



**Meeting of the Full Governing Body
Wednesday 29 November 2017
5.45 pm – 7.45 pm**

MINUTES

Governors:	Mary Burr (Chair), Liz Kaye (Vice Chair), Jo O'Donoghue, Annie Schulte, Mandi Ramshaw, Francis King, Sarah Brydon, Scott O'Brien, Sue Warren, John Stockdale, Jules Middleton, Francis King, Daniel Horan
In attendance	Viv Davies (clerk)

	Agenda Item	Action
1.	Welcome MB opened the meeting.	
2.	Declarations of Interests and confidentiality reminder MR is Chair of the Friends. MR, FK, KB and LK are Year 2 parents Apologies for Absence Apologies had been received from Jeremy Bamber, Kevin Bull, and JO and MB had met with Philip Daniel, who had indicated that he was interested in joining the Governing Body, initially for a year as an associate. He had been invited as a guest to the FGB, but he had been unable to attend. The first meeting he is able to attend is FGB4 in March.	
3a	Minutes of the 4.10.17 Governors approved the minutes of 4.10.17. MB signed the minutes. Governors noted that F King had not been present at the meeting.	
3b.	Matters Arising The majority of the actions had been completed. See Action Table. Communications. A further survey would be completed at parents evening. The survey would be drafted at the next strategy group meeting. Action: Strategy.	Strategy

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, Chair of Governors

	<p>Governors noted that the strategy group had assigned a focus for each FGB. They were Ofsted areas linked to the School Development Plan.</p> <p>Term 2 – Pupil Outcomes Term 3 – Quality of Teaching Term 4 - Behaviour Safety and Welfare Term 5 - Leadership and Management to include meeting with staff Term 6 – Christian Distinctiveness to include a presentation from the student council.</p>	
4.	Headteacher Report – See Confidential Minutes	
5.	<p>Focus Item – Pupil Outcomes</p> <p>LK reported that Data for last year is positive. More pupils were working at greater depth.</p> <p>Governors noted that writing is a key focus. An external consultant is coming into school to work on writing. Governors noted that the issue with writing standards is due to the new requirements of the National Curriculum. Governors noted that Learning links is working well to track the “spotlight” children highlighted in the development plan.</p> <p>Governors challenged why the gap is not closing between PP and non PP children in KS2. The crossover between KS1 and KS2 was high. Governors challenged if the latest assessment showed any movement of the spotlight children. It was too early to assess. Whilst the children had not progressed yet the teachers were very clear about what was needed.</p>	
6.	<p>Governor monitoring Report - Questions arising</p> <p>Safeguarding</p> <p>Governors challenged if the checks had been completed on the Single Central Register. This was the case. One of the local authority Safeguarding leads had been into school. In addition SW was attending a course. FK had completed the Safeguarding 175 audit with JO. Governors approved that this could be sent to ESCC.</p> <p>Early Years – No report but Group meeting on 7 December and the issues were covered in the HT report.</p>	

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	<p>Health and Safety Audit review. Issues had been identified with the ramp to the Huts. This was being resolved.</p> <p>Finance</p> <p>The budget report had been presented to Governors. Governors requested that a thank you letter be sent to the Parish council for funding the Diocesan Service Level agreement and also that a letter be sent to the Friends of South Malling for the £3k contribution. Action: JO/SW. Governors challenged why the Sports Funding, Healthy schools grant was unspent. There was a plan for the expenditure.</p> <p>Mastery for All</p> <p>MR and MB had attended training.</p> <p>Pay and Performance</p> <p>Governors agreed to adopt the Pay Policy.</p> <p>Christian Distinctiveness.</p> <p>JM had met with JO and work had taken place to add the Christian Distinctiveness stream to the school development plan over 3 years.</p> <p>There had been a long meeting with Anne Holt. It was possible to join a mixed MAT but the Diocese had requested that the Church of England articles be used. Articles were being compared.</p>	JO/SW
7.	<p>Visits for Term 3</p> <p>Action: Leads to arrange visits for Term 3</p> <ul style="list-style-type: none"> • Early Years • Learning Links and pupil outcomes (Data)- T,2,3,5 • Behaviour T3,5 • Health & Safety/Off-site visits/ Risk Assessments- • Communications- website, prospectus, surveys, newsletters • Finance working group • Inclusion and PPG <p>Governors were asked to ensure the visits were in the diary and the Governor monitoring reports were prepared for the FGB.</p>	Leads

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8.	<p>Policies</p> <p>Governors approved the following policies:-</p> <ul style="list-style-type: none"> • Safeguarding Child Protection • Attendance • Complex medical needs - administration of medicines • Complaints procedure. Governors delegated the authority for LK and JO to review. • Health and Safety Policy. • School Fund Terms of Reference. MB signed the Terms of Reference. Governors noted that the School Fund is audited by finance department at ESCC. 	
9.	<p>AOB</p> <p>Parent Governor Election</p> <p>SB would become a co-opted Governor in January and a parent governor election would take place. Parents with HR skills would be sought.</p> <p>This was John Stockdale's last meeting. Governors thanked John Stockdale for all of his support and commitment to the school. John Stockdale highlighted the risks involved with the learning links software and recommended that a publisher be sought. Action: AS and James Beattie to visit the Bett Show to investigate.</p>	AS
10.	<p>Date of Next Meeting</p> <p>Wednesday 31 January 2017 – 5.45 pm.</p>	

Actions Arising from FGB 29.11.17

Action	Responsibility	Completion by
Governors would complete online Safeguarding and email certificates to LK.	Governors	Almost completed.
Governor to monitor Health Improvement Grant	Clerk	Completed
MB to evaluate leadership	MB	Completed
JO and LK to embark on a regular schedule re policy review ensuring all current policies are available on the Learning Platform.	JO, LK	Ongoing
Finalise parent survey	LK	Completed
Review of Attendance Policy	FK	Completed.
To include Christian Distinctiveness in the School	JO	Completed

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Development Plan.		
Jo O'D and Sue W to meet with ESCC Finance Dept. and FWG to maintain active monitoring of the Nursery finances.	FWG JO, SW	Completed
Risk Register – KB to contact leads to verify risks in their area.	KB	ASAP
Leads to arrange visits for Term 3	Leads	ASAP
Parent surveys be completed at the March parent evening. LK to prepare a survey in readiness for parent evening.	LK Strategy	March
JP/SW to arrange for letters of thanks to be sent to the Parish Council and the Friends of South Malling	JO/SW	ASAP

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