



**Minutes of the Full Governing Board Meeting
18th October 2016, 6.30pm**

Governors Present for Meeting:

Amy Binks
Abi Clay
Andrew Fyfe
Garry Key
Susanne Jukes
Tara Rose (Vice Chair)
Janette Yates (Chair)
Ian Kildin (Associate Member)
Nicola Knowles
Emily Shaw
Alison Wilson (Associate Member)

Others In Attendance:

Julie Doyle (Senior LA Clerk)

Apologies: None

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	2.14	GB annual planner	Janette Yates	Update Annual Planner for next meeting
2	2.17	PAN update	Abi Clay	Update at next FGB meeting
3	2.18	Annual Gov Statement	Clerk	Share examples with Janette Yates, Tara Rose and Abi Clay
4	2.19	Meeting dates for 2016 – 17	Clerk	Clerk to set dates
5	2.19	Meeting dates for 2016 – 17	Clerk	Change meeting date for November.
6	2.20	Stage 3 response	Amy Bink	Draft a letter of response.

FGB 16/17	ITEM	Action Box
2.1	<p>Welcome and Prayers The Acting Chair, Janette Yates opened the meeting at 6.40pm and welcomed all Governors. Prayers were offered by a Foundation Governor. Governors welcomed Emily Shaw as the new Staff Governor to the meeting and all Governors thanked Maureen Kildin for her work whilst she was a Governor.</p>	
2.2	<p>Apologies and agreed consent There were no apologies to be received.</p>	
Andrew Fyfe arrived at the meeting at 6.45pm		
2.3	<p>Election of Chair and Vice Chair for the Governing Body The current Chair Amy Binks has resigned from the Chair of Governors role, due to personal and family circumstances, she will still remain as a Governor. a. Election of Chair – The Clerk asked for any nominations or Governors to nominate themselves for the Chair’s role. Janette Yates and Tara Rose were nominated to take the role. Governors discussed the options around sharing the role and the importance of succession planning.</p>	
Janette Yates and Tara Rose left the meeting at 6.50pm		
	Governors discussed in great detail the options of sharing the role, how this would work, how it is important to build a strong Chair and the importance of having a strong Leadership and Management in the school.	
Ian Kildin arrived at the meeting at 6.55pm		

	Governors discussed options around mentoring a new Chair, what support could be given, the importance of succession planning and the importance of having a confident person in the role.																																									
Janette Yates and Tara Rose returned to the meeting at 7.30pm																																										
	<p>All Governors UNANIMOUSLY AGREED that Janette Yates will take the Chair of Governors role until 20th February 2017, after this date Tara Rose will become the Chair of Governors. Tara Rose will take the Vice Chair role until this time.</p> <p>Once Tara Rose take the Chair of Governor role, Janette Yates will take the Vice Chair of Governors role.</p> <p>The elections will take place again in September 2017.</p> <p>The Clerk handed the meeting over to the newly appointed Chair, Janette Yates.</p>																																									
2.4	<p>Determine any confidential items</p> <p>Confidential items will be dealt with as they come up.</p> <p>Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Governing Board.</p>																																									
2.5	<p>Governors were reminded about Declaration of Business interest.</p> <p>Susanne Jukes declared that she is a Governor at two other schools.</p> <p>Alison Wilson declared that she works for the Dfe.</p>																																									
2.6	<p>Notification of any other urgent business</p> <p>None.</p>																																									
2.7	<p>Correspondence</p> <p>None</p>																																									
2.8	<p>Approve Minutes from the FGB meeting on the 28th September 2016</p> <p><u>Approval</u> – The minutes from the FGB meeting held on 28th September 2016 were circulated to all Governors prior to the meeting and were deemed as a true record and were duly APPROVED and SIGNED by Janette Yates.</p> <p><u>Approval</u> – The confidential minutes from the FGB meeting held on 28th September 2016 were circulated to all Governors at the meeting and were deemed as a true record and were duly APPROVED and SIGNED by Janette Yates.</p> <p>2. Matters Arising</p> <table border="1"> <thead> <tr> <th>Item No</th> <th>Item</th> <th>Person</th> <th>Action to Do</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1.2</td> <td>Apologies</td> <td>Clerk</td> <td>Email all Governors to check emails are working -</td> <td>Completed</td> </tr> <tr> <td>2</td> <td>1.7</td> <td>Correspondence</td> <td>Janette Yates</td> <td>Circulate Parish Council report to all Governors</td> <td>Completed</td> </tr> <tr> <td>3</td> <td>1.8</td> <td>Matters Arising</td> <td>Abi Clay</td> <td>Governor newsletter to uploaded on to the school website</td> <td>Completed</td> </tr> <tr> <td>4</td> <td>1.9</td> <td>Governor Training</td> <td>Amy Binks</td> <td>Circulate the information AB has on the Chairs training to all Governors</td> <td>Completed</td> </tr> <tr> <td>5</td> <td>1.16</td> <td>Register of</td> <td>Clerk /</td> <td>Return completed Business</td> <td>Completed. E Shaw</td> </tr> </tbody> </table>					Item No	Item	Person	Action to Do	Action	Update	1	1.2	Apologies	Clerk	Email all Governors to check emails are working -	Completed	2	1.7	Correspondence	Janette Yates	Circulate Parish Council report to all Governors	Completed	3	1.8	Matters Arising	Abi Clay	Governor newsletter to uploaded on to the school website	Completed	4	1.9	Governor Training	Amy Binks	Circulate the information AB has on the Chairs training to all Governors	Completed	5	1.16	Register of	Clerk /	Return completed Business	Completed. E Shaw	
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			Business Interest	Maureen Kildin	Interest form to school.	has completed her form.
	6	1.17	Register of Hospitality	Clerk	NYCC policy to be shared with all Governors and discussed at the next meeting	Circulated and agenda item
	7	1.18	PAN	Abi Clay	PAN update at the next FGB meeting.	Agenda item
	8	1.19	Meeting Dates	Clerk	Set meeting dates for the year.	To be done
2.9	<p>Governor Visits & Training <u>Governor Visits</u> The following visits have taken place:</p> <ul style="list-style-type: none"> • Janette Yates, Tara Rose and Susanne Jukes attended Good News collective worships. • Janette Yates, Amy Binks and Tara Rose attended Harvest Festival. • Nicola Knowles and Tara Rose attended the Mosque trip. • Amy Binks, Nicola Knowles, Janette Yates, Susanne Jukes attended the SIAMS inspection. • Janette Yates and Susanne Jukes attended the School Improvement Adviser (SIA) visits and carried out a learning walk. • Janette Yates attended Pupil Voice. • Alison Wilson, Susanne Jukes, Janette Yates, Amy Binks and Nicola Knowles attended Parents Evening. • Tara Rose is visiting school 3 days a week to support 2 children with Maths. • Nicola Knowles is running baking club on Mondays. • Nicola Knowles attended the cross country. • Garry Key has visited the Headteacher to discuss possible planning options. <p>Janette Yates reminded all Governors that if they visit school, to pre arrange their visit with Abi Clay and to complete a Governor visit form after each visit.</p> <p><u>Governor training</u> Andrew Fyfe has completed First Aid training and Fire Warden training.</p> <p><u>PREVENT / DBS update</u> PREVENT training is up-to-date. DBS are up-to-date.</p>					
2.10	<p>Pre School Update Confidential item, please see the confidential minutes.</p>					
2.11	<p>Safeguarding Update No updates at present.</p>					
2.12	<p>Three year governor plan / School development plan The minutes from the Strategy Meeting on 30th September 2015 were circulated to all Governors at the meeting to give Governors the opportunity to review the previous years Strategy plan.</p> <p><u>Where do we want to be in the long term</u> - Governors discussed the Visions and Aim and felt these are right and talked in detail about becoming an outstanding school in 3 years, the Strategy Plan was written last year and that is was a 3 year plan. Governors discussed the data and having a good understanding and grip on this data, looking at opportunities to develop this further.</p>					

	<p><u>Monitoring</u> - All teaching is good with outstanding features and more teachers are becoming outstanding.</p> <p>GQ: Do you think there is good progress across the school? Yes, it can be difficult to see this under the new programme.</p> <p>GQ: Ofsted will want to see good progress, how will you show this? Good progress can be seen in the pupil's books.</p> <p>GQ: Can good progress be seen from the book scrutiny? Yes.</p> <p>GQ: With school only being 6 weeks in to the term there is limited work to be seen, to see that progress, do you have books from last year? Yes, a selections of books have been kept.</p> <p>GQ: Are pupils responding to teacher's feedback? Yes, there is good feedback from the pupils and they are really pleased with this.</p> <p>GQ: Children's attainment target, 75% combined is that right? Yes, when averaged across the three scores the maths score lowers the overall average. The maths score was discussed at the last meeting and we have case studies on those pupils that missed the pass rate.</p> <p>GQ: Are Maths interventions put in place, do you need to put more in place? Yes interventions are in place and impact is being measured. It will continue to be monitored.</p> <p>GQ: Do you need to put extra staff in to give more support? Pupil progress meetings take place, 1:1 support is in place, there is a full time HLTA. When budgets are reviewed staffing will be considered.</p> <p>Abi Clay updated Governors on mastery and what is in place to support pupils.</p> <p>GQ: Are there any pupil premium mastery? 1 pupil.</p> <p>GQ: Do you need to angle any clubs to the curriculum? Clubs are already angled to support the new curriculum.</p> <p>Staff will be completing some memory training in the autumn term.</p> <p>GQ: The attainment target set, should that be changed to National Averages? It is a possibility to consider. The School Development Plan, strand 1 tracks the making of progress.</p> <p>Governor discussed reviewing the link Governors role and tie them in with key monitoring and tracking through the year.</p> <p><u>Costs</u> - Governors discussed the class sizes, flexibility around the pre school, class refurbishments, finances and funding.</p> <p><u>Marketing</u> - Governors discussed updating the website and class pen portraits.</p> <p><u>Safeguarding</u> - Governors discussed issues around parking and pupils safety.</p>	
2.13	<p>Standing Orders</p> <p>The up-to-date Standing Orders and Governors Code of Conduct were circulated to all Governors prior to the meeting. All Governors have reviewed both of these documents and have APPROVED these. It was agreed they would remain unchanged this academic year.</p>	
2.14	<p>GB annual planner</p> <p>The up-to-date Governing Board Annual Planner – Autumn Term, was circulated to all Governors prior to the meeting. All Governors have reviewed and APPROVED this document.</p> <p>Action Point: Janette Yates will update the documents for the rest of the year and share with Governors.</p>	1
2.15	<p>Skills Audit</p> <p>Janette Yates updated Governors with the full update of the last Governors skills audit, overall there is a good range of knowledge across the FGB.</p>	

2.16	Succession Planning Discussed in 2.3.	
2.17	PAN update Full update to be given at the next FGB meeting on 16 th November 2016. Action point – Abi Clay to update Governors at the next FGB meeting.	2
2.18	Annual Governance Statement The Clerk will provide example statements from other schools for Governors to review.	3
2.19	Meeting dates for 2016 – 2017 The Clerk will set the meetings for this year, share with Abi Clay and the Chair for approval, then circulate to all Governors. Action point: Clerk to set FGB meeting dates. The next FGB meeting was planned for 8 th November 2016 this date needs to be changed, the Clerk will confirm dates with all Governors. Action point: Clerk to arrange a new date in November.	4 5
2.20	Stage 3 response Governors discussed drafting a letter which could be used as a response to the requirements of the stage 3. Amy Binks will draft a letter and share with the all Governors. Action point: Amy Binks to draft a letter.	6
2.21	Academisation No updates to be given.	
2.22	Policies: All policies were circulated to all Governors prior to the meeting: <ul style="list-style-type: none"> • Gift & Hospitality Policy – Governor have reviewed this policy and have AGREED to adopt the policy • Child Protection Policy - Governor have reviewed this policy and have AGREED to adopt the policy 	
2.23	School Updates from Headteacher <u>SIAMS</u> – Abi Clay updated Governors following the recent SIAMS inspection on Friday 14 th September 2016. Abi Clay and Emily Shaw gave feedback on how positive the experience was and how well all the staff and Governors did on the day. Abi Clay highlighted to Governors some of the feedback from the outcome meeting and the outcome will be confirmed shortly: <ul style="list-style-type: none"> • Strong Leadership and Management with Christian values. • Strong relationships across the school and community with a feeling of togetherness. • Strong collective worship. • Good links with the local church and worldwide church. • Strong sense of family. • Strong RE. • Strong visions. The inspector spoke highly of the admin staff following a chat with Nicky Hartley. The one improvement identified was to develop the outdoor prayer spaces. Abi Clay gave feedback to Governors that it was felt by staff and Governors that the	



	<p>process was rigorous and fair, but with a really positive experience for everyone involved. GQ: Were there any observations around behaviour? Yes and it was impeccable. Abi Clay explained to the inspector some of the challenges and the strategies that are in place to assess and manage them. He had been happy with how situations were handled. GQ: From the last external school review it was commented about the hall activity, was anything observed from this? Yes, the hall was in use with break out groups making good use of the space. The inspector saw a typical day with everything being used as normal. Emily Shaw updated Governors that staff felt more confident following the SIAMS inspection, it was a positive experience going forward and it was felt all the hard work, staff have done has been recognised. Governors thanked all the staff and the Foundation Governors for all the work during the inspection.</p>	
2.24	<p>Next meeting Wednesday 16th November 2016</p>	
2.25	<p>AOB Link Governors were agreed as: <u>Safeguarding</u> – Andrew Fyfe <u>Health & Safety</u> – Janette Yates <u>SEND</u> – Andrew Fyfe <u>British Values / PREVENT / PSHE / RE</u> – Susanne Jukes, Alison Wilson, Andrew Fyfe <u>Pupil Premium</u> – Andrew Fyfe <u>Maths</u> – Alison Wilson <u>English</u> – Amy Binks <u>EYFS</u> – Nicola Knowles <u>Behaviour for Learning</u> – Nicola Knowles and Andrew Fyfe <u>Attendance</u> – Janette Yates</p>	

Meeting Closed at 9:25 pm

Signed

Dated.....

Key:

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its pupils
- c. Overseeing the financial performance of the school and making sure its money is well spent