



## **FGB Meeting Minutes 10 July 2019 PART ONE**

### **Present:**

Elaine Joyce (EJ)	Victoria Abbott (VA)
Adam Boshoff (ACB)	Laura Edmends (LE)
Aaron Twaits (AaT)	Steve Turnbull (ST)
Carol Edmans (CE)	James Bingham (JB)

### **In attendance:**

Pam Langridge (Clerk)  
Sara Cox (Deputy Head)

### **Apologies**

Apologies received and accepted from NR & AJT.

### **Declarations of Interest**

CE declared married to ST.  
ST declared married to CE.  
EJ related to staff member.

### **Instrument of Governance**

All governors confirmed they had received a copy of the new IOG.

### **Acceptance of Minutes**

Accepted.

### **Proposed FGB Dates 2019 / 2020**

Governors agreed following dates for future FGB:  
18 September 2019: Governor Business: elections & agree SDP priorities  
6 November 2019: Resources & Premises  
4 December 2019: Children & Learning  
1 April 2020: SDP mid-year review & Budget  
17 June 2020: Resources & Premises  
16 July 2020: Children & Learning

### **Constitution**

Currently 1 x foundation vacancy  
Governors were advised EJ will be stepping down as Chair.  
It was suggested that we have 2 x Vice Chair's next year.  
EJ has drafted role descriptors. Clerk to circulate to governors.

It was suggested that EJ remain on governing board as foundation governor; ACB take Co Op position and we recruit a parent governor in September.

Governors were asked to review roles and strategic lead positions in advance of September's meeting so we can re appoint with best fit of skills/interests



Governors were advised AJT & AaT are happy to renew their terms which expire in the early Autumn.

Governors thanked Giles Bedloe for his support this year as Associate Governor.

### **Matters Arising**

CE asked if report from DPO had been received. EJ to forward to CE.

### **Updates from Chair**

GLP: no change in current position.

School Uniform: after a robust discussion, governors agreed that school uniform should primarily be accessible and affordable. Uniform items will include black joggers for year R; grey skirts, tunics, shorts & trousers, white polo shirts, red & white gingham dresses/short-suits for warm weather. Red sweatshirts & cardigans with or without logo; grey or white socks and grey or red tights. Black shorts & black joggers with red tee-shirts & plimsolls for PE. School shoes: not trainers or open toed sandals. LE to source sweatshirt cardigan with school logo. Uniform options to be listed on school website in a gender neutral list.

SENDCo time: SENDCo & VA had asked EJ about the possibility of additional time for SENDCo to complete her SENDCo training. Governors received the following proposal that EJ had prepared

### **Proposal**

*To facilitate the successful completion of the SENDCo qualification governors agree to fund 2 additional non-contact days per term. (6 days in total) but would need reassurance from HT / DHT that to maximise stability for the children's learning and teaching that*

- the school will first look to cover from QTS in school before seeking external supply cover.*
- the days will not coincide with DHT being out of class on teaching days in the same week for any other reasons.*
- DHT will minimise attendance at any other courses/meetings etc. that fall on her class based days.*

Governors requested these times be booked in advance & should identify the reasons for the time to the FGB. This must always support the best possible continuity of teaching for the children. 7 x Governors agreed to the proposal 1 x abstained & this included the additional point made at the meeting,



Godalming Plastic Free Town: Governors invited the school to join the town initiative to reduce use of single use plastic. VA advised steps are already being taken to reduce usage.

Data Protection Report: received from Rachel Dunnage with some recommendations for minor changes. Clerk to circulate to governors.

### **School Fund Account**

Governors received the independent audit. Governors requested details of key spend of school fund be reported at each finance meeting going forward.

### **Head Teacher Report**

Governors received venn diagram hand-outs identifying different pupil groups ST asked if there could be additional 'background' commentary in the report especially around 'red' data rather than just reflecting the data

Governors agreed attainment data looks strong overall whilst noting one or two groups of disadvantaged children that might need closer monitoring.

JB asked if gap between boys and girls was a pattern and was advised this reflected national data.

Governors noted an increase in exceeding writers.

Governors were advised that there would be improved consistency in pre teaching EAL pupils through quality first teaching

There are some minor amendments required so data tallies. VA to reissue report with corrections.

Governors asked if there was a correlation between good phonics results and good writers / readers? VA said it was not always the case.

Governors were pleased with Y2 outcomes and thanked all teachers whose teaching of the children over the 3 years had contributed to this success.

ST asked what benchmarks were used for colour coding and if it could be applied consistently over data:

85% plus – dark green

80 – 85% - light green

70 – 80% - amber

69% or below - red

Governors asked if comparable data could be included in future reports and more detail around numbers of Wave 1, 2, 3 children.

Governors thanked all teaching staff for their hard work and consistently good teaching, reflected in outcomes at all stages.

Governors were invited to join the school for meditation on Monday afternoons. Governors were invited to come along to observe Challenge & Learn days.

Governors requested an updated staff structure chart with names to facilitate Governor visits. VA agreed and would also add the subject areas that teachers were leading



Governors asked if moving teachers frequently to different year groups offered consistency. They were advised that decisions had been made to ensure 1 member of SLT in each year group and to support CPD.

### **Strategic Leads & SDP**

Governors received a collated rag rated document based on their rated returns with recommendations for SDP focus for next year.

In addition Governors suggested following ideas for inclusion in SDP

- Engagement and support from all stakeholders
- Focus on most able children
- Well being
- Additional learning space
- Additional outside space
- Curiosity approach
- Energy saving

LE to carry out survey to review Bump Up day experience after changes implemented this year.

Governors agreed it would be useful for a working party to explore options of gaining more outside space perhaps through a long term lease / purchase.

### **Policies**

Governors received copies for reviewed policies: Admissions, Positive Behaviour, Home School Learning, Governor Allowance, Supporting Pupils with Medical Conditions and these were all ratified.

Relationship and Sex Ed policy is under parent review. LE to put closing date in next newsletter then publish the policy.

Child Protection Policy requires review.

### **Meeting Review**

Governors received data supporting the school's judgement of good consistent teaching.

Governors wished everyone a healthy happy restful summer holiday.

### **Date of Next Meeting**

18 September 2019