

GULDEN MORDEN PRIMARY GOVERNORS

Minutes of Full Governing Body meeting

On 19th September 2017

Held at Guilden Morden Primary School

Present

Jeremy Fisher (Head Teacher) Sarah Fryer, Anna Fettiplace, Mark Robinson, Ninette Taylor, Katie Roberts (Clerk of the meeting)

1. Welcome, apologies for absence

Apologies had been received from Judith Davis-Roache (JDR)

2. Pecuniary Interests

New Register of Interest Declaration forms were circulated and completed by the members of the FGB. MR reported that AP had decided to resign as a Governor in a few months' time because of work commitments and he thanked her for her contribution to the FGB. JF mentioned that the school was not under any pressure to recruit a Foundation Governor provided that there is evidence of a strong religious message and its impact on the pupils. He added that the more immediate focus would be to prepare for a potential Ofsted inspection in the summer term.

3. Election of Chair and Vice Chair

Mark Robinson and Ninette Taylor were formally re-elected as Chair and Vice Chair respectively.

4. Confidential Minutes

There were no confidential minutes

5. Minutes from previous meeting on 18th July

The minutes were agreed as a true record and signed by the Chair.

6. Matters Arising from Minutes for items not on Agenda

JF reported that he now has the required user name and password to access the school website.

7. Head Teacher's oral report

JF provided a verbal report on the recently created School Development Plan (SDP) Priority Index, commenting on the context of the priorities and elaborating on the priorities themselves, such as improving the quality of teaching, learning and assessment. He added that, in a small school, Ofsted are particularly interested in the progress made between KS1 and the end of KS2. He commented positively on the quality of the teaching and on the written work the children had produced, adding that the culture of the school, as exemplified by the Head Teacher, is of paramount importance. JF concluded by mentioning that he and the School Administrator would ensure that the new website was compliant with DfE requirements by half-term, adding that it had been agreed that she would extend her working hours and would also resume the HR responsibilities that DEMAT had undertaken since the school became an Academy.

Action: JF

8. Finance/Budget

It was mentioned that the Budget for the forthcoming academic year was approved in July. SF commented that, now that two quotes had been received for the leaflets publicising the forthcoming school Open Day, it will be possible to authorise the expenditure.

9. Safeguarding

JF reported that the format of the DEMAT safeguarding action plan is unchanged, but there is a different scoring system and it is necessary for the school to be compliant as soon as possible. He commented on the reliability of the Single Central Record. He reported that a price is being sought to remove the release button on the exit door near the Reception class.

10. Governing Body Review from DEMAT

MR and NT commented that they would be attending Governor workshops organised by DEMAT in October and they would report their findings at the subsequent Local Governing Body meeting.

11. Marketing

It was reported that leaflets locally advertising the Pre-School Open Day on 28 September had been distributed in the agreed publications, that the number on roll at the Pre-School had increased and that an article had been featured in Gamut. MR volunteered to speak to Kristy Carter (Manager of the Pre-School) to ensure that she has enough support on 28 September. It was agreed that the school Open Day take place at the end of October or early November and that JF would liaise with JDR. JDR's was thanked for all her endeavours.

Action: MR, JF

12. Communication with parents and wider community

It was reported that the invitation to parents to visit the school on 19th September had proved more popular with the parents of the older pupils. It was mentioned that there would be a Governor presence at the parent consultations after half-term.

13. 14. Governor visits

It was agreed that it was necessary to ensure the presence of at least one Governor at important forthcoming meetings and that the Governors should send an email to JF to indicate their availability to scrutinise the quality of the children's writing.

Action: all Governors

15. Cool School Club

Following a discussion between JDR and the Cool School Club Leader, during which she requested support for the Cool School Club. The Chair confirmed the Governors' commitment to the after-school Cool Club.

16. Buildings and playground

AF circulated a summary of the status of the grant applications she and NT planned to submit for playground equipment. They were thanked for their efforts to secure the grants.

17. Any Other Business

Governors commented on some grounds maintenance that was required. NT volunteered to compile a brief Governor newsletter for communication to parents. It was suggested that the Governors consider the items to be included on the agenda for the next meeting in October.

There being no further business, the meeting closed at 9.10pm.

WBL 30/10/17.