



**St Ebbe's**  
C of E (Aided) Primary School

**Headteacher: Tina Farr**

**Minutes of the Full Governing Body Meeting  
held on 5<sup>th</sup> February 2019 at the School**

**Present**

- Janet Rayment: Foundation Governor (JR) – Chair
- Hugh Starkey: LA Governor (HS)
- Tina Farr: Headteacher (TF)
- Malcolm Cubitt: Parent Governor (MC)
- Pete Wilkinson: Foundation Governor (PW)
- Katie Doorley: Parent Governor (KD)
- Steve Whitla: Foundation Governor (SW)
- Tony Lee: Foundation Governor (TL)
- Martin Thompson : Foundation Governor (MT)

**In Attendance**

- Jo Horn: Associate (JH)
- Clare Whyles:[CW]
- Phil Doubtfire: School Business Manager (PD)

MINUTES	ACTION
<p><b>1. Welcome, Apologies and Prayer</b></p> <p>The meeting started at 5pm and was opened with prayer led by Pete Wilkinson.</p> <p>Apologies were received and accepted from; Steph Gilroy Lowe and Joyce Francoise.</p> <p>The meeting was quorate.</p>	
<p><b>2. Declarations of any Business Interests</b></p> <p>There were no declarations of interest relating to this agenda.</p>	

Signed.....Date.....

<p><b>3. Notice of Any Other Urgent Business</b></p> <p>No items of urgent AOB were declared.</p>			
<p><b>4. Minutes and matters arising from the FGB meeting held on November 28<sup>th</sup> 2018</b></p> <p>4.1: The minutes were accepted as an accurate reflection of the meeting.</p>		<p><b>JR: Signed copy to office</b></p>	
Item 7B	<p>TL reported that he had updated the TOR for proposed combined Finance and Personnel &amp; Welfare Committees. Governors agreed that the new committee should be named the Resources Committee.</p> <p>Complete</p>		TL
Item 10	<p>The Governors Visit timetable needs to be added to Governor Hub. It was noted that documents being shared on Governor Hub should ideally be in .doc rather than .odt format.</p> <p>Ongoing action</p>		TL
<p><b>Action</b> (Item 10) TL to put Governors' Visits Timetable on Governor Hub</p>			
<p><b>5. Governor Training Reports: EIG</b></p> <p><b>Finance: HS</b> HS observed that it is important to review the narrative sections of the budget and account reports. A new budget is due to be drafted in March for sign-off at the beginning of May.</p> <p><b>Data: SW</b> Points to note from the Data course included:</p> <ul style="list-style-type: none"> <li>• Some apparently obvious questions were not always answerable</li> <li>• Reports include a large array of numerical information, possibly too much. Suggested that there is potential for streamlining to provide more focus.</li> <li>• Most data is focused on academic achievement rather than other, less easily measurable, aspects of schooling, such as wellbeing</li> </ul> <p>Governors observed that Ofsted are no longer asking for information in the same way as previously and consequently there may be opportunities to introduce new measurements of things that are considered valuable.</p>			

<p><b>Good to Outstanding Governance: SW</b>                  JR invited governors to discuss bullet points from SW’s notes from this Excellence in Governance course:</p> <p>Point 1: Governors discussed ways in which they could raise their profile within the school community. This included being present at school during the school day; being represented in written material such as newsletter; wearing badges identifying governors at school events. It was noted that it is not always easy for non-parent governors to have cause to be present at school during school hours. JR invited all governors to attend a school assembly. It was noted that the programme of governor visits will help in raising governors’ profiles in school.</p> <p>Point 2: TF confirmed that the SLT felt that governors were supportive and that there is a healthy relationship between governors and the SLT. CW suggested that the flow of information between governors and the SLT has improved.</p> <p>Point 3: Governors queried how their performance could be effectively judged. It was noted that Ofsted rate governors’ effectiveness.</p> <p>Point 4: JR questioned whether the idea of a skills audit, as a means of informing governor recruitment, was realistic. TF commented that the attraction of being a governor may grow as the role becomes perceived as more fun and not exclusively a matter of compliance and checking. It was noted that there had been four candidates for the last parent governor vacancy. Governors were invited to consider the balance of work between the FGB and their committees.</p> <p>Point 5: It was agreed that the FGB does effectively follow up on issues arising from previous meetings.</p> <p>Point 6: Governors briefly discussed whether existing processes and procedures were a barrier to delivering useful information. SW asked how the school could effectively deliver useful information without governors having to dig for it.</p> <p>Point 8: Governors agreed that they do have a clear purpose and believe that they do ask relevant and insightful questions, with which TF agreed.</p> <p>Point 9: CW commented that information produced by the SLT should be useful in itself and not just produced to satisfy governors.</p>	<p><b>Governors to attend school events when possible.</b></p> <p><b>For future discussion</b></p> <p><b>JR to source suitable skills audit</b></p>
<p><b>7. Governor Monitoring Reports</b></p> <p><b>Safeguarding: JR</b>                  As Safeguarding Governor, JR regularly meets with Designated Safeguarding Lead, Sue Whidborne (SW). A report had been previously circulated, and JR highlighted the main points.</p>	



<p>A new reading scheme has been implemented in KS2.</p> <p>TF reported that CPOMS (Child Protection Online Management System) will be demonstrated this week. CPOMS provides a consolidated platform for children’s behaviour, attendance and other records. TL advised that TF should find out where data is stored in order to ensure that this is compliant with GDPR.</p> <p>Governors agreed that a consistent approach to behaviour management is required as it was perceived that a variety of approaches had been used previously. It is anticipated that CPOMS may assist in determining the causes of poor behaviour.</p> <p>TF was asked what additional resources would help with behaviour management. TF indicated that additional HSLWs would be ideal. Nurturing and Parenting Courses would also help. It was suggested that funding may be forthcoming from SESA to fund such courses. TL suggested that the Resources Committee should also consider making funds available.</p> <p>TF reported that there are 56 first choice applications for places in EYFS for 2019/20.</p> <p>Governors discussed attendance issues. There are currently 38 children with poor attendance of whom 13 are in EYFS. TF advised that it is important to stress the importance of good school attendance from the outset. Although EYFS is usually over-represented in poor attendance statistics, CW advised that the problem is particularly concerning this year.</p> <p>TF reported that the new SBM started in January and has already had an impact on Breakfast Club and dealing with a GDPR issue.</p> <p>The staff survey has produced positive results regarding leadership and management. TF reported that staff are still adapting to new leadership but that new responsibilities have been embraced.</p> <p>TL suggested that it would be worth considering conducting the staff survey more frequently than annually in order to more quickly derive trend information.</p> <p>JR requested that the SIP be distributed to governors in advance of the FGB meetings to enable governors to identify questions in advance.</p>	<p>TL</p> <p>TF</p>
<p><b>8) Debra Kidd Visit: verbal CW</b></p> <p>CW gave governors an overview of the curriculum work recently undertaken with Debra Kidd.</p>	

<p>Teachers had appreciated the opportunity to develop plans “free of restrictions” which generated a lot of active involvement and positivity.</p> <p>To illustrate the process CW walked governors through a Y2 project about Water. CW described a framework which constantly returned to key themes of content, creativity, coherence, compassion and community.</p> <p>The exercise has delivered a toolkit for planning.</p> <p>CW indicated that the new curriculum is likely to exceeds the requirements of the National Curriculum.</p>	
<p><b>9. Model Complaints Policy</b></p> <p>Governors discussed the Model Complaints Policy.</p> <p>TF flagged that the policy distinguishes between a complaint and a concern.</p> <p>JR emphasised that the policy indicates that complainants should not approach individual governors. This is particularly relevant for parent governors. If governors are approached it may compromise their ability to be involved in the resolution process. The GB must act as a corporate entity.</p> <p>JR recommended that the model policy should be adopted. TF noted that the policy still requires personalisation. TL suggested that the anonymity clause might be re-considered since the option of anonymity might bring forward complainants and issues that would otherwise not be revealed.</p> <p>The policy was agreed subject to adaptations for school use.</p>	<p><b>JR, TF and JS [clerk] to adapt policy for school</b></p>
<p><b>13. AOUB</b></p> <p>JR reported that the Admissions Policy has been agreed by the governors.</p>	

<b>Dates of Future Meetings:</b>			
FGB	25 <sup>th</sup> April 2019	25 <sup>th</sup> June 2019	
C&S Committee	11 <sup>th</sup> December 2018	19 <sup>th</sup> March 2019	9 <sup>th</sup> July 2019
Foundation Committee	25 <sup>th</sup> March 2019		
P&W Committee	12 <sup>th</sup> March 2019		

The meeting ended at 6.50pm

After a short break, Governors then reconvened to begin the initial work on developing a revised vision for the school.

DRAFT