



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held  
On Monday 28<sup>th</sup> November 2016 in the School at 6.00 pm

No	Item	Action
1	<p><b>Present:</b> Faye Bertham (Head), Maggie Todd (Chair), Elinor Lazenby, Claire McKinstry, Graham Coombes, Zara Slaney, Frances Lindsey-Clark, Andy McGovern</p> <p><b>In attendance:</b> Sarah Fletcher (clerk)</p>	
2	<p><b>Apologies were received and accepted from:</b> Mandy Tucker (unwell), Emily Owen (work), Andrew Pick (work).</p> <p><b>Absent:</b> Jacqui Taylor</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>Minutes of the previous meeting: (26-09-16)</b> The minutes were confirmed as an accurate record, proposed by Claire McKinstry, seconded by Graham Coombes, agreed by all present and signed by the Chair.</p>	
5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Committee membership</b> – the Chair advised that Adam Boyes had resigned due to work commitments. It was agreed that Graham Coombes would become a member of the Personnel Committee and Claire McKinstry would take on the link governor role for Creative Development. It was also agreed that Andy McGovern will become a member of the Finance committee.</li> <li>• <b>Succession Planning</b> – governors discussed the role of Shadow Vice Chair. A governor asked what responsibilities the role would have. The Chair said that it would mainly involve working on the Governor Action Plan with the Vice Chair. Any governors interested should email the Chair.</li> <li>• <b>Reconstitution</b> – new Instrument of Government circulated. There are now 2 vacancies on the GB and the Chair will contact SGOSS. There are no particular skills gaps on the GB. The GB discussed involving other Nexus governors when setting up panels and agreed that this would need to be reflected in policies when reviewing.</li> <li>• <b>DBS checks</b> – the Chair reminded governors to bring copies of their certificates to school if they hadn't done so already.</li> </ul>	<p>Clerk to update relevant documents</p> <p>Term 3 agenda All governors</p>

5	<p><b>Head teacher's report</b> – <i>circulated prior to meeting.</i>  <b>Q – what is the maximum we can have on role?</b>  HT – 420, we currently have 415 and the school is at a 5-year high which is having a positive effect on funding.  The Chair confirmed that she has emailed the Chair of Governors at Raysfield to find out the situation regarding their head teacher appointment. The GB discussed the one report of bullying. The HT said that bullying is rare at the school and explained the actions that had been taken.  The HT explained 'Thrive' which is a system that is being implemented to support pupils with social and emotional needs. The GB discussed how the SLT are eating with pupils at lunchtimes to promote table manners and support lunchbreak supervisors.  <b>Q – does the Lead Ofsted Inspector role mean that more inspections will be carried out per year?</b>  HT – no, there are still 16 days.</p>	
6	<p><b>Committee Meetings</b> – <i>minutes circulated prior to meeting</i>  <b>Curriculum Committee meeting 7-11-16</b> – no questions raised.  <b>Finance Committee meeting 7-11-16</b> – no questions raised.  <b>Personnel meeting held 4-10-16</b> – no questions raised.  2 typos were corrected in the minutes.</p>	SF
7	<p><b>Safeguarding Update</b>  <i>PowerPoint presentation and a print out of slides given to governors.</i>  <b>Q – how do you decide thresholds for reporting?</b>  HT – we would contact the Access and Response Team (ART) for advice.</p>	
8	<p><b>Governor Business</b>  <b>Action Plan</b>  JT and MT had attended an EYFS open afternoon to raise the profile of the GB. Another is planned for 29-11-16 at 2pm and governors were invited to come along if free. AP and CM will be attending the open afternoon on 10-1-17.  <b>Governor Development Day</b>  A date was set for the next development day: <b>30<sup>th</sup> January 2017, 9.15am – 1pm.</b> Governors will be involved in a monitoring activity and will be interviewed by pupils for a video.  <b>Governor Biographies for School newsletter</b>  It was agreed that FLC would write a biography for the Term 3 newsletter and CM would write one for the Term 4 newsletter. The deadline for submissions is the end of week 2 in the term.</p>	<p>All governors</p> <p>FLC and CM</p>
9	<p><b>Pupil Premium Link Governor report</b>  It was agreed to defer this to Term 4</p>	Term 4 agenda ZS
10	<p><b>SDP/RAP</b>  Governors looked at the Term 1 and 2 RAPs.  Link governors were asked to note any questions to ask at their next team meetings.  The next Core Team meeting for link governors to attend is in Term 6 but minutes of other meetings will be emailed, and governors are able to speak to team leaders if they have any questions in the meantime.</p>	
11	<p><b>Data Link Governor report and Nexus Raise Online analysis</b></p>	

	<p>FLC outlined the data governors report. Overall progress is looking positive, particularly in KS1 but there are a few pockets here and there where pupils haven't met their expected targets.</p> <p>The HT outlined the Nexus Raise online analysis report and drew attention to 3 lines of enquiry that Ofsted could focus on.</p> <p>The GB discussed trends between sexes and demographics and the HT referred again to the 'Thrive' approach which it is hoped will reduce barriers to learning by improving social and emotional support.</p> <p>FLC and AP were thanked for their very detailed report.</p>	
12	<p><b>Policies</b></p> <p><b>Performance Management</b> - agreed and signed.</p> <p><b>Safeguarding</b> – one amendment, agreed and signed.</p>	PV
13	<p><b>Governor Visits and Training</b></p> <p>It was suggested that governors could attend parental workshops to raise the profile of the GB.</p> <p>ZS had attended Safeguarding training.</p> <p>FLC had attended School Improvement – Monitoring and Evaluation and outlined the main points to the GB.</p> <p><b>It was suggested that the school should have a risk register.</b> The HT said that there is a Disaster Recovery Plan in place but will look into risk registers.</p> <p><b>The HT was asked about the tracking of vulnerable groups.</b> She explained that this happens within pupil progress meetings and the targets set within them. Pupils not achieving their targets will become part of a focus group.</p> <p>The GB discussed governor monitoring and the HT said that governors are invited to attend monitoring activities scheduled in the SDP action plans.</p> <p>FLC concluded by saying that the SDP directly addresses any weaknesses in data and triangulates really well.</p>	<p>All governors</p> <p>FB</p>
14	<p><b>Correspondence</b></p> <p>An SIA visit note had been circulated – no questions were raised.</p> <p>The Chair asked the HT to retrieve the log in details for the Edubase website so that relevant information could be uploaded.</p>	FB, PV
15	<p><b>AOB</b></p> <p>Christmas performance dates were shared – governors were asked to contact the school office to reserve tickets.</p> <p>The Christmas Fair is being held on 3<sup>rd</sup> December 2016 from 11-2pm.</p> <p><b>Photocopier contract</b> – a quote summary paper was circulated and the GB discussed the options. It was proposed that the contract should be given to ITEC as they offered a better service, new machines and there would be a cost saving. Proposed by MT, seconded by GC and agreed by all present.</p>	All governors
16	<p><b>Reflection</b></p> <p>The GB felt that they had remained strategic during the meeting.</p>	
17	<p><b>Date of next meeting</b></p> <p><b>Monday 6th February 2017– 6pm</b></p> <p><b>Meeting ended at 8.00pm</b></p>	