

Newbold & Tredington C of E Voluntary Controlled Primary School

Minutes of the Full Governing Body meeting on

Tuesday 7th November 2017 at 7pm

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

Start time:

19:05

Finish time:

21:17

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 Balzaretto		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		Rev'd Sarah Edmonds	n/a
Foundation Governor		Rev'd Chris Goble	n/a
Co-opted Governor	Mr Barney Hatch		16.06.19
Co-opted Governor	VACANT		
In Attendance			
Clerk to Governors	Katy Robbins		n/a
Rev'd	Rev'd John Horton		n/a
Member of SLT	Caroline Hale		n/a

Name of Governor	Attendance at FGB meetings Sept 2017 – July 2018			
	September 2017	November 2017	March 2018	July 2018
Mrs Samantha Welsby	✓	✓		
Miss Natalie Walsh	✓	✓		
Mr Dave McWhirter	✓	✓		
Mrs Alex Balzaretto	X Apologies	✓		
Ms Natalie Hufton	✓	✓		
Mrs Yvette McEwan	✓			
Revd Sarah Edmonds	✓	X Apologies		
Revd Chris Goble	✓	X Apologies		
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.*

07.11.17/40	<p>Welcome & Prayers Rev'd John Horton who had been asked to attend by the PCC in the absence of Rev'd Sarah Edmonds, welcomed everyone to the meeting with a prayer.</p>	ACTION
07.11.17/41	<p>Apologies & Conflicts of Interest and/or Confidential Items. Apologies were received from Sarah Edmonds and Chris Goble.</p>	ACTION
07.11.17/42	<p>Maths Report A member of the SLT updated governors on the teaching and learning of maths across the school. She tabled a report which governors referred to.</p> <p>She explained the following priorities on the LIP that had been the focus for the school and what the staff had done this term to meet those priorities.</p> <p>Priority 1.1: To develop speed of response and accuracy of mental calculations.</p> <p>Priority 1.2: To continue to improve attainment with a focus on Greater Depth.</p> <p>She explained that all children had completed baseline tests at the start of the year and that these tests would be repeated termly to measure progress.</p> <p>Various resources had been purchased to aid the teaching and learning of maths across the school.</p> <p>Governors were welcomed to attend the maths training which will take place on January 5th 2018.</p> <p>She explained that following recommendations from an advisor she had recently enrolled onto a Masters Degree in Primary Maths and that the focus of her projects would be directly linked to the needs of the school.</p> <p>Governors referred to the report and asked how other year groups (apart from Year 6) are targeted when they are in mixed classes.</p> <p>SLT explained that the Pier2Peer system and White Rose resources both help the teachers with differentiating by year group.</p> <p>Governors went on to ask how the SLT felt the changes were working and the response was very positive. The staff explained that they were hopeful that an improvement in the data should be seen by the end of December.</p> <p>19:28 – Caroline Hale was thanked for her contribution and left the room.</p>	ACTION
07.11.17/43	<p>Minutes from previous meeting The minutes from the previous meeting were agreed as a true record and signed.</p>	ACTION

07.11.17/44	<p>Matters Arising (refer to the Action Plan)</p> <p>Action no: 5 School admin officer to check that all new governors have Enhanced DBS clearance including Darren Putt.</p> <p>Action no: 6&7 It was agreed that parental concerns around behaviour had settled down and that the school is continuing to enforce the Behaviour Policy.</p> <p>Action no: 8: The HT confirmed that a lot of work had gone into the website recently and that this would be ongoing.</p> <p>All other items were completed or remained outstanding with no further comment.</p>	ACTION
07.11.17/45	<p>Reports from Committees</p> <p>P&S Committee Report. The Chair of P&S referred to the sub-team meeting which had taken place a few weeks ago.</p> <p>She explained that it had been challenging because there wasn't a great deal of data to review at the time.</p> <p>A group of vulnerable learners had begun to emerge. Governors went on to discuss how they could be supported.</p> <p>The HT explained that a Personalised Learning Plan (PLP) would be set up for these children.</p> <p>Interventions and support were discussed as a means of ensuring any gaps in progress points had been addressed.</p> <p>It was agreed that the data available at the next P&S meeting in December would be crucial.</p> <p>She summarised by explaining that the LIP had been the main focus of the meeting and governors had spent a great deal of time reviewing this.</p> <p>Resources Committee The Chair of Resource referred to her report.</p> <p>She explained the current financial position of the school but asked governors to note that this was based on previous rates of spending.</p> <p>The HT and the Chair of Resources would continue to meet to discuss how they could make savings so that a balanced budget could be submitted in the Spring.</p> <p>Governors discussed the series of activities that were planned for increasing pupil numbers. They also discussed the idea of improving PR through the local newspaper.</p> <p>The Chair raised his concerns regarding a coherent advertising plan to attract pupils to the school. He suggested that he wanted someone on the SLT to take full responsibility for this.</p> <p>There followed a discussion between the HT and the Chair about the role of the SLT and their differing perspectives.</p>	ACTION

	He commented that pupil numbers must not continue to decrease.	
07.11.17/46	LIP for 2017/2018 It was agreed that this had already been discussed.	ACTION
07.11.17/47	Head Teacher's Report The HT asked if everyone had read the SEF that she had circulated. She referred to the inspection objectives and advised governors that following advice, she would include a date when they were achieved. She went on to explain that the SEF was a working progress and that it was a snapshot of information at that time. The HT commented that the SEF included lots of data which governors had already seen in different formats. Governors discussed basing the data on the core group of children at the school with GRT/mobile learners removed. This had been a suggestion from an advisor and the HT was considering how this may work. The Chair and HT went on to explain that they had recently been summoned to County to discuss the SATS results from the summer. Following that meeting and recommendations from the School Improvement Officer the school would maintain its current category C status. The HT confirmed that the new task force meeting was scheduled for 26 th February 2018 at 9:30am. The Chair voiced his concerns that this was not early enough considering the previous meeting had been cancelled. The HT and other governors discussed the fact that all the new changes needed time to embed.	ACTION
07.11.17/48	Organisation of the governing body The Chair referred to the Code of Conduct and the Terms of Reference that had been circulating since the last meeting. The Resources committee had previously agreed to adopt their TOR with the specification that a pay committee would be set up separately. The P&S committee had also reviewed the TOR and agreed to adopt them. The Chair explained that he didn't feel the school needed a Strategic Leadership Team so that would be removed. The clerk advised that she had set up an agreement with other schools that she clerked for so that the school could 'borrow' other governors that were impartial for panels. She also advised the Chair that he would be wise to consider setting up the panels now to avoid additional stress should something arise. The Chair disagreed and explained that he would rather decide who would sit	ACTION Chair to amend TOR and send to clerk.

	<p>on the panels as and when.</p> <p>The Chair asked if anyone had any further comments.</p> <p>Governors discussed the vacancies on the governing body and the resignation of one governor leaving a potential opening for a new parent governor. It was agreed that this made the attendance at some meetings quite challenging.</p> <p>The Chair agreed to go back to Sarah Edmonds and Yvette McEwan about their membership before reporting back to the HT and the clerk.</p> <p>The HT also advised governors that following new guidance on data protection and having sought the advice from another HT, she had subscribed to GovernorHub.</p> <p>This would allow all documents relating to governor meetings to be uploaded and stored securely. The clerk would begin working on the site in time for the next meeting in March and governors would be sent a link with a password. Future emails with attachments including sensitive data would be avoided.</p>	<p>The Chair agreed to go back to Sarah Edmonds and Yvette McEwan so that vacancies could be reviewed.</p> <p>The clerk set up all governors on GovernorHub.</p>
07.11.17/49	<p>Policies There were no policies to review at this stage.</p>	ACTION
07.11.17/50	<p>Notice of AOB. Notified to the Chair at least 24 hours in advance. There were no other items to discuss.</p>	ACTION
07.11.17/51	<p>Future Dates:</p> <p>FGB: 20th March 2018 at 7pm</p> <p>Resources Committee: 27th February 2018 at 7pm</p> <p>P&S Committee: Tuesday 19th December 2017 at 7pm</p>	ACTION

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

Signed by the Chair:

Print Name:

- In addition to signing above, please remember to initial at the top of every page.***