

**Minutes of the Full Governing Body Meeting
held on Tuesday 26 November 2019 5.00 p.m. at the School**

Present:

Steve Whitla (SW) - Chair
 Janet Rayment (JR) Foundation Governor - Vice Chair
 Tina Farr (TF) - Headteacher
 Pete Wilkinson (PW) - Foundation Governor
 Katie Doorley (KD) - Parent Governor
 Hugh Starkey (HS) - LA Governor
 Lauren Smallman (LS) - Staff Governor
 Jenni Williams (JW) - Foundation Governor
 Malcolm Cubitt (MC) - Parent Governor
 Tony Lee (TL) - Foundation Governor
 Martin Thompson (MT) - Foundation Governor

In Attendance

Clare Whyles (CW) - Associate Member
 Jo Horn (JH) - Associate Member
 Alana J Jackman (AJJ) - Clerk

Apologies

Joyce Francois (JF) - Foundation Governor

Actions Highlighted

MINUTES	ACTION
<p>1. Welcome, Apologies and Prayer</p> <p>SW welcomed everyone to the meeting. The meeting started at 5pm and was opened with prayer by PW.</p> <p>Apologies were received and accepted from Joyce Francois.</p> <p>There were no declarations of interest, other than those standing.</p> <p>Quorum The meeting was quorate.</p>	

<p>2. Minutes of the FGB Meeting held on the 1 October 2019 and any matters arising</p> <p>Actions from the 01.10.2019</p> <p>KD followed up the discussion from the previous FGB regarding the progression and destination of children to other schools. KD said that there was no real update; this was an historical issue, and that cohorts in other schools would be monitored.</p> <p>No other concerns or issues about the previous Minutes or Actions were noted.</p> <p>The minutes were accepted as an accurate record of the meeting.</p>	
<p>Compliance and Monitoring</p> <p>SW requested a quick update from Leads of the Committees</p>	
<p>3. Updates from policy areas:</p> <ul style="list-style-type: none"> <p>• Finance (TL)</p> <p>TL gave a detailed overview. The Committee met last month to review period 6. The Minutes were sent out. TL explained that the challenges the school faced needed to be brought to the attention of the Board, which were to do with the flows; although the ins and outs were as expected, some of the flows were due to macro conditions, for example the After-School Club, on EHCP and Staff Costs. It is likely there will be a deficit. The Committee were looking at various initiatives to reduce costs.</p> <p>A Governor raised the question: What does the shortfall mean for the school? Are there initiatives to reduce the shortfall?</p> <p>TL responded: The Committee is looking at resources. There are 16 fewer children that we anticipated to fulfil the budget.</p> <p>• Personnel and welfare (JF)</p> <p>JF was absent from the meeting therefore the update was appended to be reviewed in the next FGB Meeting.</p> <p>• Curriculum and standards (HS)</p> <p>HS outlined the importance of having a secure knowledge component within the curriculum, what is being done, and how it related to what came before and what happens afterwards. HS explained that subject leadership was going to be an important consideration, monitored by Governor Visits through the year. HS confirmed that staff found it useful to share their ideas and raise issues to be dealt with in the C & S Committee. HS gave an update on the £2,000 award received following the bid and the subsequent BERA Conference which TF attended. Ofsted Inspectors were impressed with the presentation. Governors congratulated HS on the success.</p> 	

<ul style="list-style-type: none"> Foundation (PW) There was ongoing discussion around reducing the numbers who have been withdrawn from morning assemblies and to try and address that in terms of monitoring collective worship. PW confirmed that Foundation Governors would carry out a series of monitoring visits to gather children’s views of assemblies. The new Relationships and Sex Education Policy (RSE) is to be in place in September 2020. There is to be a full consultation with parents and staff to review the policy and the committee is taking its cue from Government guidelines. PW mentioned the principles and processes that should be thought about as we go into RSE would be ‘What does relationships look like? TF has produced a plan as to how to approach the process. A draft policy will be in place ideally by the end of the year. Governors will have something by the 24 January 2020 and a chance to talk it through. Safeguarding (JR) The paperwork from the LA has been delayed. JR to update at the next FGB meeting. JR commented that Governors need to read the section that is designed for School Governors. Premises, Health and Safety A planned meeting has yet to occur. A Governor raised the question: Have we had a fire evacuation practice this year? MT: Yes SW concluded the item with confirming that the Headteacher’s Appraisal had taken place and it was successful. 	
<p>4. HT Report</p> <p>TF asked if there were any questions arising from the report before the update.</p> <p>There were no questions.</p> <p>TF used a PowerPoint presentation to bring the report to life. TF described how the school is using the concept of ‘Learnish’ as a way of embedding metacognition concepts in the classroom. Practical examples include working through the stages of how to write an effective diary; learning journeys with everyone working on a giant display of their outcomes for parents; and individualised support for SEN Children: how to recognise their emotions and what to do.</p> <p>A Governor gave an example and raised the question: Is there an equivalent thing for children who are exceptional?</p>	

<p>TF responded: Such children would not have an individual learning station but may also find visual timetables useful. Also that the design of the new curriculum provides challenge, but that it is an ongoing area for consideration.</p> <p>The discussion touched on various other matters: the Parent Survey; Lanyard Reminders to get absolute consistency among staff for children; teaching children about their behaviour and how it impacts on others positively or negatively; co-regulation via breathing techniques as a positive behaviour management strategy; and the positive outcomes as a result of engagement with learning. TF concluded with a brief outline on Monitoring and Evaluation: collecting qualitative data with an example of children taking home their passion for learning and inspiring their parents.</p> <p>A Governor commented that it was a great illustration of Learnish and raised a question: How do these initiatives fit into the overall vision?</p> <p>TF responded: Learnish makes it clear about the overall vision of the school. It enables power inside of themselves and not outside of themselves.</p>	
<p>5. Training: proposed attendance at EIG courses</p> <p>JR gave a brief explanation of the EIG courses. JR would leave it to the Governors to book their places. Governors to write a short summary of what they had learned and feedback at the next Governor meeting. The Clerk was tasked with keeping a record on GovernorHub. Governors to let the Clerk know once they had attended.</p>	<p>Clerk</p> <p>Governors</p>
<p>Vision, Strategy and Change</p>	
<p>6. Vision Picture: Sign Off</p> <p>Governors stood to see the Vision Map and to discuss the changes that SW had made to incorporate the detailed discussion from the previous FGB Meeting held on 01.10.2019. Governors shared positive comments. TF commented that SW had translated the vision accurately and that it was in her head consistent to the vision. Various small amendments were suggested, and one large one: to ensure that the staff and parent areas of the picture were overlapping, as a way to emphasise the importance of good staff-parent communication</p> <p>All agreed and thanked SW. The picture would be signed off when the small tweaks were completed.</p>	<p>SW</p>
<p>7. Policy review: Policy, Attendance, Collective Worship, Admissions</p> <p>SW outlined the idea of what a precise policy writing style could be like and what it would mean for the progression of meetings, as a contrast to the old-style LA Policies. SW pointed</p>	

<p>to the new policy for policy. SW emphasised the importance of maintaining a distinction between policy and procedures/guidelines. After which there was a brief discussion and SW asked if it made sense to everyone.</p> <p>Governors raised the points that it was important that there was consistency in the font and that Policies should be easy to find, especially the School’s contact details for parents to be able to report absences.</p> <p>All Agreed.</p>	
<p>8. Looking ahead: Strategy and Governor Ways of Working</p> <p>SW thanked everyone for taking part in and completing the Governor Self-Evaluation survey, which now gives the board a baseline from which to monitor future trends in its perception of its own performance.</p> <p>The meeting concluded with a discussion regarding the Committees and the Chair’s suggestion that smaller groups may be ideally placed to bridge the gap between the Committees and the FGB, and how best to report. The Chair emphasised that as this was a learning institution, the governing body should be learning as well. TL and MC volunteered to form an initial mini working party with SW, and to return to the FGB with proposals for new ways of working.</p> <p>All Agreed.</p>	<p>SW TL MC</p>
<p>9. AOUB</p> <p>Governors reviewed the Parent/Carer Survey 2018 & 2019. SW congratulated TF and the staff for an exceptional result. TF confirmed that a survey for SEND would also be sent out.</p> <p>JW closed the meeting with a prayer.</p> <p>The Meeting ended at 6.50 p.m.</p> <p>Next FGB Meeting to be held on Thursday 23 January 2020</p>	