

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

Draft Minutes until signed

Meeting of the Full Governing Body – Part 1 Minutes					
Date: 04.02.16	Time: 5:30pm		Location: School		
Attendees	Initials		Attendees	Initials	
Matthew Barrett	MB	Parent	John Slade	JS	Co opted
Julia Bramble	JB	LEA	Amanda Thomas	AT	Co opted
Antony Cox	AC	Parent	Bob Tubbs	BT	Associate
Jane Fletcher	JF	Co opted	Stuart Vaughan	SV	Head
John Ridgley	JR	Co opted	Carmen Winterburn	CW	Staff
Maria Pinney	MP	Co opted			
Apologies	Initials				
Ben McGowan	BM	Parent	Chris Hewitt	CH	Co opted
In Attendance	Initials		In Attendance	Initials	
Amanda Murrell	AM	Clerk			

Ref	Actions from the meeting on 4 th February 2016	Owner
3.5	SV to send governors the link to the Ofsted data dashboard.	SV
3.5	AM to enquire about Governor Mark.	AM
3.9	CSE awareness training/briefing, an annual report to governors and monitoring and evaluation by the Governing Body, will be added to the governors annual cycle of business.	AM
3.9	SV is to arrange a date for online safety training for parents with Gary Gates.	SV
3.11	AM will create an 'impact of training' form for non- Babcock training courses.	AM
3.12	AM will ensure Safeguarding is on each FGB agenda if it is not in the Head teacher's report.	AM
3.12	SV agreed to write a risk assessment for the school gate.	SV

Ref	Agenda Item	Owner
3.1	Apologies for absence: Received from BM and CH and accepted by governors.	JS
3.2	Declaration of business interests relating to the agenda: None	JS
3.3	<p>Clerk's business: AM reminded governors of the three core functions of the governing body:</p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos and strategic direction; • Holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff; and • Overseeing the financial performance of the school and making sure its money is well spent. <p>Governors approved the reappointment of JB as the Local Authority governor. JS proposed and JF seconded the proposal that JB be re-elected as Chair of the Full Governing Body. All governors agreed.</p>	AM

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	<p>AM said that, following the recent parent governor election, BM had been re-elected as a parent governor. AM thanked the three candidates.</p> <p>Another parent governor election is to take place, following the resignation of Ceri Parkinson.</p>	
3.4	<p>Agree Minutes of last meeting on 3rd December 2015: These were agreed and signed by the Chair.</p>	JB
3.5	<p>Matters arising from the meeting on 3rd December 2015: SV circulated an information sheet for Governors, to prepare them for an Ofsted inspection. Any questions are to be emailed to SV.</p> <p>AM contacted governors to remind them to complete the NGA skills audit, however it is still to be completed by some governors.</p> <p>SV to send governors the link to the Ofsted data dashboard.</p> <p>SV had sent AM a copy of the Pay Policy with the school's details added, to be posted on E Schools.</p> <p>Ceri Parkinson had agreed to find out more about the digital safety leaflet sent out from Kings School. JB thought it might have been available to other schools, sponsored by VODAPHONE.</p> <p>AM is still to enquire about Governor Mark.</p>	JB
3.6	<p>Result of the Parent Governor Election: See above.</p>	AM
3.7	<p>Agreement of Terms of Reference recommended by the Teaching and Learning committee: The Teaching and Learning committee had reviewed the Terms of Reference and recommended them for adoption by the full governing body. Governors agreed to adopt them.</p>	JB
3.8	<p>Terms of Reference for Committees A and B and membership: The Terms of Reference for the Hearings and Appeals committees (formerly known as Committees A and B) were agreed by governors.</p> <p>The following governors will sit on the Hearings committee: Antony Cox Maria Pinney John Ridgely</p> <p>The following governors will sit on the Appeals committee: Matthew Barrett Ben McGowan Julia Bramble</p> <p>The Terms of Reference for the Head Teacher's Performance Management committee were agreed by governors.</p>	JB
3.9	<p>Safeguarding Audit: This had been circulated to all governors. BT had raised issues regarding locating documents on the web site. SV had now addressed these issues.</p>	SV

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	<p>Annual Child Sexual Exploitation (CSE) awareness training/briefing, an annual report to governors and monitoring and evaluation by the Governing Body, will be added to the governors annual cycle of business.</p> <p>SV will arrange biannual online safety training for parents. SV is to arrange this with Tracey Tipton (PSA).</p>	
3.10	<p>Receive reports and evidence from governor visits: Governors had attended school performances during the Christmas period. Governors wished to thank the Church and Vanessa for facilitating the performances. Governors particularly appreciated the musical performances.</p> <p>Governor Awareness Day will be held on 22nd June 2016. This will be the focus of governor work on curriculum areas.</p>	JB
3.11	<p>Feedback from governor training and impact assessments. Further training identified from the skills audit/ training audit: JF had attended training on extremism in school which had raised interesting issues regarding the types of extremism most likely to be encountered in the South West.</p> <p>MP had completed the online WRAP training.</p> <p>AM will create an 'impact of training' form for non- Babcock training courses.</p>	JB
3.12	<p>Receive reports from committees and consider implications/actions/ decisions Ratify policies recommended by committees:</p> <p><i>Resources committee</i> The Disciplinary policy and the Grievance policy were recommended by the Resources committee for adoption by the FGB: These were adopted by governors.</p> <p>The Safeguarding policy and the Safeguarding pupils / students who are vulnerable to extremism policy were adopted by governors.</p> <p>AM will ensure Safeguarding is on each FGB agenda if it is not in the Head teacher's report.</p> <p>JS had carried out consultation regarding the school gate via email and given feedback to SV and Resources committee members. SV said that the school was reviewing procedures and minimising risks. Since the meeting, the Senior Leadership Team have met and an additional member staff is now assigned to stand by the gate until 9.10am. There is now improved signage, directing visitors to the school office. SV said that he had investigated closing mechanisms and they were too expensive. At BT's suggestion, SV agreed to write a risk assessment for the school gate.</p> <p>SV gave an update on the new school build. SV explained that a new contractor had been appointed - Elliott's, a modular builder. SV said that this may shorten the build and the amount of time the contractor was on site. The client engagement meetings were expected to start very soon. JB asked if modular</p>	JF

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	<p>buildings lasted as long as traditionally constructed buildings. MB said he thought this was a standard building method. BT asked if building lifespan had been mentioned. SV said it had not. MB raised concerns about the architectural aesthetics. Governors resolved to look at other buildings by this contractor. MB asked if the school was in a queue. SV did not know, but though Newton St Cyres school was also being rebuilt by Elliott's. SV will circulate information when it is available.</p> <p><i>Teaching and Learning committee</i></p> <p>JF had taken on policies that Ceri Parkinson had worked on. The Medical policy is to be personalized. The SEND policy is almost complete.</p>	
3.13	<p>Items for agenda of next meeting: <i>See annual cycle.</i></p>	JB
3.14	<p>Date of next meeting: Thursday 17th March 2016 It was agreed that meetings will continue to start at 5.30pm.</p>	JB
3.15	<p>Agree the minutes of the Pay Committee: Since only JF was available to review the minutes, they were taken to be a true record unless CH wishes to make any amendments.</p>	JF