

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON
THURSDAY 8th SEPTEMBER 2016 AT 18:50 PM**

Present: Nicola French (NF); Mike Warren (MW); Marion Clutterbuck (MC);
Emma East (EE) ; Andrea Hodgson (AH); Karen Hodson (KH); Jessie Newitt
(JN); Mark Parrott (MP); James Pitkin (JP); Robert Stratford (RS);

In attendance: Mike Knights (Clerk);

KEY ACTIONS SUMMARY from MINUTES

Item	Minute	Action	Target Date
8	6.a Marketing Meeting	NF	ASAP
14	Timetable to update and circulate	Clerk	09/09/16
19.4	Pay Policy Confirmation	All	11/10/16

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MINUTES of MEETING

Item	Minute	Action	Target Date
	Meeting opened with a prayer. Apologies received from Kim Jackson.		
1.0	The attendance register and declaration of pecuniary interests was signed and none were declared against the agenda items of this meeting. Apologies received from Kim Jackson (KJ)		
2.0	The meeting was opened by Clerk who asked for nominations for Chair. Only one was received for Nic French. A vote was conducted which was unanimous. Meeting handed to Nic French for the remaining agenda items. The chair position is for 12 months and will run until Sept FGB 2017.		
3.0	Nominations requested for Vice Chair. One received for Robert Stratford. Mr Stratford was elected by a unanimous vote. The vice chair position is for 12 months and will run until Sept FGB 2017.		
4.0	Governors welcomed Marion Clutterbuck as a new Foundation Governor.		
5.0	Clerk clarified that there is an outstanding vacancy for a Co-Opted Governor. In addition future planning for 17/18 chair was raised. Refer Item 6. Two governors, Emma East and Andrea Hodgson complete their 4 year tenures during 2017.		
6.1	The WGB training was scheduled for October 12 th on the subject of Developing links with the Community. A briefing meeting on course content with the lecturer - Chris Slater was proposed for Monday 3 rd October.		
6.2	A possible arrangement for Emma East and Mark Parrott to train to be chair in 2017-2018 was discussed. They will attend appropriate courses during 2016-2017.		
7.0	Minutes of meeting 4 th July were reviewed. Item 5.a It is 12 leavers in Yr 6 Item 6.a JN reported, not EE. Item 8 Remove 'A governor asked groups'.		

	<p>Item 10.3 Insert actual figures. With these items corrected governors approved the minutes. Signed by Chair.</p>		
8.0	<p>ACTION SUMMARY 5.b Done 5.c Done 5.h HT to implement. Complete 5.j Transport Strategy - passed to F & S Committee. Done. 6.a Marketing - NF/EE/MW/MC to meet at Friday session to develop brief to improve positive marketing position of school. JN to approach possible volunteer with brief. Meet with KH and MW. 7. WIP - Report at Nov FGB. 8 Done 9. Done 10. Ongoing with positive interest. Meeting/Presentation on issues and opportunities with TV school (Kathy Dilliston) and other chairs and HT's of Cluster schools on 20th September Meeting objective to establish real interest and commitment to proposals. 11.2 MW to report to FSA. Complete. 13 Accident Procedure. HT to review. Complete 15. Done 16.1 MP to attend public meetings and report on real educational funding available. MW advised governors the school had written to support the development.</p>	<p>NF JN</p>	<p>ASAP After meeting</p>
9	<p>Matters arising</p> <p>A governor asked if a pupil with learning difficulties was still joining the school. MW advised this was not happening now.</p>		
10	<p>Governors agreed to keep the F & S Committee and P & S Committee memberships as current. Terms of reference will be reviewed at first meetings. Delegated powers will remain as current.</p>		
11	<p>Head Teacher PM Committee - JP/RS/KH . Meeting with LLP to be scheduled to suit all.</p>		
12	<p>Governors agreed to the following appointments</p> <ol style="list-style-type: none"> 1. SEN RS with shadow by JN in preparation for future years. 2. Pupil Premium MC 3. Safeguarding KJ 4. DTG RS 5. Forum Rep MC 6. Family Forum MC 7. Able Child - JN 		

13	The SEF Panel governors were agreed as JN (Lead), NF/KH/EE/MC		
14	<p>Timetable - Plan of Business for Year.</p> <p>Draft timetable discussed and agreed. Clerk to circulate.</p> <p>The first P&S meeting and F&S meeting were timetabled. Additional meetings to be agreed as appropriate. F & S 4/10/16 P & S 17/10/16</p> <p>The first Pay Committee meeting was confirmed as 11th October.</p> <p>WGBT set for 12th October 7pm - 9pm.</p>	Clerk	9/09/16
15	School Improvement - EE to continue to lead Governors responsibilities to remain as current.		
16	Special planning committee meeting postponed and will be rescheduled. Report to next FGB.	KJ/NF	
17	<p>HT Report.</p> <p>HT highlighted the challenges with the coming year and advised on his timescales for planning deadlines and other key dates.</p> <p>A governor asked about the POR and this is confirmed as 76. Another governor questioned the intake level. This is 11 children into Year R.</p> <p>An additional governor question was raised on likely intake during the year.</p> <p>MW advised there is some interest but nothing formal yet.</p> <p>NF raised the issue of marketing the school better and addressing some negatives in the community. This will be within the brief of marketing group. Refer Minute 8 Item 6.a.</p>		
18.0	<p>Safeguarding and Safety Audit.</p> <p>KJ scheduled to visit school and input to questionnaire which has to be submitted by end October.</p>	KJ	
19.0	<p>Policies</p> <ol style="list-style-type: none"> 1. Governors voted unanimously to adopt MOPP and all amendments added during the year. 2. Governors voted unanimously to adopt the Manual of Financial Practice and Procedure and all amendments added during the year. 3. Governors confirmed the Standing Orders and 		

	<p>adherence to Choices and Good Practice.</p> <p>4. Pay Policy - MW has reviewed and localised the current HCC Model pay policy. Policy approved and adopted unanimously pending any objections lodged by governors before 11th October.</p>	All	11/10/16
20.1	<p>AOB.</p> <p>A governor raised the question of reminding parents on the free school meals circular. Parents should be reminded to return as information important for school finances.</p> <p>MW confirmed letters were being sent out and JN confirmed the topic will be in newsletter</p>		
20.2	<p>MP advised governors a Winter Ball is being organised as a fund raiser - January Feb 2017. Further details to come.</p>		
21.0	<p>Date of next meeting 8th November 2016.</p> <p>Meeting closed at 20:45pm</p>		

Approved *N.K. French*

Date.... 10th November 2016