



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held  
On Monday 2nd February 2015 in the School at 6.00 pm

No	Item	Action
	<p><b>Present:</b> Maggie Todd (Chair), Faye Bertham, Mark Williams, Anne Taylor, Elinor Lazenby, Heather Wilcox, Tim Mayon-White, Jacqui Taylor, Zara Slaney, Claire McKinstry, Frances Lindsey-Clark</p> <p><b>In attendance:</b> Sarah Fletcher (clerk) Jackie Weathrall-King (Guest)</p>	
1	<p><b>Apologies were received and accepted from:</b> All governors were present at the meeting</p>	
2	<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 governors</p>	
3	<p><b>Minutes from meeting held 22-9-14</b> – confirmed as an accurate record, proposed by HW, seconded by TMW, agreed by all and signed by the Chair</p> <p><b>Minutes from meeting held 19-1-15</b> - confirmed as an accurate record, proposed by HW, seconded by TMW, agreed by all and signed by the Chair.</p>	
4	<p><b>Matters Arising</b> <b>Work Life Balance Questionnaire</b> – MW advised that all staff have been given these to complete and return by 13-2-15. Results will be fed back to the Personnel committee.</p>	Personnel ctte agenda item
5	<p><b>Head teacher's report</b> – circulated prior to meeting. All governors had read the report and the following questions were raised: A governor asked why there are 31 pupils in Class 5B. The HT replied that this was as a result of an appeal process. The child has a sibling at the school and the appeals panel considered the classroom large enough to breach 30 pupils. The HT was asked about monitoring of levels across years at the school and she explained the measures in place. Staff meetings focus on moderation regularly and external moderation has taken place via the Nexus partnership to benchmark evidence. She added that the school is buying in 2 days of external moderation from a literacy specialist from the LA. Pupil Progress meetings will be looking at the longer term picture and goals to hold teachers to account. The HT reported that she had carried out her final sign off inspection for</p>	

	<p>ofsted and that there had been a big focus on evidence from books and progress over time. She said that progress at Stanbridge is very evident in pupils' books and this needs to be reflected in data, hence the need for moderation to confirm our assessments are accurate.</p> <p>EL added that the SLT will look at levels across the school at their next SLT meeting and staff will be asked to bring examples of work so that it can be compared.</p> <p>Governors were told that they can expect to see feedback from the LA moderator in addition to a Leadership Review report and SIA report in the coming weeks to ensure governors have an external validation of assessment levels.</p> <p>The SLT are monitoring assessment on 4<sup>th</sup> February and the HT said that she is confident that, with all of these measures in place, data will be stronger at the end of the year, as indicated in the 2015 targets detailed within the HT report.</p> <p>A governor said that it was encouraging to see that the school is actively pursuing attendance targets.</p> <p>No further questions were raised.</p>	
6	<p><b>Committee Reports</b> – see appendices</p> <p><b>Personnel Meeting held 13-1-15.</b> Minutes circulated prior to meeting. No questions were raised.</p> <p><b>Curriculum meeting held 19-1-15.</b> Minutes circulated prior to meeting. No questions were raised.</p> <p><b>Finance meetings held 19-1-15.</b> Minutes circulated prior to meeting.</p> <p>Fencing and Gate Replacement quotes:</p> <p>The Finance committee had considered a quote received from C and R Fencing for replacement of the fencing surrounding the school, a new gate and intercom security system and some additional fencing replacement in the KS2 playground.</p> <p>The total cost quoted was £24,000 (£12,500 for boundary fencing, £7,390 for the gate and security system and £4,239 for the KS2 fencing)</p> <p>A second quote had been received from Wyatt and Sons: £15,650 for the boundary fencing and £6,690 for the KS2 fencing.</p> <p>A third quote is currently being sought in order to comply with the Purchasing policy.</p> <p>The HT advised that there is currently £16,000 available to spend in the Capital budget and £10,000 set aside in the main Delegated budget.</p> <p>C and R Fencing has installed similar fencing at other local primary schools and is a recommended contractor by the LA.</p> <p>The GB discussed procurement and efficiency and the HT explained how Jan Fishlock, who is the school's Special Projects Manager, contacts other schools for their recommendations and experiences, in addition to the LA, when considering contractors.</p> <p>The GB agreed that the work should proceed as there are possible health and safety and safeguarding issues with the current arrangement.</p> <p>The GB agreed the proposed expenditure of £24,000 for this project and agreed that C and R Fencing should be awarded the contract unless the 3<sup>rd</sup> quotation is significantly cheaper.</p> <p>The HT will feed back that a third quotation is required as soon as possible so that the work can go ahead.</p>	FB
7	<p><b>Governor Business</b></p> <p><b>Code of Conduct</b> – new NGA version ratified and signed by governors.</p> <p>The Chair advised that additional wording that was included in the previous</p>	

	<p>Code of Practice has been included in the Governor Visits Policy.  <b>Governor Visits Policy</b> – agreed and signed. The Chair summarised different types of visits and the HT asked that thoughts and reflections are included in the Governor Visits book held in the school office if a report is not expected. Governors were asked to inform the office if they are planning to visit. A <b>Governor Visits Planner</b> had been circulated detailing dates and times for possible visits and an additional date was advised:  <b>Governor Development Day - 27<sup>th</sup> April 2015 – 9.30am – 3.20pm.</b>  This day will be an opportunity for governors to experience a day in the life of the school and also receive training on the new assessment system and child protection. Time will be spent in classrooms and ofsted questions will be discussed.  Governors were asked to email the clerk if they are able to attend.  <b>Governor Action Plan</b> – draft action plan circulated prior to meeting, this was approved by the GB and will be finalised at the Governor Development day.  The LA is carrying out a Leadership Review at the school and the HT asked that 3 governors are involved in the day. The date is 19-3-15 and it is expected that governors will be needed from 2pm. Governors were asked to email the clerk to confirm availability.  JWK advised that as her term has expired she will no longer be attending PIP meetings. AT confirmed that she would be happy to take over this responsibility. The next meeting is on 19-3-15.  <b>Governor Vacancies and Skills Audit results</b> – The GB discussed the results of the audit in relation to the 4 governor vacancies (2 Co-opted, 1 LEA and 1 PG). It was decided that a small working party would put together an advertisement based on the skills audit results and considering what skills will be needed on the GB in the future. AT, MT and FLC will make up this working party.  A PG election will be held in Term 4.</p>	<p>Governors to email clerk</p> <p>Governors to confirm availability to clerk</p> <p>AT</p> <p>To update at next meeting</p> <p>PV</p>
8	<p><b>SEN update</b></p> <ul style="list-style-type: none"> <li>• <b>Link Governor report</b> – report covering SEN, Inclusion, Safeguarding and Talented, Able and Gifted (TAG) was circulated prior to meeting, no questions raised.</li> <li>• <b>Local offer</b> – Updated School Information Report circulated prior to meeting. The HT explained that this has been put together with help from staff and parents in the Children with Additional Needs group. Governors were invited to attend their coffee afternoons. The HT had previously provided the link to the SEN section on the school website so that governors can view the information. Any references to 'local offer' will be changed to 'School Information Report'.</li> </ul>	<p>FB</p>
9	<p><b>NEXUS partnership</b>  Minutes from meetings held on 13<sup>th</sup> November 2014 and 27<sup>th</sup> January 2015 circulated prior to meeting.  The HT reiterated that it is an informal partnership with a commitment to work closely together. One of the schools (Blackhorse) has been inspected by ofsted recently and ofsted were reported to be very impressed with the partnership. A governor suggested that it would be helpful for Stanbridge governors to meet with Blackhorse governors to discuss the ofsted process.</p>	
10	<p><b>Academy Status Working Party presentation</b>  PowerPoint presentation (slides circulated prior to meeting)</p>	

	<p>The Chair presented the information and clarified the different possibilities. The GB discussed the issue in detail and approved the working party's proposal to investigate becoming a Multi Academy trust with other schools in the Nexus partnership, and with a business expert as a CEO. It was felt that communication needs to be carried out very carefully and the GB agreed that the Chair and HT should write to parents and staff stating the clear reasons why these investigations should go ahead.</p> <p>Timing of letters to parents will need to be considered to coincide with the other schools in the Nexus partnership.</p>	<p>FB and MT Update at next meeting</p>
11	<p><b>Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>• <b>Annual Report to Governors</b> – circulated prior to meeting, additional information regarding which governors have attended Safer Recruitment training to be added.</li> <li>• <b>Link Governor report</b> – discussed under Item 8.</li> <li>• <b>Safeguarding Policy</b> – policy agreed and signed.</li> </ul>	<p>FB</p>
12	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Policy Review Procedures</b> – formally adopted by the GB</li> <li>• <b>Staff Discipline</b> – agreed and signed.</li> <li>• <b>Behaviour Strategy</b> – agreed and signed.</li> <li>• <b>Allegations of Abuse</b> – agreed with two minor amendments, signed.</li> <li>• <b>Concerns and Complaints</b> – to be carried over to next meeting. HT to review.</li> <li>• <b>Governor Allowances</b> – agreed with one minor amendment, signed.</li> <li>• <b>Pupil Premium</b> – agreed and signed.</li> </ul>	<p>PV</p> <p>PV</p>
13	<p><b>Governor Training and Visits</b></p> <p>The clerk was asked to circulate an up to date training record and governors asked to consider training opportunities.</p>	<p>SF</p>
14	<p><b>Correspondence</b></p> <p>none</p>	
15	<p><b>AOB</b></p> <p>Jackie Weathrall-King was thanked for her hard work and commitment to the GB over the last 4 years and was presented with a gift and card.</p>	
16	<p><b>Date of next meeting</b> <b>Monday 18<sup>th</sup> May 2015 – 6.00pm</b></p> <p><b>Meeting ended at 8.15pm</b></p>	