



Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held
On Monday 24th March 2014 in the School at 6.30 pm

No	Item	Action
	<p>Present: Jim Lott (Chair), Faye Bertham, Mark Williams, Maggie Todd (until 8.05pm), Jackie Weathrall-King, Anne Taylor (until 8.10pm), Elinor Lazenby, Heather Wilcox, Tim Mayon-White, Claire McKinstry, Kate Sheeley</p> <p>In attendance: Sarah Fletcher (clerk)</p> <p>Claire McKinstry, the new parent governor, was introduced and welcomed to the GB.</p>	
1	<p>Apologies were received and accepted from: Joanna Jordan, Michelle Hook</p>	
2	<p>Declarations of Interest: No governor had any pecuniary interests to declare in relation to agenda items. All governors present completed new Pecuniary Interest forms</p>	<p>MH and JJ to complete forms at the next meeting</p>
3	<p>Minutes of the previous FGB meeting: (3-2-14) The minutes were confirmed as an accurate record, proposed by JW-K, seconded by MT, agreed by all and signed by the chair.</p> <p>Minutes of the EGM held 6-2-14 The minutes were confirmed as an accurate record, proposed by MW, seconded by JW-K, agreed by all and signed by the chair.</p>	
4	<p>Matters Arising: Governor Body Vacancies: Isobel Horswell had left the GB due to her child leaving to attend another school, this leaves a parent governor vacancy and an election will be held after the Easter break. Claire McKinstry offered to take on the role of PEPD link governor and the clerk will send her some relevant information. Maggie Todd offered to take on the role of Chair of the Curriculum ctte unless someone else would like to do it. Voting will be delayed until the next Curriculum ctte meeting as not all members were present. Jackie Weathrall-King and Tim Mayon-White will take over as Critical readers as part of the policy reviewing process. There is 1 co-opted Governor vacancy in addition to the Parent governor vacancy.</p> <p>Safeguarding Checks: The pre-school have their own safeguarding checks in place, in line with Ofsted and Safeguarding recommendations, however, in the future, with the appointment of the new provider, the school</p>	<p>PV Clerk to send information Agenda Term 5 Curriculum Clerk to send procedure details and inform PV</p>

	will ask to see the single central record.	
5	<p>Head teacher's report – circulated prior to meeting.</p> <p>The HT went through the report outlining the main points.</p> <p>A governor asked about the number of first choice applications for EYFS placements in September and the HT said that the figure was similar to last year. Visits are still taking place for interested parents.</p> <p>There were 48 applications for the KS2 teaching post and governors asked how many were shortlisted for interview. The HT replied that the list was shortlisted to 6 candidates (1 internal and 5 external) and they would be undertaking teaching and learning observations and a written task in the morning. The number would be reduced to 3 or 4 at lunchtime and a group task would be organised for the afternoon followed by a formal interview.</p> <p>Attendance figures are the highest that they have been for a while and this is the result of lots of hard work. No parents have been fined yet and the HT spoke of the communication that takes place between the school and parents when requests are made.</p> <p>The school Attendance policy states that fining will take place after 10 full days when the LA leaflet refers to 10 sessions (5 full days). It was agreed to look at this when the policy is reviewed again.</p> <p>An Inset Day had taken place today and the staff from the MaD cluster had attended a keynote speech focusing on high quality teaching and learning by author Jim Smith.</p> <p>A recent SIA visit (21.3.14) had concluded that following lesson observations and a book scrutiny, while 4 lessons were graded Requires Improvement and 10 graded good or outstanding, all teachers were judged to be good or better when considering a range of evidence.</p> <p>The report and analysis will be shared with governors.</p> <p>A governor asked when ofsted can be expected to visit again. The HT said that it should be due in November 2015 but that they could visit at any time and that the school are prepared for this.</p> <p>There had been some poor attendance to Parents Evening meetings by Year 6 parents and EL explained that there are a small group of parents that do not have any involvement with their child's learning and have never attended the school. This lack of parental engagement affects pupil motivation and many attempts have been made to encourage some involvement. A governor asked if this would have an impact on data and the HT said that yes it would for English and Maths and that if it triggered an ofsted inspection the school has lots of evidence to back up the data.</p> <p>There were no further questions.</p>	FB to email SIA report to Clerk
6	<p>Pre-school update – minutes of meeting held 6-2-14 had been circulated.</p> <p>The HT updated the GB with developments since this meeting.</p> <p>Bright Sparks had been given a 'requires improvement' judgement by ofsted following a visit to their Little Stoke setting. A second interview had therefore taken place with the original panel, to ensure that Bright Sparks were confident that they are capable of taking on another setting.</p> <p>The HT reported that clear explanations had been given as to the reasons for the judgement and the panel felt unanimously that Bright Sparks are still the right provider for the Pre-school.</p> <p>A meeting had taken place last week between some of the existing pre-school committee members, the HT and Bright Sparks to plan the transition. Further meetings will now take place without the HT but she will be kept informed of developments and will update the GB accordingly.</p> <p>A governor asked about extended opening hours and the HT said the new</p>	To update at next meeting

	provider will survey parent's needs and staff employed there will need to be flexible.	
7	<p>Committee Reports – minutes circulated prior to meeting</p> <p>Personnel meeting held 6-2-14 The HT went through the minutes and the GB discussed the benefits of governor appraisals. The Chair informed the GB that new advice from the NGA stated that governors should no longer be involved in staff recruitment panels unless they are for recruiting the Head or Deputy. The Chair also said that NCTL training that he had attended recently gave details of how staff performance management objectives should be anonymously shared with the GB. The HT confirmed that this process is already in place and anonymous objectives have been shared with the Personnel Committee.</p> <p>Curriculum meeting held 10-3-14 The HT went through the main points in the minutes. No questions were raised. MW created a list of acronyms to make reading the SEF easier and copies were circulated to the GB.</p> <p>Finance meeting held 10-3-14 JL went through the minutes and the HT confirmed that the predicted carry forward is £122,000. This amount exceeds the minimum amount allowable and the Finance Officer has advised that £50,000 needs to be allocated across the new budget. In addition to changes to staffing, money will be allocated to IT, educational resources and maintenance. The OOSC door is scheduled to be replaced during the Easter holidays as all of the quotes have now been received. Quotes for new staff sickness insurance cover will be shared with the Finance ctte at their Term 5 meeting. SFVS – this document had been approved by the Finance ctte. The GB ratified this decision and the document was signed by the Chair. Play project – the fence will be removed following the Easter break. Free School Meals – a survey of parents is taking place to gauge the uptake from eligible pupils and their siblings. The LA have been very proactive in their planning. The GB discussed the difficulties in identifying FSM pupils for data purposes in the future.</p>	Term 5 Finance agenda
8	<p>LED Lighting – new quotations, plan and documentation circulated to the GB. The GB agreed that despite replacing the lamps in a smaller area, there was little difference in price and the repayment period was slightly longer. The HT reported that she had chased the LA twice for an answer to her question regarding priority criteria for the re-wiring of schools. There were concerns amongst the GB that paying for a partial re-wire may result in the school being put further down the list. The caretaker is speaking to other schools who are having re-wiring carried out, to offer to buy any excess stock of light bulbs. This should ensure that there are enough replacements for the next 12 – 18 months. The HT said that a 5 year wiring check of the school is due to be done by the LA. It was agreed that it would be better to wait for this to be carried out and to see where the school is on the list for re-wiring before a decision is made to fund the work. The DfE is carrying out site inspections of all LA property but it is not known whether information from this will be fed back to the LA.</p>	Maggie Todd to notify the LA?

9	<p>SDP/RAP – emailed prior to meeting and hard copies available. The HT reported that all appears to be on track. No questions were raised.</p>	
10	<p>Policy Reviews – reviewed by policy reviewers and HT, copies emailed prior to meeting</p> <ul style="list-style-type: none"> • Governor Visits • Staff Discipline, Conduct and Grievance • Whistleblowing • School Fund Constitution • Freedom of Information Publication <p>All policies agreed by the GB and signed by the Chair, minor amendments to typos were noted.</p>	PV
11	<p>Governor Training and Visits</p> <p>JL had attended two NCTL courses based on Raise Online and Performance Related Pay. MT had attended Riveted Readers. CM had attended the New Governor Induction course AT had attended a Health and Safety course JWK had attended an IT course. JJ had attended a school council meeting.</p>	
12	<p>Correspondence</p> <p>The Chair reported that he had received visit reports regarding Behaviour and Safety and Maths.</p>	
13	<p>AOB</p> <p>The HT outlined discussions that had taken place with 5 other local primary schools to form a learning partnership. This would not be an official arrangement but a way of sharing expertise and the GB of each school could be involved too. A further meeting is scheduled to discuss a way forward and the GB approved of the idea. A governor asked if terms of reference would be needed. The HT showed the GB the shared values set out in documentation from the Malago learning partnership in Bristol which the group had been inspired by. TOR would not be required but the group would put together a set of shared visions and values and a moral purpose. She assured the GB that the school would still be independent.</p>	To update at next meeting
14	<p>Date of next meeting Monday 19th May 2014 – 6.30pm</p> <p>Meeting ended at 8.15pm</p>	