

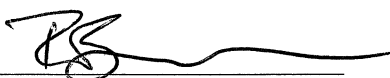
**FULL GOVERNORS' MEETING**  
**HELD ON THURSDAY 19th November 2015 AT 6.30PM**

**Members Present**

John Bailey, Rev Christina Bennett, Rod Brown, Louise Clark, Alan Corbett, Paul Drew, Rev Paul Doick, Maureen Gribbon, Laura Roberts, Matt Stenning and Dan Valovin

	<u>Action</u>
<b>1. Apologies</b> Bridget Meinecke, Mark Minchell and Jane Brown	
<b>2. Declarations of Interest</b> Alan declared an interest in a local Construction Company	
<b>3. Minutes of the meeting 1st October 2015</b> <b>3.1</b> John queried whether his comments on the School Evaluation Form were clear. All agreed they were and approved the minutes as an accurate record of the meeting.	
<b>4. Matters arising</b> <b>4.1</b> Item 7.10 PE Shed Laura reported that this work will now be completed during the 2nd half of term as it was not possible to complete the task during half-term break. <b>4.2</b> Item 9.3 Committee Action Plans. Following reports that it was difficult to open the File. Rod agreed to circulate the template for Action Plans to all Chairs of Committee. <b>4.3</b> Item 7.13 TA Salary Scales. Matt raised this issue on behalf of the TAs. Rod replied that the issue should first be addressed through the Staffing and Curriculum Committee who should consider the matter and report back to FGM.	RB
<b>5. Urgent Matters</b> <b>5.1</b> No urgent matters.	
<b>6. Chairs Report/Overview of Chairs Actions</b> <b>6.1</b> Rod reported that he had written to Bob to thank him for his work on the school over the summer holidays <b>6.2</b> Rod also wrote to Nellie Grimes to thank her for her long service as a governor to the school. A gift voucher and flowers were given to Nellie, who wrote back to thank the governors for the gift. <b>6.3</b> A thank you card was also sent to Hannah Robins for all her work for the school over her 4 year term. <b>6.4</b> The Capability Policy has been reviewed and an amended policy, following WS County policy has been approved by Rod as there was a need to review the policy quickly. Rod had liaised with the Chair of Staffing and Curriculum. There was a discussion about whether there was not previously a conscious decision to link performance appraisals to capability. Paul Drew said he might look into the matter. Laura concluded that there was insufficient content in the previous policy, and separate policies were needed. <b>6.5</b> Rod continues to meet with Laura every Friday morning and attends the	PDrew

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<p>Celebration Assembly. Laura confirmed other Governors were welcome to attend Friday Assembly.</p> <p><b>6.6</b> Governors were invited to attend the recent Parents' Evening and Rev Paul and Rod attended. Rod apologised for the very late invitation and several governors confirmed that they would have liked to attend. Rod assured governors that in future, there would be more notice and that this was a good opportunity to raise the profile of governors with parents and acted as a reality check.</p> <p><b>6.7</b> Mo suggested it would be useful for a governor to attend the PTA meetings. Laura said she could look at producing a list of opportunities for governors to be in school and raise the governing profile. The next good opportunity was the Fantastic Finish week</p> <p><b>6.8</b> There was a discussion about how governors could reach out to hard to reach parents. Paul Drew asked whether webinars could be considered with questions over skype. Discussion had about issues associated with web access. Rod suggested that at the next parents meeting with governors in 2016, we consider producing a recording of the meeting on the web.</p> <p><b>6.9</b> Rod informed governors that a Safeguarding Audit was being completed by Clare Watkins, who has specific responsibility for safeguarding, in consultation with Paul Drew, our Safeguarding governor. Safeguarding was more wide ranging than previous considered. Laura said Clare Watkins to contact Paul Drew</p>	<p>LR</p> <p>All</p> <p>LR</p>
<p><b>7. Headteacher's Report</b></p> <p><b>7.1</b> Laura asked governors if they had any questions about her report, which had been circulated in advance of the meeting.</p> <p><b>7.2</b> There was a discussion about the extent of lesson observations within the school and particularly. Laura suggested governors read " A parents Guide to How we Assess Children's Progress and Attainment" which was a good guide.</p> <p><b>7.3 Paul Drew challenged Laura</b> about the observations that were not judged as good and asked about the interventions she has done or was planning to remedy this. Laura thought that there was substantial evidence that 3 out of the 4 teachers were performing at Good and not RI. Support from Leadership Team was being put in place anyway, where this evidence was not so obvious, Laura confirmed that Leadership Team were already offering specific support and progress would be monitored.</p> <p><b>7.4</b> Paul Drew asked if the lack of evidence of Good teaching following observations came as a surprise to Leadership Team. Laura thought the outcome was not entirely a surprise.</p> <p><b>7.5</b> Mo asked whether we had enough funding for teacher training. Laura replied that funding was being used to release Leadership Team members to plan with the RI teacher.</p> <p><b>7.6</b> A discussion was had about the development of TAs and Laura confirmed that following on from teaching staff, TAs had now had the opportunity to visit St Lawrence's to observe and compare approaches. Feedback was that it was positive and a useful experience.</p>	<p>All</p>
<p><b>8. Main Business</b></p> <p><b>8.1</b> Laura reported that WSCC SIP, Lorraine Warner had visited and had had generally encouraging findings, including a clearly capable, able and effective Leadership Team. Emphasis now is on consolidating the initiatives already started as opposed to starting new initiatives. Laura informed governors about the need to be able to triangulate evidence in order to have confidence of the result.</p> <p><b>8.2</b> Dan suggested all governors needed to be well informed about what we were doing as a school to improve. This included our financial response to the</p>	

<p>challenges and governors needed to be aware of the significant issues, including the area of safeguarding. Dan reinforced that governors need to be able to demonstrate a knowledge of where we are, where we were and being able to show the impact of what we do.</p> <p><b>8.3</b> Governors discussed how to be proactive prior to inspection and gathering the evidence that they were a Good school. Agreed that we need to be aiming high and have clear priorities with every member of staff and governors knowledgeable of the detail.</p> <p><b>8.4</b> Matt reported that external Maths specialist Debbie Stratfield was impressed with the schools approach to maths, quality of observed teaching and interactions with children. Debbie is due to return to work with Matt and Frankie on leading a staff training session.</p> <p><b>8.5 Dan challenged Laura</b> about how those not making enough progress were picked up. Laura explained that Annabelle Payne monitors our pupils on catch up schemes.</p> <p><b>8.6</b> Laura reported back that the latest Raise data showed an improved picture, although KS1 data was still a concern.</p> <p><b>8.7</b> Governors asked Laura about what interventions were planned to address this. Laura reported that Michelle Foster was putting together actions to address this. Laura also explained the meaning of UA, MA and LA as well as other levelling acronyms.</p> <p><b>8.8</b> Laura highlighted Maths as a priority area for improvement but also that significant achievements in KS2 SPAG. Laura emphasised that our data for our current cohort was important as we no longer have levels. Governors were reminded that there was a Pupil Progress Meeting on 7th December and a PPA committee on 15th December.</p> <p><b>8.9</b> Rod reminded governors that they all should know where the areas for improvement were and what the school data looks like.</p>	
<p><b>9. Reports from sub-committees</b></p> <p><b>9.1 Finance and Premises</b></p> <p><b>9.2</b> Dan presented his report that had been circulated prior to the meeting</p> <p><b>9.3</b> Given that this was the first time the new committee had met, the last Premises and Finance Committee meeting had worked well and was a positive meeting.</p> <p><b>9.4</b> Laura mentioned that following her visits to St Lawrence that they had a Well being budget and that this is something that she feels we should look at. There followed a discussion about how this well-being funding should be spent. There was a suggestion we could also look at reduced gym membership which should not incur the school in any cost. Laura to examine options</p> <p><b>9.5</b> Dan mentioned the need for new signatories for the Old School Trust now Hannah and Nick were no longer able to carry out this duty.</p> <p><b>9.6</b> The School Trust asked the Governors to pass the following resolution regarding the two Barclays accounts numbered 20-98-74 00118273 (Community Current Account) and 20-98-74 6015228 (Saver Account), using the wording required by the Bank:</p> <p>"At the Full Governors' meeting held on 19<sup>th</sup> November 2015 the Governors resolved that the mandates given to Barclays Bank plc. (the Bank)</p> <ol style="list-style-type: none"> <li>1. Be amended to add The Rev'd Paul Doick, Mrs Laura Roberts and Mrs Karen Robbins to act as authorised persons, and remove Mrs Hannah Robins, and Mr Nicolas Phillips so that they no longer act as an authorised person, and change the signing arrangement to include any two of the</li> </ol>	<p>LR</p> <p>Rev Paul</p> <p>??</p>

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<p>authorised persons, namely Mr Alan Corbett, Revd Paul Doick, Mrs Laura Roberts and Mrs Karen Robbins</p> <p>2. Will continue to have full effect after these specified amendments"</p> <p><b>9.7</b> Karen Robbins a parent at the school, has agreed to be book keeper. Treasurer does not have to be a governor</p> <p>John left the room at 20:30.</p> <p><b>9.8 Staffing &amp; Curriculum</b></p> <p><b>9.9</b> The next meeting of the committee was imminent. Not met since end of last year.</p>	
<p><b>10. Link Governor election</b></p> <p><b>10.1</b> Rod confirmed that no one had come forward offering to fulfil the role. Rod suggested that if this was carried over for the next meeting, it may create an opportunity to encourage a volunteer.</p>	
<p><b>11. Safeguarding</b></p> <p><b>11.1</b> There were on-line courses on "Prevent" which was a focus of the January Inset day.</p> <p><b>11.2</b> The NSPCC were coming into school for years 5 and 6.</p> <p><b>11.3</b> John returns at 20:40.</p> <p><b>11.4</b> Paul Drew confirms that he has met with Clare Watkins on safeguarding. He recommended to governors a good safeguarding programme on-line.</p>	
<p><b>12. Policies to be reviewed</b></p> <p><b>12.1 Sickiness and absence policy</b></p> <p>In response to a question about procedure for maintaining contact with a staff member during prolonged period of absence, Laura confirmed that she would be in contact on a regular basis.</p> <p>All agreed to approve this policy.</p> <p><b>12.2 Statement of Internal Control</b></p> <p>Paul raised a concern that governors should be involved (item 32) Dan confirmed that the HT was able to sign off up to £75,000 on the basis of it being preapproved by the Governing Body.</p> <p><b>12.3 Policy for the Delegation of the Financial Powers and Duties of the Governing Body</b></p> <p>Dan presented the updated policy to the Governors. The policy was approved and adopted</p>	
<p><b>13. Information and Routine matters</b></p> <p><b>13.1</b> Laura reported that there were no racial incidents or complaints to report.</p>	
<p><b>14. Key dates</b></p> <p><b>14.1</b> Fantastic Finish and Super Starts Governors Open morning 11th December.</p> <p><b>14.2</b> 7th December CNoS Meeting - Mo agreed to attend next meeting with Laura</p> <p><b>14.3</b> Pupil Progress and Assessment committee meeting 15th December all governors welcome.</p>	LR & MG
<p><b>15. Chairman's Actions</b></p> <p><b>15.1</b> To circulate copy of Action Plan to all Chairs of Committees</p>	RB
Next meeting set Thursday 25 <sup>th</sup> February 2016 at 6.30pm	
Laura left the meeting at 21:00	
<p><b>16.0 Head teacher recruitment</b></p> <p><b>16.1</b> Discussion on the approach to recruiting the HT.</p> <p><b>16.2 Unanimously agreed following details:</b></p> <ul style="list-style-type: none"> <li>• <b>Membership of Recruitment Panel is Mo, Rod, Rev Paul, Louise and Matt. Paul D and Dan to assist recruitment up until applications received, and</b></li> </ul>	

then it is only the panel members that can be involved.

- Salary scale for post xx (what ever it is on the advert)
- Budget for recruitment £5000
- To engage Recruitment Services
- Advertise in WSGfL and TES digital edition
- Timetable agreed.
  - w/c 21 December 2016 Advert to be placed
  - W/C 18th January 2017 School visits
  - Friday 22nd January 2017 closing date
  - Friday 25th January 2017 Shortlisting
  - Interviews Tuesday 2nd and Wednesday 3rd February 2016 - subject to confirmation with school and Lorraine Warner and Ruth Cummings
  - Full Governors Meeting 3rd February 2016 to Ratify result.

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