

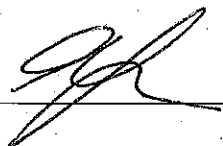
**FULL GOVERNORS' MEETING
HELD ON THURSDAY 4TH OCTOBER 2018 AT 6.30PM**

Members Present

Rev Christina Bennett (CB), Jane Brown (JB), Louise Clark (LC), Jill Dyson (JD), Julie Jewell (JJ), Maureen Gibbon (MG), Simon Neale (SN) and Emma Smith (ES)

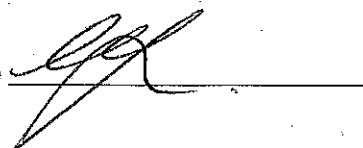
Minutes taken by: Jodie Hitchcock (JH)

	<u>Action</u>
<p>1. Apologies DC, PD</p>	
<p>2. Elections 2.1 Chair and Vice Chair(s)</p> <p>No Governor stepped forward, therefore no Chair is elected. LC states that she is happy to chair this meeting as there has been no new Chair elected.</p> <p>PD confirmed prior to the meeting that he was happy to re stand as Vice Chair, MG states that she is happy to stand as joint Vice Chair alongside PD. This is unanimously agreed.</p> <p>JH to enquire what procedures need to be taken in the event of no Chair being elected.</p> <p>2.2 Chair of Finance & Premises</p> <p>This Committee will now be known as Resources & Communication</p> <p>PD confirmed prior to the meeting that he was happy to re stand as Chair. This is agreed. The committee members will be PD, DC, JD, ES</p> <p>2.3 Chair of Staffing & Curriculum</p> <p>This Committee will now be known as Staffing</p> <p>MG comes forward a Chair of this committee. This is agreed. The Committee members will be MG, ES, DC, JB</p> <p>2.4 Chair of Spirituality</p> <p>This Committee will now be known as Curriculum & Ethos</p> <p>JD comes forward a Chair of this committee. This is agreed. The Committee members will be CB, JB, LC, JD, JJ</p> <p>2.5 Chair of Admissions</p> <p>This is automatically given to PD as the Ex-Officio Governor</p> <p>It is unanimously agreed to restructure the Governing Body to the above sub-committees. It is agreed that the FGM will be held once a term and that sub committees will meet prior to this meeting.</p> <p>2.6 Link Governor</p> <p>To be carried forward</p> <p>2.7 Safeguarding Governor</p> <p>ES confirms that she is happy to stand for this position again. This role will also include E-</p>	<p align="center">JH</p>

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<p>Safety. It is unanimously agreed.</p> <p>2.8 Inclusion Governor</p> <p>JD is confirmed as the Inclusion Governor</p>	
<p>3. Declarations of Interest</p> <p>None</p>	
<p>4. Minutes of meeting of 16th July 2018</p> <p>4.1 The minutes are signed and approved as a correct copy.</p>	
<p>5. Matters arising (not covered by agenda items)</p> <p>5.1 School meals</p> <p>5.1.1 It is agreed that the Resources & Communications committee will look into the contract the school currently has with the hot meals provider.</p> <p>5.1.2 DM states that following her meeting with Chartwells, the main issue appears to be the amount of meals the school are ordering. DM confirms that she has asked Cheryl to order more UIFSM for KS1 to ensure a meal is available for every child. LC asks how quickly this will be resolved. DM responds that it will be within a couple of weeks.</p> <p>5.2 Bonfire – This matter has not yet been discussed with the PTA. LC states that due to the personal circumstances of the colleague due to discuss, this did not happen. DM confirms she has spoken to the PTA regarding the decision and they were in agreement and relieved they did not have to have a bonfire as this made the planning of the event much easier. The PTA will need to communicate this decision to parents so that it is clear.</p>	
<p>6. Urgent Matters</p> <p>6.1 ES states that we need to ensure all staff members have had the necessary working at heights training due to recent tragic events at another school. DM confirms that this training was completed in the Health & Safety section at the recent INSET day.</p> <p>6.2 Managing Medicines Policy – The policy includes a form for parents to complete. This has not yet been sent out so needs to be actioned.</p> <p>6.3 Schools process for food allergies – Chartwells our fully aware of the children that have allergies at the school and have a most up to date picture of them and the younger children also wear sashes to identify themselves.</p>	
<p>7. Chair's Report/Overview of Chair's Actions</p> <p>7.1 Governor Portal – there seems to be an issue with the portal when using on an iPad device. Using GoogleDocs instead could be a possibility. JH to contact Nick Matthews to see if the iPad issue can be resolved.</p>	<p>JH</p>
<p>8. Head's Report</p> <p>8.1 Recently attending a meeting regarding SIF funding. There have been a few amendments following the recent email communication. The amount of funding that is going to be given has changed and will be released over 5 terms and not all at once, this will also be on the condition that targets are met. The amount being given is £8-£9k and will be given up until spring 2020. It will be linked to the CPD, Assessment to Learning and the SLE. We will be working with other schools that are in a similar situation to us. LC states that she feels as a school we are now in a position to be able to do this. DM confirms that we need to have a Link Governor in place to be able to receive the funding and join the Alliance. LC states that she is happy to take on this role. LC asks where the SLE come from. DM responds that they come from West Sussex and Brighton and Hove and that seven people have already been recruited.</p> <p>8.2 Attendance – JD asks if the national figure is still 96%. DM states that it is. It is agreed that the attendance figure will show the breakdown of the authorised and unauthorised figures.</p> <p>8.3 Two new TA's have been appointed. Colette Williams will start next week and Karen Lancaster will join after half term.</p> <p>8.4 Data – JD asks why the phonics figures were so low for Year 2. JJ states that she retested</p>	

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<p>13 children, 2 were new to the school and passed and 11 did not pass. 7 of the children tested had significant SEN issues which highlighted that interventions were needed. The current Year 2 should all pass apart from 3 SEN children. DM acknowledges that of we are able to get those children reading quicker this should benefit the results.</p> <p>8.5 DM addresses the GB that since starting her role she feels as though she has not been supported by the Governors. This is due to the fact that she has not met with any of them or received any emails or telephone calls to enquire how she is settling in or if she needs any support. She feels that she has been left to 'get on with it' and has found it hard to sound off to anyone especially with not having a Deputy Headteacher in place. She gives thanks to JJ and Michelle Foster, who have been a support. MG apologises to DM on behalf of the Governors and explains that they did not want to bombard her and thought that the first FGM would be the perfect opportunity to discuss how the role is going. ES asks DM what she feels she needs from the GB. DM responds that she would like more communication and support. MG suggests that the Governors produce a rota to meet with Denise. MG will coordinate with PD to come in and meet with DM regularly.</p>	
<p>9. Main Business</p> <p>9.1.1 Dates for FGB Meetings</p> <p>9.1.1 It is agreed that FGM meetings will be held in the penultimate week of each term, apart from the autumn term when there will be two meetings. The first one at the start of the term to confirm Chair and vice chair(s). The dates for FGM for the rest of the academic year are confirmed for Thursday 6th December, Tuesday 26th March and Wednesday 17th July.</p>	
<p>10. Reports from Sub Committees</p> <p>Committees have not yet met for this academic year.</p>	
<p>11. Policies to be reviewed/approved</p> <p>11.1 Lockdown Policy</p> <p>11.1.1 It is felt that there should be a whatsapp group to communicate between staff.</p> <p>11.1.2 A practice run of the Lockdown Policy should be done to ensure the procedures work. Parents to be informed that it will be taking place.</p> <p>11.1.3 The second in command name will be changed from Laura Roberts to Senior Leadership Team.</p> <p>11.2 Emergency Plan</p> <p>11.2.1 A bullet point summary of the emergency plan is to be placed in each classroom.</p> <p>11.2.2 The list of staff is not up to date and it is asked if teachers mobile phone numbers need to be included in case parents can see them. It is confirmed that the Emergency Plan is not made public so mobile numbers cannot be viewed.</p> <p>11.2.3 It is felt that the Emergency Plan has too much detail and is confusing.</p> <p>11.2.4 It is agreed that a copy of the Emergency Plan should be taken on all school trips.</p> <p>The above policies will be reviewed and approved at the next FGM.</p>	
<p>12. Training</p> <p>12.1 ES was unable to attend her recent training due to illness.</p> <p>12.2 A list of training courses available from the Diocese will be uploaded onto the Portal.</p> <p>12.3 Safeguarding Training – it is asked if it would be possible for a Governors Safeguarding Training session rather than just reading a power point presentation. It is agreed that this will be done at the first FGM of every academic year.</p>	
<p>13. Chair's Actions</p> <p>None</p>	
<p>Date of Next Meeting:</p> <ul style="list-style-type: none"> • Thursday 6th December 2018 at 6.30pm 	

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