



Full Governing Body Meeting

Monday 29th January 2018

Chaired by: Jill Skidmore

Clerked by: Laura McNulty

Present: Jill Skidmore (JS) Chair; Karen O'Connor (KO) Headteacher; Andrea Kirkland (AK); Sharon Redfern (SR); Mary Teeboon (MT); Caroline Boam (CB); Cat Labio (CL); Caroline Payne (CP); Helen Smith (HS) and Laura McNulty (LM) Clerk;

Action:

Governors were welcomed at 7pm by KO who gave a 30 minute presentation on SEN reforms and processes.

027 17/18 **Introduction and Welcome**

Following on from the training, JS welcomed Governors to the meeting at 7:40pm.

028 17/18 **What we are hoping to achieve this evening**

Governors hope to increase knowledge and understanding for improved strategic leadership.

029 17/18 **Any other business**

***** CONFIDENTIAL ITEM REMOVED *****

Agreed

030 17/18 **Apologies**

Sarah Bellicoso (SBe) was absent due to illness. Apologies were accepted.

Agreed

031 17/18 **Governing Body Membership**

The trustees continue to seek a Governor to fill the Foundation Trustee vacancy.

Rev Benson has notified school that he is on secondment until Easter. It is unlikely that an ex-officio replacement will be found before his return.

032 17/18 **Declaration of Business Interests**

There were no declarations of business interests in this meeting.

033 17/18 **Minutes of previous meeting**

Minutes of the meeting held on 27th November had been previously distributed. The minutes were agreed as correct and signed by JS.

Agreed

034 17/18 **Confidentiality**

Governors agreed that minute number 019 17/18 was to be marked as confidential.

Agreed

AK asked if teachers move automatically up the pay-scale. KO and JS explained that this is not automatic and only happens when teachers meet their targets and with the approval of the Governing Body.

035 17/18 **Matters arising and actions**

(113 14/15) Consider purchase re B Gregory – 'Bill's Bell'. Ongoing.

(010 17/18) Confirm trustee donation – Cheque received for full amount of interactive whiteboard with sincere gratitude. Completed and discharged.

(012 17/18) Confirm S Peters visit – to be arranged for next year. Completed and discharged.

(017 17/18) Resource training for SEF/SA weaknesses – held. Completed and discharged.

(019 17/18) Send card to EC – Completed and discharged.
(023 17/18) Safeguarding action and E-Safety Audit questions – Ongoing.
(012 17/18) Send website info to Governors. Completed and discharged.
(012 17/18) Report on website compliance. Completed and discharged.

036 17/18

Committees:

Curriculum Committee – Chair HS

KO talked through the minutes (23/1/18) and praised Governors for their numerous challenging questions. CB asked where does the Leadership and Management go next. KO outlined succession planning. Governors discussed processes for teacher appraisal and raising constructive feedback in a very small school. JS asked who monitors KO's teaching. KO confirmed that S Ford and D Holden had both appraised her teaching providing written feedback.

HS left the meeting at 8:20pm

Finance Committee – Chair JS

KO talked through the minutes (23/1/18). C Parsons attended to provide valuable feedback on the finance spreadsheet (BMS), offering views, advice and background information.

Pupil Premium is paid from April but the school strategy is to apply it from September to July for maximum benefit to the children. This could potentially impact on the budget, but is backed and agreed by Governors.

Agreed

Sports Funding is presently in a slight deficit, but has been budgeted for a 'worse case scenario' and could be favourably affected if the hall floor court case is positive. MT asked about plans to introduce online payments. KO replied that school is to trial it with the Lea Green payments, assess, and possibly roll out for all payments.

Buildings and H&S Committee – Chair JS

Not met.

Personnel Committee – Chair JS

Not met.

037 17/18

Headteacher's Report

KO talked through the report. Governors discussed the many impacts that repeated poor attendance will have on the school. KO explained that the EWO had held informal meetings with some families where attendance was significantly low, with cases possibly requiring referral. Governors discussed how attendance and safeguarding are closely linked, and the processes that are in place for recording and referring information. JS acknowledge how the school goes above and beyond in caring for and looking out for the well-being of children. Governors thanked KO for her report.

CP asked what definition the schools uses for a 'vulnerable' child. KO said that it applied to children with additional needs but not necessarily SEN, including children with Pupil Premium, in social care, with a MAT, health issues, low confidence and/or low self-esteem.

CP asked for definitions of poor and outstanding teaching. KO explained using marking as an example. Some marking is informative and gives clear direction for improvement. Other marking does not, so the child is left confused and demotivated.

038 17/18

Sports Funding and Pupil Premium

Discussed previously.

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| 039 17/18 | <p>Policies The following had been previously distributed and were accepted and adopted by Governors without amendments:</p> <ul style="list-style-type: none"> • Drugs • Disciplinary Appeal Staff • Recruitment and Selection • Curriculum & SEND Committee • Protocol for Governor visits to classrooms • Finance Committee • Buildings / H&S Committee • Marking • Job Descriptions • Admissions • Aims of the School • Appraisal & Pay • Personnel Committee • Governor Induction Pack <p>CP requested that the mission statement included 'enable children to fulfil their academic potential'. Governors agreed. KO to add, and email to JS for signing.</p> | Agreed |
| 040 17/18 | <p>School Improvement Plan KO talked through the SIP. CP asked about the colour coding in maths books. KO replied that green was for problem solving, yellow for fluency and white for arithmetic.</p> | Agreed |
| 041 17/18 | <p>Chairs Report Reported under AOB.</p> | |
| 042 17/18 | <p>Extended Services / Explorers CP discussed Explorers. Mel Fisher has resigned due to personal reasons. The vacancy has been filled by Amber Slack, but there are problems covering Wednesdays.</p> <p>The school hall is rented to Explorers free of charge as the benefit to the school far outweighs the costs. Governors unanimously agreed to keep this free of charge, to be reviewed in September 2020.</p> | Agreed |
| 043 17/18 | <p>Parent View No information for discussion.</p> | |
| 044 17/18 | <p>Budget Discussed previously</p> | |
| 045 17/18 | <p>Private School Fund KO confirmed that the PSF had been independently audited by A Hollinrake.</p> | |
| 046 17/18 | <p>SFVS The SFVS had been previously completed and distributed. Governors agreed it as correct and it was signed by JS, to be sent to DCC for submission.</p> | Agreed |
| 047 17/18 | <p>Virements, Approvals, Disposals and Transfers KO requested that 5 (rather than 3 previously stated) PC's of extreme age and running on Microsoft XP be disposed of due to the threat of software viruses. Governors agreed.</p> | Agreed |
| 048 17/18 | <p>SEND Previously covered</p> | |
| 049 17/18 | <p>Safeguarding Previously covered</p> | |

- 050 17/18 **Governor Visits**
KO asked for volunteers to talk to the children about E-Safety and anti-bullying. AK and CL to arrange a convenient time with KO.
- 051 17/18 **Correspondence and Information for Governors**
DCC Training on 2/10/17
Governors 'quiz the HT' evening on 16/10/17
- 052 17/18 **AOB**
Governors admired the new blinds throughout school which are light, clean and classy.
- What have we achieved that will make a difference to the children in our school?**
Governors feel that they have increased confidence in asking questions and challenging answers.

The meeting ended at 10:40pm.

Date of next meetings: **Monday 12th March 2018**
Monday 21st May 2018
Monday 16th July 2018

All meetings start at 7:30pm and are held in Taddington School.