

Newbold & Tredington Primary School

Minutes of the Full Governing Body meeting on

Tuesday 8th November 2016 at 7pm

at Newbold & Tredington School, Manor Farm Road, Tredington, CV36 4NZ

Start time:

7:02pm

Finish time:

9:35pm

Present	In this document	Job Title/Governor Role
Mrs Samantha Welsby	HT	Head teacher
Mr Dave McWhirter	Chair	Chair of Governors,
Mrs Alex Balzaretto	Chair of Standards	Vice-Chair, Parent Governor
Mrs Sarah Edmunds	SE	Foundation Governor
Ms Natalie Hufton	Chair of Resources	Parent Governor
Mrs Yvette McEwan	YM	Parent Governor
Mr Barney Hatch	BH	Community Governor
Mrs Katy Robbins	KR	New Clerk to Governors

01.16	Prayers SE welcomed everyone to the meeting with a prayer.	
02.16	Apologies & Conflicts of Interest. Apologies were received from Rev Chris Goble and Ali Thompson (previous Chair). No conflicts of interest were declared.	ACTION
03.16	Minutes from previous meeting The minutes and the actions were discussed together and recorded below.	
04.16	Matters Arising (Actions) Governors discussed whether CG would remain as foundation governor. HT agreed to speak to the vicar at Newbold church to confirm he was happy with the current arrangement. One new parent governor has come forward and the Chair of Governors will be meeting them soon. No staff governors have come forward. It was agreed that the Governor SEF would be revisited at a future date but there were more pressing priorities at the moment.	ACTION HT to speak to the vicar from Newbold. HT to send KR list of policies for annual review.

	<p>Governors discussed the large number of policies coming to the meeting and whether it was necessary to review all policies at the FGB.</p> <p>Governors asked if parts of the policies that had been adapted or remodelled for the school could be highlighted in future so that they could be seen clearly.</p> <p>The Chair encouraged governors to email him should they have anything to add to the agenda in future.</p>	<p>KR to check if all policies need to be updated annually and whether all policies need to come to the governing body.</p>
05.16	<p>Headteachers' Report. Review LIP priorities for the year ahead. RAISEonline data. Agree pupil targets/achievements.</p> <p>The HT explained to governors the three priority areas identified in the LIP.</p> <p>Governors asked how the school would measure its success against priority 1 & 2.</p> <p>The HT confirmed that she has asked staff to meet with subject governors to feedback progress.</p> <p>Governors then discussed the idea of having two or more governors responsible for each priority in order to share the load and to ensure that all Governors were involved in seeing the LIP influence action in the classroom.</p> <p>The HT advised governors that the school had received excellent maths training last year where they were introduced to the white rose scheme.</p> <p>HT confirmed the importance of learning times tables at an earlier age. Governors challenged the HT on how this could be included in daily or weekly lessons to improve performance.</p> <p>The HT explained that there was a new format for the RAISEonline data and that she was attending a meeting tomorrow to discuss the new format before feeding back the results to governors.</p>	<p>ACTION</p> <p>SE and HT to meet to discuss the christian ethos of the school.</p> <p>HT to feedback RAISEonline data at next meeting after reviewing new format.</p>
06.16	<p>Reports from Committees</p> <p>Resources Committee The Chair of Resources committee circulated her report from the recent meeting.</p> <p>She highlighted that there had been significant change in the budget since for 2016/2017 and pointed out that there are a higher number of children on roll for 2017/2018 which will help ensure a healthy budget situation next year.</p> <p>Governors discussed the open day being held this weekend and the opportunity to attract more children into reception.</p>	<p>ACTION</p> <p>Resources committee to gain an understanding of demand for increasing the hours of after school club.</p>

	<p>Governors discussed the provision of after school club and whether there may be an opportunity to attract more families to the school should the hours be extended.</p> <p>To summarise the report the Chair of Governors suggested that although there is a bit of pressure on at the moment – next year looks more encouraging.</p> <p>Performance & Standards committee The Chair of P&S committee gave a verbal update to governors explaining that they had focussed on areas of concern and priorities for the school.</p> <p>Governors discussed the data provided to county for reading, writing and maths which are measured together as a %. County have confirmed that they will be looking at data in more detail with the HT to identify the strengths and weaknesses of the school.</p> <p>Governors discussed the current cohort and the expectations for SATs results. They went onto to question the HT about interventions that are taking place to improve performance.</p> <p>The HT confirmed that interventions and pupil progress meetings are taking place. Last year, booster groups for children in Year 6 were carried out after school by the class teacher.</p>	<p>HT agreed to speak to the class teacher about interventions/ booster groups for the coming year.</p>
07.16	<p>Appointment of Deputy Head teacher HT explained to governors that she had raised this point for the following reasons.</p> <ul style="list-style-type: none"> • The increasing number of children in school. • Splitting her time between the two sites. • A need to share the load. <p>Governors discussed this in more detail before suggesting that it needed to be revisited. Whilst broadly sympathetic to the idea it was agreed that further career development opportunities for the staff in school needed to be addressed first as well as explaining to Governors how the current senior leadership team at the school operate.</p>	<p>ACTION</p>
08.16	<p>Governor Visits into classes Governors agreed to visit classes once a term. It was agreed that verbal feedback at the FGB meetings was appropriate.</p> <p>The clerk advised governors that they should keep a record of their important visits to school, particularly when observing lessons.</p> <p>Governors discussed using the LIP priorities as a basis for their visits.</p>	<p>ACTION HT/KR to locate governor visit form and circulate.</p>
09.16	<p>Policies to be signed A number of policies were signed off ensuring the policy situation was up to date.</p>	<p>ACTION</p>

10.16	<p>Notice of AOB. Notified to the Chair at least 24 hours in advance.</p> <ul style="list-style-type: none"> • Terms of Office • Governor Data Collection • Terms of Reference - set <p>The clerk discussed the items above with the Chair. The clerk agreed to contact the previous clerk regarding these items.</p> <p>The Chair advised governors that the previous Chair of Governors will be staying on as a community governor until the spring time.</p>	KR to contact the previous clerk for the items listed.
11.16	<p>Future Dates were agreed as follows:</p> <p>Full Governing Body Meetings (Tuesdays starting at 7pm) 4th April 2017 18th July 2017 12th September 2017</p> <p>Sub Committee Meetings (Tuesdays starting at 7pm)</p> <p>Resources Committee 28th February 2017 16th May 2017</p> <p>Performance and Standards Committee 13th December 7pm 7th March 7pm 3rd April 12th July</p>	