



**Full Governing Body Meeting  
3 December 2015  
Minutes**

**Present:** Mrs D Bedford, Mr A Corke, Mr P Cunningham, Mrs B Dewberry, Mrs Z Durrani, Mr G Huntley, Mr D Redington, Mr S Rubra, Mr M Turner, Miss T Webster

**Apologies:** Mrs D Corke and Mrs L Gawen

**In Attendance:** Ms S Mansfield (Clerk)

No.	Item	Action
1.	<b>Welcome, apologies for absence</b> Apologies for absence were received and approved from Mrs D Corke and Mrs L Gawen.	<b>Apologies approved</b>
2.	<b>Notification of Any Other Business</b> Headteacher's Pay Review. TW left the meeting and a Part II discussion took place.	
3.	<b>Conflict of Interest</b>  No conflicts arose during the course of the meeting.	
4. 4.1	<b>Approval of the Minutes of the previous meeting on 10 September 2015.</b>  The Minutes of 10 September 2015 were agreed and signed as a true and accurate record with the following amendment:  Minute 7.2 – ZD to be added to Resources Committee.	<b>Minutes approved</b>
5. 5.1 5.2 5.3 5.4 5.5 5.6	<b>Matters Arising not on tonight's agenda</b>  <i>Minute 4 – Business/Pecuniary Interest Forms</i> MT form still outstanding. MT to complete at end of meeting.  <i>Minute 6.1 Governor Visit Form</i> MGS Form circulated. Decision made to continue with current Ladbrooke form.  <i>Minute 6.4 - Letter to Parents from Governors</i> Circulated.  <i>Minute 7.2 – Committee Membership</i> Updated and circulated.  <i>Minute 7.3 – HT Performance Management</i> Actioned – see Item 2 above.  <i>Minute 9.1 Safeguarding Training</i> Safeguarding training completed on 27/2/14 by some members of the Committee. See 15.2 below.	<b>MT to complete form</b>  Existing form to continue being used.  <b>Actioned</b>  <b>Actioned</b>  <b>Actioned</b>  <b>Actioned</b>

<p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p>	<p><b>Minute 9.3 – Effective Governing Body Guidance</b> Clerk circulated Ofsted guidance document on 12/10/15.</p> <p><b>Minute 9.4 - Skills Audit</b> Skills Audit Forms received, collated and an overview prepared. Circulated 27/11/15.</p> <p><b>Minute 9.5 - Annual Conference</b> Attended by DB &amp; PC. See item 11.1 below.</p> <p><b>FGB Minutes – School website</b> Governors discussed the requirement to have FGB Minutes available on the school’s website.</p> <p><b>Agreed</b> Previous meeting minutes to be available on website once agreed. TW to action.</p>	<p><b>Actioned</b></p> <p><b>Actioned</b></p> <p>Minutes of previous meeting to be added to website. <b>Action: TW</b></p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p><b>Ratification of Terms of Reference</b> Terms of Reference for the School Improvement and Resources Committees had been circulated prior to the meeting following discussion at Committee meetings.</p> <p>The following amendments to each TOR were proposed:</p> <p><b>Resources Committee</b> Finance - Point 9 to read: “Where appropriate, to assist with personnel matters in determining salary levels for individual posts.”</p> <p><b>School Improvement Committee</b> Point 11 to read “To ensure that the educational, spiritual, moral, social and cultural needs of all children .....</p> <p><b>Q How do we inform staff of new policies?</b> As part of the review process, policies are available in the staffroom for information and comments. Once ratified, policies are placed on the school’s shared computer area and staff notified.</p> <p><b>Q When is the next date to inspect the premises?</b> Resources Committee to action in New Year.</p> <p><b>Q Annual safety &amp; security.</b> ZD &amp; TW carry out a safety check each term. Security will be added.</p> <p><b>Agreed</b> Committee Terms of Reference agreed unanimously subject to the above amendments.</p>	<p><b>Action</b> R Committee</p> <p>Security to be added to safety check. <b>Action:</b> <b>ZD/TW</b></p> <p><b>Terms of Reference agreed.</b></p>

<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p>	<p><b>Governors Code of Conduct and Self-Assessment</b></p> <p><i>Governors Code of Conduct</i> PC had circulated a draft Governor Code of Conduct prior to the meeting.</p> <p><b>Agreed</b> Governor Code of Conduct agreed. Clerk to circulate for completion by the next meeting.</p> <p><i>Self-Assessment</i> PC acknowledged that Governors are volunteers, but asked them to complete the circulated Self-Assessment Form for their own information.</p>	<p><b>Governor Code of Conduct agreed.</b></p> <p>Clerk to circulate for completion by next meeting. <b>Action: Clerk</b></p> <p>Self-Assessment Form to be completed. <b>Action: All</b></p>
<p><b>8.</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p> <p><b>8.4</b></p> <p><b>8.5</b></p>	<p><b>Headteacher’s Report to Governors</b> The HT’s Report to Governors had been circulated prior to the meeting and Governors were asked to submit questions.</p> <p>The following questions had been submitted:</p> <p><i>Q How is spiritual, moral, social and cultural development covered in the SIP?</i> School has a “Values Week”. Not a key priority in the SIP due to SMSC being threaded through many different areas of the school curriculum. Governors acknowledged that they felt SMSC was particularly strong in the school and TW agreed.</p> <p><i>Q Why three TA’s in Year 5 but only one in some other years?</i> In Year 5 there is a child with a specific medical need. This pupil is supported by one TA in the morning and another one in the afternoon. This is in addition to the general TA.</p> <p><i>Q How does TW feel the School’s SEND Policy has fared in light of a child now attending a special school?</i> Very well. The child concerned made very good progress but a severe communication disorder ultimately resulted in the need to receive support that the school couldn’t give her. TW was extremely pleased that due to the school being fully inclusive and willing to adapt, the pupil was able to remain in the school until Year 3.</p> <p><i>Q Is Recorder Club currently taking place?</i> Due to start again after Christmas.</p> <p><i>Q What is Decoration Day &amp; what is its purpose?</i> A day where Christmas music is played and all the children make Christmas decorations ready to sell at the Christmas Fayre. This day is really fun and enjoyed by all.</p>	

<p><b>8.6</b></p>	<p><b><i>Q Governors sought more information on the moderation process with other schools and what were the outcomes/actions etc? Who is involved and how is feedback disseminated?</i></b></p> <p>Two moderation groups, Maths &amp; Writing. Maths has just been completed. Writing being carried out next term. Linked with Cranbourne School and have invited Brookmans Park School for the writing moderation. The process is carried out to ensure that the school assesses children in a way that is consistent with another local school in similar circumstances.</p> <p><b><i>Process</i></b></p> <ul style="list-style-type: none"> <li>• One child chosen per year group.</li> <li>• The child's teacher makes a judgement, finds evidence and then meets with the teacher from the other school.</li> <li>• The process may result in agreement or highlight other evidence that could be gained.</li> <li>• Sheets are completed, signed by both teachers and passed to TW for evaluation.</li> </ul>	
<p><b>8.7</b></p>	<p><b><i>Q How do the other schools perform?</i></b></p> <p>Cranbourne is at a similar level to Ladbrooke and this leads to a beneficial two-way process.</p> <p>TW advised that staff are now very positive and have found it helpful to share good practice.</p>	
<p><b>8.8</b></p>	<p><b><i>Q Governors sought further information regarding the medium term plan for science.</i></b></p> <p>TW advised that the staff have had a discussion about what makes a good science plan. Language, experiments, hooks etc looked at together with ways to assess. Continuing to work on it next term.</p>	
<p><b>8.9</b></p>	<p><b><i>Q How does the school ensure it achieves best value for money?</i></b></p> <p>TW gave an example of the current process of obtaining one provider to carry out all safety checks rather than lots of companies as is currently the case. 5/6 different companies have come in and prices obtained from all. Matrix of the companies completed and TW is now considering best value for what each company can offer. It is not necessarily about the cheapest quote but the one that offers good value for money and a high level of service.</p>	
<p><b>8.10</b></p>	<p><b><i>Q Governors sought more information on the staff Performance Management outcomes/moderation/progress.</i></b></p> <p>PM targets have been met by all members of staff. One PM still to be carried out due to the member of staff being on long term sick leave.</p> <p>Ofsted Guidance for Teaching Standards Targets are very specific. All staff sign to agree targets. If a staff member's role changes mid-year, targets will be amended to reflect this. Strengths and weaknesses are looked at in termly observations. TW looks for patterns that may need to be addressed. If concerns are identified, the individual will work on these with support from TW, peer observation,</p>	

	working with other colleagues and through the sharing of good practice.	
<b>8.11</b>	<b><i>Q Does the Deputy Head have an input?</i></b> Normally carries out non senior staff PM's which helps moderation. KS leaders do teaching assistants. TW covering all teaching staff in HR's absence.	
<b>8.12</b>	<b><i>Q Governors were concerned that very few parents have completed the Parent View Ofsted questionnaire. Can TW give any feedback?</i></b> TW advised 8 have been received although TW does receive a lot of positive comments.	
<b>8.13</b>	<b><i>Q The Parent Survey was completed in March but Governors have not received any feedback.</i></b> Results were included in Parents' newsletter.  Governors asked to be informed of the results for discussion following the next survey in March 2016.	
<b>8.14</b>	<b><i>Q Governors asked for further information on the responses to the Bullying Question on the form.</i></b> TW advised that not all parents are aware of what constitutes bullying and general disagreements may be included on the form. The school has had very few true bullying incidents and there have been none this term.	
<b>8.15</b>	<b><i>Q As 7 parents disagree/strongly disagree, should the school be pursuing this?</i></b> TW advised that she is very clear on the criteria of bullying. Every incident is recorded. If a formal complaint was ever received the school would be able to provide evidence.	Resources Committee to receive regular complaints and commendations update.
<b>8.16</b>	<b>Agreed</b> <ul style="list-style-type: none"> <li>Resources Committee to receive a report on and complaints and commendations on a regular basis.</li> <li>Parents to be asked to discuss any additional comments on surveys with teachers. Governors acknowledged the need to be able to demonstrate the school is on top of comments.</li> <li>Governors to review survey results in more detail next year.</li> </ul>	<b>Action: TW</b>  March 2016 Survey to be discussed in detail by FGB. <b>Action: PC/TW</b>
<b>8.17</b>	<b><i>Q Is it usual to obtain no feedback from the SFVS?</i></b> The School will only be contacted if there is an issue and as such no feedback has been received in recent years.	
<b>8.18</b>	<b><i>Fire Drill</i></b> TW advised that a Fire Drill had been carried out and it took just 2 mins 27 seconds. The children were out of building within a minute which was phenomenal. The only issue that arose was the need to clarify roles of staff if only one office member of staff is in school.	

<p><b>8.19</b></p> <p><b>8.20</b></p>	<p><i><b>Q Any news on when the Caretaker will be back at work?</b></i> Awaiting report from Occupational Health. County HR aware of situation. Temporary Caretaker has been put on a casual contract due to length of time.</p> <p><i><b>Q Is the Temporary Caretaker DBS checked?</b></i> Yes as works at The Park ESC.</p>	
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p>	<p><b>Chair's Report to Governors and Report to Ofsted</b></p> <p><b>Chair's Report to Governors</b> The Chair's report to Governors covering issues raised at his regular meetings with the Headteacher had been circulated in advance of the meeting and Governors were asked for any questions?  Report to be prepared for each FGB meeting. The report was well received by Governors.</p> <p><b>Report for Governors for Ofsted.</b> PC advised that the draft circulated in advance of the meeting could be used as a basis for the Governors' Annual Report which should be published on the school's website.  Governors were asked to consider possible uses for the report.  It was noted that attendance at meetings is very good and that Governors should be proud of what they have achieved.  The Clerk advised that governor meeting attendance should also be included on the website. TW to action.  Governors were concerned that the report mentioned specific people and that they were uncomfortable with information of this nature going on the website.</p> <p><i><b>Q Are KS2 results on the website?</b></i> Yes, all statutory items are on the website.  It was agreed that the report could be used as the Governors' Annual Report but that it needed more work.  <b>Agreed</b> Report to be worked on by PC/TW with the aim of publishing it on the website by the end of academic year.</p>	<p>Governor meeting attendance to be included on website. <b>Action: TW</b></p> <p>Report to be used as a basis for the Gobs Annual Report. To be published by the end of the academic year. <b>Action: PC/TW</b></p>
<p><b>10.</b></p> <p><b>10.1</b></p>	<p><b>To receive reports from committees and approve minutes</b> The Minutes for the Resources Committee and School Improvement Committee had been circulated prior to the meeting.</p> <p><b>Resources Committee</b> The minutes of the Resources Committee dated 22 October 2015 were agreed and signed as an accurate record.</p>	<p><b>Minutes agreed</b></p>

<p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p>	<p><b>Matters Arising</b> ZD advised that she and TW had a H&amp;S meeting on 24 November and gave a brief run down of her report.</p> <p><b>Q The matter of electronic gates and possible issues was raised.</b> TW advised that the plan was to open them in the morning/evening and that the matter was being reviewed by the Resources Committee.</p> <p><b>School Improvement Committee</b> The minutes of School Improvement Committee dated 19 November 2015 were agreed with the following amendment:</p> <p>Paragraph after 6.1 should be above Paragraph 1.</p> <p>DC to sign minutes as a true and accurate record in due course.</p> <p><b>Q 6.1 - Swimming curriculum item. Have any parents refused to pay?</b> No. It was noted that the cost relates to the cost of the coach, not the swimming lessons.</p>	<p><b>Minutes agreed</b></p> <p>Minutes to be signed. <b>Action: DC</b></p>
<p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>To receive updates from Link Governors, including visits and training</b></p> <p><b>Update from Governors' Conference</b> A report from DB/PC had been circulated prior to the meeting.</p> <p><b>Update from Governor Visit Day</b> Reports had been received from ZD, AC, PC, DC, BD and MT. It was noted that a summary of the visit forms would be useful. BD volunteered to prepare and circulate to all when done.</p>	<p>Gov. Visit Day reports to be summarised and circulated. <b>Action: BD</b></p>
<p><b>12.</b></p>	<p><b>Policy Ratification</b></p> <p><b>Pay and Appraisal Policy (via Resources Committee)</b> Reviewed at Resources Committee on 22 October 2015.</p> <p><b>Agreed</b> Policy ratified.</p>	<p><b>Policy Ratified</b></p>
<p><b>13.</b></p>	<p><b>Policy Review Overview</b> TW had circulated the Key Policies and Documents prior to the meeting.</p> <p>Governors acknowledged that several policies were due for review in the spring/summer.</p> <p>The Clerk advised that several HR Policies had been updated in June. TW/PC to discuss whether these policies need to be implemented immediately.</p>	<p>Updated HR Policies to be considered. <b>Action: PC/TW</b></p>

<p><b>14.</b></p>	<p><b>Behaviour Statement from Governors</b>  A draft Behaviour Statement for publishing on the school’s website had been circulated by TW prior to the meeting.</p> <p>TW advised that she had received positive handling training previously (although some time ago) and would be looking to arrange for training shortly.</p> <p><b>Agreed</b>  Behaviour Statement from Governors approved.</p>	<p><b>Behaviour Statement from Governors approved.</b></p>
<p><b>15.</b></p> <p><b>15.1</b></p> <p><b>15.2</b></p> <p><b>15.3</b></p> <p><b>15.4</b></p>	<p><b>Skills Audit and In-house Training</b></p> <p><b>Skills Audit</b>  It was noted that the Skills Audit Forms completed by Governors shows a good mixture of skills with no particular gaps.</p> <p><b>In-house Training</b>  PC had circulated an email regarding training to all Governors prior to the meeting asking for suggested training topics.</p> <p>The following suggestions had been received:</p> <ul style="list-style-type: none"> <li>a) Assessment</li> <li>b) Ofsted</li> <li>c) Exclusions</li> <li>d) Vision and strategy of governing body.</li> <li>e) SFVS</li> <li>f) Safeguarding</li> </ul> <p><b><i>Q Exclusions – can you borrow Governors from other schools?</i></b>  No. Not for exclusions.</p> <p><b><i>Q Safeguarding Training - do all Govs need to have it?</i></b>  Clerk to find out. TW to see if Govs can attend staff training.</p> <p><b>Agreed</b></p> <ul style="list-style-type: none"> <li>• All Govs encouraged to go on exclusion training.</li> <li>• Safeguarding if compulsory to be the free in-house session.</li> </ul>	<p>Requirement for Safeguarding Training to be investigated along with attending staff session.</p> <p><b>Action: Clerk/TW</b></p> <p><b>Govs to attend exclusion training.</b></p> <p>Safeguarding to be in-house training if statutory.</p> <p><b>Action: PC</b></p>

<b>16.</b>	<b>Any Other Business</b>	
<b>16.1</b>	<b>Outdoor Classroom</b> TW advised the outdoor classroom had been finished. Landscaping to be done before officially opening. Three companies quoting including builders of classroom. Plan to start using in January.	
<b>17.</b>	<b>Dates of Future Meetings</b>  School Improvement Committee – 14 January 2016 Resources Committee – 4 February 2016 Full Governing Body – 17 March 2016	