

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Thursday 4th June 2015
at 5.00 p.m.

Present: Mark Back (Chair), Katie Blood, Wendy King (Headteacher), Teresa Goble, Rhiannon Jones, Mo Marsh, Kathy Strulo-Brooks, Jo Whitmore, Glenys Harries-Rees (Clerk)

1. Co-option of Governors under new Instrument of Government

Katie Blood, Wendy King and Rhiannon Jones approved the co-option of governors as listed below. Emma Warwick and Liz Wylie had indicated their approval by e-mail (details attached).

Co-opted governors: Mark Back
Teresa Goble
Rachal Daniels
Mo Marsh
Kathy Strulo Brooks
Jo Whitmore

The Full Governing Body approved the appointment of Trudy Roberts as an Associate Member.

2. **Quoracy of meeting:** The meeting was quorate

3. **Apologies:** Emma Warwick – Leave of absence
Liz Wylie – Holiday

Absent without apology: Rachal Daniels

4. **Consideration of apologies:** all considerations were accepted

5. **Notification of A.O.B:** None

6. **Declaration of Interest:** None

7. **Approval of budget for 2015-16** (from item 11(i) on the agenda)

Following the meeting of the Finance, Personnel & Premises committee on 21st May 2015, the committee recommended to the Full Governing Body that the budget for 2015-16 be approved. This budget had been fully and thoroughly examined and discussed at the two previous meetings of the FP&P committee

The Business Manager, Jane Harrower, took the governors through the budget and explained how it was put together (presentation attached), explaining that a big drop in Nursery numbers had proved very challenging in setting the budget. She pointed out that the worst case scenario had been assumed and that the Local Authority is aware of the potential deficit for Year 3 of the 3 year plan. The FPP committee will be keeping a close eye on the developing situation.

The Governing Body accepted the budget share figure of £1,733,187 plus a carry forward from 2014-15 of £106,820, giving a total budget figure of £1,840,007.

£25,000 is ringfenced for kitchen refurbishment and to fund a dedicated TA for travellers.

The Governing Body approved the budget for 2015-16 which was signed by the Chair of Governors

Jane Harrower was warmly thanked for all her hard work and wished all the very best in her new post at Woodingdean Primary School. She will be much missed.

8. Minutes of last meeting

a) The minutes of the meeting of the Full Governing Board on 26th February 2015 were agreed and signed by the Chair

b) Matters arising

(i) Result of Headteacher recruitment

Martyn Giddens had been appointed. There had been an excellent response to the ad and 4 very good candidates were interviewed

(ii) Updates re anticipated maths results

WK reported cautious optimism about Level 5 results following the SATs papers. The pupils had been able to complete both papers.

Asked about the English papers, she reported that the pupils had seemed to cope well, although the Level 5 paper was tricky and the Level 6 one very difficult.

One pupil was absent for the SATs.

(iii) Reconstitution

The procedure is now completed. GHR will inform the Local Authority.

9. Discussion of Headteacher's report from previous meeting

This had been circulated prior to meeting and governors asked to bring any further questions to this meeting. The general view was that the report had been fully discussed at the last meeting and that the questions will arise when actual data is available.

10. Application from Garry Meyer to become a governor

Discussion took place in principle over the process for co-opting new governors with the following comments being made:

- a written application form did not give enough information about the person concerned
- a skills audit should be a guiding tool when new governors are sought
- potential governors should be sent full information about the post and the school
- potential governors should be "interviewed" by a small group of governors before being introduced to the Full Governing Body
- potential governors should be invited to observe a Full Governing Body meeting and to introduce themselves outlining how they envisage supporting the work of the school through being a governor

It was agreed that MB and one other governor should arrange to meet Garry Meyer and that he should be invited to the next meeting of the FGB. Voting as to whether he should be co-opted will take place by e-mail after the meeting.

11. Skills Audit

GHR explained that a skills audit based on that drawn up by the National Governors' Association would be brought to a meeting of the FGB with the suggestion that this be completed during the meeting with governors working together in pairs. This was agreed for the September meeting and it was further suggested that people who are unable to attend the meeting should be asked to complete it in advance.

12. Minutes of sub-committees

These had been circulated and matters arising requested

13. Matters arising from sub-committees

- (i) Approval of budget 2015-16 FPP 21/5/15: see item 7 above
- (ii) TLR changes FPP 26/2/15: These had been approved at the FPP committee and brought to FGB for information

Governors asked the following further questions:

- What is happening to the proposed visit to Laughton Primary School (Curriculum 16/3/15 and 30/4/15)?
- It is hoped that this will take place early in the Autumn Term
- The question referred from the FGB to the Curriculum committee (on why Maths is taught differently in Bevendean from the way it is taught in secondary schools) had not been clearly addressed (Curriculum 16/3/15 and 30/4/15).
It was agreed that Jon Bateman should be asked to address this again at the next meeting of the Curriculum committee
- Is the FPP confident that it is being kept fully and effectively informed about the spending of Pupil Premium funding? Is it being spent appropriately?
A report on Pupil Premium is a standing item on the agenda and explores thoroughly how it is spent and the value for money. Curriculum meetings look at the effectiveness of the programmes
- Is there any further information on the potential restructuring process?
No, this is in the early stages. WK is preparing a paper, MG will take the lead in September
- Is there a risk to Breakfast Club?
No

14. Governors' Visit reports

These had been previously circulated and were noted by the meeting. The following questions / comments were made

- Growth Mindset: children have been interviewed to evaluate the effectiveness of strategies in place to far. KSB will report on this to the next meeting
- Attendance continues to rise. Asked what is meant by "individual stories", TG explained that this is looking at patterns of persistent low attendance (below 90%) – it does not involve personal details
- Why is attendance improving?
Incentives are a significant factor, but the profile of the value of coming in and learning has been raised
- TG reported that rules have changed on what schools must do re poor attendance

15. Training

H&S course

This had been rescheduled. TG will try to attend on the revised date

Pupil Premium course

This has been postponed with no alternative date as yet

Safeguarding

RD and MM attended this. Changes have been made to the safeguarding process as a result of what they learned.

Governors were urged to keep a close eye on what training courses are on offer and to make an effort to attend appropriate courses if at all possible

16. Chair's correspondence

None

17. Clerk's matters

None

18. A.O.B

None

This was agreed.

19. Date of next meeting: Thursday 16th July 2015. Discussion of priorities for the School Development Plan 2015-16 will form a large part of this meeting. It is hoped that Martyn Giddens will be able to attend.

NB: The PTA will be running a summer barbecue on the same day – a good opportunity for governors to meet and mingle! More details nearer the time

There being no further business the meeting closed at 6.15 pm

Action	By	Person responsible
MB (+ a.n.other) to meet Garry Meyer	Before next meeting	MB / GHR
Garry Meyer to be invited to next meeting	Next meeting	GHR
Skills audit to be on agenda	September meeting	GHR
Jon Bateman to be asked to report to Curriculum committee	Next meeting of Curriculum	WK / GHR
Report on Growth Mindset	Next meeting	KSB / GHR
Updates re anticipated maths results for this year be brought to future meetings		
Consideration to be given to conducting evening sessions for parental involvement	When appropriate	WK and SLT