



Tutshill C of E School

Full Governing Body Minutes of meeting, G5 22nd May 2017 at 4pm

Present

Robin Riordan (Chair), Miss Lane, Dr Evans, Ms Henderson, Mrs Clarke, Mrs Watson, Dr Rowe, Mrs Dursley, Mrs Cooper.

Ms Linden (Clerk)

1. Opening prayer – Dr Evans

2. Apologies for absence

Apologies were received from Mrs Fryer and Rev'd Treharne

3. To agree items of Any Other Business previously notified

Two items were agreed.

4. Approve minutes of meeting from 20th March 2017 (G4).

The minutes of the last meeting were agreed subject to minor amendments.

5. Matters arising from minutes (not covered by the agenda)

The Headteacher reported that the induction and training for the new governor taking on the SEN role was still ongoing. Three meetings a year were to be planned with the SEN lead and these would be co-ordinated with the Teaching and Learning Committee meetings.

Action – Headteacher to co-ordinate induction and yearly meetings.

6. Amy Fleet, Chair of PTA

The Full Governing Body (FGB) welcomed Amy Fleet, Chair of the PTA to the meeting. Mrs Fleet reported on the current PTA and the issues it faced with the following points highlighted

- Recruitment, it was felt that parents were reluctant to volunteer as they could not always make a regular commitment. A new model of volunteering was being looked at whereby parents could volunteer for specific one off jobs, i.e. sorting through school uniform or labelling up a tombola without having to attend regular meetings throughout the year. Social media was proving useful in organising this.
- Reporting back fundraising to parents, again it was felt that parents were not always aware of how and what funding is raised and spent on. With future budget reductions expected, PTA funding is even more important as extra income for the school.

The Chair suggested that the FGB Communication Plan should also link in with the PTA. It was also suggested that communication via social media be an agenda item for the next meeting.

Action - Clerk to add social media to next agenda.

7. Budget

The Chair and Headteacher presented the Governors' Budget Plan 2017/18. The Budget Plan had been thoroughly reviewed by the Finance and Resources Committee at their last meeting. The Chair raised the following points in presenting the report

- The new School Business Manager (SBM) had reviewed the format of the report and re-allocated some of the items and headings to show a clearer picture
- Total revenue is being reduced due to the Fairer Funding Review



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- A healthy surplus is being carried over but this will reduce over several years
- The school has limited physical space to increase pupil admissions

Governors asked for clarification on several items such as support staff and maternity pay. The FGB agreed the Budget and the Chair signed it off. The FGB also noted their thanks to the new SBM for her work in bringing the budget together, working with Kathryn Goldthorpe from Gloucestershire County Council (GCC) to produce such a sustainable budget.

Action – The Chair to sign the Budget Plan and pass back to the SBM.

8. SATS

The Headteacher reported that the school had undergone a visit from a SATS moderator to ensure that the process had been conducted correctly. Both KS1 and KS2 had been assessed (although KS1 were not aware of the assessment happening) Full results were to be published in July.

9. Pupil numbers

The Headteacher reported that the school had had a visit from GCC to look at whether they could take any more children. There were several appeals pending for Tutshill and as all other local schools were now full, any child would have to be taken as they have the right to an education. The Headteacher has asked GCC what their long term plans are concerning the demand for extra places. The Headteacher felt that she could accommodate extra children in KS2, but this was not possible in KS1 due to current children having modified equipment and extra support staff.

10. Parking at Tutshill School

The Headteacher reported on growing concerns over local residents complaints about parents parking. The Headteacher had liaised with parents, residents, Police and the PCSOs' but ultimately as it is a public highway, the school had no authority over how parents park. The Chair agreed that the FGB should draft a standard response advising parents and residents that ultimately it is their responsibility to park legally and safely.

Action – The Headteacher to prepare a response with the support of the FGB.

11. Questionnaire, finalise questions and agree software

The Headteacher had previously circulated a draft questionnaire asking for feedback. The FGB approved the current content and agreed to breakdown further the questions on e school and include one on the PTA. The cost of the preferred software was £250, a governor asked how long the questionnaire would be live? The Headteacher clarified that the survey would be accessible for one month but that the cost for the service was valid for a year.

12. Governor Training requirements

The Headteacher reminded the FGB on the importance of training and the different types of training opportunities available. Training can now be completed online and this made it more accessible. If any governors completed online training, they were asked to print off or forward evidence to the school so that it could be noted.

Action – The Clerk to resend the training programmes from WGSP.

13. Communication Strategy

This item was not discussed due to time constraints.

14. Safeguarding



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The Headteacher reported that there had been no meetings since the last FGB. Two meetings for looked after children were planned. There was a query on the contact / guardian status for a child due to start in September but this would be resolved shortly.

15. Parents views/communication

This item was not discussed due to time constraints

16. Chairs comments & correspondence

This item was not discussed due to time constraints.

17. Committee reports

Teaching and Learning, the Convenor of the committee circulated a written report of their last meeting highlighting the following items

- Data
- Class visits
- Focus for the next year

Finance and Resources, the committee had presented the Budget Plan earlier in the meeting.

Personnel Committee, this committee had not met.

The Chair thanked the Headteacher and the Teaching and Learning Committee for working hard to re-establish the meetings.

18. Any Other Business

The Chair reported back on his Computing Lead visit to school. The children had enjoyed using the Learn Pads to design a zoo poster. The learnpads would soon need updating. A governor asked if they could be sold to parents as a tablet. It was confirmed that they could and that the replacements may be leased instead.

The Chair had also attended a school council meeting and met with the children when organising a fun run for SARA. It had been good to met them and hear about what they do. Another governor asked if she could come to the next School Council Meeting.

19. Date & Time of next meeting, Tuesday 4th July 2017 at 6pm.