



How do I make changes to a PDF to change a PDF document

Stanbridge Primary School
Meeting of the Full Governing Body
held in the school
on Monday 20th November 2017 at 6pm

No	Item	Action
	<p>Present: Claire McKinstry(Chair), Faye Bertham(HT), Andy McGovern(DH), Zara Slaney (Vice Chair), Frances Lindsey-Clark, Andy Pick, Emily Owen, Emily Miller, Emily Phipps-Morgan, Jacqui Taylor</p> <p>In attendance: Cheryl Dibble (by invitation) Jan Mckinstry (clerk)</p>	
1	<p>Welcome: The Chair welcomed everyone to the meeting. Emily Phipps-Morgan was appointed to LA Governor and Emily Miller has taken over the role of Staff Governor. The Chair thanked them both for taking up these positions</p>	
2	<p>Apologies: Graham Coombes, Mandy Tucker</p>	
3	<p>Declaration of Interest: None</p>	
4	<p>Minutes of the last meeting:</p> <p>A Governor noted that it should be Andy McGovern not Andy Pick on the Curriculum committee. Also, to clarify that Emily Miller will take over from Elinor Lazenby on this committee.</p> <p>A Governor noted that section 9 stated ‘a significant movement of pupils’ was too strongly worded and should be amended to some movement. Also, ‘6 children have left for genuine reasons’ should be amended to ‘reasons unconnected to the school’. Section 10 should be expanded to say, ‘For comparison with our figures, national floor standards are -5 in reading and maths and -7 in writing.’ Section 13 should be amended to say the ‘latest NGA Code of Conduct’. Section 16 ‘leeks’ to be changed to ‘leaks’!</p> <p>The minutes were agreed subject to these amendments being made.</p>	
5	<p>Matters arising:</p> <ul style="list-style-type: none"> • The new Code of Conduct was distributed to everyone to sign and return to CD. • Link Governor reports – FLC had received the EYFS report but no others had been received. Link Governors to be emailed to request their reports. • HT recommended that CM should become a co-opted governor. This was agreed by all. There was a discussion re the balance of Co-opt/Staff/Parent/LA governors. There is 1 parent vacancy and 1 co-opted vacancy. • Governor applications – Both candidate’s application forms were reviewed. They will both be invited for interview. 	<p style="text-align: center;">FLC to email</p>

<p>6</p>	<p>Head Teacher's written report including attendance target</p> <p>HT asked if there were any questions arising from the report.</p> <p>A Governor asked for the 3 stages of dealing with behaviour problems to be explained. Initially it could be just verbal but then can progress to stages 1,2 and 3. Stage 3 being physical violence or 'at risk' situations.</p> <p>Refer to the Behaviour Policy.</p> <p>The attendance target is 96.5%</p>	
<p>7</p>	<p>Ofsted feedback</p> <p>HT stressed that the outcomes are confidential until the official letter is published. The feedback had been distributed to all Governors prior to the meeting. HT said how proud she was of everyone – Staff, Governors and children. The children had been delightful and very positive. HT felt that the inspection could not have gone any better and was thrilled that the school was in a very strong position.</p>	
<p>8</p>	<p>Child protection update.</p> <p>HT talked through the document explaining the Child Protection procedures. HT stressed that any concerns by any person should be passed on even if you are unsure if it's relevant.</p> <p>Both new Governors are child protection trained.</p> <p>A Governor noted that Sexting and peer to peer abuse were missing from the update but were included in 'Keeping children safe in Education'.</p> <p>A Governor asked what if the HT and DH were unavailable – who should be informed if there was a concern. HT stated that EM is part of the team and CD will be trained as well so there should always be someone to contact.</p> <p>Staff and Governors have all done PREVENT training.</p> <p>CPOM's is used within the school and this has been a very good tool to work with.</p> <p>The new Code of Conduct form has been signed by all Governors except one.</p>	
<p>9</p>	<p>Academy update and date for information sharing – 4.12.17 @ 5.30 -6.30pm</p> <p>HT, Chair and JT will do a presentation re Academy status on 4th Dec. Please email the clerk by Friday 24th November if you're available to attend.</p>	
<p>10</p>	<p>Governor Development day 26.02.18 9am- 2pm</p> <p>No agenda has been set as yet.</p>	

	Please email the clerk re availability to attend.	
11	<p>Schools funding arrangements 2018-19</p> <p>Everyone had been asked to read this before the meeting. HT asked if there were any questions. There was a discussion re options. HT has concerns about funding over the coming years. HT proposed Option 3 as being the best for the school. This was agreed unanimously.</p>	
12	<p>Pupil Premium and Safeguarding link Governors report</p> <p>ZS had experienced some pupil conferencing which had been excellent. The outcome had concurred with Ofsted findings.</p> <p>A Governor had noticed that there seemed to be an increase in 'mini crises' of late which has an impact on staff. HT agreed with this comment and is allowing supervision time for staff and HT and DH to have external coaching for support.</p>	
13	<p>Committee meetings</p> <ul style="list-style-type: none"> • Personnel minutes 3.10.17 • Finance minutes 9.10.17 • Curriculum minutes 9.10.17 <p>There were no matters arising.</p>	
14	<p>Data Governors report</p> <p>This had been distributed to everyone prior to the meeting. The aim is to continue to probe and strive for improvement. It was suggested that more Governors come into school to monitor achievements. ZS asked for Governors to include PP information.</p>	
15	<p>SDP</p> <p>There were no questions regarding the Term 1 RAP or Term 2 RAP.</p>	
16	<p>Policies</p> <ul style="list-style-type: none"> • Safeguarding policy <p>The Government state that sexting, peer to peer abuse and gender specific bullying must be included.</p> <p>DBS is in place for all Governors.</p> <p>Safer recruitment – Best practice says that references should be taken up before shortlisting/interview.</p> <p>Cross reference with Code of Conduct with volunteers and Governors.</p> <p>HT will send to FLC to check when all amendments are done</p>	
17	<p>Governor visits and training</p> <ul style="list-style-type: none"> • Maths inset training and Governor monitoring <p>FLC and AP attended a Maths training session which was very</p>	

	<p>enthusiastic and inspiring. One suggestion was there should be reasoning in every lesson. 'Try it, use it, prove it'.</p> <p>AP will provide a more involved Maths link report.</p>	
18	<p>Correspondence</p> <p>A complaint had been made to the Governors. The Chair had a meeting with HT and contacted Governor services for guidance. The complainant had missed a step in the complaints procedure. It is hoped that it can be resolved and not progress to a formal complaint</p>	
19	<p>AOB:</p> <ul style="list-style-type: none"> • Protocol for sending apologies <p>It was agreed that apologies for all FGB meetings should be sent to the Chair, HT and clerk.</p> <p>For Committee meetings they should go to the Chair of the committee, HT and clerk</p> <ul style="list-style-type: none"> • Skills Audit <p>It was agreed that it would be good to do another skills audit and would be sent to Governors to be reviewed prior to next year's Governor Action Plan.</p> <p>A Governor asked if it could be more specific this time as the last one was very vague. This was thought to be a good idea. AP will investigate suitable skills tools.</p> <p>The Chair had received an email to say all Governors should now be able to access the Governor portal. Please could everyone check on this.</p>	<p>AP</p> <p>All Governors</p>
20	<p>Reflection</p> <p>We have remained strategic throughout the meeting and have questioned /challenged as necessary. Everyone was happy with written reports.</p>	
10	<p>Date of next meeting: Monday 5th February 2018 at 6pm</p>	