



FULL GOVERNORS' MEETING: WEDNESDAY 19th September 2018 7.00pm

Attendees: Mrs N Read, Mrs F Moore, Mrs J Thompson, Mr J Harrison, Mrs D Holt, Mr R Grover, Mr A Vintner, Mrs N Tompson, Mrs C Hetherington (representing Mrs S Briggs), Mrs V Lindsay.

Apologies: Mrs S Briggs, Mrs K Slater, Mrs H Hogg.

Clerk: Mrs R Brooks

<p>1. <u>Election of Chair and Vice Chair</u></p> <p>RB welcomed governors to the new academic year, introducing VL as the school's new part time Business Assistant/Clerk to Governors. RB asked for nominations for Chair. Mrs N Read, nominated by Mrs F Moore and seconded by Mrs J Thompson, accepted the appointment. NR asked for nominations for Vice Chair. Mrs F Moore, nominated by Mrs J Thompson and seconded by Mrs D Holt, accepted the appointment. Governors ratified the appointments.</p>	
<p>2. <u>Apologies and Declarations of Pecuniary Interest</u></p> <p>2.1 Governors accepted the apologies noted above.</p> <p>2.2 There were no declarations of interest.</p>	
<p>3. <u>Minutes of the meeting held on 4th July 2018 and Matters Arising</u></p> <p>3.1 (2.2) NR, RB and DH reported further issues accessing the DFE website to access ASP. RB</p> <p>3.2 (2.4) RB reported that parents had responded enthusiastically to our request for resources.</p> <p>3.3 (2.6) Governors were reminded to read Keeping Children Safe in Education and shall be required to sign a sheet at the next meeting. RB to email the document. RB</p> <p>3.4 (2.9) Governors queried whether there were tree preservation orders on the trees requiring pruning. RB</p> <p>3.5 (3) Russell's decorators had provided the best quote and had completed the work in the Summer holidays. RB</p> <p>3.6 (5) Amend minute to read NR rather than FM. SB</p> <p>3.7 (12.4) Extended Schools Policy still requires review. SB</p> <p>3.8 (12.6) Evolve training regarding Educational visits and returning to school during Critical Incident.</p> <p>Governors approved the minutes with the amendments noted above.</p>	
<p>4. <u>Correspondence</u></p> <p>None to report.</p>	
<p>5. <u>School Improvement Plan - Key Priorities 2018/19</u></p> <p>5.1 & 5.2 CH proposed the reports be presented at the next meeting since SB was unexpectedly unable to be present at the meeting. RB</p>	



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5.3	CH showed governors the Key Priorities for 2018/19 explaining the addition of a priority specific to our status as a Church School and aspects with the SIAMS framework. RG queried the meaning of the second priority which was unclear. Governors agreed to refine the statement, for clarity, to "To refine marking, evaluation and impact of the schools newly implemented enquiry based curriculum to strengthen leadership in the non-core subjects".	
6.	<u>Chair of Governors Communication</u> No business.	
7.	<u>Governor Feedback</u> None to report.	
8.	<u>SEN</u> CH proposed the reports be presented at the next meeting since SB was unable to be present at the meeting.	RB
9.	<u>Safeguarding</u> 9.1 RB reported that all staff, including contract cleaning staff, had received Safeguarding training at the beginning of term and read the updated 'Keeping Children Safe in Education' document. 9.2 CH reported that all staff had received Mental Health training equipping them with the knowledge to be aware of their own and colleagues' mental health and with insight to be mindful of pupils.	
10.	<u>Health and Safety</u> Evolve risk assessment training. ??????	
11.	<u>Staffing</u> 11.1 Governors approved the appointment of the new Business Assistant. 11.2 Governors agreed that the Assistant Head positions would be amended to permanent with the understanding that the costs had been accounted for in budget planning. The relevant staff left the room during the points above.	
12.	<u>Finance</u> JH presented the Summer Term finance report 2018. In summary the medium term financial planning looked sound showing a small underspend. JH was concerned about longer term financial planning which showed large deficits by 21/22. In light of potential pupil admissions continuing to drop JH proposed a meeting with our patch officer to discuss remedial action. It was agreed to continue to be pro-active in encouraging new admissions using Church newsletters, raising awareness of the school in our catchment area and to review our budget forecasts with revised additional pupils. It was agreed to add Marketing as a new agenda item.	SB RB



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JH highlighted our Devolved Formula capital of £6220, of which £1095 needs to be spent by August 2019.		SB
13.	<u>Policies & Statutory Documents</u>	
13.1	Confidential Reporting.	
13.2	Child Protection and Safeguarding.	
13.3	Recruitment and Selection.	
13.4	Teacher Appraisal. Governors approved all policies.	
14.	<u>Academy Sub Committee Report</u>	
	Nothing to report.	
15.	<u>Any other Business</u>	
15.1	RB to update terms of office.	RB
15.2	The date of the next meeting of 2018/19 was agreed as Wednesday 24 th October at 7.00 pm. The meetings for the remainder of the academic year to be set at that meeting.	RB

Interrogation/critical evaluation by Governors is highlighted in red

SUMMARY OF ACTIONS			
Action	Minute No	When by	Whom
Ongoing issues with DFE ASP access.	3.1	asap	RB
Send Governors 'Keeping Children Safe in Education' to read	3.3	asap	RB
Check if TPO exist on trees around field.	3.4		RB
Amend minute 5 from 4/7/18 minutes	3.6		RB
Extended schools policy still needs review	3.7		SB
Evolve training/CIP amendment.	3.8		SB
SIP reports to next agenda	5.1/5.2		RB
SEN report to next agenda	8		RB
Prepare and send adjustment forms for AHT's	11.2		RB
Patch officer meeting to be arranged.	12		SB
Devolved capital expenditure alert	12		SB
Add Marketing as new agenda item.	12		RB
Update terms of office	15.1		RB
Set remainder of governors meeting	15.2	@ next mtg	RB

Date and Time of Next Meetings: - 7.00 pm Wednesday 24th October 2018