH
6	Marketing the school in relation to low reception class numbers	PH
7	Size of KS2 classes	PH
8	Ratification of budget 2018/19	CR
9	Other finance related items	CR/JM
10	Grant fundraising	JO
11	Update of school roll	PH
	Accountability & Monitoring Items	
	Report back from Portfolio holders – will come to next meeting	
	Procedural Items – for information only	
12	Update on FGB	ER
13	Dates of FGB meeting 2017-18	JO
14	Governor training	JO
15	Governors visits	JO



16	Other items brought forward.	JO
	Date of next meeting – Thursday 7th June 2018 at ? tbc – 18.30 or 19.00 Agenda items: Locking of the school Working group will feedback on nursery provision.	

Ref	Action or Decision	Owner	Date Raised	Date Due
1	Apologies: CC, NB & RH. Apologies sanctioned: yes			
2	None – where any arise the relevant individuals will leave the meeting at the appropriate point.			
3	The minutes of 22 nd March were proposed ; <i>Terry West</i> . Seconded : <i>Jessica Jennison</i> .	Decision	22/03/18	26/04/18
4	None			
5	Has been included in the head teacher's report. The 2 nd page has a table showing the progress against the SIP 2017/18 with 5 main action points from the spring term, showing the progress/successes along with the challenges & barriers. PH had provided a comparison between data at end of November 2017 & the end of the spring term – there has a good improvement. A reason for this could be a) children had only been exposed to a small amount of the curriculum in November, & b) teachers are less conservative with inputting data. <ul style="list-style-type: none"> • Is there now a consistent approach from teachers with assessing children? Yes, more consistent but not sure it is 100%. Data is nearer to reality. Data fluctuates all the time. • There is a Grey area in assessment – is it when they have covered the whole curriculum or is it a snapshot of a certain time? • Puma tests are being used across year groups & the tests move up in difficulty in line with the year groups. We need to ensure that tests are not driving our education. If results are outstanding at end of KS1, then it can cause issues further up school. PH: Will analyse the results of the year 6 G&P homework system to see if it can be used in other KS2 year groups. Challenging behaviour – is a minority aspect. We are working to have consistency across all staff in dealing with this behaviour. EH4MH – a small staff team has been set up to look at positive learning behaviours across the school & link it in with our Christian ethos. A lot of work has taken place in developing the new school SDP 2018/19 with the SMT & the FGB co-chairs. It has been updated & placed on the OneDrive. JO: it is encouraging to see the improvement in the data & thanks to all the staff. JO: like to congratulate Joan Whittaker on her success with her new			



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	<p>job in Prague & wish her the best for her future. We will miss her. School attendance has dipped – it needs to move back above 97%. PH went through his head teacher report briefly highlighting certain points. GC: brilliant report. JO: thanked PH for his report.</p>			
6	<p>PH: with regard to the low reception numbers for September – the feedback is that it is not a reflection on the school, but is to do with the area. TW: school rolls are expected to drop across the country for foundation. JJe: is there any way that PH has head can separate himself from the Ofsted report as it happened before he arrived? SZ: asked JJe how does she feel the Ofsted report affected the choice of parents? If her family had had the report that they probably may have gone to Horrbridge RJ: we need to remodel the website, to sell all our positive points. Our Key challenges: pupil numbers. A marketing group has been created – we need to showcase all our activities, especially the extra-curriculum activities. Leaflets will be produced for the local community, service families. MF: what does the HT of Horrbridge say to parents of unsuccessful children for reception? PH: would hope that parents would be filtered in this direction. TW: Horrbridge has all day care. CR: Horrbridge has KS2 class sizes of 34. Need to get out and market school in local activities. SZ: trying to market the village by being involved in the June fair. SZ: can we have banners around the school, to celebrate our achievements? CR: need to get the message out.</p>			
7	Part 2			
8	<p>CR: distributed the proposed budget for 2018/19. It was noted the knock on effect on the budget for future years that the low reception numbers for September would be causing. The budget was agreed by the governors.</p>			
9	<p>Part 2: F. CR: the field is nearly sorted. On 12th May, drainage works etc. will be done. We can be smarter on a lot of things.</p>			
10	<p>A. School Minibus: JJ: a minibus would reduce the cost of hiring coaches. PH: we can financially plan for the minibus. We also have the disabled child who could use the minibus for trips.</p>			



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	<p>We are looking at a crowd funding site to raise funds for a minibus with disabled access. PH: it will take a sports team for fixtures. JM: let's model the minibus – CR & JJ to do.</p> <p>B. Pool hoist – this will be the 1st project for the grant fundraising committee. We have 3 quotes & have talked to mum about the required model. The meeting then moved into Part 2.</p> <p>Part 1:</p> <p>c.Astro-turf: The PTA has agreed to support this, it is currently with planning, after that we can approach Sport England for the major grant. JM: so we will be spending £6K for pre-planning? JJ: the PTA know that & have agreed it. All the relevant authorities have been approached. TW: can the finance portfolio get involved? JM: yes, finance will look at it. PH: we need the pitch as we have a small KS2 playground. PH & JJ don't have enough time & resources themselves to progress the sports pitch without the support of the FGB. JJ: if we are successful with sport England we will get the money back.</p>			
11	<p>School roll – 208 YR – 29 Yr 1 – 24 Yr 2 – 30 Yr 3 – 30 Yr 4 – 32 Yr 5 – 32 Yr 6 – 31</p>			
	<p>This is moving forward, with some portfolios still to have their initial meeting. ER reminded all governors to let her know all meeting dates (will create a calendar) & to complete the portfolio report back form & return to ER. The forms can be found on OneDrive.</p>			
12	<p>TW term of office as a foundation governor finishes on 02/05/18 – we would like to thank him for all his excellent work with premises and data. We would like to propose the position of associate governor to TW, so that he is able to continue to use his skills in premises with the FGB. The FGB agreed to co-opt TW to associate governor. The Chairs & Clerk will work out the terms of his office to bring to the FGB for the next meeting.</p>			
13	<p>Dates of FGB meetings: Thursday 07/06/2018 & Tuesday 10/07/18.</p>			

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	The day & time of meetings needs looking at: 18.30 & 19.00 were suggested – JO to send out an email asking for best times. ER to work out meetings for next academic			
14	Training attended: ER, PH, HO & SZ attended the Heads, Chairs & Clerks training 27/03/18. <i>Governors need to have a vision (not a school vision) of where we want to go with the FGB.</i> ER attended Managing Formal Proceedings training 25/04/18. Training due to be attended: LM – New governors training 07/06/18 JO & ER – Data Protection 07/06/18 ER – Clerks Update 16/06/18 ER – Minute taking for Clerks 10/07/18 Please remember to complete your record of impact for your course which is provided in your training pack.			
15	Governors Visits & Learning walks – please new governor’s book in your walks. LM attended her learning walk 26/04/18. Please remember to complete your feedback forms.			
16	a. MF: knows someone with money, who is giving a £1k to replace for LED. Should save £135 per month. b. Crapstone bus shelter will have St Andrews children’s pictures painted. c. JJe: nursery provision? JJ; there is a need. CR: we need to drive this forward. SZ: we want to have it on site; we need to think of ourselves & our future. A working group will bring their research to the next meeting PH, NB, Part 2:			
	The meeting closed at 20.22 Date of next meeting: Thursday 7th June 2018 @			

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