



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held  
On Monday 1<sup>st</sup> February 2016 in the School at 6.00 pm

No	Item	Action
	<p><b>Present:</b> Maggie Todd (Chair), Faye Bertham, Mark Williams, Claire McKinstry, Frances Lindsey-Clark, Andrew Pick (from 6.10pm and Item 5), Adam Boyes, Mandy Tucker, Jacqui Taylor, Graham Coombes, Elinor Lazenby, Emily Owen</p> <p><b>In attendance:</b> Simon Botten (Blackhorse School, Nexus Head link), Sarah Fletcher (clerk)</p> <p>New governors Adam Boyes and Emily Owen were introduced and welcomed to the Governing Body.</p>	
1	<p><b>Apologies were received and accepted from:</b> Anne Taylor (Family commitments), Zara Slaney (unwell)</p>	
2	<p><b>Declarations of Interest:</b> No governor had any pecuniary interests to declare in relation to agenda items.</p>	
3	<p><b>Minutes from meeting held 23-11-15</b> – One typo to be corrected, minutes confirmed as an accurate record, proposed by FLC, seconded by MT and agreed by all.</p>	SF
4	<p><b>Matters Arising</b> The Chair read from an email that had been sent by Anne Taylor confirming that she did not wish to be co-opted to the GB again when her term runs out on 28<sup>th</sup> March 2016 due to family commitments. She said that it had been a pleasure and a privilege to be part of the school and that she had enjoyed every minute. Anne has been part of the GB since the school was in special measures and the GB was grateful for the skills and expertise that she has brought.</p>	
5	<p><b>Head teacher's verbal report</b> – circulated prior to meeting. The HT read through her report adding the following: EYFS maternity cover – the transition had been very smooth and the new teacher's first lesson observation was superb. There is a package of training in place for the new Number Ninjas. 360° E Safety audit is nearly complete and the link governor has met with James Baker and the HT. E Safety parent sessions were not well attended.</p> <p><b>A Governor Development Day is planned for 22<sup>nd</sup> February 2016 – 9am-3pm (governors are welcome to attend part or all of the day).</b></p>	All governors

	<p>The GB discussed the Age Related Expectation (ARE) overview.  <b>A governor said that the overview was difficult to understand and asked what the brackets refer to.</b>  The DH said that they refer to the average score and went on to explain the figures in more detail.  AREs for Years 1 and 4 were slightly lower than expected and this may have been because evidence had not been gathered accurately. Evidence in books indicates that pupils are on track and staff have been given extra training in evidence gathering.  <b>A governor asked that more context is included in the next report of this type, for instance to show averages.</b>  SB said that a comparison of data from 5 of the 7 Nexus schools had been carried out and this has shown that on average 85% of pupils are working at 'Emerging'.  The HT said that staff have been set targets within their performance management based on ARE percentages for their classes.  A full data report will be issued next term.  <b>A governor asked how many offers for places had been issued for next year's EYFS intake.</b>  The HT said that as yet they have not been given any figures but that a large number of parents had attended the school tours.  No more questions were raised.</p>	
6	<p><b>Committee Reports</b>  <b>Curriculum meeting held 18-1-16</b> - Minutes circulated prior to meeting. No questions were raised.  The Committee Chair said that governors were able to see actions happening on the recent the Learning Walk, for example how the new ways of questioning are being used.  <b>Finance meeting held 18-1-16.</b> Minutes circulated prior to meeting. No questions were raised.  The HT had brought quotations for KS2 corridor re-decoration as a decision needed to be made in time for work to be carried out over the Easter holidays.  3 quotes were circulated to the GB and after consideration it was agreed that R W Projects should carry out the work because their quote was the cheapest at £4,000, and they have worked at the school on previous occasions to a good standard.  <b>A governor asked whether any checks were made on the quality of paint used.</b>  The HT said that R W projects had previously used professional quality paint but that this would be checked before work was carried out.</p>	
7	<p><b>Pupil Premium report</b>  Unfortunately the 2 pupil premium link governors were able to attend the meeting tonight. The HT said that they had met with staff to look at anonymised pupil data and that the Chair will be working with them to put together a report which will be circulated to the GB before Easter.  <b>A governor suggested that it would be beneficial to see the impact for non-pupil premium children.</b> The DH said that Raise online data shows comparisons and this information will be included in the next data report.</p>	
8	<p><b>Governor Business</b>  <b>Governor Action Plan</b> – updated plan circulated prior to meeting.</p>	

	<p>A grab pack list of key documents needed in the event of an Ofsted inspection had also been circulated, and governors were asked to look at this and make suggestions for what else could be added.</p> <p>Governors were also reminded to look at the secure area of the website, details of which had been emailed previously and the new Governor Services website.</p> <p>The portal has been set up and the HT will chase log in details so that governors are able to use it.</p> <p>The Link Governor Handbook is currently being updated with Ofsted information and will be circulated once this is complete.</p> <p>A spreadsheet of governor training has been created and this shows that there are only a few gaps where training is required. To be discussed at the next meeting.</p> <p>FLC will create a questionnaire for governors to address the actions that she is responsible for in the Action Plan.</p> <p>The Chair will be looking into self-evaluation of the GB.</p> <p><b>Governor Responsibilities:</b></p> <p>It was agreed that Adam Boyes will attend School Council meetings as the link governor (taking over from Frances) from Term 4.</p>	<p>FB</p> <p>MT</p> <p>Term 5 meeting</p>
9	<p><b>Safeguarding Checks</b></p> <p>The Safeguarding link governor was unable to attend the meeting but the HT confirmed that she had visited the school to check the single central record, safeguarding file and other relevant information. A report will be circulated prior to the next meeting.</p>	<p>Agenda item Term 5</p>
10	<p><b>SDP – midpoint review</b></p> <p>The HT explained the process of the RAPs and said that they are reviewed termly by the curriculum committee.</p> <p>The SDP is on track, everyone is clear of their roles, and team leaders hold staff to account.</p>	
11	<p><b>Nexus partnership</b></p> <p>Minutes of a meeting held on the 12<sup>th</sup> January 2016 had been circulated prior to the meeting.</p> <p><b>Governors discussed the minutes and asked about the Integra buybacks.</b> The HT said that these will be discussed at the <b>EGM on 16<sup>th</sup> February 2016 at 2.30pm.</b></p> <p><b>A governor asked if any of the Stanbridge staff had expressed an interest in the Aspiring Deputy Head course.</b></p> <p>It was confirmed that 1 member of staff had expressed an interest.</p>	<p>All governors</p>
12	<p><b>Policies</b></p> <p><b>Pay</b> – postponed pending a further Personnel meeting.</p> <p><b>Performance Management</b> – no changes made following Personnel meeting, policy agreed and signed.</p> <p><b>Behaviour Management</b> – policy agreed and signed.</p> <p><b>Governor Visits</b> – policy agreed pending amendment of typos.</p>	<p>Term 5</p> <p>MT/PV</p>
	<p><b>Governor Training and Visits</b></p> <p><b>Training</b></p> <p>Governors were reminded to complete Prevent Duty training if they had not already done so. The clerk was asked to re-send the link.</p> <p>AT, FLC, MT, AB, CM, JT and GC have completed the training and sent</p>	<p>SF</p>

	<p>certificates to the clerk.  CM, FLC and JT had attended the Ofsted briefing and reported that it had been very good. The 20 key questions for governors will be discussed during the Governor Development Day.  The HT explained the process for the new inspections and said that she would push for a second day.  FLC had attended Academy Governance training and described some of the benefits of converting to a Multi Academy Trust as opposed to a Single Academy Trust.  ZS and AT have attended Pupil Premium training.  GC, AB and AP have attended the New Governor Induction.  FLC has attended SFVS training and Finance for School Governors.  MT and SF attended the Chairs and Clerks Network</p> <p><b>Visits</b>  FLC had circulated a comprehensive report from the recent Learning Walk and said governors had noticed that the quality of teaching when moving from the master classes to the regular classes was seamless.</p>	
<b>14</b>	<p><b>Correspondence</b>  The Chair had received a letter from a company called Evolve offering mentoring services.  <b>A governor asked if the amount of junk mail had increased since traded services were privatised.</b>  The HT said that it had somewhat but that the office staff are very efficient with dealing with it.</p>	
<b>15</b>	<p><b>AOB</b>  <b>A question had been submitted prior to the meeting asking whether the school would be acknowledging Mental Health Week.</b>  The HT said that there were no plans as such but that staff had recently received mental health training (as reported to the Curriculum committee and noted in the minutes).  The HT explained the various mentors employed by Stanbridge, the roles they have based on their area of expertise and the referral form used by staff.</p>	
<b>16</b>	<p><b>Date of next meeting</b>  <b>Monday 23<sup>rd</sup> May 2016 – 6.00pm</b></p> <p><b>Meeting ended at 7.35pm</b></p>	