



**Minutes of the Full Governing Body Meeting held on**

**Thursday 22th of September at 6.30 pm at school**

**Present**

Janet Rayment (JR)	Foundation Governor, Chair
Susie Bagnall (SB)	Head Teacher
Andrew Godley (AG) <i>arr.6.40 pm</i>	Foundation Governor
Simon Potter (SP)	Foundation Governor
Pete Wilkinson (PW)	Foundation Governor
Hugh Starkey (HS)	LA Governor
Steve Hellyer (SH)	Foundation
Joyce Francois (JF)	Foundation Governor

**In Attendance**

Clare Whyles (CW)	Associate Member
Susanne Addis (SA)	Clerk

**Apologies**

Ben Haydon (BH)	Parent Governor
Simon Bridson-Jones (SBJ)	Parent Governor
Steph Gilroy-Lowe (SGR)	Staff Governor
Jo Horn (JH)	Associate Member
Zarina Thapar (ZT)	Associate Member

**Procedural Matters**

The meeting started at 6.30 pm.

The meeting was quorate.

All documents had been sent out prior to the meeting. Additional information was available during the meeting.

Agenda	Minute	Action
1.	<p><b>Welcome</b> PW opened the meeting with prayer. JR welcomed all governors present.</p> <p><b>Apologies</b> Apologies had been received from BH, SBJ, SGR, JH and ZT and were accepted by the governors.</p>	
2.	<p><b>Declaration of Business Interests</b> There were no declarations of business interests.</p>	
3.	<p><b>Notice of Any Other Urgent Business</b> Confidential Minutes of AOUB.</p>	
4.	<p><b>Election of Chair</b> No nominations had been received or were offered during the meeting for this post. <i>(AG arrives 6.40 pm)</i> SB proposed JR, seconded by AG. JR explained that she would not wish to continue as Chair of Governors indefinitely and that it would be beneficial to the Governing Body if another governor could offer to take this role in the future <b>Governors agreed</b> that this matter needed to be addressed soon.</p>	JR was elected Chair.
5.	<p><b>Election of Vice Chair</b> No nominations had been received or were offered during the meeting for this post. <b>Governors agreed</b> that this matter needed to be addressed soon.</p>	Governors to nominate Vice Chair of Governors candidate at next FGB
6.a.	<p><b>Standing Orders – for approval</b> <b>Governors approved</b> the Standing Orders.</p>	Standing Orders available on school website
6.b.	<p><b>Scheme of Delegation – for approval</b> <b>Governors approved</b> the Scheme of Delegation</p>	
6.c.	<p><b>Instrument of Government</b> Governors had received a copy of the Instrument of Government for their files and noted receipt.</p>	
7.	<p><b>Governor Code of Conduct – for agreement and approval</b> <b>Governors agreed and approved</b> the Governor Code of Conduct.</p>	Governor Code of Conduct available on school website
8.	<p><b>Minutes of FGB meeting of 11<sup>th</sup> July 2016</b> <b>Governors agreed</b> that the minutes were an accurate and correct record of the meeting.</p>	Assessment had been carried out. The Chair expressed thanks to

	<p><b>Matters arising</b>  <u>Item 6, Pupil Attainment:</u> Governors requested that school staff produce a document for governors to show assessment of Y6 pupil's Writing against last year's assessment criteria.</p> <p><u>Item 13, Training:</u> <b>Governors agreed</b> that all governors should finish Prevent Training by October 2016.</p>	<p>CW for undertaking this task.  Governors to finish Prevent Training by Oct 2016.  Certificates to the Clerk.</p>
<p>9.</p>	<p><b>Vision and Mission Statements</b>  The Chair had circulated the Values &amp; Aims templates with comments from the governor Away Day. She asked all governors to carefully consider these documents prior to discussion at the next FGB.  <b>Governors agreed</b> to review the Mission and Values Statements very carefully and to discuss finer details during the next meeting. The Chair suggested that governors could note example of 'values in action' when in school. The aims or mission required more practical support and governors were asked to commit to specific actions at the next FGB.  <b>Governors agreed</b> that they were prepared to commit to a specific area within the curriculum (not Maths and English) in order to support teaching staff and be better informed.  SB noted that all staff at school felt fully supported by governors at St Ebbe's and felt everyone –staff and governors- was on one level.  JR reminded governors that their presence at school was vital If they were to fulfil their responsibilities.</p>	<p>Aims and values to be agenda item for next FGB</p>
<p>10.</p>	<p><b>Allocation to Committees + Links for vulnerable groups and P.E.</b>  <b>Governors agreed</b> the members of each committee:</p> <p><b>1. Curriculum and Standards Committee :</b>  SB, AG, HS, JR, SP, CW, JH</p> <p><b>2. Finance, Personnel and Welfare Committee:</b>  SB, SGL, SBJ, SH</p> <p><b>3. Admissions Committee:</b>  SB, JH</p> <p><b>4. Foundation Committee:</b>  SB, JF, AG, SH, JR, PW, SP</p> <p><b>5. Health and Safety Committee:</b>  SB, BH, Grahame Godby</p> <p><b>6. Statutory Committees:</b>  <u>Staff Discipline:</u> AG, HS, HS  <u>Pay Policy Appeals:</u> JR, PW, JF</p> <p><u>Pupil Appeals</u> BH, SH, JR</p> <p><u>HT Appraisal</u> SH, JR, HS and advisor</p> <p><u>Parent Council</u> BH, SBJ</p> <p><b>7. Governor Champions for vulnerable groups + PE:</b>  <u>Pupil Premium :</u> AG</p>	

	<p><u>EAL : ZT</u>  <u>PE : PW</u>  <u>SEND : JH, SGL</u></p> <p><u>Safeguarding : JR</u></p> <p><b>Governor Curriculum Links</b>  <b>Autumn</b>  PW: RE , SP: MFL, HS: Humanities</p> <p>Spring  JF: Science SBJ: Computing</p> <p>Summer:  SH: Music  JR: Art + DT</p> <p>Prompt questions designed to help governors streamline gathering information will be supplied by JR and SB. This would help to ensure that all governors can in the same way.  <b>Governors agreed</b> that two weeks’ notice of a proposed visit to the teaching staff is an acceptable time.  <b>Q:</b> What about rules with regards to photographs being taken of work/displays in order to support <b>A:</b> The school has a ‘no mobile phone policy’ and therefore no photographs can be taken on a mobile phone. The use of a school ipad, however, would be permitted.  <b>Governors asked</b> how they would best link with teachers.  <b>SB informed</b> governors that they would receive work email addresses of the teaching staff relevant to their area of link.</p>	<p>Governors to link with teachers of different subjects in order to plan their visits. Governors to speak to children and staff during visits about their designated area of support.</p> <p>SB &amp; JR to devise prompt questions for next FGB</p> <p>School to supply email addresses.</p>
<p><b>11.</b></p>	<p><b>Buildings Update + Health and Safety</b>  <u>Buildings Update</u>  SB reported that there was not enough available funding to update Swan Class presently.  However, the Conservatory would be turned into a bricked and roofed building for use with SEN Children. Work was due to commence in October Half Term. Architect Dan Wadsworth was meeting with SB to discuss details.  <b>Q:</b> Could alternative building firms be asked to tender as the current two remaining tenders were well-known but pricey companies.  <b>A:</b> Governors are encouraged to provide school with details of alternative builders.</p>	<p>AG to forward names to SB</p>

12.	<p><b>Training</b> The Chair asked all governors to commit to attendance at least one training session provided by the Diocese during the academic year. Governors were asked to note the date of the upcoming presentation from a variety of academy trusts at SS Mary and John. It was hoped that as many governors could attend in order to help the GB maintain control of the academy agenda.</p>	
13.	<p><b>Dates</b>  <b>Governors discussed and updated</b> the schedule for committee meetings.  FGB meetings to be held: 11<sup>th</sup> October 2016, 5<sup>th</sup> January, 3<sup>rd</sup> March, 25<sup>th</sup> May 2017 + Governor social in July 2017.</p>	
14.	<p><b>Date of next FGB meeting</b>  11<sup>th</sup> October at 6.30 pm at school.</p>	
	<p>The meeting closed at 7.45 pm with prayer led by PW.</p>	

Susanne Addis 30.09.2016