



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held  
On Monday 2<sup>nd</sup> December 2013 in the School at 6.30 pm

No	Item	Action
1	<p><b>Present:</b> Jim Lott (Chair) Isobel Horswell, Maggie Todd, Jackie Weathrall-King, Joanna Jordan, Michelle Hook, Anne Taylor, Kate Sheeley</p> <p><b>In attendance:</b> Sarah Fletcher (clerk)</p>	
2	<p><b>Apologies were received and accepted from:</b> Heather Wilcox, Faye Bertham, Mark Williams and Elinor Lazenby</p>	
3	<p><b>Declarations of Interest:</b> No governor had any pecuniary interests to declare in relation to agenda items.</p>	
4	<p><b>Election of Chair and Vice Chair:</b> Jim Lott has been Acting Chair since Diane Flower's resignation from the Governing Body in November. Jackie Weathrall-King proposed him as Chair, this was seconded by Isobel Horswell, there were no other nominations and the proposal was agreed by all. Jim Lott proposed that Maggie Todd becomes Vice-chair, seconded by Joanna Jordan, there were no other nominations and the proposal was agreed by all.</p>	Clerk to inform LA
5	<p><b>Minutes of the previous FGB meeting: (16-09-13 )</b> Appendix 1 The minutes were confirmed as an accurate record and were signed by the chair.</p> <p><b>Minutes of the EGM: (09-10-13 )</b> Appendix 2 The minutes were confirmed as an accurate record and were signed by the chair.</p>	
6	<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Reconstitution</b> – proposal by the Chair circulated prior to meeting outlining the new categories. Appendix 3 Governors discussed the proposal and the pros and cons of recruiting new parent governors via elections and all agreed that the existing parent governors should remain as elected parent governors with their original end dates. Elinor Lazenby will remain as the elected staff governor. Kate Sheeley, Heather Wilcox, Joanna Jordan, Anne Taylor and Mark Williams will now be co-opted governors and all will keep their original end dates. The three co-opted governor vacancies will be advertised. Heather Wilcox's term will expire on 6<sup>th</sup> December and the GB voted unanimously to co-opt her for another 4 years, subject to her</li> </ul>	Clerk to update LA with changes

	<p>agreement.</p> <ul style="list-style-type: none"> <li>• <b>Link Governor Responsibilities</b> Peter Webb has resigned as a Parent Governor and Maggie Todd agreed to take over as Humanities link governor until new governors are in place. Heather Wilcox had previously agreed to take on TAG and Inclusion responsibilities. Jim Lott will replace Diane Flower on Personnel and Head teacher's Performance Management.</li> <li>• <b>Governor Skills Audit</b> – summary circulated prior to meeting. Appendix 4 Governors discussed the results of the skills audit and identified areas where skills and experience were missing. It was agreed that when advertising for new governors, a job description should be included to make it clear what commitment would be expected and what skills were needed. The GB also agreed that they would need to be aware of skills lost when existing governors leave the GB when their terms end. Jim Lott will put together a job description and circulate to governors for comment prior to advertising at school and in the local area.</li> </ul>	<p>Clerk to update Committees list, Terms of Ref and website</p> <p>JL</p>
7	<p><b>Head teacher's report</b> – circulated prior to meeting. Appendix 5 The Head and Deputy were not present at the meeting due to illness. All governors present had read the report and asked that the following questions be put to the Head for comment.</p> <ol style="list-style-type: none"> <li>1. Do both classes in Year 1 have 30 pupils, in which case the total should be 60 and not 57?</li> <li>2. Will a booster teacher be employed in Year 6 this year?</li> <li>3. What does SLJ stand for?</li> </ol>	<p>FB to reply to questions post meeting.</p>
8	<p><b>Pre-school applications</b> – meeting notes and letter circulated prior to meeting. Appendix 6 Jim Lott update the GB with the current situation: Letters had been issued to all local pre-school providers and it was also advertised in newspapers. 19 expressions of interest have been received and a meeting will be held with all interested parties at the pre-school premises tomorrow evening. Applications will be invited and following shortlisting to 6, interviews will take place. An additional governor is needed to assist with the Interview panel to be available on the following dates: 9<sup>th</sup> January 2014, 2pm – 3.30pm – Interview preparation 21<sup>st</sup> January 2014, 9am -12pm – Shortlisting 4<sup>th</sup> and 5<sup>th</sup> Feb, all day – Interviews Joanna Jordan offered to help with this if she is able to arrange time off work.</p>	<p>To update in term 3</p>
9	<p><b>Committee Reports</b> <b>Curriculum meetings held 30-09-13 and 18-11-13.</b> Minutes circulated. No questions were raised. <b>Finance meetings held 30-09-13 and 18-11-13.</b> Minutes circulated. No questions were raised. <b>Personnel meeting held 24-10-13.</b> Minutes circulated. No questions were raised.</p>	
10	<p><b>Photocopier Lease</b> – quotation summary circulated prior to meeting. Appendix 7</p>	<p>Agenda item Finance Term 3.</p>

	<p>Governors discussed the information in the summary but felt that they would need more detail before making a decision as the option to buy rather than lease had not been considered.</p> <p>The Business Manager will be asked to provide more information regarding the cost of the inks, and the cost to buy the equipment and relative maintenance costs. To be brought to Finance meeting in Term 3.</p>	Action PV
11	<p><b>Internal Audit</b> – summary of audit circulated prior to meeting. Appendix 8</p> <p>The Chair of Finance summarized the report and confirmed that no major issues had been found and all that actions had been dealt with.</p>	
12	<p><b>School Development Plan</b></p> <p>The SDP had been circulated after the last meeting and the RAPs for Terms 1 and 2 had been circulated to governors prior to this one. All appears to be on track and no questions were raised.</p>	
13	<p><b>Policies</b></p> <p><b>Performance Management</b> – three areas where information needed to be amended were noted, and the Personnel committee were asked to look at this policy again in their January meeting.</p> <p><b>Governor Decision Planner</b> – A new NGA Governor Delegation Planner had been circulated to governors and it was agreed to adopt this version. Governors went through the planner line by line and the clerk was asked to make the alterations and circulate.</p> <p><b>Safeguarding</b> – policy agreed but needs to have a front cover, EIA sheet and needs to be printed and signed for the file.</p>	<p>Agenda item Personnel Term 3  clerk   PV</p>
14	<p><b>Governor Training and Visits</b></p> <p>Joanna Jordan had attended SFVS training.</p> <p>Jim Lott had attended Complaints training</p> <p>Isobel Horswell and Anne Taylor had attended the New Primary Curriculum course</p>	
15	<p><b>Correspondence</b></p> <p>Jim Lott reported that Visit notes had been received from the Finance Officer regarding the revised budget visit and from the LA Maths representative who had undertaken new Maths curriculum training for staff.</p>	
16	<p><b>AOB</b></p> <p>Maggie Todd had hoped to be able to give an LED lighting update but is still waiting for the report from the LA.</p> <p>A collection and card was organised for Diane Flower.</p>	To update at next meeting
17	<p><b>Date of next meeting</b> <b>Monday 3<sup>rd</sup> February 2014 – 6.30pm</b></p> <p><b>Meeting ended at 8.25pm</b></p>	