



Stanbridge Primary School
Meeting of the Full Governing Body
held in the school
on Monday 17th September 2018 at 5.30pm

No	Item	Action
1	<p>Present: Andy McGovern (Acting HT), Michelle Walker (Acting DH), Claire Mckinstry (Chair), Emily Phipps-Morgan, Andy Pick, Jacqui Taylor, Emily Owen, Sharon Toogood, Nicolette Usher, Chris Moore, Zara Slaney.</p> <p>In attendance: Simon Botten (Consultant HT), Cheryl Dibble (by invitation), Jan Mckinstry (clerk)</p>	
2	<p>Apologies: Frances Lindsey-Clark, Mandy Tucker</p>	
3	<p>declaration of Interest: None. Pecuniary Interest forms signed by all present.</p>	
4	<p>Welcome: The Chair introduced Simon Botten, Consultant Headteacher.</p>	
5	<p>Agree Committee Chairs & Membership: The terms of reference for Curriculum & Finance committees state that there should be 6 governors to make up the membership of each committee. It is recognised that continuity is important within these committees.</p> <p>Curriculum:</p> <ul style="list-style-type: none"> • Andy McGovern (Acting HT) • Michelle Walker (Acting DH) • Frances Lindsey-Clark (Chair) • Sharon Toogood • Jacqui Taylor • Chris Moore <p>Finance:</p> <ul style="list-style-type: none"> • Andy McGovern (Acting HT) • Michelle Walker (Acting DH) • Andy Pick (Chair) • Nicolette Usher • Emily Owen • Mandy Tucker <p>SFVS Responsibility</p> <ul style="list-style-type: none"> • Andy Pick <p>Personnel:</p> <ul style="list-style-type: none"> • Andy McGovern (Acting HT) 	

- Michelle Walker (Acting DH)
- Claire McKinstry (Chair),
- Frances Lindsey-Clark,
- Emily Phipps-Morgan
- Zara Slaney

It was proposed that the Personnel meetings change from Tuesdays to Mondays at 1.30pm.

HT's Performance Management (2 meetings per annum with SIA)	Claire McKinstry, Frances Lindsey-Clark, Chris Moore
Eco Schools	Nicolette Usher
Health & Safety	
School Council	Sharon Toogood
Parents in Partnership	Frances Lindsey-Clark
Out of School Club	Jacqui Taylor
Procedural Policy Reviewers	Frances Lindsey-Clark
EYFS Link	Claire McKinstry
Inclusion (SEN/TAG Link)	Jacqui Taylor
Safeguarding & Attendance Link	Zara Slaney
Data	Andy Pick, Frances Lindsey-Clark
Pupil Premium	Zara Slaney
PEPD & Sports Premium Funding Link	Mandy Tucker
ScIT & E-Safety Link	Chris Moore
CLL Link	Frances Lindsey-Clark, Emily Phipps- Morgan
Hums Link	Nicolette Usher
MD Link	Andy Pick
CD Link	Emily Phipps-Morgan

Agree roles and responsibilities

6	<p>Elections:</p> <p>Co-opted Governor – As there is a co-opted vacancy and Zara Slaney’s term as parent Governor is about to end it was proposed (by the Chair) that Zara should become a co-opted Governor. A vote was taken and was unanimously agreed.</p> <p>Vice-Chair -This post is for a 2-year term. There was only one nomination - Andy Pick. Jacqui Taylor proposed Andy and this was seconded by Claire Mckinstry. A vote was taken and unanimously agreed</p>	
7	<p>Vote to decide on Open or Closed meetings:</p> <p>A Governor asked what the pros and cons were for both.</p> <p>A Governor noted that with the new GDPR legislation, open meetings could be a problem.</p> <p>Chris Moore proposed for closed meetings, seconded by Jacqui Taylor. Unanimously agreed to hold closed meetings.</p>	
8	<p>Minutes of last meeting: These were agreed subject to 4 amendments.</p>	
9	<p>Matters arising: Regarding the Management investigation, one more Governor was needed for one final meeting. AP had been suggested and was agreed by all.</p>	
10	<p>Headteachers report: HT presented an overview powerpoint. There will be an official report at the next FGB.</p> <p>Nigel Ipinson Fleming, a life coach and musician, will be taking the assembly every Monday. He gets the children to participate and they find him very inspirational.</p> <p>HT welcomed Jade Williams to the staff.</p> <p>An assistant caretaker has been recruited.</p> <p>A staff survey had been carried out at the end of term 6. HT will forward a link for all to view. Overall, a very positive outcome with teamwork, happy in the workplace, support all being notable comments.</p> <p>Data: EYFS results were above national average. Year 1 Phonics were back above average. KS2 results were down. 8 SATS papers had been sent back – no outcome as yet. Simon Botten and Faye Bertham had done some data findings. The powerpoint will be sent to all Governors.</p> <p>SDP objectives:</p> <p>There are 7 objectives</p> <ul style="list-style-type: none"> • Sharpen provision for Pupil Premium • Refine teaching etc in Reading and Maths • Develop ‘teaching and learning’ language • Develop links with parents/carers • Refine use of assessment system • Coaching approach to improve teaching 	<p>Action – JM to circulate</p> <p>Action – JM to circulate</p>

	<ul style="list-style-type: none"> • Develop capacity of senior/middle leaders 	
11	<p>Whole school Term 6 data report; The data report hasn't been validated and will be presented at the next FGB meeting.</p>	
12	<p>Feedback from Headteacher recruitment</p> <p>Kirby Littlewood was the successful candidate and had accepted the appointment. She has been the DH at Mangotsfield Primary for 4 years.</p> <p>The Chair said KL had shown the following attributes during the interview process: -</p> <ul style="list-style-type: none"> • Strong consistent performance • Passionate about teaching, learning and children • Detailed, in depth knowledge of the primary curriculum • Already an inspiring and innovative leader • Insightful and analytical data knowledge • A friendly, warm and self-aware person <p>A Governor asked if there was any feedback from staff. Although no formal process had taken place, since KL's acceptance, the general mood is positive. Some staff had worked with KL over the last few years.</p> <p>SB underlined her qualities for a headship.</p> <p>Acting HT had spoken with KL after her appointment and KL would like to come into school weekly, when possible, to familiarise herself with the school, staff and pupils. It was agreed unanimously.</p> <p>A Governor noted that confidentiality regarding the appointment had been breached by a Mangotsfield staff member.</p> <p>A Governor asked if the children had been told. AM will do it gradually with KL.</p> <p>A Governor congratulated the panel for all their hard work during the recruitment process.</p>	
13	<p>Governor business:</p> <ul style="list-style-type: none"> • Consider reconstitution. The Chair proposed to have no changes, seconded by Zara Slaney. All agreed • Review of action plan and audit results. The Chair had reviewed this at the end of term 6. • Succession planning. Carried forward from last year – it needs to be tweaked and formatted for this year. • Agree Governor objectives for the year. 	<p>Action – CM and AP</p>

14	Policies <ul style="list-style-type: none"> • Terms of Reference – <i>Names to be amended</i> • Code of Conduct – <i>Requires some amendments before being agreed</i> • Governing Body Delegation Planner - <i>agreed</i> 	Action -JM
15	Governor Visits and training -none.	
16	Correspondence -none	
17	AOB <p>The Chair commented that it had been a very challenging year and thanked everyone for their support. With regard to work-life balance, from Wed- Fri, could people text her if the matter was urgent as she will not be responding to emails on these days.</p> <p>All Governors should be using their Stanbridge emails now. Please login if you haven't already done so.</p> <p>Meeting closed at 7.15pm</p>	
18	Date of next meeting: 19th November 2018 at 5.30pm	