



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held  
On Monday 22<sup>nd</sup> September 2014 in the School at 6.00 pm

No	Item	Action
1	<p><b>Present:</b> Faye Bertham (Head), Maggie Todd (Chair), Jackie Weathrall-King, Jim Lott, Anne Taylor, Elinor Lazenby, Claire McKinstry (from 6.30pm), Heather Wilcox, Tim Mayon-White, Frances Lindsey-Clark</p> <p><b>In attendance:</b> Sarah Fletcher (clerk)</p> <p>Frances Lindsey-Clark was introduced and welcomed to the Governing Body.</p>	
2	<p><b>Apologies were received and accepted from:</b> Mark Williams</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>Election of Chair:</b> The clerk advised that Maggie Todd had nominated herself as Chair, this was seconded by Jim Lott. All agreed and Maggie Todd was welcomed as Chair.</p>	
5	<p><b>Election of Vice Chair</b> The clerk advised that she had not received any nominations. After a discussion the new governor Frances Lindsey-Clark offered to take on the Vice-chair role. She was duly nominated by Maggie Todd and seconded by Heather Wilcox, all agreed.</p>	
6	<p><b>Committees and Responsibilities – the following was agreed:</b></p> <p><b>Committees</b></p> <p><b>Curriculum:</b> Maggie Todd (Chair), Faye Bertham, Mark Williams, Elinor Lazenby, Heather Wilcox, Tim Mayon-White.</p> <p><b>Finance:</b> Jackie Weathrall-King (Chair), Faye Bertham, Mark Williams, Anne Taylor, Tim Mayon-White.</p> <p><b>Personnel:</b> Claire McKinstry (Chair), Faye Bertham, Frances Lindsey-Clark, Jackie Weathrall-King.</p> <p><b>HT's Performance Management –</b> Maggie Todd, Claire McKinstry</p> <p><b>SFVS working party –</b> Faye Bertham and Anne Taylor.</p> <p><b>E-Safety Working Party –</b> Heather Wilcox</p> <p><b>Eco-schools –</b> Maggie Todd</p> <p><b>Health and Safety –</b> Anne Taylor</p> <p><b>School Council –</b> Frances Lindsey-Clark</p> <p><b>Procedural Policy reviewers –</b> Frances Lindsey-Clark</p>	

	<p><b>EYFS</b> – TBA  <b>SEN</b> – Heather Wilcox  <b>TAG and Inclusion</b> – Heather Wilcox  <b>Safeguarding</b> – Heather Wilcox  Out of School Club – Heather Wilcox  <b>Link Governors:</b>  <b>PEPD</b> – Claire McKinstry  <b>CLL</b> – Frances Lindsey-Clark  <b>Hums</b> – Maggie Todd  <b>Maths Dev</b> – Anne Taylor  <b>Creative Dev</b> – TBA  <b>Science and Tech</b> – TBA</p> <p>As there are a number of vacancies on the GB it was agreed that some roles could wait until these vacancies had been filled.</p>	<p>Clerk to update list</p> <p>Agenda Term 3 meeting</p>
7	<p><b>Vote to decide whether to have Open or Closed meetings</b>  After a discussion it was decided that Stanbridge Primary school FGB meetings should be ‘closed’ for this academic year.</p>	
8	<p><b>Vote to appoint clerk to governors</b>  It was agreed that Sarah Fletcher would be clerk to the governing body and its committees for this academic year.</p>	
9	<p><b>Minutes of the previous meeting: (07-07-14 )</b>  The minutes were confirmed as an accurate record, two minor amendments were requested and agreed. The following was also noted:  Item 10 - Jim Lott will not be carrying out the HT’s Performance Management this year as his terms ends on 28<sup>th</sup> October 2014.  Item 13 - Curriculum meetings will start at 6pm and Finance meetings at 7.15pm for this academic year.</p>	
10	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Parent Governor election ballot</b>  The HT advised that the ballot closes on Friday 26<sup>th</sup> September 2014 and that the 2 parents who receive the most votes will become the 2 parent governors. Governors decided that the new governors should be given a tour of the school and invitations to the Christmas lunch.</li> <li>• <b>Skills Audit</b>  It was agreed that all governors will take part in a skills audit again to look at the strengths and weaknesses of the current GB. Once these results have been analysed, decisions will be made about possibly co-opting the unsuccessful PG applicants as governors. Kate Sheeley has left employment at the school so there are currently 2 Co-opted vacancies, in addition to these there will be an LA governor vacancy when Jim Lott’s term ends at the end of October 2014.</li> <li>• <b>Work Life Balance Questionnaire</b>  Governors agreed that it would be a good idea to run this again and to feed back the results to the Personnel Committee and SLT meetings. JWK will contact the governor who ran this previously to see if she still has the login. MW will be asked to run the survey and to liaise with FLC.</li> </ul>	<p>MT and FB</p> <p>JL and clerk</p> <p>Update at next meeting</p> <p>JWK  MW, FLC  Personnel  agenda Term 3</p>

	<ul style="list-style-type: none"> <li>• <b>SEN local offer website requirements</b> A draft paper had been circulated to the GB prior to the meeting. The HT said that she plans to put together a working party to include parents of SEN pupils. HW will join this working party. No questions were raised regarding the draft paper.</li> </ul>	FB, HW  Update at next meeting.
11	<p><b>Governor Action Plan</b> It was discussed and agreed that this could be more specific and objective and could be in the form of a 2 year action plan. FB and MT will look at this once the results of the skills audit have been analysed.</p>	MT, FB
12	<p><b>Whole School Data Review</b> – a 12 page report by the DH had been circulated prior to the meeting. The HT advised that a new version of the SEF is being put together and information from this report will be included and addressed. There are still some significant concerns, particularly in Writing progress and attainment in KS2, but progress across all years is good. The governors discussed the report in detail and the HT was asked to clarify floor standards and national averages. She also explained that ‘prime areas’ in EYFS are related to communication and language/social and physical development rather than reading, writing and maths. A governor questioned the disappointing results in writing and a staff governor said that there has been a big drive on imaginative writing at school in order to close the gaps. An Inset day has been held to ensure teachers are using APP to inform planning and there will be more moderation. The HT added that the school is very cautious with its levelling and so moderation is essential across schools. Another governor raised concerns with the gap between boys and girls results in KS2. The HT replied that there are very tight plans in place to tackle the gaps and that this has been reflected in the SEF. She outlined the provision mapper and pupil progress meetings and explained how evidence is collected and individual targets set. It is hoped that revisiting planning using APP will help staff to get boys more engaged with literature. The HT was then asked to explain the Year 1 and 2 phonics results. She said that the gaps are able to be closed in Year 2 as they have already taken the test in Year 1 and that phonics is being started more swiftly in EYFS so that the gaps can be closed and results improved for Year 1. She then went on to explain how setting for phonics is carried out in KS1. Governors felt that the analysis and breakdown was very good. The HT said that the new SEF will illustrate the 3 year picture of progress, showing where the school was in 2011 and how far it has come.</p>	.
13	<p><b>Committee Meetings</b> <b>Personnel – 15-9-14</b> Minutes were circulated prior to the meeting, there were no questions raised. <b>Finance – 15-9-14</b> Minutes of this extra meeting were circulated prior to the meeting, no questions were raised.</p>	
14	<p><b>Policies</b> <b>Terms of Reference</b> – all changes to committee membership were agreed and the clerk will make the changes to the policy. <b>Instrument of Government</b> – no changes to be made, to be reviewed in 3</p>	clerk  PV

	<p>years.</p> <p><b>Performance Management Policy</b> – reviewed by Personnel committee. No changes necessary, agreed and signed.</p> <p><b>Governing Body Delegation Planner</b> – no changes necessary, agreed and signed.</p>	
15	<p><b>SDP</b></p> <p>The HT had circulated an overview of the new SDP prior to the meeting and said that the full version would be sent out soon. The RAP will also be issued shortly.</p> <p>No questions were raised.</p>	
16	<p><b>Correspondence</b></p> <p>none</p>	
17	<p><b>AOB</b></p> <p>None</p> <p>Governors were reminded to look at the online training booklet and book courses via the clerk.</p> <p>Jim Lott was presented with a gift and card from the GB in thanks for his hard work as a governor.</p>	
18	<p><b>Date of next meeting</b></p> <p><b>Monday 2<sup>nd</sup> February 2015 – 6pm</b></p> <p><b>Meeting ended at 8.00pm</b></p>	