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 Headteacher: MrsSHay

<b>Minutes of Full Governing Body meeting held on Wednesday 30<sup>th</sup> September 2015 at 6.00pm</b>	
<b>Present:</b> Mr A Jacques, Mr R Abbott, Mrs C Middleton, Mrs M Lumley , Mr M Jordan, Mrs K McSherry, Dr A Pickles, Mrs S Hay (Headteacher)	
<b>In Attendance:</b> Mrs L Richardson (Clerk to the Governing Body)	
	<b>Action</b>
<p>1. <b><u>Welcome and Apologies</u></b></p> <ul style="list-style-type: none"> <li>• Governors welcome Dr Pickles to the GB as the new Parent Governor</li> <li>• Mrs Middleton attempted to contact Mr Hopkins but received no response, Governors presume he no longer wishes to be a member of our Governing Body</li> </ul> <p><b><u>No attendance</u></b></p> <p>Mr J Dunwell          Mrs C Capewell</p> <p>Clerk chairs the meeting</p>	
<p>2. <b><u>Election of Chairman &amp; Vice Chairman</u></b></p> <p><b><u>Chair of Governors</u></b></p> <ul style="list-style-type: none"> <li>• Mr Jacques nominates Mrs Middleton, seconded by Mrs McSherry. Governors agree. Mrs Middleton is duly appointed</li> </ul> <p>Mrs Middleton chairs the remainder of the meeting</p> <p><b><u>Vice Chair of Governors</u></b></p> <ul style="list-style-type: none"> <li>• Mrs McSherry nominates Mrs Lumley, seconded by Mr Jordan. Governors agree. Mrs Lumley is duly appointed</li> </ul> <p>Governors agree to the term of office should be 2 years</p> <p><b>Mrs Middleton appointed Chair of Governors and Mrs Lumley appointed Vice Chair of Governors, both for a period of 2 years</b></p>	
<p>3. <b><u>Any other business to be agreed</u></b></p> <ul style="list-style-type: none"> <li>• Defib kit</li> <li>• Letting of Hall</li> </ul>	



	<p>A – Yes that would be a good idea We are already doing some of the other things discussed. Our Headteacher and Chair have a good relationship, we have openness in our GB</p> <p>8. <b><u>Register of Governing Body data</u></b></p> <ul style="list-style-type: none"> <li>• Information updated</li> </ul> <p>9. <b><u>Governing Body constitution – term of office &amp; vacancies</u></b></p> <ul style="list-style-type: none"> <li>• We now have 2 co-opted Governor vacancies</li> <li>• Mr Whattam is still interested in becoming a Governor. Mrs McSherry and Mr Jordan know him already. Governors agree to appoint Mr Whattam as a Co-opted Governor</li> <li>• Governors agree that the GB needs should be considered before the final vacancy is filled. Mr Dunwell &amp; Mr Abbott's terms of office end October next year and we will then have a lack of financial experience, although Mr Abbott could be re-elected as he would still have a child in school.</li> </ul> <p><b>Mr Whattam appointed as a Co-opted Governor</b></p> <p>10. <b><u>Appoint Governors with specific responsibilities &amp; review Committee structures</u></b></p> <p>Governors agree the following committees:</p> <p><u>Finance Committee</u> Mr Dunwell, Mr Jacques, Mrs Lumley, Mr Abbott, Mrs McSherry &amp; Headteacher</p> <p><u>Achievement Committee</u> Mrs Middleton, Mr Jordan, Dr Pickles, Mrs Capewell &amp; Headteacher</p> <p><u>H/T Performance Management Committee</u> Mrs Middleton, Mr Jacques &amp; Mrs McSherry</p> <p><u>Rapid Improvement Group</u> Mrs Middleton, Mrs Lumley &amp; Headteacher</p> <p><u>Pupil Discipline Committee</u> Members of the Achievement Committee</p> <p><u>Pupil Discipline Appeals Committee</u> Members of the Finance Committee</p> <p><u>Staff Discipline Committee</u> Members of the Finance Committee</p> <p><u>Staff Discipline Appeals Committee</u> Members of the Achievement Committee</p> <p><u>Complaints Committee</u> Mrs McSherry, Mrs Lumley &amp; Mr Jordan</p> <p>Safeguarding Governor – Mrs Middleton SEN/Pupil Premium Governor – Mrs Lumley, to meet with SENCo &amp; Headteacher on a termly basis</p>	
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11.	<p><b><u>Review terms of reference of committees</u></b></p> <ul style="list-style-type: none"> <li>• Achievement Committee terms of reference agreed</li> <li>• Staff Dismissal Committee terms of reference agreed</li> <li>• Staff Dismissal Appeals Committee terms of reference agreed</li> <li>• Pupil Discipline Committee terms of reference agreed</li> </ul>	
12.	<p><b><u>Review Scheme of Delegation to Committees</u></b></p> <ul style="list-style-type: none"> <li>• Updated and agreed</li> <li>• Pay Policy to be agreed at Finance Committee meeting. Performance Managements to continue next week. Copy of policy to be sent to Governors prior to meeting</li> </ul> <p>Q – Can school pay higher wages than set by NYCC? A – Yes we could</p> <p>Q – Would NYCC pay the difference? A – No it would be paid out of school budget</p>	Headteacher
13.	<p><b><u>Review Standing Orders &amp; Code of Practice</u></b></p> <p><u>Standing Orders</u></p> <ul style="list-style-type: none"> <li>• Q – is the minutes of meeting timescale correct at section 11? A – Yes these are the draft minutes and not agreed copies</li> <li>• Q – What about confidential minutes? A – These don't get sent out to Governors, they are brought to the meeting and handed out and then collected back in before end of meeting for shredding</li> </ul> <p><u>Code of Practice</u></p> <ul style="list-style-type: none"> <li>• Agreed</li> </ul>	
14.	<p><b><u>Headteacher's report</u></b></p> <ul style="list-style-type: none"> <li>• We now have 109 children on roll, the highest number ever</li> <li>• We have a full compliment of staff</li> <li>• Q – What do Governors want included in the Headteacher's report and what way do they want it presented? A – Staff training, which is now included is useful. Report currently gives a good overview of school. Governors agree that the format should not be changed</li> <li>• Growth mindset meeting was not well attended by parents, but the ones who did gave excellent feedback Q – Could this information be repeated at parents evening? A – that would be difficult as parents arrive at different times. Q – Could the powerpoint used be sent home? A – It would not make sense without the verbal input. The children will pass on the information. School could direct parents to relevant website</li> <li>• Headteacher attended an Ofsted meeting and was told that there is now a shortage of Ofsted inspectors and therefore it may be 2 years before we have our next visit. LA have been asked if they could conduct another review but school was informed that this would now cost £1400. A former EDA, Lou O'Brien has agreed to visit school for the day and conduct a review at a cost of £500, this will take place before Christmas,</li> </ul>	School

	<p>but Headteacher has decided not to inform staff so as not to worry them</p> <ul style="list-style-type: none"> <li>The new Ofsted headings are: Effectiveness of leadership and management Outcomes for pupils Personal development, behaviour and welfare Quality of teaching, learning and assessment There is also a priority on Safeguarding which includes PREVENT. Headteacher, Mrs Middleton and Mr Jordan have completed the PREVENT training, Mrs Capewell is to complete this soon and all the staff will receive training during a staff meeting shortly</li> <li>Q – Has the latest SDP been sent to Governors? A – No, to be sent tomorrow and will be included on agenda for next FGB meeting</li> </ul> <p>15. <b><u>Subject Leaders reports: Geography, maths, science</u></b></p> <ul style="list-style-type: none"> <li>All subject leaders are now writing reports for their subject. Governors agree that the format should be the same for all subjects</li> <li>Headteacher informs Governors that all subject leaders now have a handle on their subjects</li> <li>Governors agree that the reports are informative and will help focus on that particular subject, it will also mean that Governors do not need to rely on the Headteacher to report on subjects</li> <li>There is a lack of non-fiction books and new books will be purchased using £1,000 which has been donated by the Trustees. Mrs Capewell is to co-ordinate this and is working with staff to review the needs of the school</li> <li>The RIG will meet with subject leaders, this will enable the teachers confidence to grow when talking about their subjects Q – How often will this take place? A – At least termly</li> <li>Governors send their thanks to all staff for the hard work they are doing</li> </ul> <p>16. <b><u>Review School Development Plan</u></b></p> <ul style="list-style-type: none"> <li>To be discussed at next FGB meeting</li> </ul> <p>17. <b><u>Review SEF</u></b></p> <ul style="list-style-type: none"> <li>To be discussed at next FGB meeting</li> </ul> <p>18. <b><u>School PAN</u></b></p> <ul style="list-style-type: none"> <li>Q – What is PAN? A – Pupil Admission number Pupil numbers are increasing, Governors express their concern for the number of older children there will be in one room. Headteacher has met with Andrew Dixon from LA who has informed her that we are not a primary village, we are a secondary village</li> </ul>	<p>Headteacher Clerk</p>
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	<p>Q – What is the definition of this?  A – A primary village has a school, post office and shops.  There is to be further housing developments in the area.  Governor asks if we would be eligible to a Section 106, this is an educational element to funding, from the developers. Governor states that school will need to push for this as it will not be made available otherwise. Mr Jordan to discuss this with SDC S106 officer</p> <p>Q – How substantial is the funding from developers?  A – It can be used to cover improving roads, improving education and doctors surgeries</p> <p>Q – So in respect of education it could be used for teaching resources and extensions?  A – Yes</p> <p>Governors are currently concerned with the number of toilets in school in ratio to the number of children, we are currently within the numbers required. Mr Dixon has suggested reducing the PAN but Governors agree that this would not make any difference as parents would appeal and be admitted anyway</p> <p>Q – How many children were admitted to EYFS this year?  A – 17 including 1 child on appeal</p> <p>Governors consider options:  Remain at 16 – Parents would need to appeal for additional places  Reduce to 14 – This would send a message to the Council, additional children would still be admitted through appeal  Governor states that we would still want to admit any children living in the village or with siblings already in school.  We have previously had 20 children in EYFS this was 16 + an additional 4 children, if we reduced PAN to 14 then we would have admitted 14 + additional 4 which would have meant a class size of 18 instead of 20</p> <p>Q – Is the PAN calculated on the size of classrooms  A – Yes, and if we decided to reduce our PAN we would need to prove why this is necessary</p> <p><b>Governors agree PAN to remain at 16</b></p>	<p>Mr Jordan</p>
<p>19.</p>	<p><b><u>To consider Governor training needs</u></b></p> <ul style="list-style-type: none"> <li>• LA information sent to Governors. Governors to inform school office of any bookings they wish to be made</li> <li>• SIN meetings gives useful information</li> <li>• New Governor training to be considered as a cluster. Clerk to organise, Headteacher to contact cluster for numbers required</li> </ul>	<p>Clerk  Headteacher</p>
<p>20.</p>	<p><b><u>Governor visits</u></b></p> <ul style="list-style-type: none"> <li>• Mrs McSherry to visit school on Friday</li> <li>• Mr Jordan was in school last Friday, visit form to be completed. He had a tour of the school conducted by children and then attended the McMillan coffee morning with parents. He met with</li> </ul>	<p>Mrs McSherry</p>

<p>21.</p> <p>22.</p> <p>23.</p> <p>24.</p>	<p>KS1 teacher to discuss Science, to meet with Headtacher and then arrange another Science meeting</p> <ul style="list-style-type: none"> <li>• Dr Pickles to arrange a visit during November</li> <li>• Mr Abbott to meet with Headteacher and Handyman for a H &amp; S walk on 23<sup>rd</sup> October</li> </ul> <p><b><u>Review Policies</u></b></p> <p><u>Attendance Policy</u> Includes changes to school nurse restructure Policy agreed</p> <p><u>Behaviour Policy</u> This was previously with Attendance Policy, they have now been split Policy agreed</p> <p><u>H &amp; S Policy</u> Updated copy Policy agreed</p> <p><u>Lettings &amp; Scale of Charges Policy</u> We have had a request from Brownies to rent our hall. Headteacher would like Governors to consider this request and if agreed set a charge. Our children would be involved and there is no other Brownie pack held in the village. It would be held 6pm – 7.30pm Q – Who would open and close the school? A – The caretaker, this cost would need to be factored in to charges. Governors agree in principle and ask that Finance committee review the charges, Headteacher to enquire what other schools charge for lettings Policy agreed</p> <p><u>Marking Policy</u> Policy agreed</p> <p><u>Teaching &amp; Learning policy</u> Policy agreed</p> <p><b><u>Health &amp; Safety issues</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b><u>Any other business – items agreed at beginning of meeting</u></b></p> <p><u>Defib kit</u></p> <ul style="list-style-type: none"> <li>• Fundraising is taking place in the village to provide Defib kits, one will be placed outside the village pub and we have been asked if one can be located outside school, we would need to supply electric and could fundraising for any works needed for this connection to be made Q – Could they use the old telephone box which is near pre-</li> </ul>	<p>Mr Jordan</p> <p>Dr Pickles MrAbbott/ Headteacher</p>
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	<p>school as this would already have some electric connections installed and BT could check the specifications and a peppercorn rent would then be paid to BT, this has been done in other areas</p> <p>A – Headteacher to put this idea to the fundraisers as a better option</p> <p><u>Letting of hall</u></p> <ul style="list-style-type: none"><li>• Discussed earlier in meeting – agenda item 21</li></ul> <p><u>Pre School</u></p> <ul style="list-style-type: none"><li>• See confidential minutes</li></ul> <p>Meeting closes at 7.50pm.</p> <p>Next Finance meeting – 8<sup>th</sup> October 2016 at 5pm Next Achievement meeting – 3<sup>rd</sup> November 2015 at 6pm Next FGB meeting – 26<sup>th</sup> January 2016 at 6pm</p>	Headteacher
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