



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held  
On Monday 3<sup>rd</sup> February 2014 in the School at 6.30 pm

No	Item	Action
	<p><b>Present:</b> Jim Lott (Chair), Faye Bertham, Mark Williams, Isobel Horswell, Maggie Todd, Jackie Weathrall-King, Joanna Jordan, Michelle Hook (until 8.05), Anne Taylor, Elinor Lazenby, Heather Wilcox, Tim Mayon-White (after Item 3)</p> <p><b>In attendance:</b> Sarah Fletcher (clerk) John Williams – Caretaker (until 7pm), Chris Knight – LA (until 7pm), Richard Jones – LA (until 7pm)</p>	
1	<p><b>Apologies were received and accepted from:</b> Kate Sheeley</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>New Governor proposal:</b> Jim Lott had circulated a proposal for Tim Mayon-White, who had approached the school via the School Governor One Stop Shop, to become a Co-opted governor. All the governors were impressed with his credentials and unanimously voted him onto the FGB. Tim Mayon-White was welcomed to the room and introduced to the governors.</p>	Clerk to inform LA
4	<p><b>LED Lighting</b> – proposal and plan prepared by South Glos Property Services circulated prior to meeting (see appendices) Chris Knight and Richard Jones from Property Services were introduced and Maggie Todd outlined the proposal and the reasons why replacement lighting is needed. The HT asked if the school was on the LA's priority list for re-wiring and whether this would be carried out this year. CK answered that the school is not on the list to have the work carried out this summer but would probably be on there next year. JW expressed concern over the electricity issues that the school is having; flickering lights, tripped switches and power cuts, and asked if this would affect the school's place on the list. CK said that it wasn't considered urgent enough to put it higher up the list at the moment. RJ then discussed load issues with JW and said that replacing some of the lighting would probably have a beneficial effect on the tripping issues by alleviating voltage problems. The HT said that she is reluctant to delegate so much of the budget to replacing all of the lighting if the school will be re-wired at the LA's expense</p>	

	<p>in 2015, as some of the new lighting cost would be covered by this work and it would be better value for money to wait. However, the electricity supply in the KS1 block is particularly problematic and finding replacement bulbs for the existing lighting has become a major issue.</p> <p>A governor asked if the current 'Invest to Save' offer would be likely to expire if the school didn't act now and CK said that it wouldn't.</p> <p>The GB agreed that they would like to see alternative quotes for lighting replacement in the KS1 block, Gym and Hall.</p> <p>CK and RJ said they would prepare the quotes and send them to the school in plenty of time for the Term 4 FGB meeting on 24<sup>th</sup> March 2014.</p> <p>JW, CK and RJ then left the meeting.</p>	Term 4 FGB agenda item
5	<p><b>Minutes of the previous FGB meeting: (2-12-13 )</b></p> <p>The minutes were confirmed as an accurate record, proposed by JW-K, seconded by IH and signed by the chair.</p>	
6	<p><b>Matters Arising:</b></p> <p><b>Governor Vacancies</b> – Maggie Todd requested that she becomes a Co-opted governor with a new 4 year term – proposed by JL, seconded by JJ and agreed by all.</p> <p>This now leaves a Parent Governor vacancy and Priscilla Venables will be asked to organise an election.</p> <p>There is 1 co-opted Governor vacancy in addition to the Parent governor vacancy.</p> <p><b>Job Description</b> – JL had circulated a draft after the last meeting –see appendices.</p> <p>All were very happy with the content.</p>	Clerk to inform LA PV to hold election
7	<p><b>Head teacher's verbal report</b> – circulated prior to meeting. See appendices</p> <p>The HT went through the report outlining the main points.</p> <p>She explained the difficulties in Year 6 and the measures in place to close the gaps.</p> <p>Unauthorised absences have dropped and the HT said that several phone conversations with parents who had requested holiday had taken place. No fines had been issued.</p> <p>A governor questioned the grading system in the Quality of Teaching section. The HT advised that Grade 4 was inadequate and confirmed that no teachers had been graded as 4, following observations.</p> <p>No further questions were raised.</p>	
8	<p><b>Pre-school applications</b></p> <p>Of the 18 interested parties, 10 had submitted applications.</p> <p>These were shortlisted to 3</p> <p>Abacus – have 4 settings and are profit making.</p> <p>Bright Sparks – have 2 settings and are non-profit set ups</p> <p>Helen and Robin Clegg – Helen runs Staplehill Stars and is the Chair of the current Pre-school Committee.</p> <p>Business plans had been considered together with the applications, and visits to the applicant's existing settings were carried out by FB and AT.</p> <p>Interviews will be held on 4<sup>th</sup> February 2014 and the interview panel consists of FB, JL, JJ, AT and Kathryn Birtles – LA Advisor for Early Years.</p> <p>At the interview each applicant has 10-15 minutes to set out their plan, this will be followed by a question and answer session.</p>	To update at next meeting

	Once the panel have made a decision, this will need to be ratified by the FGB and an EGM may need to be held in order to do this.	
9	<p><b>Committee Reports</b> – see appendices</p> <p><b>Curriculum meetings held 20-1-14.</b> Minutes circulated. No questions were raised.</p> <p><b>Finance meetings held 20-12-13 and 20-1-14.</b> Minutes circulated. No questions were raised.</p>	
10	<p><b>SEN Report</b> – report by Heather Wilcox circulated prior to meeting – see appendices. HW explained that IEP's are now referred to as ISP's: Individual Support Plans. The HT explained how the Change Tracker works. No questions were raised.</p>	
11	<p><b>Child Protection Update</b> The GB had been given a full presentation last year and the HT said that as Safeguarding Officer she was required to ensure that all governors were given a recap. Governors were shown the slides again and were made fully aware of their responsibilities towards safeguarding and the necessary action that needed to be taken should they have any concerns. Data protection, consent to share and disclosure without consent was explained and the GB discussed the new disclosure and barring system. James Baker is currently undertaking an E-Safety audit.</p> <p>Michelle Hook left the meeting.</p>	
12	<p><b>School Development Plan</b> The RAPs for Terms 2 and 3 had been circulated previously and no questions were raised. MW had added actions to his Data Report and copies were circulated at the meeting. A digital copy will be emailed.</p>	MW to email clerk updated Data Report
13	<p><b>Single Central Record checks</b> – report circulated prior to meeting. See appendices. HW had carried out the checks and the GB were confident that all was in order. She will speak to PV to check if Pre-school staff are to be included in the checks.</p>	HW to speak to PV and update at next meeting.
14	<p><b>Policies</b> <b>Governors Code of Practice</b> – agreed and signed by all governors present.</p>	Clerk to obtain signatures from absentees.
15	<p><b>Governor Training and Visits</b> JJ had attended Finance for School Governors IH and JJ had attended the New Computing Curriculum and discussed ICT updates at school. It was suggested that pupils who do not have access to computers at home should have access to computers at school. The HT advised that a homework club that had been set up at lunchtimes had not been well attended and that they don't have the capacity to run an after school club for this purpose at the moment. A governor asked if there were set requirements for attainment in ICT when pupils leave Year 6. The HT said that they are still waiting for guidance</p>	

	<p>regarding this. She will speak to the secondary schools in the MAD cluster to gauge their opinion.</p> <p>AT has booked to attend a Health and Safety course.</p> <p>MT reported that she had attended 'Getting to Grips with Grammar'</p>	
<b>16</b>	<p><b>Correspondence</b> none</p>	
<b>17</b>	<p><b>AOB</b></p> <p><b>Link Governors</b> - IH (Chair of Curriculum Ctte) reminded governors that it is now half way through the year and not many Link Governor reports had been completed so far.</p> <p>The GB agreed that Tim Mayon-White would be a welcome addition to the Curriculum committee.</p> <p><b>Learning Walk</b> – a feedback report from the Learning Walk had been circulated prior to the meeting. See appendices.</p> <p>Governors who had attended were impressed with the enthusiasm and interest shown by pupils, particularly those in KS1.</p>	<p>Clerk to amend TOR</p>
<b>18</b>	<p><b>Date of next meeting</b> <b>Monday 24<sup>th</sup> March 2014 – 6.30pm</b></p> <p><b>Meeting ended at 8.28pm</b></p>	