



Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held
On Monday 23rd May 2016 in the School at 6.00 pm

No	Item	Action
	<p>Present: Maggie Todd (Chair), Faye Bertham, Claire McKinstry, Frances Lindsey-Clark, Andrew Pick, Adam Boyes, Mandy Tucker (until 6.50pm), Jacqui Taylor, Graham Coombes, Elinor Lazenby, Emily Owen, Andy McGovern, Zara Slaney</p> <p>In attendance: Sarah Fletcher (clerk)</p>	
1	<p>Apologies were received and accepted from: Mark Williams (work)</p>	
2	<p>Governing Body Membership Andy McGovern (Acting Assistant Deputy Head) was proposed as an Associate Member with no voting rights by FLC, this was seconded by MT and agreed by all. Associate Members can only be appointed for a term of 1 year but are able to resign at any time during this period.</p>	SF
3	<p>Declarations of Interest: No governor had any pecuniary interests to declare in relation to agenda items. AM completed a pecuniary interest form.</p>	
4	<p>Minutes from meetings held 1-2-16, 16-2-16 (EGM) and 29-2-16 EGM) – One typo to be corrected in 1-2-16 minutes. All minutes confirmed as accurate records, proposed by MT, seconded by AP and agreed by all.</p>	SF
5	<p>Matters Arising</p> <ul style="list-style-type: none"> • DBS Checks – The Chair distributed copies of DBS forms and governors were asked to contact PV in the office with their completed forms and ID. Governors who have had checks carried out by the LA within the last 3 years were asked to provide a copy. • Governor Skills Audit – Governors who had not attended the recent Governor Development Day were asked to complete the audit at the meeting. 	All governors
6	<p>Head teacher's report – <i>circulated prior to meeting with proposed new staffing structure.</i> The HT advised that 3 of the Team teacher positions had been filled and that they are advertising again. Q – was the intake high for EYFS places this year? The HT said that the intake had been so high this year that some existing</p>	Update in Term 6

	<p>families had not been offered places for siblings. Appeals would be unsuccessful as the school is unable to breach numbers. The GB discussed the knock on effect this could have.</p> <p>Deputy Head – the Personnel committee had met earlier today to discuss a letter received from the Chair of Governors from Raysfield Junior School requesting that Mark Williams’ secondment is extended until August 2017. The committee had approved the extension and the Chair will reply. The 1 year Acting Deputy Head position will be advertised internally.</p> <p>Staffing Structure 2016/17 – the HT explained the role of a team teacher and confirmed that the Personnel committee had seen briefing papers based on research into the most effective way to close gaps.</p> <p>Q – if successful after 1 year is it likely to continue? HT – the carry forward in the budget is looking very good and pupil premium funding is likely to be £100,000 again next year so the new model will continue if it proves successful.</p> <p>Q – how will the impact be monitored? HT – the impact on progress will be assessed.</p> <p>Q – will the Reading Assistant and Number Ninja roles carry on? HT – the Number Ninja roles will not continue from 09/16 as their work will be carried out by the team teachers to streamline support. Reading Assistant roles will continue as they provide 1-1 practice of reading skills. Their measurable impact had been presented to the Curriculum committee this year. The GB approved of the new staffing structure model. No further questions were raised.</p>	Update in Term 6
7	<p>Committee Reports – <i>minutes circulated prior to meeting.</i></p> <p>Personnel Meetings held 1-3-16 and 23-5-16 (minutes not yet available) – staffing structure discussed under Item 6, no questions raised.</p> <p>Curriculum meeting held 29-2-16 and 9-5-16 – the Committee Chair said that the committee had been left with an incomplete picture with regard to assessment and that it is important that the data link governors meet with the SLT. The HT agreed that this meeting will be scheduled and added that a full data report will be presented at the next Curriculum meeting. She also said that plenty of other data had been shared via Nexus moderation and that it is the role of staff to carry out moderating and not governors.</p> <p>Finance meeting held 29-2-16 and 9-5-16 – <i>Budget summary and visit note from Finance Officer circulated prior to meeting.</i> A governor pointed out an error in the minutes which will be amended. The Finance committee had gone through the provisional budget at their meeting on 9-5-16 and the HT said that few changes had been made to it at the formal budget setting meeting with the Finance Officer. The carry forward from last year’s budget was £101,000. GC proposed that the GB approve the budget for 2016/17, this was seconded by MT and agreed by all.</p> <p>Statement of Internal Control – updated, and agreed and signed.</p>	
8	<p>Governor Business</p> <p>Governor Action Plan- following a review of governance, a Cheat Sheet had been put together and circulated. This detailed the governor role and showed links to where relevant information can be accessed. FLC was thanked for putting this together.</p> <p>Link Governor Handbook – this was discussed with a view to updating it as some aspirations were found to be impractical. The HT suggested that some monitoring aspects could be scheduled into</p>	

	<p>team monitoring and evaluation action plans within the SDP, so that staff are prepared for visits. Pupil conferencing could also be planned in advance. AP offered to put together a matrix setting out what is needed in terms of monitoring so that staff can add it into their action plans.</p> <p>The Chair will update the handbook and bring it to the next meeting.</p> <p>The HT advised that the Inset day on the 1st July 2016 will now focus on the Curriculum and therefore governors do not need to attend. SDP planning will take place on the Inset days at the start of Term 1 in September 2016 and governors will be notified in advance when they are invited to attend.</p> <p>Governor Portal – this is now up to date and the clerk was thanked.</p>	<p>AP MT – Term 6 agenda FB</p>
9	<p>Justice Council</p> <p>AM circulated a paper and explained how members of the council help students reflect on their actions and can help find solutions to problems. The council is still in its initial stage and will be developed over the next few terms.</p> <p>Q – how often will council meetings be held.</p> <p>AM – as and when needed, and only if it is felt appropriate.</p> <p>Pupils are selected via an application process and recommendation from their class teacher. No sanctions are given out and pupils are not allowed to discuss cases away from meetings.</p> <p>There are many other areas of responsibility within the school such as Play Buddies, Digital leaders and the Sports Crew.</p> <p>Q – are parents consulted?</p> <p>HT - Yes parents are always consulted first.</p> <p>Some governors felt that the word ‘justice’ may not be the right title for the council and the HT said that this will be reviewed.</p>	
10	<p>Head teacher’s feedback form Ofsted Inspections – report circulated prior to meeting.</p> <p>The HT said that it had been excellent professional development and she felt that there would be a direct impact on school improvement at Stanbridge.</p> <p>Q – how will pupils be selected for sessions with the team teachers?</p> <p>HT – groupings will be flexible, based on need and all pupils will benefit from the model.</p> <p>The team teacher model will be shared at a parent workshop.</p> <p>Q – will team teachers be involved with assessment?</p> <p>HT – yes, they will have all the same responsibilities as class teachers but performance management targets will need to be set around the cohort and carefully managed.</p> <p>Q – will the model mean that pressure is taken off class teachers?</p> <p>HT – yes, and it should provide instant feedback and clarity.</p> <p>Regular updates will be included in the HT’s report and feedback presented to the Curriculum committee.</p>	
11	<p>Nexus partnership – minutes, strategic plan and action plan circulated prior to meeting.</p> <p>The HT explained that the partnership had redeveloped its core purpose and produced a 2 year strategic plan. The action plan will feed into the Stanbridge SDP and governors will be asked to form a partnership with governors from schools in the Nexus partnership too, meeting annually.</p> <p>A Nexus academy meeting had been held and GC reported that at this stage none of the schools in the partnership have plans to convert.</p>	

	<p>Q – how will the core purpose feed in? HT - the 5 goals in the core purpose will feed into the SDP.</p> <p>Q – is there someone within Nexus who carries out research? HT – there is a Nexus research and development group and staff volunteer as part of their continuing professional development.</p> <p>Q – will other schools in Nexus be implementing the team teacher model? HT – not as yet as they are not in a position to change staffing arrangements due to existing TA contracts.</p>	
12	<p>Policies – reviewed by the HT and Policy Reviewer prior to meeting.</p> <ul style="list-style-type: none"> • Pay – postponed, pending alteration following today’s Personnel meeting. • Terms of Reference for Financial Responsibility – agreed and signed. • School Fund Constitution – agreed and signed. • Freedom of Information – agreed and signed. • SEND – agreed and signed • Single Equality – updated to include Accessibility Plan, agreed and signed. 	Term 6 agenda
13	<p>Governor Training and Visits</p> <ul style="list-style-type: none"> • SATs monitoring visit – <i>report circulated prior to meeting.</i> 	
14	<p>Correspondence The Chair said that a visit note had been received from the SIA, and a welcome pack advertising their services received from Governor Services at the LA. A QDP questionnaire had been emailed to all staff and governors and results will be fed into the SEF.</p>	All governors to complete
15	<p>AOB none</p>	
16	<p>Date of next meeting Monday 4th July 2016 – 6.00pm</p> <p>Meeting ended at 7.55pm</p>	