



Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held
On Monday 18th May 2015 in the School at 6.00 pm

No	Item	Action
	<p>Present: Maggie Todd (Chair), Faye Bertham, Mark Williams, Anne Taylor, Elinor Lazenby, Heather Wilcox, Claire McKinstry, Frances Lindsey-Clark, Jacqui Taylor</p> <p>In attendance: Sarah Fletcher (clerk) Maxine Winter – Governor Development Services (Observer) Marion Boyland – Head teacher Mangotsfield Primary School (Observer)</p>	
1	<p>Apologies were received and accepted from: Zara Slaney, Tim Mayon-White</p>	
2	<p>Declarations of Interest: No governor had any pecuniary interests to declare in relation to agenda items.</p>	
3	<p>Minutes from meeting held 2-2-15 – confirmed as an accurate record, proposed by FLC, seconded by JT, agreed by all and signed by the Chair</p> <p>Minutes from EGM held 26-3-15 - confirmed as an accurate record, proposed by MT, seconded by the DH, agreed by all and signed by the Chair.</p>	
4	<p>Matters Arising None</p>	
5	<p>Head teacher's verbal report – <i>notes circulated prior to meeting.</i> The HT read from her report which included feedback from an SIA visit on 3-3-15. 1 extra child has joined the school in addition to the 2 mentioned in the report. The children who have left did so because they have moved away from the area. There has been 1 case of bullying which has been dealt with by the DH. The matter has now been resolved. A governor asked about the nature of the bullying and the HT replied that she was unable to give details. A governor asked if the 9 fixed penalty notices issued had had a positive effect on attendance. The HT said that there had been a noticeable drop in requests and it would be interesting to compare the figures with last years. The LA issues the fines so the school has no record of whether they have been paid. HW said that she had met with James Baker this term regarding the E Safety audit and that she had also met the new digital leaders. She plans to</p>	

	<p>meet with him again next term. No other questions were raised.</p>	
6	<p>Committee Reports Personnel meetings held 16-3-15 and 5-5-15. <i>Minutes, proposed staffing structure and work life balance paper circulated prior to meeting.</i> Details of staffing appointments were included in the HT's report. The FGB approved of the new staffing structure. The HT said that staff were happy with steps taken following their responses to the work-life balance questionnaire No questions were raised. Curriculum meetings held 9-3-15 and 11-5-15. <i>Minutes circulated prior to meeting together with the Data report.</i> No questions were raised. Finance meetings held 9-3-15 and 11-5-15. <i>Minutes circulated prior to meeting together with 2015/16 budget and Statement of Internal Control.</i> A governor asked if Phase 2 would be able to proceed during the summer break if the school building is closed for re-wiring. The HT said that Phase 2 was dependant on grant funding, but if successful then yes hopefully the work would still be able to be carried out as it is all based outside. The budget was proposed by AT, seconded by MT and agreed by all present. The Statement of Internal Control was approved by the FGB and signed accordingly. A governor enquired about benchmarking information and the GB was advised that they are able to log onto the benchmarking website to look at data.</p>	
7	<p>Governor Business</p> <ul style="list-style-type: none"> Governor Vacancies A parent governor election had taken place but the school had not received any nominations. A parent, however, had applied for a position as a co-opted governor. The GB discussed the importance of having a balanced GB with the appropriate skills. At the moment the GB consists of mainly staff and parents which could compromise decision making. A governor expressed their concern that there are only 2 governors who are not parents or staff members. Maxine Winter was asked for her opinion on the matter and stressed that governing bodies should be made up of a range people with different skills. Stanbridge already has 4 parent governor roles within its structure and so careful thought should be taken when considering future appointments. She suggested that as nobody had applied for the parent governor role, the GB could appoint a parent of their choice. This would mean that the parent applying for the co-opted role could be appointed as a parent governor. It was then pointed out that at the last parent governor election there had been 4 nominations for 2 vacancies and that the 2 unsuccessful applicants could be considered too. It was agreed that the GB would delegate the responsibility of choosing the most suitable applicant for the role of parent governor to the Chair and Elinor Lazenby. They will consider the applications and make a recommendation to the GB prior to the Term 6 meeting so that the decision can be ratified at the start of the meeting. The Chair advised that unfortunately Tim Mayon-White had resigned as 	<p>MT and EL Term 6 agenda</p>

	<p>a governor today. He had said that the main reason was the pressure of work and family commitments but that he also had concerns that the GB is developing a focus on eye-watering detail rather than on strategic direction. The GB discussed this in detail and agreed that a re-focus is needed and that everyone needs to work together as a team to be Ofsted ready. The HT had recently observed a governor committee meeting at another school and said how impressed she was with how strategic and professional it was. She added that she felt that the GB needed to maintain the bigger view and not get too involved with the day to day running of the school. Maxine Winter advised that when governors ask questions they need to think about what they are asking, and whether it will have an impact on the school. She showed, as an example, the Governor Development Service Policy Review flowchart, which aims to question the need for each policy, whether the policy is legislatively and statutory compliant and to consider if it supports the vision and priorities of the school. These objectives could be applied to governor meetings to make them more succinct. The GB then discussed the protocol for communication with school staff when outside meetings.</p> <p>Heather Wilcox has advised the Chair that she will be standing down at the end of Term 6. The HT said that although HW is a co-opted governor it would be good to replace her with another member of support staff as her input has been valuable to the GB.</p> <p>If the parent governor vacancy is filled, there will be 3 co-opted vacancies (4 from September 15) and 1 LA governor vacancy. The GB talked about ways of recruiting more governors from outside of the school. Maxine Winter suggested contacting local businesses.</p> <ul style="list-style-type: none"> • Governor Development Day – 27-4-15 Governors who had been able to attend agreed that it was a very beneficial day. Stated values of the school had been considered, a presentation on data had been given and a Learning Walk carried out. FLC has written a report that has been uploaded to the school website. The Chair suggested that following the Governor Development day, and recent LA Review, she felt it would be helpful if the FGB appointed 1 or 2 governors specifically to monitor data and perhaps another for monitoring Pupil Premium spending. Governors agreed that this was a good idea that could be explored further at the Governor Evaluation Day. • Governor Self Evaluation – 15-7-15 – 4-6pm The Chair requested that as many governors attend as possible. Maxine Winter explained the purpose of the evaluation and outlined what would happen during the session. 	<p>Term 6 agenda – governor vacancies</p> <p>All governors to attend Governor Evaluation if possible</p>
8	<p>Re-wiring of the school The school has been allocated funding for a total electrical re-wire by the LA. This would be carried out over the summer break and would involve the unavoidable closure of the school for 3 days in both July and September. The HT advised that weekly meetings are being held between the engineer, architect, caretaker, HT, DH, IT co-ordinator and Jan Fishlock and that it was a huge project to manage. All furniture and resources will need to be</p>	

	<p>removed from the school before work can begin. Everything is funded on a like for like basis; meaning that the school will need to fund the extra needed for LED lighting. This will be cost neutral as savings will be made from energy bills. There will be a full Wi-Fi upgrade, new sockets, a new magnetic door security system, car-park security, outdoor sockets for an outdoor sound system and the entire infrastructure will be replaced. Parents have already been advised of the closure dates so that they can make arrangements for childcare. A governor who had seen the letter felt that it was very clear and concise. Governors were asked to let the clerk know if they are available to help with packing or unpacking on the school closure days.</p>	Governors to let SF know if they are able to help
9	<p>Nexus <i>Minutes from the latest meeting and a copy of the recent Nexus safeguarding audit undertaken by School Business Managers were circulated prior to the meeting.</i> The HT said that it continues to be a fantastic partnership. Work on the new assessment system has been shared and they all have confidence in the new model; feeling that it will be very effective.</p>	
10	<p>Academy Status Working Party There have not been any new developments. Parents were written to and only one reply was received. The HT had written back assuring them that parents would be consulted along the way. The working party will need to make connections with governors from the Nexus partnership to discuss each other's findings. This will be raised at the next Nexus meeting and feedback given in Term 6.</p>	Term 6 agenda - feedback
11	<p>Policies – all policies had been reviewed prior to the meeting.</p> <ul style="list-style-type: none"> • Single Equalities – a governor questioned the section about reflecting the community within staff appointments and the HT replied that the office staff keep records and the LA use this for their audit trail. Policy agreed with no amendments. • School Fund Constitution – policy agreed • Monitoring and Evaluation – policy agreed • Freedom of Information – policy agreed • SEND – policy updated in line with recent changes in legislation, full details of SEND on school website. Policy agreed. • Concerns and Complaints – policy reviewed in line with another school in the Nexus partnership where it has been tried and tested recently. No changes needed. Policy agreed. 	
12	<p>Governor Training and Visits FLC had observed SATs testing and a report had been circulated. A governor asked if the word 'oversight' could be replaced with 'monitoring', agreed. The Chair has attended accredited Safer Recruitment training. The GB discussed who was able to be on recruitment panels and it was agreed that governors could be involved on a case by case basis.</p>	<p>SF to make alteration to document</p> <p>SF to update training record</p>
13	<p>Correspondence The Chair said that she had received copies of SIA Visit notes. A letter had been received from the Grange School announcing its closure in 2017. This may affect the school sports partnership package that</p>	

	<p>Stanbridge buys into, although it is thought that they will be able to carry on despite the closure.</p> <p>A letter had been received from a company called Young Carers in Education offering the services of a school development worker. The HT said that the Stanbridge School Home Support Worker has access to all of these organisations and that she will pass the letter on to her.</p> <p>A 'Keynotes for Governors' magazine was available for governors to look at.</p>	FB to pass on letter
14	<p>AOB</p> <p>The HT and Chair have been invited to a task group meeting on 8-6-15 as a follow up to the LA review. They will feedback to the GB in term 6.</p> <p>.</p>	Term 6 agenda – feedback from LA Review
15	<p>Date of next meeting</p> <p>Monday 6th July 2015 – 6.00pm</p> <p>Meeting ended at 7.40pm</p>	