



ST EBBE'S C.E. (AIDED) PRIMARY SCHOOL

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Headteacher: Mrs Susie Bagnall MEd

Minutes of the Full Governing Body Meeting held on Thursday 24th September 2015 at 7.30pm at the School

Present

Janet Rayment (Foundation Governor) (JR) – Chair
 Elizabeth Crawford (Foundation Governor) (EC) – Vice Chair
 Susie Bagnall (Headteacher) (SB)
 Step Gilroy Lowe (SGL) Staff Governor)
 Hugh Starkey (LA Governor) (HS)
 Andrew Godley (Foundation Governor) (AG)
 Ben Haydon (Parent Governor
 Simon Bridson-Jones (Parent Governor) (SBJ)
 Simon Potter (Foundation Governor) (SP)

In Attendance

Jo Horn (Associate member) (JH)
 Terry Georgeson (Clerk)

Apologies

Steve Hellyer (Foundation Governor) (SH)
 Pete Wilkinson (Foundation Governor)

MINUTE	ACTION
Procedural Matters The meeting started at 7.30pm. The meeting was quorate.	
1. Welcome and Apologies The Chair welcomed governors to the meeting and introduced the two new governors; Simon Potter and Simon Bridson-Jones. JH opened the meeting with a prayer. Apologies were received and accepted from SH. <i>NB – it was later found that PW was unable to access entry to the school, hence his absence.</i>	
2. Declaration of any business interests. All governors signed a 'Staff disqualification declaration' – this is related to barring by association and any person working with young children must	

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<p>complete this declaration if they share accommodation with someone who has been barred from working with children.</p> <p>All governors completed a Declaration of Business Interests form. These were taken in by the Head and will be retained in the school office.</p> <p>SBJ and SP will need to be DBS checked. They should contact Susanne Addis.</p>	<p>SBJ, SP</p>
<p>3. Notice of Any Other Urgent Business One item from the JR.</p>	
<p>4. Election of Chair JR was nominated for the role of Chair by SGL and was seconded by EC. The governing body unanimously voted JR as Chair.</p>	
<p>5. Election of Vice-Chair EC was nominated for the role of Chair by JR and was seconded by SGL. The governing body unanimously voted EC as Vice-Chair.</p>	
<p>6. a) Standing Orders Amendments proposed and accepted: amend quoracy to 7 (from 8) and proposed Associate Members to be Clare Whyles and Jo Horn. Document agreed.</p> <p>b) Scheme of delegation Minor amendments were proposed and accepted: <i>Sex & Relationships</i> education, <i>New National Curriculum</i>, <i>School Improvement Plan (SIP)</i> replaces RAP & SIDP. Governors were reminded that once they have been allocated to a committee(s), they should review the scheme of delegation for committee delegated responsibilities for the related tasks. Document agreed.</p>	
<p>7. Governor Code of Conduct The Head explained that once the logo has been agreed it will be added to all documentation. Consultation over the logo has taken place with parents and pupils and it is with staff presently but SB expects this to be completed shortly.</p> <p>The Chair explained the document sets out what it means to be a governor and the responsibilities it entails.</p> <p>Governors asked what is different from the previous version. It was explained that it is very similar with only minor changes to the previous code of conduct. The Chair explained that governing body minutes are published as a collective record of governors' discussions.</p>	<p>SB to add logo to all school documents</p>

<p>It was agreed that the code of conduct should be posted on the website for reference for the public, but it should form part of the 'start of year' activities that governors individually sign up to the code.</p> <p>It was also agreed that throughout future documentation that the term 'headteacher' should be replaced with 'Head'.</p>	<p>JR to adjust wording and bring to future FGB</p>
<p>8. Minutes of the meeting 13th July 2015 and matters arising These were approved with the following matters arising: <i>6 Statutory pupil attainment and assessment data:</i> The Head explained that the Fischer Family Trust Dashboard data is not yet published but she hopes to distribute it in time for discussion at the next governing body meeting. <i>7 Online Safeguarding training:</i> The Chair will forward the link. It was noted that all staff have now completed it and that it should take no longer than 45minutes to complete.</p>	<p>SB</p> <p>JR</p>
<p>9. Draft School Vision & Mission Statement The Chair explained that previously the school had felt very driven to move the school from 'needs improvement' to 'good' and, following the OfSTED inspection, some overarching principles were needed for the next phase of the school's development. A working party of governors met during the last academic year and produced this document, which has been through consultation with parents, children and staff.</p> <p>Governors agreed that the document should open with the background of the school first before setting out the values and that it should be linked electronically to the School Improvement Plan.</p> <p>The question was asked whether the vision is to achieve the highest outcomes or to fulfil the children's potential. It was agreed that it should be aspirational so the former is more appropriate.</p> <p>There was also a discussion about whether focussing on the medium term was a correct statement and it was eventually agreed that it was, as it avoided short term reactionary thinking, but also avoided the longer view where focus can be lost on actions.</p> <p>Document agreed.</p>	
<p>10. Allocation to committees The following allocations were agreed: <i>Curriculum & Standards</i> SB, AG, HS, JR, SP, JH <i>Finance, Personnel & Welfare</i> SB, EC, SBJ, SGL, SH</p>	

<p><i>Admissions</i> SB, JH</p> <p><i>Foundation</i> SB, EC, AG, SH, JR, PW, SP</p> <p><i>Health & Safety</i> SB, BH, Grahame Godby</p> <p><u><i>Statutory Committees</i></u> <i>Staff Discipline:</i> EC, HS, AG <i>Pay Policy Appeals:</i> JR, EC, PW <i>Pupil Appeals:</i> SH, JR, BH <i>HT Appraisal:</i> SH, JR, HS and advisor <i>Safeguarding:</i> JR <i>Parent Council:</i> BH, SBJ</p> <p><i>Governor Champions for vulnerable groups:</i> <i>Pupil Premium:</i> AG <i>EAL:</i> It was suggested to co-opt a governor to represent EAL families. The Head will approach Zarinar Thapar to see if she would be willing to be co-opted. This proposal was met with approval by governors. <i>PE:</i> PW to liaise with Alec Leslie <i>SEND:</i> SG-L JH</p> <p><u><i>Governor links</i></u> The Head explained that the Senior Leadership Team have been working on the SIP and felt that link governors' roles are important in supporting this, by attending learning walks, lesson observations etc. There was a discussion as to whether governors should link to the SIP objectives, to key stages, or to curriculum subjects. It was agreed that linking to the objectives would be too broad and demanding for single governors to cover. However, it was agreed that this should be discussed in further detail at the next governing body meeting. There was a request for very clear guidelines for governor visits.</p>	<p>SB</p> <p>Agenda item Head & SLT to draw up guidelines</p>
<p>11. Buildings update, Health & Safety The Head explained that the snagging list is still being worked through and that whilst it is being resolved, it is happening slowly. The Head also remarked that the school is pleased with the outcome of the now completed phase one.</p> <p>There are now two different pieces of work that are being planned:</p>	

<p>(i) Remove the conservatory and build a brick classroom fit for 30 pupils including wheelchair access. This could start next Easter if funding is available.</p> <p>(ii) Planning permission is already in place to extend the hall but this was put on hold due to the cost. However the Head has approved a revised and cheaper option with 'two joined roofs'. But this has only been agreed in principle provided that the hall roof is on a single high level.</p> <p>Governors raised concerns about some of the quality of the completed work. It was agreed that before any further work is agreed there should be clear expectations of quality standards in place and that there should be a formal 'sign off' on each stage of work before payments are released by the diocese. It was agreed that a delegation of governors would meet with the Diocesan representative to discuss this.</p> <p>The Head also informed the meeting that the school has had £60k of pipe work improvements over the summer.</p> <p>The governing body wished to record their thanks to Grahame Godby for all his work during the period of building.</p>	<p>EC, SBJ, Grahame Godby</p>
<p>12. Training: Safeguarding and Oxford Diocese training programme</p> <p>The Head explained that there is a new modular programme of governor training costing £450, that can be accessed via the diocese. It was stated that the purpose of undertaking this is to enable governors to carry out their duties to a high standard, rather than to gain the offered accreditation. The Chair asked governors to contact her expressing their interest in the various module(s) before the next governing body meeting, after which the governing body will make a decision as to whether it is value for money to pursue it.</p> <p>The Chair also reminded new governors to arrange to attend induction training as it will help them to settle into the role more easily.</p>	<p>ALL</p>
<p>13. Dates</p> <p>The Chair explained that the various committee dates could be found in the packs provided by the Head.</p>	
<p>14. Any other business</p> <p>The Chair asked when the website will be updated with the newsletters. The Head explained that the changeover to the new website is imminent and then newsletters will be available, through MailChimp, on the website again. In the meantime she will email copies of newsletters to governors.</p>	<p>SB</p>

The meeting ended at 8.45pm

Date of next meeting: 8th October 2015 @ 7.30pm

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