



Full Governing Body Meeting

Minutes

Date: 14th September 2015	Time: 1:00pm
Venue: Community Room, Bennerley Fields School	

Governors Present:			Apologies:		
Pauline Wensley	(PW)	Chair – Co-Opted	Sarah Menzies	(SM)	Vice Chair – Co-Opted
Michelle Booth	(MB)	LA	Linda Willis	(LW)	Parent
Deborah Quinn	(DQ)	Staff			
Ann Harrison	(AH)	Acting Headteacher			
Kay Blissett	(KB)	Staff	Attendees:		
Janet Seymour	(JS)	Co-Opted	Abigail Evans	(AE)	Business Manager
Lisa Ferris	(LF)	Parent	Ruth Fowler	(RF)	Clerk

Procedural

14.09.15		Action
1	Welcome and Apologies	
1.1	RF Chaired the beginning of the Meeting.	
1.2	Apologies were received and accepted for SM and LW.	
1.3	VW has sent a text resigning his position as Governor. AP1 - PW to send letter of thanks to VW.	PW

2	Election of Chair	Action
2.1	PW was the only Governor nominated to be chair. All Governors voted for PW. PW was elected as Chair for the next two years.	

3	Governing Body Membership	Action
3.1	RF informed Governors that there are now two Co-Opted Vacancies. PW contacted Governor Support and was given details for a prospective Governor from a Business background. PW is in email contact with this lady, who will come into school next week to meet AH, PW and SM. AP2 - PW to send credentials to Governors so a decision can be made at the next FGB. With regards to the other vacancy Governors agreed that the RMC is to analyze the skills needed.	PW

	It was suggested that Governors from other schools may be a source, also the need for a gender balance?	
3.2	RF informed Governors that DQ's Term of Office expires in October. AP3 - RF to arrange Staff Governor Election	RF
4	Register of Business Interest and Personal Relationships between other Governors and Members of the School Staff to be completed and published on website	Action
4.1	RF informed Governors that new forms were being produced by Governor Support and the advice was to wait until then (They should be published this week)	

5	Working together Code of Practice (enclosure)	Action
5.1	Governors agreed to accept the Working Together Code of Practice and signed the attached forms. RF highlighted the new legislation detailing what information needs to be published about Governors on the School Website.	

6	Minutes of Previous Meeting approved (enclosure)	Action
6.1	The minutes were accepted and agreed as a true and accurate record and signed by the chair.	

7	Matters arising from previous minutes	Action
7.1	AP1 – completed.	
7.2	AP2 – RF to complete this week.	
7.3	AP3 – completed.	
7.4	AP4 – no parents want to set up a formal PTA.	
7.5	AP5 – completed.	
7.6	AP6 – AH to complete after this meeting.	
7.7	AP7 – AP4 School visits to go on cloud – RF to arrange – all agreed.	RF
7.8	AP8 – completed.	
7.9	AP9 – AE confirmed no further action needs to be taken.	
7.10	AP10 – AP5 MOG to attend next FGB.	AH/RF
7.11	Ongoing Action Points: Governors discussed the need to purchase an Examination Bed as it has not been possible to obtain a second hand one. Governors have asked that money be found for this from the budget while RF continues to look for funding. AP6 – AE to purchase examination bed as priority.	AE

School Improvement

8	Target Setting	Action
8.1	<p>AH stated that new targets have not been set as yet due to assessment without levels. New grids have been introduced to all staff now, in line with the new national curriculum. All national curriculum level pupils will be assessed. There will be a review at the end of the year to see what progress has been made.</p> <p>AH confirmed that it is very different this year. SF is holding Pupil Progress meetings next week so any needed interventions will be put on place.</p> <p>Governors asked how the school will monitor lack of progress before year end? AH stated that Teachers will look at each Individual Pupil – any intervention needs will be picked up in the same way as before. It is only the Statistical base that is different and this is what will be reported at year end. P level pupils will still have the same aspirational levels that they always have had set.</p>	

9	Approve School Improvement Plan	Action
9.1	<p>AH has identified the areas for the SIP (see enclosure) These are based on the SIRR meeting and pupil progress data from last year. The Six SIP Groups this year are:</p> <ul style="list-style-type: none"> • Maths -Shape Space and Measure is the biggest area of difficulty for our pupils • Assessment without Levels – ongoing • PHSE – a continuation from last year • E-Safety – with wider staff involvement • Apps – Ben Baxter is leading on this <p>There will be a plan in place by the next FGB.</p> <p>Governors asked what the timeframe for completing these is? AH stated some are one term only – some are ongoing Staff have been assigned to the SIP Groups from across the school to ensure a broad range of input.</p>	

Financial Matters

10	Virements / Approval of Spend	Action
10.1	AE - None	

11	Disposal of Inventory Items	Action
11.1	AE - none	

12	Review Lettings Policy	Action

12.1	<p>Governors discussed the policy and how the costings were calculated. AE confirmed that costs were kept as low as possible to encourage lettings.</p> <p>Governors agreed to accept the policy.</p> <p>RF to amend date.</p>	
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Planning the Governing Board Work

13	Committee Structure and Membership	Action
13.1	<p>PW re-capped the discussion on the committee changes as agreed last year.</p> <p>Governors agreed to the following appointments.</p> <p>RMC - (Resource Management Committee) -</p> <ul style="list-style-type: none"> • Pauline Wensley • Janet Seymour (Co-Chair) • Michelle Booth (Co-Chair) • Linda Willis • Ann Harrison • Clerk - RF <p>TLC - (Teaching and Learning Committee) -</p> <ul style="list-style-type: none"> • Sarah Menzies • Lisa Ferris (Chair) • Deborah Quinn • Kay Blisset • Ann Harrison <p>Other Committees will remain the same as last year with JB being replaced by LW.</p> <p>AP7 - RF to compile Committees Data and email to all Governors.</p>	RF

14	Committee Terms of Reference (<i>enclosure</i>)	Action
14.1	<p>All agreed to accept the RMC and TLC Terms of Reference and they were signed by the chair.</p>	

15	Named Governors	Action
15.1	<p>It was agreed that named Governors will come from the RMC (see enclosure).</p> <p>Key Stage Governors are those Governors who are not staff members (see enclosure).</p> <p>Governors agreed that Key Stage Visits should have a focus. This term will be Lunch Time Arrangements.</p>	

16	Suggested Schedule of Work for the Governing Board	Action
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16.1	AP8 - PW to report back at next meeting with RF.	
17	Governing Body Effectiveness – 20 Questions - Questions 1-5 (enclosure)	Action
17.1	Questions 1-5 were completed - See enclosure.	

Governing Board Matters

18	Approval of Policies by Full Governing Board	Action
18.1	Admission Arrangements Statement on School website of Admission Procedures - After discussion the above policy was accepted and agreed by the Governing Body.	
18.2	Finance Procedures Completed July 2015	
18.3	Financial Regulations Completed July 2015	
18.4	Governor Competencies After discussion the above policy was accepted and agreed by the Governing Body.	
18.5	Governors Allowances After discussion the above policy was accepted and agreed by the Governing Body.	
18.6	Register of Business Interests of Headteachers and Governors To be completed when new forms are available	
18.7	Statement of Best Value After discussion the above policy was accepted and agreed by the Governing Body.	
18.8	Supporting Pupils at Schools with Medical Needs This is still the guidelines and is not yet a policy. AE, SF and other staff are continuing to work on this. There will be Key Stage coordinators to ensure Medicines are administered and recorded properly. After discussion the above guidelines were accepted and agreed by the Governing Body. The Policy will be brought to Governors once completed.	
18.9	Terms of reference and delegation of committees –to be updated As discussed Agenda Items 13 and 14. Governors agreed that the Strategic Committee can write their Terms of Reference at first meeting and bring to the next FGB for approval.	

19	Approval of Policies agreed by Committees/Individuals	Action
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19.1	Business Continuity and Disaster Plan After discussion the above policy was accepted and agreed by the Governing Body.	
19.2	Charging Policy After discussion the above policy was accepted and agreed by the Governing Body.	
19.3	Confidential Reporting Code After discussion the above policy was accepted and agreed by the Governing Body.	
19.4	Critical Incident Management Plan After discussion the above updated policy was accepted and agreed by the Governing Body.	
19.5	Dinner Money Policy Postponed until next FGB.	
19.6	Induction Pack for governors After discussion the above policy was accepted and agreed by the Governing Body.	
19.7	Online Safety Policy As part of E-Safety. Postponed until next FGB.	
19.8	Physical Intervention Covered by Behavior policy – RF to remove from list	
19.9	Roles & responsibilities After discussion the above policy was accepted and agreed by the Governing Body.	

20	Governor Representation at Autumn Briefings	Action
20.1	RF to book the following courses: Briefing for Chairs/Heads/Clerks 23.9.15 - RF and AH Welcome to Chairing 14.11.15 – PW Safeguarding 22.10.15 - JS Governors agreed that all would attend at least one briefing over the year.	

21	Governor Training Requirements (<i>enclosure</i>)	Action
21.1	See enclosures. Governors completed the Training Matrix and discussed training requirements.	

22	Governors Visits into School – Plan Schedule of Visits	Action
22.1	Governors discussed the need to ensure a Governor attends school events. AP9 - AH to send list of events for Governors to sign up for. Governors to fill out a report of the event for RF to put on shared site. Key Stage Governors are to visit a minimum of once per year. TLC Visits – Learning Walks / Meeting with staff etc. TLC to draw up	AH

	schedule of meetings at TLC.	
23	Correspondence	Action
23.1	NGA Magazine distributed.	
24	What has this meeting achieved that will improve outcomes for our children?	Action
24.1	<ul style="list-style-type: none"> • SIP will be developed in line with needs of the pupils. • Assessment without levels was discussed and progress evidenced. • Revised Committee Structure will improve Governors effectiveness ensuring Governors are more supportive, more involved and will develop specific skills. • More effective Governance by attending briefings. • New medical System in place – agreed to buy new medical bed. 	
25	Dates and times of next meetings	Action
25.1	7 th December 2015 at 4:00pm 1 st February 2016 at 1:00pm 26 th April 2016 at 4:00pm 16 th May 2016 at 1:00pm 11 th July 2016 at 4:00pm	

PW closed the meeting at 3:45pm

	Summary of Meeting Action Points
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		Action	Who?	When?
1.	1.3	Send letter of thanks to VW.	PW	asap
2.	3.1	Send credentials of prospective Governor to Governors so a decision can be made at the next FGB.	PW	asap
3.	3.1	Arrange Staff Governor Election.	RF	Oct. 2015
4.	7.7	RF to put School Visit Records on Governor Secure Area once they have been approved by AH	RF	ongoing
5.	7.10	Invite MOG to December FGB to discuss e-safety	AH RF	before Dec. FGB
6.	7.11	Purchase examination bed as priority.	AE	asap
7.	13.1	Arrange Committees Data and email to all Governors	RF	asap
8.	16.1	Report on Schedule of Work for Governors	PW RF	Next FGB
9.	22.1	Send list of events for Governors to sign up for.	AH	asap
		Governors to fill out a report and send to RF	Govs	
		RF to put on shared site.	RF	ongoing

Ongoing Action Points				
		Action	Who?	When?
1.		360 Review of Chair	JB	ongoing
2.		Use of Water Hippos	AE	ongoing
3.		Annual Review of School Website (put on Agenda)	PW RF	FGB Spring1