



**FULL GOVERNORS' MEETING  
HELD ON MONDAY 16<sup>TH</sup> JULY 2018 AT 6.30PM**

**Members Present**

Rev Christina Bennett (CB), Jane Brown (JB), Louise Clark (LC), Rev Paul Doick (PD), Julie Jewell (JJ), Maureen Gribbon (MG), Nick Matthews (NM) and Emma Smith (ES)

Minutes taken by: Jodie Hitchcock (JH)

	<b>Action</b>
<b>1. Apologies</b> DC, JD	
<b>2. Declarations of Interest</b> None	
<b>3. Minutes of meeting of 23<sup>rd</sup> May 2018</b> 3.1 The minutes are signed and approved as a correct copy.	
<b>4. Matters arising (not covered by agenda items)</b> 4.1 ES clarified that the LAC at the school are adopted and only LAC in regards to funding. 4.2 ES has asked Clare Watkins to include this information in her safeguarding report to clarify. 4.3 At the last FGM it was asked if the Diocese could put in writing how well the Governing Body handled the recent Leadership matters. PD to request this	<b>PD</b>
<b>5. Urgent Matters</b> None	
<b>6. Chair's Report/Overview of Chair's Actions</b> 6.1 LC hands out the Governors handbooks to all Governors. 6.2 LC has continued to meet with NM. 6.3 LC acknowledges the immense efforts of the Year 6 team. 6.4 LC attended the recent Link Advisor visit on the 10 <sup>th</sup> July. 6.5 LC informs governors that they are invited to the governor training at Broadwater. The date of which is to be confirmed.	
<b>7. Head's Report</b> 7.1 The key outlines have been included in the Head's report. 7.2 NM confirms that the transition week changes have been positive. 7.3 The Year 6 transition to secondary school went well and a few issues raised were passed across to the appropriate people. 7.4 Henry Frankel is leaving at the end of the term and a replacement has been recruited. All other teaching roles have remained the same. 7.5 Interviews for the five TA positions are being held on Wednesday 18 <sup>th</sup> July. We have invited seven for interview but only six are able to attend. There were more applications for the General TA positions and only six for the SEN TA vacancies. These roles are all fixed term positions for one year. 7.6 The Homework Policy has now been rewritten and will be sent to Governors for approval. 7.7 There has been one fixed term exclusion this term, which was for two days last week. 7.8 The Link Adviser report is very positive. LC felt that it was an incredibly positive report	

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<p>especially considering how far we have come in the last year. MG gives thanks to LC for all her hard work.</p> <p>7.9 LC gives thanks to NM and JW for all their work and it is agreed we are indebted to them, NM responds that the team at St Peter's from Teachers, Office and Governors is incredible.</p> <p>7.10 All Governors agree that the Link Adviser report was very good reading.</p> <p>7.11 Data – EYFS is lower but this is expected due to where they were when they joined the school. All children are now higher than was expected. KS1 phonics has shown phenomenal results which continue through the year groups. It was known writing would be lower and not be a quick fix.</p>	
<p><b>8. Main Business</b></p> <p><b>8.1 Committee Structure &amp; dates for the next academic year</b></p> <p>8.1.1 This item is to be carried over.</p> <p><b>8.2 Link Adviser visit</b></p> <p>8.2.1 This item was discussed in the Head's Report.</p> <p><b>8.3 Feedback from Broadwater's Governors' meeting</b></p> <p>8.3.1 This meeting did not go ahead.</p>	
<p><b>9. Reports from Sub Committees</b></p> <p><b>9.1 Finance</b></p> <p>9.1.1 The committee have not met since the last FGM. NM and JW worked very hard to obtain funding from the Diocese for a running track. £18k was received and £3k will be given from the Governor Trust Fund to cover the extra needed. This was agreed by the Finance Committee.</p> <p>9.1.2 DV gives thanks to NM and JW for their successful bid.</p> <p>9.1.3 JW is still to write to the PTA regarding Fireworks night.</p> <p>9.1.4 The Fieldfest event plan was sent to school and Governors acknowledged receipt.</p> <p><b>9.2 Staffing &amp; Curriculum</b></p> <p>9.2.1 Most matters were covered in the Head's report.</p> <p>9.2.2 We will require an E-Safety Governor next year and a School Trips and Link Governor are also needed.</p> <p>9.2.3 The advert for the new Clerk has been published. It is currently on Indeed and will be included in the Parish newsletter and BH5 magazine. One application has been received. An official closing date has not been given.</p> <p><b>9.3 Spirituality</b></p> <p>9.3.1 Prayer in the playground is going well.</p> <p>9.3.2 JJ gave a presentation on the new RE syllabus.</p> <p>9.3.3 A draft rota for the collective worship has been completed</p> <p>9.3.4 JJ will work through the new SIAMS tool kit in September.</p> <p>9.3.5 Parish Prayer Book – when Year 6 have completed their prayers they will be put on display in the Church over the summer.</p> <p>9.3.6 Year of the prayer – children were encouraged to write or illustrate their own prayers. 15 were submitted to the Diocese. Delighted to say that 2 children were awarded a prize. Our Year 2 winner was the overall KS1 winner.</p> <p><b>9.4 Admissions</b></p> <p>9.4.1 This committee meets once a year.</p> <p>9.4.2 55 applications were received for the new Reception intake but this has now reduced to 52. The three that have withdrawn are in receipt of an ECHP and will be going to special schools.</p>	
<p><b>10. Policies to be reviewed/approved</b></p> <p><b>10.1 Behaviour in the Workplace</b></p> <p>10.1.1 This is a model policy and is approved.</p> <p>10.1.2 PD asks if staff can be reminded about raising complaints and how the process works.</p>	

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<p><b>10.2 Sex &amp; Relationships</b>  10.2.1 Monitoring – this needs to be changed to bi-annual.  10.2.2 With the above mentioned change the policy is approved.</p>	
<p><b>11. Any Other Business</b>  11.1 School Meals and Contract – it is decided that this matter needs to be included at all Finance &amp; Premises meetings so it can be discussed on regularly as there have been many complaints received by parents.. JW confirms he will investigate the matter.  11.2 JW informs the committee that the school will be moderated for KS2 writing.</p>	
<p><b>12. Chair's Actions</b>  12.1 LC acknowledges that this meeting will be the last for DV and gives thanks as the FGB are very grateful for everything he has done for the Governors and the school. DV thanks Governors and acknowledges that it has been a pleasure to be on the Governing Body.  12.2 The new date for the Broadwater training is to be emailed out once agreed.  12.3 The Committee structures need to be decided</p>	
<p><b>Date of Next Meeting:</b>  • TBC</p>	

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