



Full Governing Body Meeting

MINUTES

Wednesday 10th January 2018, 7.15pm

Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

Present: Jackie Morris (Chairman), Andrew Stear (Headteacher), Maureen Holland, Melissa Wells, Luke Bozeat, Mel Isherwood

In attendance: Dominique de Sylva (Clerk);

Meeting is quorate 7/9

	TOPIC	When	Who
1	APOLOGIES FOR ABSENCE (<i>statutory</i>) Melissa Wells, Fiona Campbell		
2	DECLARATION OF INTEREST (<i>statutory</i>) Governors declare no interest in specific agenda items at this meeting.		
3	<p>PROGRESS DATA ANALYSIS</p> <p>AS circulated his report by email, please refer to this where necessary.</p> <p>The Governors agreed that the standard of writing has improved considerably. AS advised that feedback from Chandler school was that the standard of writing from the children sent up there from Milford stood out.</p> <p>LB queried how the bench mark was recorded. AS confirmed that this was covered in the "Attainment" section.</p> <p>AS confirmed that everything was positive at this time but the key thing he is looking at is</p> <ul style="list-style-type: none"> Attainment gap between boys and girls <p>JM advised the Governors that AS had spent the whole of that day with each teacher separately, discussing</p> <ul style="list-style-type: none"> Attainment and Progress <p>JM confirmed she would be documenting this going forward.</p> <p>AS advised that the teachers would measure and monitor the children noting any key misconceptions, starting the new lesson with these thus consistently assessing.</p> <p>Mel asked for clarification on how this is being put in place for SEND children.</p> <p>AS confirmed that</p> <ul style="list-style-type: none"> Interventions were tracked Targets set Linked to the plans Parent, SENCO, class teacher are all involved <p>ALL agreed that Jo should attend the meeting on 28th and also do an update on Safeguarding. ACTION AS</p> <p>JM thanked AS for his work and the Governors agreed they felt much more comfortable that the Senior Leadership Team are monitoring this.</p>		JM

	<p>Governors agreed that the Educater/Sheffield Stat assessment system should be purchased.</p> <p>AS confirmed</p> <ul style="list-style-type: none"> • Payment is the same as for the current system • Locked price for 3 years • Things will look different by the Summer Term 		
4	<p>ADMISSIONS 2018-2019 AND 2019-2020 (statutory)</p> <p>Governors confirmed that admissions in 2018-19 will be operated in accordance with Surrey’s coordinated admissions scheme and that admissions in 2019-20 will be as determined by the local authority.</p> <p><i>Fair Access Protocol</i></p> <p>Governors confirmed that they accept the school is required to participate in the local authority Fair Access Protocol which is required under the DfE 2014 School Admissions Code to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school.</p>		
5	<p>CURRICULUM DEVELOPMENT</p> <p>HS thanked MH for all her help and said how pleased she was at how all staff members have embraced this.</p> <p>HS advised that a plan was being put in place for next year, looking at an enquiry based curriculum which has been very successful in other places</p> <ul style="list-style-type: none"> • Children will guide the learning • Children will be immersed through trips and visits • Children’s confidence will grow • “Involve me and I learn” <p>HS confirmed that although this will not be measured in the same way as English and Maths, these subjects will be enriched through this and provide so much motivation for the children.</p> <p>AS confirmed that next year there would be Key Performance Indicators</p> <p>HS confirmed that successes will be documented through</p> <ul style="list-style-type: none"> • Newsletters • Photographic evidence • Children’s comments • They have made a connection between yesterday and today <p>All agreed that this shows great progress</p> <p>HS to start Curriculum Journey Folders</p> <p>Mel Isherwood joined the meeting at 7.30pm</p> <p>AS to meet with the “Friends” to discuss funding for a trip a term.</p> <p>LB brought the safeguarding element to trips to the attention of the meeting (sorry Jackie I didn’t hear what he said)</p> <p>Emma queried the RE teaching</p> <p>HS confirmed that each religion is given attention. AS confirmed Christianity gets the most attention, it is about a 70/30 split roughly. HS confirmed that British Values weaves its way through everything and that PSHE has a weekly slot.</p> <p>HS confirmed she would do a termly report.</p> <p>The Governors thanked HS for all her work.</p>		<p>HS</p> <p>AS</p> <p>HS</p>

6	<p>CHAIRS REPORT & ACTIONS <i>(statutory)</i></p> <p>JM confirmed there was nothing specific to report.</p>		
7	<p>COOPERATIVE FOUNDATION TRUST</p> <p>JM confirmed the meeting before Christmas had not been a success.</p> <p>It was agreed</p> <ul style="list-style-type: none"> • It needs to be a more formal meeting • LB and MH will attend the next meeting emphasising that this is a positive option, there are a strong community of schools in the Surrey area and then they will investigate this with the group of schools, understand what the problem is so we can help and facilitate them to go forward. • If we are not happy with the other schools then we will not go forward with this 		
8	<p>GOVERNOR MONITORING <i>(statutory)</i></p> <p>a. Annual Reports</p> <p><i>Governors to confirm who will be responsible for completing:</i></p> <ol style="list-style-type: none"> i. <i>Safeguarding</i> – this is kept up-to-date and so will be completed online by the later date of Feb 2018. ii. <i>Looked after Children</i> – AS confirmed 2 formally LAC – JM to check with RD if a Governor is required iii. <i>Performance Management</i> – AS to send to Maureen JM to send meeting pack to Maureen <p>b. Monitoring</p> <ol style="list-style-type: none"> i. <i>Specific Governor Responsibilities</i> All agreed RD did a very good job with the document AS confirmed he had a meeting with Mel on 17th January. AS to set up a meeting once a month <p>Governors to log in to their Optimus” accounts AS to resend Optimus to JM and MH</p> <p>AS confirmed that TES.co.uk and Better Governor were useful facilities to use All Governors to sign the Governance Handbook to say they have read it.</p> <ol style="list-style-type: none"> ii. School Development Plan (SDP) JM to look at useful visits and put them on the website 		<p>JM/RD</p> <p>AS/JM</p> <p>AS</p> <p>AS</p> <p>ALL Governors JM</p>
9	<p>POLICY & DOCUMENT REVIEW</p> <p><i>Policies and Documents in blue text are statutory requirements</i></p> <p>a. POLICIES</p> <ol style="list-style-type: none"> i. <i>Pay</i> ii. <i>Performance Management</i> JM confirmed this was as it was iii. <i>Governor Visits</i> – JM confirmed Emma was in on Tuesday looking at the IT MH to look at Governors Visits Policy and LC to arrange some visits pertaining to British Values. MW circulated her feedback by email, please refer to this where necessary. <p>b. DOCUMENTS</p> <p><i>EYFS profile assessment – JM confirmed this was done</i></p> <ol style="list-style-type: none"> i. <i>Equality Objectives Progress Statement</i> <p>Note: Safeguarding & Child Protection policy and British Values Statement are reviewed and agreed in the summer term.</p>		<p>MH</p> <p>LC</p>
10	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>There are two governors whose term of office is due to expire before the end of the calendar year</p> <ul style="list-style-type: none"> • Jackie Morris 25.11.18 • L Bozeat 04.12.18 <p>c. There have been no resignations since the last meeting.</p> <p>d. There have been no appointments or elections since the last meeting</p> <p>JM confirmed 2 parents are interested in becoming Governors</p>		

11	GOVERNOR TRAINING AND DEVELOPMENT Covered in previous Agenda Item, please refer where necessary.												
12	MINUTES & MATTERS ARISING (statutory) Governors agreed the minutes of the November meeting subject to amendments which were made and initialled by the Chairman. Governors updated the FGB on their Actions (see table below) and matters arising from the last meeting. AS reported that Kirsty has had 3 quotes regarding works on the toilets and will update at the next meeting.		AS										
11	DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS (statutory) a. Dates of next meetings <table border="1" data-bbox="193 584 1166 752"> <thead> <tr> <th data-bbox="193 584 331 618">Date</th> <th data-bbox="331 584 1166 618">FGB FOCUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 618 331 651">10 Jan</td> <td data-bbox="331 618 1166 651">Internal progress data for Autumn term; SFVS</td> </tr> <tr> <td data-bbox="193 651 331 685">28 Mar</td> <td data-bbox="331 651 1166 685">HT report; Spring term data; Budget approval</td> </tr> <tr> <td data-bbox="193 685 331 719">18 Apr</td> <td data-bbox="331 685 1166 719">SEND; Safeguarding; British Values</td> </tr> <tr> <td data-bbox="193 719 331 752">11 Jul</td> <td data-bbox="331 719 1166 752">HT report ; End of Year internal data</td> </tr> </tbody> </table> b. Future Agenda items	Date	FGB FOCUS	10 Jan	Internal progress data for Autumn term; SFVS	28 Mar	HT report; Spring term data; Budget approval	18 Apr	SEND; Safeguarding; British Values	11 Jul	HT report ; End of Year internal data		
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12	CONFIRM PART 2 BUSINESS (statutory) Governors did not identify any items to be recorded as Part 2 business.												

Chairman's signature: *Jackie Morris*

Date: 28 March 2018