

# Newbold & Tredington C of E Voluntary Controlled Primary School

**Minutes of the Full Governing Body meeting on**

**Tuesday 12<sup>th</sup> September 2017 at 7pm**

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

**Start time:**

**19:12**

**Finish time:**

**20:53**

Constitution	Present	Absent/Apologies	Term of office ends:
Head Teacher	Mrs Samantha Welsby		n/a
Staff Governor	Miss Natalie Walsh		
LA Governor	Mr Dave McWhirter		13.01.20
Parent Governor		Mrs Alex Balzaretti	02.10.18
Parent Governor	Ms Natalie Hufton		18.11.20
Parent Governor	Mrs Yvette McEwan		18.11.20
Parent Governor	Mr Darren Putt		03.04.21
Foundation Governor ex-officio	Revd Sarah Edmonds		n/a
Foundation Governor	Revd Chris Goble		n/a
Co-opted Governor	Mr Barney Hatch		16.06.19
Co-opted Governor	<b>VACANT</b>		
<b>In Attendance</b>			
Clerk to Governors	Katy Robbins		n/a

Name of Governor	Attendance at FGB meetings Sept 2017 – July 2018			
	September 2017	November 2017	April 2018	July 2018
Mrs Samantha Welsby	✓			
Miss Natalie Walsh	✓			
Mr Dave McWhirter	✓			
Mrs Alex Balzaretti	<b>X Apologies</b>			
Ms Natalie Hufton	✓			
Mrs Yvette McEwan	✓			
Revd Sarah Edmonds	✓			
Revd Chris Goble	✓			
Mr Barney Hatch	✓			
Mr Darren Putt	✓			

**Please note, the rules and regulations for attendance:**

*“A governor who, without the consent of the governing body, **has failed to attend** their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, **disqualified from continuing to hold office** as a governor of that school”. The School Governance Regulations (2012), Part 6, Schedule 4.*

12.09.17/ 21	<b>Welcome &amp; Prayers</b> Reverend Sarah Edmonds welcomed everyone to the meeting with a prayer.	
12.09.17/ 22	<b>Apologies &amp; Conflicts of Interest and/or Confidential Items.</b> Apologies were received from Alex Balzaretti.	<b>ACTION</b>
12.09.17/ 23	<b>Minutes from previous meeting</b> The minutes from the previous meeting were agreed as true record and signed.	
12.09.17/ 24	<p><b>Matters Arising</b> (refer to the Action Plan) <b>Point 3,4,7,8</b> Governors confirmed these had been actioned and could be closed.</p> <p><b>Point 9</b> was discussed. The HT confirmed that the TA appointment hadn't been made.</p> <p>The Chair of Governors challenged the HT on recruitment and asked if he could be made aware of all decisions relating to this.</p> <p>The HT went on to explain the position had been organised internally so that an extra member of staff was available during the mornings should pupils need to be removed from the classroom for disruptive behaviour.</p> <p><b>Points 10 – 16</b> had been actioned and could be closed.</p> <p><b>Point 15</b> was discussed.</p> <p>The Chair advised governors that he had written to the HT over the summer period and asked her to provide an update.</p> <p>The HT explained that the Behaviour policy had been reviewed and that staff were all aware of the systems in place. She commented that the school was taking a 'no tolerance' approach.</p> <p>A parent meeting had taken place this evening to try and help reassure parents about behaviour.</p> <p>The staff governor suggested that she had received some positive feedback from parents since the start of term. Following this, the HT commented that she wished to complete a parental questionnaire to ask for feedback on the recent meeting.</p> <p><b>Governors agreed</b> it was too early to comment on how the behaviour strategy appeared to be working but noted that they were pleased with the action the school had taken to date.</p> <p>Finally, governors commented that it was important to continue to monitor the situation and review this matter at the next meeting.</p> <p>The HT explained that the Herald newspaper had been into school and <b>governors agreed</b> that it was important to review the marketing of the school.</p>	<p><b>ACTION</b></p> <p>HT to send out another parent questionnaire to ask for feedback.</p> <p>Governors to review the impact of the revised behaviour strategies.</p>

<p>12.09.17/ 25</p>	<p><b>LIP for 2017/2018</b> The HT advised governors that the SLT had met with the Chair of P&amp;S last week and that the following priorities were agreed:</p> <p><b>Priority 1.1:</b> To develop speed of response and accuracy of mental calculation.</p> <p><b>Priority 1.2:</b> To continue to improve attainment in maths with a focus on greater depth</p> <p><b>Priority 2.1:</b> To continue to improve attainment in writing with a focus on greater depth</p> <p><b>Priority 2.2</b> To secure understanding of spelling rules by rigorous assessment</p> <p><b>Priority 3:</b> Continue to develop the effectiveness of the new Senior Leadership Team:</p> <ul style="list-style-type: none"> <li>• Develop leadership skills through CPD and challenging Performance Management targets.</li> <li>• Strengthening the SLT's strategic impact on whole school attainment.</li> </ul> <p>The HT suggested that an additional priority for reading could be added. She also advised governors that staff were very focused on increasing the number of children reaching greater depth in maths.</p> <p><b>Governors challenged</b> the HT on how she would measure the impact on the whole school of strengthening the SLT.</p> <p><b>Governors asked</b> about outside agencies coming in to school to help improve the performance of the school. The HT confirmed that she is having regular contact with the NLE (National Leader of Education).</p> <p>The <b>Chair of Governors asked</b> the HT if housekeeping arrangements are organised and all up to date. A discussion followed about updating the website.</p> <p><b>Governors discussed</b> dividing up the list of responsibilities amongst the SLT.</p> <p>The HT <b>agreed</b> to review the marketing and PR arrangements for the school including updating the website.</p>	<p>HT to report back on a priority on the LIP for reading.</p> <p>The HT agreed to look into improving and updating the website.</p>
<p>12.09.17/ 26</p>	<p><b>Head Teacher's Report</b> The HT advised governors that she had bought back into the Early Intervention Service and that the current SEND figures were on the SEF.</p> <p>The Chair of Governors asked Darren Putt if he had completed the SEND training. The clerk agreed to send him the contact for Gail Evans, the training administrator at Warwickshire.</p> <p>A safeguarding audit had recently been undertaken and objectives were being actioned. The Chair of Governors agreed to circulate the safeguarding report to governors.</p> <p>Safeguarding training was planned for the beginning of January. The staff were training with another school. The clerk asked about training for governors in this respect. The HT explained that this was in hand.</p>	<p><b>ACTION</b></p> <p>Clerk to email the contact details to Darren Putt for SEND training.</p> <p>DMcW to circulate the Safeguarding Audit</p>

	<p>The HT went on to explain the updated procedure for reporting safeguarding concerns whereby green forms are forwarded to the Designated Safeguarding Lead (DSL). Yellow forms have now been issued to schools which relate to concerns about staff.</p> <p>Governors asked the HT to present the information she had regarding the new assessment regime relating to age-related-expectations (ARE).</p> <p>It was explained that the school uses 'Pier to Peer' for assessing the children and that the statements are ticked off as and when children achieve them through the year.</p> <p>The HT went on to explain the different terms used and how assessment is different for children in Reception.</p> <p>At the end of the PowerPoint presentation <b>governors asked</b> if most schools are using the same sort of system and the HT confirmed that all schools would be using something similar.</p>	<p>DMcW to book onto the safer recruitment training</p>
<p>12.09.17/ 27</p>	<p><b>Organisation of the governing body</b> The Chair referred to the Terms of Reference (TOR) and Code of Conduct and asked governors to review them with a view to adopting them at the next meeting.</p> <p>In particular, he asked the Chair of Resources and P&amp;S to review their objectives in the TOR.</p> <p>The clerk had circulated 'Declaration of Interest' forms which all governors present completed so that the register of pecuniary interests could be updated.</p> <p>The constitution and the co-opted vacancy was discussed. Governors agreed to revisit this at the next meeting.</p> <p>Governors updated their contact details and the Chair of Governors agreed to attend any patch/forum meeting.</p> <p>Barney Hatch and Chris Goble confirmed that they would continue to be responsible for the Head Teacher's appraisal.</p> <p>Sarah Edmonds suggested she would be happy to continue.</p>	<p><b>ACTION</b> Both Chairs of Committees to review the TOR and report back at the next FGB on 7<sup>th</sup> November.</p> <p>Alex Balzaretti to complete 'Declaration of Interest' form at the next meeting.</p>
<p>12.09.17/ 28</p>	<p><b>Policies</b> The following policies were circulated and signed by the Chair.</p> <ul style="list-style-type: none"> <li>• The Health &amp; Safety Policy</li> <li>• The Admissions Policy</li> <li>• Disaster Recovery</li> <li>• Phonics Policy</li> <li>• Behaviour &amp; Discipline Policy had been circulated.</li> <li>• Whistleblowing</li> <li>• Keeping Children Safe in Education, Part One.</li> <li>• Social Media Policy</li> </ul>	<p><b>ACTION</b></p>

12.09.17/ 29	<b>Notice of AOB. Notified to the Chair at least 24 hours in advance.</b> There were no items of other business to discuss.	<b>ACTION</b>
12.09.17/ 30	<b>Future Dates:</b>  <b>FGB:</b> Tuesday 7 <sup>th</sup> November 2017 at 7pm.  <b>Resources Committee:</b> Monday 30 <sup>th</sup> October at 7:30pm at Natalie Hufton's home address.  <b>P&amp;S Committee:</b> Tuesday 19 <sup>th</sup> October 2017 (sub-committee not clerked) Tuesday 19 <sup>th</sup> December 2017 at 7pm.	<b>ACTION</b>

**These minutes are an accurate record of the meeting that took place and have been agreed by the governing body.**

<b>Signed by the Chair:</b>  _____	<b>Print Name:</b>  _____
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- In addition to signing above, please remember to initial at the top of every page.***