



Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held
On Monday 16th September 2013 in the School at 6.30 pm

No	Item	Action
1	<p>Present: Faye Bertham (Head), Diane Flower, Isobel Horswell, Mark Williams, Maggie Todd, Jackie Weathrall-King, Joanna Jordan (from 7.20pm and during Item 6.1), Michelle Hook, Peter Webb, Jim Lott, Anne Taylor, Elinor Lazenby</p> <p>In attendance: Sarah Fletcher (clerk)</p>	
2	<p>Apologies were received and accepted from: Heather Wilcox and Kate Sheeley</p>	
3	<p>Declarations of Interest: No governor had any pecuniary interests to declare in relation to agenda items.</p>	
4	<p>Election of Chair: The clerk advised that she had received several nominations for Diane Flower. Diane Flower said that she was reluctant to carry on as Chair as she feels that she is unable to sustain the workload involved with the role. However, she stated that if all governors agree to give her their full support and are prepared to take on a fair share of the work, to make a significant and effective contribution to the work of the governing body, she would be willing to continue as Chair for another year. The GB discussed the points that had been raised and everyone agreed to be fully committed to the work of the GB. Diane Flower was therefore elected as Chair of Governors, proposed by Faye Bertham, seconded by Maggie Todd and agreed by all present.</p>	
5	<p>Election of Vice Chair Jim Lott had received several nominations to continue in this role. Jim Lott advised that he would be leaving the GB in November to work at other schools in the county. However, he was happy to continue as Vice Chair until that time. Jim Lott was therefore elected as Vice Chair of Governors, proposed by Diane Flower, seconded by Jackie Weathrall-King and agreed by all present. Maggie Todd expressed an interest in taking on the role and it was agreed that Jim Lott would mentor her until November when he leaves. The Chair thanked them both for their commitment to the GB.</p>	
6	<p>Review of Governing Body and Committees 1. Proposal to reconstitute – circulated prior to the meeting, see</p>	

	<p>attached Appendix 1.</p> <p>There had been significant email discussion regarding this item prior to the meeting. The governors continued the debate, mostly outlining their reasons to support reconstitution but some expressing concern about the reduction to the number of elected parent and staff governors in the proposal. After a long discussion it was re-proposed by the Chair, seconded by Jim Lott and agreed by all governors present, that the Governing Body of Stanbridge Primary School should reconstitute to consist of the following:</p> <p>1 Headteacher 2 Elected Staff Governors 4 Elected Parent Governors 1 LA Governor 7 Co-opted Governors Making a total of 15 governors.</p> <p>The clerk was asked to draw up a revised Instrument of Government for submission to the LA with the minutes of this meeting. The FGB will decide at its next meeting which governors will be Co-opted. It was agreed that a governor skills audit would be carried out and reported to the FGB in Term 2, with the aim to co-opt another governor to the FGB focussing on the skills that the current GB lack. A protocol to send questions and comments to the Chair and clerk in advance of meetings was also agreed by the GB, to avoid mass emails to everyone beforehand. This would also give sufficient time to prepare answers and allow agenda timings to be planned appropriately.</p> <p>2. Committee structure The chair proposed that a 'Personnel' committee is formed and the Resources committee be renamed the 'Finance' committee. All governors present agreed.</p> <p>3. Committee Chairs and membership The following committee membership was agreed: Curriculum – Isobel Horswell (Chair), Faye Bertham, Jim Lott, Peter Webb, Maggie Todd, Kate Sheeley and Heather Wilcox. Finance – Jackie Weathrall-King (Chair), Faye Bertham, Mark Williams, Anne Taylor, Joanna Jordan and Elinor Lazenby. Personnel – Michelle Hook (Chair), Faye Bertham, Diane Flower and Jackie Weathrall-King.</p>	<p>Action clerk Agenda item Term 2</p> <p>Action JL</p>
7	<p>Working Parties, Link Governors and Special Responsibilities – the following was agreed: SFVS working party – Jackie Weathrall-King, Faye Bertham and Anne Taylor. HT's Performance Management – Diane Flower, Isobel Horswell. E-Safety Working Party - Jackie Weathrall-King, Joanna Jordan. Eco-schools – Maggie Todd Health and Safety – Anne Taylor and Faye Bertham School Council - Jackie Weathrall-King, Joanna Jordan and Faye Bertham Procedural Policy reviewers – Michelle Hook, Peter Webb and Faye Bertham EYFS – Kate Sheeley SEN – Heather Wilcox TAG and Inclusion – Peter Webb</p>	

	<p>Safeguarding – Heather Wilcox Link Governors: PEPD – Isobel Horswell CLL – Maggie Todd Hums – Peter Webb Maths Dev – Anne Taylor Creative Dev – Jim Lott, Elinor Lazenby Science and Tech – Jim Lott</p>	
8	<p>Vote to decide whether to have Open or Closed meetings After a discussion it was decided that Stanbridge Primary school FGB meetings should be ‘closed’ for this academic year.</p>	
9	<p>Vote to appoint clerk to governors It was agreed that Sarah Fletcher would be clerk to the governing body for this academic year.</p>	
10	<p>Minutes of the previous meeting: (08-07-13) The minutes were confirmed as an accurate record and were signed by the chair.</p>	
11	<p>Matters Arising:</p> <ul style="list-style-type: none"> • Lighting Replacement – Maggie Todd updated the GB. She said that the LA had installed new lighting in a number of schools during the summer break and that they would be coming to Stanbridge to do a full survey. They would then obtain 3 quotes to complete the work. There would be flexibility with regard to payment and each part of the staggered installation would be billed separately. A governor suggested contacting the schools where the work had been carried out to find out how well the new lights are working. The caretaker had reported that he had managed to source replacement tubes for the existing lights to last until Christmas but they are getting increasingly difficult to source. It was agreed that the school should make a decision by early Spring 2014 and then this cost can be planned into the new budget. • Pre-school update – The HT reported that she had met with the Pre-school chair and a representative from Play link. She had also been in contact with the LA for advice. There is a 12 month timescale to hand over to a private organisation so the wheels need to be put in motion to put together an advertisement and application package. It was agreed that a working party would be set up to manage the process. Jim Lott and Anne Taylor agreed to be part of this working party with Faye Bertham. Once applications have been sorted the working party will come back to the FGB to organize an interview panel. It was also agreed that as the current pre-school committee only has 3 members, staff at the school will be asked if they would like to join for a year. • Playground Development – The HT advised that she is still trying to obtain a third quotation for the work. Once this is received she will speak to the PTA to discuss the finer details of the plans and the 	<p>Update in Term 2</p> <p>Update in Term 2</p> <p>Update in Term 2 Finance agenda item Term 1</p>

	Finance committee will also discuss this at their Term 1 meeting.	
12	<p>Data Review – full report circulated, see Appendix 2 All governors had studied the report prior to the meeting and the DH discussed the core findings. Progress overall is mainly in line with national expectations but in order to close the attainment gaps, it needs to be accelerated beyond that. Progress of SEN and FSM pupils needs to be addressed but results for EYFS were significantly higher than in previous years. Governors asked various questions about the report and the school profile including what measures have been put in place to boost results in Year 5. The HT confirmed that an HLTA is working within that cohort to close the gaps.</p>	.
13	<p>Policies Pay Policy – A Pay committee had reviewed this policy and a copy had been seen by staff. The governors ratified the policy subject to some minor amendments. Terms of Reference – These had been updated to include the new Personnel committee and changes made to the terms of reference of the Resources, now Finance committee. All changes agreed and policy ratified.</p>	<p>PV</p> <p>Clerk to update committee membership and link governors</p>
14	<p>SDP The HT asked that now that the link governors had been decided, the SDP is updated accordingly and emailed to governors for discussion at the next meeting. All agreed.</p>	MW and SF
15	<p>Correspondence Training booklets were circulated and governors asked to contact the clerk to book any courses.</p>	
16	<p>AOB The HT had applied to complete the training to become an Ofsted inspector and had been duly accepted. Governors were asked to consider the proposal which would have financial implications to the school. The cost of Stage 1 is £1,000 and would involve 3 days training. The cost of Stage 2 is £1,500 and would involve a further 3 days training. Once trained the HT would be asked to be part of the inspection team for up to 3 schools per year (6 days). The school would benefit by receiving funding for the days that the HT is away so initial costs would be recouped. The HT left the room while the GB discussed the proposal. All governors felt that the school and the HT could only benefit from taking on this role and were confident in the abilities of the SLT in running the school while she is away. The HT returned to the room and was pleased to learn that the GB had agreed to her proposal.</p>	
17	<p>Date of next meeting Monday 2nd December 2013 – 6.30pm</p> <p>Meeting ended at 8.50pm</p>	