



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held  
On Monday 26th September 2016 in the School at 6.00 pm

No	Item	Action
1	<p><b>Present:</b> Faye Bertham (Head), Maggie Todd (Chair), Elinor Lazenby, Claire McKinstry, Graham Coombes, Mandy Tucker, Zara Slaney (until 7.50), Jacqui Taylor, Frances Lindsey-Clark, Andrew Pick, Andy McGovern, Emily Owen</p> <p><b>In attendance:</b> Sarah Fletcher (clerk)</p>	
2	<p><b>Apologies were received and accepted from:</b> Adam Boyes (work)</p>	
3	<p><b>Election of Chair:</b> The clerk advised that Maggie Todd had nominated herself for the role of Chair of Governors for this academic year, and this had been seconded by Claire McKinstry. There were no other nominations and all governors present agreed. Maggie Todd was welcomed as Chair.</p> <p><b>Election of Vice Chair</b> The clerk advised that Graham Coombes had nominated himself for the role of Vice-Chair for this academic year. Mandy Tucker seconded the nomination and it was agreed by all present.</p> <p><b>Vote to appoint clerk to governors</b> It was agreed that Sarah Fletcher would be clerk to the governing body and its committees for this academic year.</p>	
4	<p><b>Declarations of Interest:</b> No governor had any pecuniary interests to declare in relation to agenda items. New pecuniary interest forms were completed by all governors present.</p>	<p>AB to complete form Clerk to update website</p>
5	<p><b>Committees and Responsibilities</b> – the GB discussed the new list of roles and the following was agreed:</p> <p><b>Committees:</b> <b>Curriculum:</b> Frances Lindsey-Clark (Chair), Faye Bertham, Elinor Lazenby, Zara Slaney, Jacqui Taylor, Andy McGovern. <b>Finance:</b> Graham Coombes (Chair), Faye Bertham, Maggie Todd, Andrew Pick, Mandy Tucker, Emily Owen. <b>Personnel:</b> Claire McKinstry (Chair), Faye Bertham, Frances Lindsey-Clark, Adam Boyes, Andy McGovern. <b>HT's Performance Management</b> – Mandy Tucker, Claire McKinstry, Frances Lindsey-Clark. <b>School's Financial Value Standard</b> – Graham Coombes <b>Eco-schools link</b> – Maggie Todd</p>	

	<p><b>Health and Safety link</b> – Graham Coombes  <b>School Council link</b> – Emily Owen  <b>PIP link</b> - Frances Lindsey-Clark  <b>Data link</b>- Frances Lindsey-Clark, Andrew Pick  <b>EYFS link</b> – Claire McKinstry  <b>Inclusion (SEN/TAG) link</b> – Jacqui Taylor  <b>Safeguarding and Attendance link</b> – Zara Slaney  <b>Pupil Premium link</b> – Zara Slaney  <b>Out of School Club link</b> – Mandy Tucker  <b>Link Governors:</b>  <b>Personal, Emotional and Physical Development and Sports Premium link</b> – Mandy Tucker  <b>Communication, Language and Literacy link</b> – Frances Lindsey-Clark  <b>Humanities link</b> – Maggie Todd  <b>Maths Development link</b> – Andrew Pick  <b>Creative Development link</b> – Adam Boyes  <b>Science, Technology and E Safety link</b> – Graham Coombes</p>	Clerk to update list, website and Terms of Ref
6	<p><b>Vote to decide whether to have Open or Closed meetings</b>  After a discussion it was decided that Stanbridge Primary school FGB meetings should be ‘closed’ for this academic year.</p>	
7	<p><b>Minutes of the previous meeting: (04-07-16)</b>  The minutes were confirmed as an accurate record, proposed by Maggie Todd, seconded by Frances Lindsey-Clark, agreed by all present and signed by the Chair.</p>	
8	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li><b>Questionnaires</b>  Questionnaires had been sent to all areas of the school community and 4 reports had been produced from the collated results. Some results had fed into the new SDP and could also inform the Governor Action Plan.  The HT suggested that a governor look at the reports to analyse trends etc and feedback to governors at the next meeting. Andrew Pick offered to do this.</li> </ul> <p><b>Q – have we done this before?</b>  HT – we have conducted surveys before but this was more in-depth with a larger quantity of data collected.</p>	AP – Agenda Term 2
9	<p><b>Head teacher’s verbal report</b>  The HT presented her report on a screen – <i>the powerpoint presentation slides had been circulated prior to the meeting.</i>  The HT explained that the curriculum is still split into 6 teams (3 core and 3 foundation) but there are now 3 additional ‘Strategy’ teams (EYFS, Inclusion and Learning, Environment and Resourcing).</p> <p><b>Q – do the strategy teams hold meetings?</b>  HT – yes 3 times per year, they are on the staff meeting planner and the relevant link governors are welcome to attend.</p> <p><b>Team teaching</b>  The HT explained the philosophy behind ‘Team teaching’ and outlined the new staff. Lessons observations that had been carried out so far have proved positive.</p> <p><b>Q – do team teachers rotate?</b></p>	FB to circulate staff meeting planner

	<p>HT – team teachers stay in the same year groups but are split between 2 classes. The roles are very flexible and there are 5 different approaches to teaching. <i>Booklets explaining these approaches were circulated to governors at the meeting.</i></p> <p><b>Q – are the different approaches based on needs of the class?</b> HT – Yes</p> <p><b>Q – do you expect to see improvements by the end of this year?</b> HT – yes, we hope to see evidence that gaps have closed and that there has been an impact on progress at the end of this academic year in order to justify funding.</p> <p><b>Q – who is responsible for assessment – is it still the class teacher?</b> HT – marking is shared within the team and performance management includes rigorous pupil progress targets for all teachers. There is an equal shared responsibility. Relationships across the school are superb and staff are openly embracing this new approach.</p> <p><b>Data</b> The HT shared attainment and progress data for all year groups and the GB discussed the results. New assessment systems had resulted in huge variations across all schools and the HT explained how teacher assessments showed pupils achieving nearer the expected standard. Writing will be a focus for improvement this year. A meeting will be held with the data and pupil premium link governors to go through the figures in depth and unpick the vulnerable groups. The SIA will be visiting in November.</p> <p><b>Q –how are EYFS pupils tested?</b> HT – pupils are assessed in 17 areas and evidence is gathered by staff.</p> <p><b>Q – you say to treat these result with caution, what will happen if Ofsted visit this year?</b> HT – Ofsted inspectors are aware of the issues with unreliable data and will triangulate evidence.</p> <p><b>Q – how does the school compare with others in the Nexus partnership?</b> HT – the Nexus heads are meeting tomorrow but it looks like progress results are looking very positive.</p> <p><b>SEF</b> <i>Copies of the new SEF circulated prior to meeting.</i> The HT explained how this is continually updated and the latest version can be found on the Ofsted secure page of the school website.</p> <p><b>Targets</b> The HT showed the formula used to set targets. No further questions were raised.</p>	
10	<p><b>Governor Business</b></p> <ul style="list-style-type: none"> <li>• <b>Action Plan</b> The GB discussed the action plan in detail. AP will identify anything that needs to be added to the action plan from the results of the questionnaires. Succession planning was discussed and it was agreed that somebody should shadow the Vice-chair. Governors suggested ways to raise the profile of the Chair of Governors and the rest of the Governing Board. Nexus Chairs will arrange to meet to share best practice. Induction pack – Graham Coombes will organise this. The buddy system for new governors will be formalised.</li> </ul>	<p>.</p> <p>AP</p> <p>Term 2 agenda</p> <p>GC</p>

	<p>A social event will be organised so that staff can meet governors. Link governors will meet up to share best practice. Curriculum Team leaders will email digital minutes to link governors. A Reflection item will be added to the agenda for FGB meetings.</p> <ul style="list-style-type: none"> <li> <b>Reconstitution</b>            The GB discussed whether 15 governors are needed as the GB has been successfully working with 13 for some time. Governors felt that although the GB is working well together at the moment, it would be beneficial to keep one vacancy so that a new governor could be recruited to take on some of the responsibilities once they have had time to settle in. After a long discussion it was agreed by all present that the GB should reconstitute so that it has a total of 14 governors as follows:           <ul style="list-style-type: none"> <li>1 LEA governor</li> <li>1 Staff Governor</li> <li>1 Head teacher governor</li> <li>4 Parent Governors</li> <li>7 Co opted Governors</li> </ul> </li> </ul> <p>The clerk will draw up a new Instrument of Government and contact the Local Authority.</p>	<p>AP</p> <p>SF to update agenda planner</p>
11	<p><b>Committee Meetings</b>  <b>Personnel meeting held 4-7-16</b>            Minutes were circulated prior to the meeting, there were no questions raised.</p>	SF
12	<p><b>Policies</b>  <b>Terms of Reference</b> – all changes to committee membership and roles were agreed. Clerk to update.  <b>Governing Body Delegation Planner</b> –new version circulated, MT had worked on this and governors discussed the additions and agreed which committees would be responsible. Delegation Planner agreed and signed.  <b>Governors Code of Conduct</b> – new version agreed and signed by all governors present.</p>	<p>SF</p> <p>MT</p> <p>AB to sign</p>
13	<p><b>School Development Plan (SDP)</b>            The HT had circulated the new SDP prior to the meeting and said that copies would be printed for governors.            The HT went through the changes and drew the link governors' attention to areas within Team action plans where they can be involved.            No questions were raised.</p>	FB
14	<p><b>Governor Visits and Training</b>            Governors were encouraged to look at the training booklet via the Governor Services website and Thursday emails, and choose courses that would benefit them in the roles that they have taken on.            All courses should be booked via the clerk.</p>	All governors
15	<p><b>Correspondence</b>            Details of the Fischer Family Trust website was given to Data link governors.            The Chair had received correspondence from the Office of the School's</p>	

	Adjudicator regarding a complaint received from a parent about admission arrangements. The complaint had not been upheld but the LA has been asked to amend its published admission criteria.	
<b>16</b>	<b>AOB</b> Roof – work is almost finished on the school roof, full details at the Term 2 Finance meeting.	Term 2 Finance ctte agenda
<b>17</b>	<b>Date of next meeting</b> <b>Monday 21st November 2016 – 6pm</b> <b>Meeting ended at 8.00pm</b>	