

# Newbold & Tredington C of E Voluntary Controlled Primary School

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

**Tuesday 4<sup>th</sup> April 2017 at 7pm**

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

**Start time:**

**19:03**

**Finish time:**

**21:12**

Constitution	Present	Absent/Apologies	Term of office ends:
Head Teacher	Mrs Samantha Welsby		n/a
Staff Governor	VACANT		
LA Governor	Mr Dave McWhirter		13.01.20
Parent Governor	Mrs Alex Balzaretta		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	VACANT		
<b>In Attendance</b>			
Clerk to Governors	Katy Robbins		n/a
Associate Member	Mrs Ali Thompson		

Name of Governor	Attendance at FGB meetings Sept 2016 – July 2017			
	September 2016	November 2016	April 2017	July 2017
Mrs Samantha Welsby	✓	✓	✓	
Mr Dave McWhirter	✓	✓	✓	
Mrs Alex Balzaretta	✓	✓	✓	
Ms Natalie Hufton	✓	✓	✓	
Mrs Yvette McEwan	✓	✓	✗ Apologies	
Revd Sarah Edmonds	✓	✓	✓	
Revd Chris Goble	✓	✗ Apologies	✗ Apologies	
Mr Barney Hatch	✓	✓	✓	
Mr Darren Putt	n/a	n/a	✓	

**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.*

04/04/17/ 01	<p><b>Prayers</b></p> <p>Sarah Edmonds welcomed everyone to the meeting with a prayer.</p>	
04/04/17/ 02	<p><b>Apologies &amp; Conflicts of Interest.</b></p> <p>Ali Thompson (the previous Chair) was welcomed to the meeting as an observer and was thanked for her commitment and service to the governing body.</p> <p>Apologies were received from Yvette McEwan and Revd Chris Goble.</p> <p>No declarations of interest were declared.</p> <p>The new parent governor was welcomed to the meeting and introduced himself to governors by explaining his working background.</p>	<b>ACTION</b>
04/04/17/ 03	<p><b>Minutes from previous meeting</b></p> <p>The minutes from the previous meeting on Tuesday 8<sup>th</sup> November 2016 were agreed by all governors and signed by the Chair.</p>	
04/04/17/ 04	<p><b>Matters Arising (refer to the Action Plan )</b></p> <p>All actions relating to the FGB were discussed and had been completed.</p> <p>There was one outstanding action relating to increasing the hours for after-school club. Following a parental survey it was noted that increasing the hours after school was more popular than opening earlier.</p> <p>Governors were asked to refer to the Action Plan to see the actions that had been extracted from the minutes of the FGB, Resources and P&amp;S committees.</p> <p>The Chair asked governors to ensure that if they are acting as 'Chair' at a meeting, they need remember to do the following things:</p> <ol style="list-style-type: none"> <li>1) Try and stick to the agenda that has been set.</li> <li>2) At the start of every meeting ensure that the previous minutes are agreed and signed off.</li> <li>3) At the start of the meeting discuss the actions on the Action Plan to ensure they are moving forward.</li> </ol> <p>The Chair advised that the governor visit form would be discussed later in the meeting.</p>	<p><b>ACTION</b></p> <p>Governors that may act as Chair for any meeting were reminded to</p> <ol style="list-style-type: none"> <li>1) Follow the agenda set.</li> <li>2) Start the meeting by agreeing previous minutes and signing them off.</li> <li>3) Refer to the action plan to ensure all actions are moving forward.</li> </ol>
04/04/17/ 05	<p><b>Reports from Committees</b></p> <p><b>Resources Committee</b></p> <p>The Chair of Resources summarised the reports that were circulated to governors prior to the meeting.</p> <p>A lengthy discussion followed about looking for priorities in school where improvements could be made, if some of the budget was spent.</p>	<p><b>ACTION</b></p> <p>HT to talk to staff and liaise with NH/DMcW (before May half term) to create a list of priority areas that would benefit from investment.</p>

**Governors agreed** that they felt the money should go towards improving the teaching and learning in school above anything else.

The HT expressed her concern about spending money when the New National Funding Formula had not been confirmed and the relative uncertainty about pupil numbers for the next academic year.

**All governors agreed** that a proportion of the budget should be spent to improve teaching and learning.

**Governors agreed** that whatever is put into place needs to be carefully measured against the impact on children's progress in school.

**The Chair asked the HT** to talk to staff and agree a list of priority areas where some of the budget could be spent to improve teaching and learning.

Due to this change, the Chair of Resources confirmed that she would have to review the budget again and return it for signing at or before the next meeting.

#### **Performance & Standards committee**

The Chair summarised what was discussed at the P&S committee on the 3<sup>rd</sup> April 2017.

She commented that the P&S committee had been focusing on progress of the children and attendance.

She advised governors that the efforts the HT had put in regarding improving pupil attendance, appeared to be having a positive impact and this was clearly evidenced in the improved attendance of some of the children in school.

She advised governors that there had been improvements in the tracking of children showing steps of progress from one term to the next.

Moving forward the P&S committee would be trying to capture areas of priority.

She confirmed that the school had addressed the fact that spellings are one of those priority areas. A new scheme was introduced in January 2017. A lengthy discussion followed about spellings.

Governors discussed the changes that have taken place with the introduction of the new curriculum.

Governors discussed how the priorities on the LIP can be captured in the Progress and Attainment document.

The Chair reminded governors that the outcome of the LIP is good and that it was not appropriate at the FGB to be having lengthy discussions about P&S. He asked governors to move on.

The minutes of the P&S meeting had not been circulated because the meeting had been scheduled the day before the FGB. It was agreed that it was not good practice to have two meetings back to back and governors would avoid having the same issue again.

	Governors continued to debate P&S across the school for a further 15 minutes.	
04/04/17/06	<p><b>Headteachers' Report.</b> The HT confirmed that performance management across the school had been undertaken and was very positive.</p> <p>She also advised governors that she had completed learning walks, book trawls, and seen evidence of good marking and editing.</p> <p><b>Governors challenged</b> the HT on the feedback from the LIO Officer. A lengthy discussion followed about the quality of teaching in school.</p> <p>It was agreed that the discussion should move on since and LIO Officer would be returning to school in the following term and governors would await the next report.</p> <p>The Chair spoke to governors about the LIP. He felt that because of its importance it should form part of the FGB.</p> <p>The HT spoke to the governors about her vision for the structure of the school for the following academic year.</p> <p>Governors discussed various possibilities and finally the Chair asked the HT to give some careful thought to the feedback from governors before making a final decision.</p>	<p><b>ACTION</b></p> <p>DMcW to report back at the next meeting with the feedback received from the LIO.</p> <p>Clerk to add LIP to the HT's section of the agenda in future.</p>
04/04/17/07	<p><b>Governor Visits</b></p> <p>The Chair spoke to governors about visits to school. He commented that the Chair of the Resources committee also took responsibility as the governor leading in literacy.</p> <p>He felt that this was too much and that governors needed to consider an additional person to be involved. It was agreed that the new governor would shadow Natalie.</p> <p><b>The clerk advised</b> that there was a vacancy that governors needed to be looking to fill, which may help them spread the load of responsibility that governors had.</p> <p><b>The Chair</b> also reminded governors to be clear about <b>the purpose of governor visits</b>. He commented that it is clear for those governors that lead on subjects (maths, literacy) because they can refer to the LIP and focus their efforts on evidencing the LIP priorities.</p> <p>There was some discussion about the purpose of visits to school and the role that governors play in school. The importance of being supportive was discussed.</p> <p>The Chair suggested this item would be re-visited at a later date.</p>	<p><b>ACTION</b></p> <p>DP to liaise with NH regarding Literacy.</p>
04/04/17/08	<p><b>Policies</b></p> <p>The following policies were to be reviewed and ratified by the Chair of Governors:</p> <ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Freedom of Information</li> </ul>	<p><b>ACTION</b></p> <p>The following policies to be ratified: Charging &amp; Remissions, Handling Money</p>

	<p>The following policies were to be reviewed and ratified by the Chair of Resources committee:</p> <ul style="list-style-type: none"> <li>• Charging and Remissions</li> <li>• Handling Money in School</li> <li>• School Fund</li> </ul>	<p>in School, School Fund (NH). Data Protection, Freedom of Information (DMcW)</p>
04/04/17/09	<p><b>Notice of AOB. Notified to the Chair at least 24 hours in advance.</b></p> <ul style="list-style-type: none"> <li>• Terms of Office</li> <li>• Governor Data collection</li> </ul> <p>The clerk circulated documents during the meeting which were completed by those governors present. Yvette McEwan was absent.</p>	<p>Clerk to ensure Yvette McEwan completes DOB and nationality at the next meeting.</p>
04/04/17/10	<p><b>Future Dates as follows:</b></p> <p><b>Full Governing Body Meetings (Tuesdays starting at 7pm)</b>  18<sup>th</sup> July 2017  12<sup>th</sup> September 2017</p> <p><b>Sub Committee Meetings (Tuesdays starting at 7pm)</b></p> <p><b>Resources Committee</b>  16<sup>th</sup> May 2017</p> <p><b>Performance &amp; Standards Committee</b>  5<sup>th</sup> June 2017  12<sup>th</sup> July 2017</p>	