

Meeting Full Governing Body – Part I Minutes DRAFT MINUTES

Date/ Time	10.12.14 4pm	Location		Meeting Room			
Attendees	Initials			Attendees	Initials		
Sue Keatt	SK	Chair /LEA		Lesley Robson	LR	T&L	
Sarah Eastley	SE	Clerk		Mike Lickiss	ML	Finance/ Community	
Catherine Rees	CR	Head teacher		Frances Norman	FN	Resources/ Staff	
Carl Haggerty	CH	Resources/ Parent	Arrived 17.00	Bernard Lane	BL	T&L/Community	
Louise Taylor	LT	Parent		Faye Dale	FD	Parent	
Nerys Thomas	NT	Parent					

Apologies	Initials	Reason (Category of Governor)
Sue Page	SP	Resources/ Parent
Di Hatchett	DH	T&L/ Community

Absent Apology	without	Initials

In Attendance	Initials	
Julie Gilbert	JG	Deputy Head
Kelly Haywood	KG	School Business Manager

Minutes to
Apologies

	Time	Agenda Item	Purpose	Lead	Papers
1	4.00	Declaration of conflict interest for agenda items and declaration of business interests	To report	Chair	
2	4.05	Minutes of the last meeting	For decision	Chair	
3	4.10	Matters arising from last minutes	To report	Chair	
4	4.15	Head teacher written report – any questions arising		CR	Written report to be read before meeting
5	4.25	Update on School Development Plan			To be read before meeting
6	4.35	Budget monitor – update on works	To report	CR /KH	
7	4.40	Working party for Norse		CR /CH	
8	4.45	Review of policies – e-Safety, Charging for Activities, update on Equality policy	For decision		
9	4.55	Review administration of school fund	For decision	Chair	
10	5.00	Formally accept Reconstitution	For decision	Chair	Paper

					circulated & agreed Oct '14
11	5.05	Committee TOR's			
12	5.15	Forum day feedback & action plan	To report		
13	5.25	Receive reports from governors attending training	To report		
14	5.30	Receive reports from governor visits	To report		
15	5.35	Staff consultation update	To report	CR	
16	5.40	Change to meeting dates (additional needed)	To report	Chair	
17	5.45	HT performance meeting completion clarification (CH/BL)	To report	CH	
18	5.50	Any matters brought by the Chair		SK	

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	Apologies received from SP and DH all apologies sanctioned	SE		
2/3	No Conflict of Interest Minutes signed and approved from meeting 30 th September 2014	SK		
4/5	<p>HT Written and School Development Plan report: HT Written report was received by all governors prior to the meeting. CR highlighted areas of development that were being currently looked at after recent TISP visit. SK stated she would write to all staff on behalf of the governing body in recognition of all their hard work to congratulate them on the TISP outcome.</p> <p>CR shared the current SDP working document, which had been evaluated at the beginning of December. All individual subject Action Plans now link to the overall SDP and contain the same sections and headings. LT stated it was a useful and comprehensive document; however it was too large for most to read through before the meeting. It would be helpful if there were areas/sections that could be highlighted before the meeting. CR stated that the whole document was valuable for sharing information and ensuring that governors have an overall picture of all the areas of development. However, CR will in future produce a summary or highlight key points for governors. CR also stated that the current document covers a 3-year period, and that a detailed plan for the second year of the SDP would be produced in July. SK asked if some areas should have more specific success criteria and measure impact in numbers & percentages like we do with attainment and attendance. CR stated she will report on each year's SDP impact data at each July FGB.</p> <p>CR stated that EYFS team have started making strong links with the Children's Centre as part of bringing the two closer together. Izzy Mardon (EYFS lead) has arranged a get together to celebrate the partnership and the expansion of the Early Years Provision to include 2 year olds.</p>			<p>19th Dec 2014 SK to write letter to staff</p> <p>HT Report July 2015 it include impact data supporting SDP</p>
6	Budget monitor: Approved, Forecast year end surplus of £38k, this incorporates the additional funding of a third class within the 3/4 team. Due to the green room becoming a full time classroom from January 2015, new touch screen interactive board has been purchased. SK asked how many were due for interview/			

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	<p>CR stated there were two candidates for interview next week. Also the interviews would be held for specialist teacher to work along side SENDco and HSC. Agreed as our current structure and any change must come through governing body. Signed by SK</p> <p>Budget Monitor includes annual increase in pay subject to recruitment.</p>			
7	<p>Working Party For Norse: CR reported that all MTA staff, kitchen staff and Norse manager had met to discuss what is working well, and what improvements could be made to the current systems in place. CR stated we are currently investigating the process of become self administrating and school managed. This would provide more flexibility to arrange menus and manage staff effectively. KH is currently working on a plan to review costs and management fees. Current staff would TUPE across to be managed by the school. NT, LT, CH, FD, KH, CR and SE will form a working party to produce a clear plan for the future. Consultation will take place to arrange the sourcing of food and menu choices. The kitchen staff will be invited to attend at a later date to discuss practical decisions. Currently we produce up to 730 meals per day. KH will keep other Head teachers informed as the working party moves forwards.</p>		10.12.14	Mtg 22 nd January @ 4pm KH will provide plan for meeting
8	<p>E-Safety policy – current policy sent to all governors prior to meeting, amendments to policy emailed by CH and included within new current policy. JG stated that although the policy stated no downloads, could it be amended to read internet software downloads do not need prior approval, however, all hardware downloads must be approved by SBM. Reviews in regards of safeguarding are now included in the policy, and staff are not permitted to take photos on iphones or personal electronic equipment. If staff personal cameras are used the photos are to be uploaded on to the school system before the camera leaves site. SE will check the policy regarding photography and videoing.</p> <p>Charging for activities approved.</p> <p>Equality policy update – currently under review and looking at links across curriculum and teams, focuses on what we are lacking. LT recommended checklist and information on available resources. Linking with SENDco and EAL TA, SK to arrange and discuss availability for working party IM, JG, HMcS and MB. SK to email staff to arrange suitable date. There has been a need for staff training to discuss PC language and words that are not used, by staff, children and parents. The recent behaviour survey showed that the language used by parents inside and outside of school was not appropriate at times. JG – It is important to put acceptable behaviours into child speech and golden rules and aims. This is now available for all children and staff.</p>			<p>Key points of policy document to be accessible to all staff</p> <p>On going document review next FGB SK to email working party</p>
9	<p>School Fund: There has been a misunderstanding in the past of the requirement of a school fund. The line previously accounted for school photograph and performance monies and any beneficiary donations from the public. It was agreed that a school welfare line would be set up to enable the HT to assist parents where appropriate. Discussion on accountability and amount will take place at resources meeting in the new year. Previously money from the school production paid for the current sound system in the hall.</p>			
10	<p>Reconstitution: Countess wear Community school will consist of:</p>			

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	<p>4 parent governors – S Page L Taylor N Thomas F Dale</p> <p>1 LEA governor S Keatt</p> <p>1 staff governor F Norman</p> <p>7 Co-opted governors C Haggerty B Lane M Lickiss D Hatchett L Robson 2 x vacancies</p> <p>This instrument of government comes into effect 10 December 2014</p> <p>Approved CH Seconded LT</p> <p>Discussions were held in regards of two vacancies and looking at skill set rather than the need to just fill vacancies. CR will advertise posts with the newsletter and local community.</p>			Action: for newsletter January 2015
11/12	<p>Committee TOR's and Forum Day update: Development Action Planning will take place 14th January 4pm – 6pm LT and DH will lead planning session and evaluate TOR's and roles and responsibilities of lead governors.</p>			Development and action planning 14.1.15
13	<p>Training attended by governors: CH and BL attended pay and performance course – both agreed very useful and will feed back at committee.</p> <p>On 4th February there is a new governors course LT, NT and FD requested clerk to action paperwork.</p>			SE to book courses for parent governors
14	<p>Formal visits reports: CH reported that during a visit to family assembly the focus and learning around the understanding and knowledge of the 3C's and 3 R's to be outstanding. CR explained we have recently written a paper in adult and child understanding have the 3 C's and 3 R's.</p>			CR to forward document to governors
15	<p>Update on staff consultation: Resources committee meeting agreed for 16th December at 4pm. Closing date for TA comments 12th December 2014.</p>			
16	<p>Change to meeting dates: Discussed and approved</p>			
17	<p>Head teacher performance management: completed by DH and BL</p>			

Next Meeting FGB

Date/Time	18 th March 2015 @ 4pm	Location	Meeting Room
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Summary of actions:

19th Dec 2014 write letter to staff - letter of thanks following TISP - SK
22nd January @ 4pm KH will provide plan for meeting -Norse working party
Key points of policy document to be accessible to all staff e-safety policy – CR
On going document review next FGB email working party equality policy – SK
Action: for newsletter January 2015, invite to join governing body – CR

Development and action planning 14.1.15 – DH/LT
Book courses for parent governors – SE by 5th January 2015
Forward document to governors 3 C's and 3 R's – CR
All actions to be reported to relevant committee or next FGB