



meet again. The transition plan for continuity and handover has been agreed. JW will continue the new term supporting St Peter's with the handover for 1 day per week, it will consist of seven days in autumn term 1 and four days in autumn term 2. The main focus will be on the SDP and SEF to help Denise going forward. County will organise for someone different to be Denise's Mentor as JW feels it should be two different people supporting her and the school. LC notes that Victoria Ludlow has taken on board our concerns with new Headteachers and training and our experience as a school has had a knock on effect with County and their procedures. PD recently attended Diocese meeting and St Peter's was highly regarded for how professionally we handled the previous Headteacher situation. ES asks if the Diocese could put it in writing the comment they made as it would be good for inspection purposes. JW will discuss with our Adviser but will also include in our SEF as evidence.

6.2 Chair of Governors role – when LC agreed to take on this role she only envisaged doing it for 6 months, and has felt that it has been difficult with finding the time to commit, but can safely say this has been due to circumstances over the past year and is definitely 'not the norm'. The role has proven much easier over recent months and feels that perhaps now is the time to have a period of co-chair to share the role. LC will step down as Chair in the autumn term.

6.3 RS has stepped forward for the Link Governor role. JW feels it is important for the Link Governor to represent the school at briefings. RS has registered for the training course in July. LC thanks RS for taking on the role.

## 7. Head's Report

7.1 There has not been much change since the last report as it has been a brief time between meetings. JW gives a briefing of the report and asks Governors to read the SEF and Action Plan and contact him with any questions. JW confirms that the section regarding identified school improvement findings was completed with staff to identify. Parts of the identified school improvements will change on a daily basis as the school evolves.

7.2 SEF – this identifies why we have priority actions. It is important Governors realise why the findings are graded as they are. Ofsted don't have time to look fully at the SEF so it needs to be short and to the point.

(7:00pm – MG arrives)

7.3 Changes that were agreed are:

- Include number of LAC on front page
- Leadership and management – mark management of H&S as good
- Effectiveness of leadership/management – Pupil Premium funds – change to raise standards to narrow gaps
- Include Headteacher starting and good transition plans in place
- Improve quality of teachers/assessment – include a paragraph regarding disadvantaged groups
- Take out the point regarding improving safeguard/inclusion Governor

7.4 LC gives thanks to JW on behalf of the Governors for the detailed work he has done on the SEF and SDP

7.5 Governors – The Local Authority have observed that the Governing Body is effective in certain areas but that development is needed in others. Some committees have a bigger brief than others and it is asked how committees can do all the work in the time frame given. They have suggested that the Governing Body need to look at a way of moving

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forward. Induction for new Governors is vital. The times of meetings has been questioned also as to whether the times they are currently held are effective. The Governing Body needs to be a professional body and we need to look at the committee structure to ensure all areas are being covered and any vacancies are filled with the right people.

7.6 GDPR – JW strongly advises that the Governors move towards paperless documents and use a virtual office programme. ES feels that Governors need to hold a separate meeting to discuss the role and effectiveness of the GB. JW states that he is happy to host a meeting at Broadwater with their Governors to discuss and achieve needs. LC acknowledges that the code of conduct and skills audit can also be finalised as well. It is felt that a Governor handbook would be beneficial and LC is happy to organise. ES feels that we need to organise a better structure which will work well moving forward. LC states that a fresh start can be made from September and have dates for meetings agreed at the start of the year. It is decided to meet on the 28<sup>th</sup> June when the next FGM is to be held and then move the FGM to later in the term.

7.7 JW invites Governors to attend any of the Governor meetings at Broadwater should they wish to. JW will email dates to Governors.

**JW**

## **8. Main Business**

### **8.1 Spring term report from the Link Adviser**

8.1.1 This report is the latest report that has been sent. LC states that there should be two reports but we have only received one and the report we have received appears to be minutes from the meeting rather than a report. JW will confirm with Sue Whittle if the document we have received is the correct one.

8.1.2 It is felt that the meeting was a very positive one and this agenda item will be carried forward to the next meeting

### **8.2 Review meeting report from Link Adviser**

8.2.1 This is discussed in 8.1

### **8.3 Governor monitoring morning feedback**

8.3.1 During this morning the visits from Peter Campbell were discussed and the impacts identified. The conclusion was that there has been a positive impact on staff and children.

### **8.4 Way forward for Governors**

8.4.1 JD clarifies the expectation is for governors to read all paperwork before meetings and to ensure that the work load is shared fairly. Further discussions regarding the way forward for Governors will be discussed at the meeting on the 28<sup>th</sup> June at Broadwater.

## **9. Reports from Sub Committees**

### **9.1 Finance & Premises**

9.1.1 JD briefs Governors on the recent Health & Safety audit that took place. JD states that they were impressed with the quality of record keeping and the procedures in place. 10 points were identified and are being rectified. JD thanks CM for all the work she has done.

9.1.2 Budget – PD distributes and gives summary of report.

9.1.3 Following the summary given, PD recommends that the Full Governing Body agree the proposed budget. This is unanimously agreed.

9.1.4 Premises – there are no major issues to report. New doors have been installed for KS2. The main entrance doors and KS1 doors are being replaced during half term.

9.1.5 The Health & Safety policy will be reviewed at the next Finance & Premises meeting.

9.1.6 There has been one health and safety concern raised. The recommendation of the Finance & Premises is that the PTA Bonfire night is a firework only event and does not include a bonfire. LC comments that the organisation of the event has recently changed from previous events. It is felt that the FGB should go back to the PTA and suggest they change the way the event and bonfire are organised. ES feels that the environmental impact and clean-up of the bonfire need to be considered.

9.1.7 It is unanimously agreed that if the event has to be held on a Friday, then a bonfire cannot be included.

9.1.8 ES asks that we contact the PTA and request that they provide risk assessments for all

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<p>upcoming events. JW confirms that he will ask NM to communicate with the PTA.</p> <p><b>9.2 Staffing, Curriculum</b> 9.2.1 The next meeting is due to be held in June.</p> <p><b>9.3 Spirituality Committee</b> 9.3.1 Next meeting is due to be held on the 15<sup>th</sup> June.</p> <p><b>9.4 Admissions</b> 9.4.1 The Admissions committee met to put the applications received in order. 76 were submitted and 60 children were offered a place. 53 have taken up the places, which could include 4 ECHP's.</p>	
<p><b>10. Policies to be reviewed/approved</b></p> <p><b>10.1 Governor Visits</b> 10.1.1 This is a model policy and is approved</p> <p><b>10.2 Data Protection</b> 10.2.1 This is a model policy and is approved</p> <p><b>10.3 Privacy Notice for Pupils</b> 10.3.1 This policy is approved</p> <p><b>10.4 Privacy Notice for the Workforce</b> 10.4.1 This policy is approved</p> <p><b>10.5 Freedom of Information Publication and Policy</b> 10.5.1 This 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></p> <ul style="list-style-type: none"> <li>• Organise the purchase of the NGA handbooks for Governors</li> <li>• Distribute the skills audit</li> </ul>	
<p><b>Date of Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Monday 16<sup>th</sup> July 2018</li> </ul>	

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