



**Meeting of Full Governing Body
22nd October 2015
6pm
Year 6 Classroom**

MINUTES

Governors Present:	Ken Caplan (Chair), Maya Fender, Flora Jenkins, Matthew Montebello (HT), Ruth O’Keeffe (Arrived 6:30), Rosemary Sawtell, Jonathan Scharpe, Roy Watkinson, Irena Wooler (DHT).
Associate Members Present:	
Officers Present:	(No Clerk available for the meeting)
Others Present:	

	<u>Agenda Item</u>	<u>Action</u>
1	<p>a) Apologies for Absence - Apologies for absence were received from Sam Caughey, Saskia Knowles, Alison Teagle, Debbie Ticehurst, Ros Toomey. These were accepted and agreed.</p> <p>b) Declarations of Interest - Remaining forms for the new academic year were requested from Governors. A few governors still to complete and submit.</p> <p>c) Appointment of Chair and Vice Chair of Governors - For the sake of continuity and assuming no opposition, the Chair offered to continue in the position without election until January 2016. This was agreed by the FGB. Two nominations were received for Vice Chair for Sam Caughey and Jonathan Scharpe. It was agreed that both nominees would be named as Co-Vice Chairs with the agreement that they would be named as Co-Chair in January 2016. The current Chair, Ken Caplan, will then be named as Vice Chair.</p> <p>d) Appointment of Associate Governor - It was agreed that Irena Wooler, Acting Deputy Head Teacher, would be designated as Associate Governor and that nominations would be sought amongst WRS staff for a staff governor.</p>	
2	<p>Last Meeting dated 22nd September 2015</p> <p>a) Acceptance of Minutes - The Full Governing Body reviewed and approved four pages of minutes from the meeting held on 22nd September 2015. The Chair signed them as confirmation of their accuracy.</p> <p>b) Matters Arising from Meeting Not Included Elsewhere on Agenda</p> <ul style="list-style-type: none"> • Item 3h - It was agreed that the home school agreement would go out after the half-term the first week in November. • Item 3d - Staff Handbook - It was agreed that the upcoming inset day would be dedicated largely to issues of administration with a focus on induction for new staff, review of the staff handbook and related matter. 	
3	<p>Head Teacher Report - Assumed as read - Issues Raised</p> <p>a) HT Report - Governors expressed their appreciation to MM for the report which was seen as clear and helpful and the updated School Development Plan (which shall be reviewed by each governor based on their specific focus area).</p>	

Signature... *K-H.A. GPC*Date ...19 November 2015



- b) **Data Review** - Governors expressed their appreciation to IW for her work in collating, analysing and presenting the data on Pupil Premium and SEND pupils for Governors. The data is strong particularly in year 6 but also reveals that more work could be done to close the PP and SEND gaps earlier and lower down the school. *
- c) **Pupil Premium** - RS provided details of efforts by Hilary Masters (SENCo) and the staff to address the needs of Pupil Premium students. Plans are being designed around a careful review of the data (presented in 3b). Training has been conducted for TAs, software purchased to boost literacy skills, a maths audit has been scheduled to determine what resources are required, funding has been procured for one child and parents engaged in their children's plans, a focus on restorative justice is being instituted to resolve conflict, etc. These shall be detailed in a brief Pupil Premium report for governors. *
- d) **Staff Performance Appraisal and Target Setting** - The HT apprised governors of the general outcomes of staff performance appraisal and target setting. As a result, a few weaknesses in recruitment interview protocols were identified by governors that would be addressed in future recruitment. A focus shall be placed on the teaching of writing in Year 1 and efforts to redress minor lapses for children from last year's Year 1 in Year 2. *
- e) **Health and Safety Audit** - Governor support is required to prepare for the H&S audit which shall be conducted by ESCC in January. **ACTION:** RW to review policy requirements. *
- f) **Lettings Policy** - The Lettings Policy requires a review to ensure that it covers providers of after school activities. **ACTION:** RW to review in the first instance, with support from MF. *
- g) **Breakfast and After School Club** - Brought on by the resignation of the manager of the clubs, governors were apprised of the ongoing challenges of ensuring that the Breakfast and After School Club is run to the standard expected from governors. Whilst it is recognised that there are pressures on schools to provide wrap-around care and the clubs are much appreciated by parents and children, the school has had to spend considerable energy, time and budget to recruit and keep staff, manage the clubs and the finances, liaise with parents, and ensure proper safeguarding. Governors were also advised that the school was currently operating the clubs in arrears at approximately £5000 due to late payment by parents and carers. The majority (2/3rds to 3/4s) of the users of the clubs are families from Southover School.

Finding that the arrangements were proving overly cumbersome for the school and a significant distraction from the day-to-day running of the school, the Senior Leadership Team proposed that a consultation be conducted with staff and the clubs be closed. Efforts were made to identify other alternatives for parents and carers including from YMCA and Wave Leisure, Southover directly, or other providers to come run the clubs in the school directly. After a month of efforts, including asking a member of the teaching staff to temporarily take over the clubs, the school has not been able to determine a way forward to continue to run the clubs at WRS or to share the provision with Southover. Governors agreed that, though unfortunate for parents and carers, the school was struggling to recruit staff, and, given budget considerations, could not afford to run the clubs at a loss. As difficult as the decision was, governors agreed unanimously with the recommendation from the SLT to close the clubs.

Signature... *K.H.A. GPC*

.....Date ... 19 November 2015



4	<p>Other Governance and Regular Items</p> <p>a) Safeguarding Report / Update - FJ provided highlights of the Safeguarding Report prepared by FJ with support from Hilary Masters (WRS SENCo) and circulated prior to the meeting. MF was named as Extended Schools Link Governor, as recommended in the Safeguarding report. MM suggested to invite Kerry Bedford (PSHE Subject leader) to the next FGB to give an update on PSHE provision in school and present a new policy - as part of next FGB Safeguarding Report. SC was reminded to complete the DBS check</p> <p>b) Governing Body Restructuring - Governors agreed with the decision to restructure the governing body as per the document presented. A strategic oversight group would be convened to ensure that different focus areas are joined up. The strategic oversight group is not a decision-making body but provides a co-ordination and planning function for the FGB. It was agreed to review the revised structures at the start of the 2016 academic school year. The restructure would be a regular item on FGB agendas.</p> <p>Again Governors reiterated that they were keen to ensure that:</p> <ul style="list-style-type: none">• the transition (to make sure nothing slips through the cracks in the process),• how much time would be required by each role roughly,• which issues (budget, for example) absolutely need FGB decision,• a calendar for when which issues would be brought to the FGB,• if any focus areas are missing, and• how it will work (general reassurance). <p>Further work will be done on this including a calendar that schedules inputs from governors and staff.</p>	* *
5	Any Other Business - No AOB was tabled.	
6	Dates of Next FGB Meetings - It was agreed that the next meeting would be on 19 November at 6pm.	

Signature... *K. H. A. G. L.*Date ...19 November 2015