



## **FGB Meeting Minutes 13 July 2018 PART ONE**

### **Present:**

Victoria Abbott (VA)  
Adam Boshoff (ACB)  
Carol Edmans (CE)  
Giles Bedloe (GB)  
Steve Turnbull (ST)  
Aaron Twaits (AT)

### **In attendance:**

Pam Langridge (Clerk)  
Sara Cox (Deputy)

### **PROCEDURAL MATTERS**

#### **Apologies**

Apologies were accepted from Elaine Joyce, Dewi ab Iorwerth, Andrew Turner, Anna Saunders

#### **Declarations of Interest**

CE declared married to ST.  
ST declared married to CE.

#### **Constitution**

Governors were advised that in September we would have 3 vacancies:  
Local Authority Governor  
Parent Governor  
Staff Governor

Nicola Riley has submitted forms for LA Governor position which need to go before panel meeting in October. [NR will be invited to attend next meeting in anticipation of her appointment.](#)

Staff Governor will be voted in, in September.

Three parents have expressed an interest in the parent governor vacancy. [School office to send out letter at start of term.](#)

[All governors to complete and return skills audit document to help with governor selection.](#)

Giles Bedloe will become an associate Governor from September.

Governors were advised that EJ would be happy to Chair for a further year.



It was suggested good succession planning would be if the newly elected Vice Chair step up as Chair the following year. There were no volunteers for the Vice Chair position during the meeting. Governors were encouraged to return any expressions of interest by the end of the summer holidays.

It was queried whether a shorter term of office might make the role more viable for potential candidates.

Governors queried

- Could role of Chair be shared
- Could you have two Vice Chairs
- Would EJ remain on governing board after stepping down as Chair
- Can ACB remain as parent governor for year 3 of his term even though no children at the school until sibling joins in Sept 19.

Clerk agreed to enquire.

Governors discussed the timings and frequency of meetings. VA suggested two meetings per term. Governors agreed that discussion should be postponed until September to include new recruits.

Governors agreed strategic links should be reviewed to ensure a good fit with expertise and experienced governors.

Governors asked what the role of Chair involved outside of FGB meetings: half termly co-op trust meetings; pre FGB meet with VA; reactive items; staffing re-structures.

### **Matters to be Raised**

None

## **ENSURING ACCOUNTABILITY**

### **Acceptance of Minutes**

Governors requested re wording of paragraph 8, page 3.  
Clerk to action then re submit.

### **Any Non Agenda Items**

Teacher Pay Policy – ratified  
H&S Appendix – updated and policy circulated  
GDPR – May 18 to May 19 – ratified and on website

CE suggested the GDPR working party meet up after the audit.

Governors received a copy of the most recent FMR. AaT to arrange to meet CB to review.

AaT to arrange to meet and review staffing plan with VA & CB.

Swimming survey results were circulated. It was agreed the swimming provision for Year 2 children should continue based on the results. Governors to draft a



carefully worded letter to parents to ensure they feel their voice had been heard and to address some of the 45/66 comments received.

Governors asked in the future if there would be an opportunity to use the swimming pool at Charterhouse School which may reduce travel times and costs.

### **Updates from the Chair**

None

## **STRATEGIC MATTERS**

### **Question and discussion of HT Report**

Governors were advised that the Year 2 SAT's and Year 1 Phonics test results were good.

Governors were advised the Year 2 data had to undergo rigorous moderation before data could be finalised. This was mainly due to the misinterpretation of the statements, confusion over the national grading system, in house tracking, and staff turnover.

Governors asked what action was being taken to address this moving forward, and to avoid repetition in future years given staff turnover is a persistent feature in a small community infant school.

Governors were advised that Y R had been moderated by an external body and the report was very positive. **Governors asked for sound bytes from the report to be more widely publicised and celebrated.**

It was noted there was a discrepancy in the Y 2 attainment data. **VA to re issue.**

It was noted that progress in year one was lower than previous years.

GB suggested including action points for the Y 2's, even though the cohort is moving on, there are some areas of development for the school to action / improve year on year.

Governors were advised that with SC teaching in class Y 2 next year, the support and time she will be able to offer in SENDco role and to HT would be reduced going forward and there would be some impact on the current interventions provided.

Governors were also advised that various constraints meant it was likely as a further consequence that the HT would be unable to spend as much time in-class moderating and improving teaching consistency.

Governors asked for a full list of what current provision would be stopping or reducing as a result to fully understand the impact.

### **Safeguarding / Looked after Children**

Governors were advised that a current in year fair-access pupil was causing some concern around the safety of the children and adults within the school. Further



meetings have been arranged next week to help determine the best outcomes for the child.

## **OTHER MATTERS**

### **Strategic Governor Links**

ACB has undertaken H&S visit and report. Overall very impressed with tidiness of school. Some areas need attention, particularly wooden shelter in playground.

ACB was asked to complete a visit report after accompanying Y 2 children swimming at Surrey Sports Park.

CE reported on her day out with the children hosted by the Rotary Club, raising concern about one of the gates at the school playground at pick up time.

[It was suggested investigating whether the gate be modified so that only adults could open the gate to exit the playground.](#)

### **Update on Co-op Trust**

Name agreed as GET (Godalming Education Trust)

No further developments reported.

## **MEETING REVIEW**

Governors received insightful end of year data and have a good understanding of the challenges the school faces in the coming year due to budgetary constraints.

### **Next Meeting**

6.15pm 26 September 2018