

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON TUESDAY 17th MAY 2016 AT 18:54**

PM

Present: Nicola French (NF); Mike Warren (MW); Emma East (EE) ; Andrea Hodgson (AH); Karen Hodson (KH); Kim Jackson (KJ); 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
3	Correct Minutes	Clerk	July FGB
4	Banner for School SIP Monitoring Workshop Governors responsibility in Equality Documentation Inspection Framework	KJ NF NF/Clerk KJ/MW	June F & S July FGB July FGB
5.c	Capital Budget Deferred to F & S for presentation to July FGB	KJ	July FGB
6.b	Use of Sports Premium	MP/MW	
7	Pupil Premium Report Letter from School to parents re PP	NF MP/KF	31/05/16
9	Skills Audit	NF/EE	
8	Subject Leadership Workshop MW to advise date and format	MW	30/04/16
9	PP Visit to organise Governors succession planning	NF/EE NF/ALL	Early Summer Term
10	EE at School Council Meeting Cluster Cooperation on Ed Psych	EE KJ	
11.0	Notice/Check/Share MW/NF to review in WTPS context.	MW/NF	17/05/16
12	HCC Accident Procedure raised by Clerk	Clerk/MW	
13	Status of SEN Policy to be checked	Clerk	July FGB
14	Governor's Knowledge of School Day Conference for Governors - June White Paper Update	RS NF/EE NF/EE	Sept FGB
15.2	Possible Funding from village planning Application	KJ	June F & S
16	Date of Next Meeting to be moved	Clerk	ASAP.

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HELD AT WEST TYTHERLEY SCHOOL
ON MONDAY 17th MAY 2016 AT 18:54 PM

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

In attendance: Mike Knights (Clerk);

MINUTES of MEETING

Item	Minute	Action	Target Date
1.0	Meeting opened with a prayer.		
2.0	The attendance register and declaration of pecuniary interests was signed and none were declared against the agenda items of this meeting. Apologies received from Marion Clutterbuck		
3.0	Minutes of meeting 11 th April 2016 were reviewed. One sentence in Item 11 referring to Cyber bullying was incorrect and governors agreed to delete and then accepted minutes as a true record. Signed by Chair.	Clerk	
4.0	Item 3 ii. No feedback - Item closed. Item 3.iv MW felt the colours concept was not helpful but would include success criteria against each item. Agreed and closed. Item 8.1.1 Complete Item 6.a Complete Item 6 a Banner for school. No report. Deferred to F & S for action. Item 8 Complete. Item 8 SIP Monitoring Workshop. No action to date. NF proposed a meeting NF/EE/MW to scope and schedule. Item 9 Item complete. Awaiting NF report. (PP visit) Item 10.b.1 Governors responsibility in Equality Document - Deferred to July FGB. Item 11 (Notice/Check/Share) ongoing- Friday meetings. Item 11.1 Inspection Framework - Prepare for July FGB Item 11.1 Safeguarding Strategy - Complete. Item 11.2 Induction Course Feedback - Complete. Item 12. Cluster Meeting - NF advised good meeting and ongoing actions passed to F & S.	KJ NF NF/Clerk NF/MW NF/MW	F & S Meet. July FGB July FGB

5.0	KJ advised governors the new funding formula was not published yet so budget presentation might vary slightly when this was clarified.		
5.a	<p>Budget approval</p> <p>KJ summarised the discussions held at F & S meeting and clarified why decisions had been taken. MW explained the figures for 16/17, 17/18 and 18/19.</p> <p>Governors reviewed figures and explanations and unanimously agreed with proposed budget which shows a small cumulative surplus. Signed by Head teacher and chair.</p> <p>INCOME £ 513,413.00 EXPENDITURE £ 528,678.00 In year Surplus (£15,265.00) CARRY FORWARD £ 15,761.00 CUMULATIVE SURPLUS £ 496.00</p>		
5.b	<p>Finance & staffing strategy.</p> <p>MW explained the staffing strategy and associated financial implications for future years.</p> <p>Governors explored the implications of these with respect to all pupils, teachers and classes as well as SEN requirements</p> <p>Governors agreed the proposals and supported the strategy unanimously.</p>		
5.c	Capital Budget - Discussion deferred to F & S in June for presentation to July FGB.	KJ	June F & S
6.0	Head teacher report.		
6.a	<p>Report circulated as briefing paper. Governors had reviewed and accepted report.</p> <p>It was noted an item on page 2 referenced a link to a website which was not listed.</p>		
6.b	<p>LLP Report - circulated beforehand . MW summarised key items and suggested actions.</p> <p>A governor questioned whether engaging an external provider for Maths was included in current budget. MW confirmed it is.</p> <p>MW also advised an external audit is being considered to focus on English.</p> <p>Use of the sports premium is in hand. MP/MW meeting to organise.</p>	MP/MW	

6.c	<p>Governors accepted all other points.</p> <p>SAT's A governor enquired if teachers had any feedback on likely results.</p> <p>MW/AH confirmed their observations were that the Reading tests were extremely challenging. Maths tests were fair SPAG tests were fair.</p> <p>No moderated feedback as yet.</p>		
7	<p>Pupil Premium Report Work ongoing. NF has met with Helen. Good data showing progress of PP but no comparative data on non PP available yet to establish whether the use of PP is effective in 'closing the gap'.</p> <p>New data - NF to write report with target date end of May. Another meeting is scheduled before end of school year.</p> <p>Governors questioned whether the school had identified and recorded ALL PP children as this is important and also affects possible income stream.</p> <p>MW advised KF (School Officer) will do a new letter to parents identifying benefits to school (as well as pupils). MP is supporting this activity to ensure all relevant children are included.</p>	<p>NF</p> <p>MP/KF</p>	<p>31/05/16</p>
8	<p>SIP - Sports premium. MP is due to meet with MW to analyse effectiveness of spend.</p> <p>RS monitoring playground behaviour EE School Council meet to look at enhanced opportunities for children in Responsibility and Leadership.</p> <p>MW also advised new opportunities will be available for TA development in Leadership. Programme launches in September.</p> <p>NF advised MC had attended a Family Forum meeting.</p>	<p>Clerk</p>	<p>July FGB</p>
9.0	<p>Skills Audit NF proposed running a skills audit again. Governors believe the GB is well balanced but need to identify what other contributions governors can make and the opportunities for succession in future.</p> <p>NF advised the GB needed to consider a transition period for a new chair as this had been extremely useful for her and ensured a continuity. NF would support a nominee for new</p>	<p>NF/EE</p> <p>ALL</p>	<p>Early Summer</p>

	chair in 17/18 being identified by July.		Term
10	<p>P & S Report EE Report</p> <p>Minutes circulated as briefing for governors. EE summarised key points.</p> <p>SIP updated and circulated to staff and governors. Year 3 and 4 Tracking data for Autumn and Spring terms shows most children will meet ARE. Evidence also of any gaps being closed.</p> <p>The school council has been reinstated and EE will attend the next meeting.</p> <p>Various activities to improve and broaden pupil responsibility are in place.</p> <p>A teaching assistant is designing a progressive leadership award, which will be launched in September.</p> <p>RS has met with HS (Senco) and a new tracking system is providing good data.</p> <p>Possible co-operation with Cluster schools allowing sharing of Educational Psychologist SLA was noted. F & S committee to explore.</p>	<p>EE</p> <p>KJ</p>	
11.0	<p>Safeguarding</p> <p>MW advised all staff are being trained on PREVENT at the June Inset day. Governors are welcome to attend.</p> <p>An online Certification is available for governors.</p> <p>MW confirmed he is updating the Safeguarding policy to include references to PREVENT.</p>		
12.0	<p>Health & Safety</p> <p>No incidents to report.</p> <p>Clerk raised awareness of new HCC Procedures. MW to review.</p>	Clerk/MW	
13.0	<p>Policies</p> <p>First Aid</p> <p>Collective Worship</p> <p>These policies are being updated managed by P & S.</p> <p>Status of SEN policy raised. Clerk to check and advise.</p>	Clerk	
14	<p>Governor Training</p> <p>Awaiting feedback from MP/MC Induction Course</p> <p>Cluster Development</p> <p>Governors to improve knowledge of school/layout/staff locations/rules etc. RS will raise again at September FGB</p>	RS/Clerk	September 16

	Day Conference for Governors June 16. NF/EE to attend.	NF/EE	
	White Paper Update - July 16 NF/RS will update governors at July FGB.	NF/EE	July FGB
15	AOB		
15.1	MW advised governors of preferred Inset Dates. 5 th September 2016 31 st October 2016 3 rd January 2017 24 th April 2017 5 th June 2017 A governor questioned if all cluster schools were using same dates. MW advised schools did not all choose same dates but School would change 3 rd January 2017 date to coincide with all cluster if necessary. Governors discussed and approved proposed dates.	MW	
15.2	MP raised issue of possible funding from a Section 106 Planning application. The educational element of this might benefit school. KJ was requested to follow up and understand details of opportunity.	KJ	June F & S
15.3	RS asked if there were any impact yet from a legal decision on IOW regarding removing children from school in term time. MW advised no impact yet.		
15.4	Tony Quinn (Gov Services) has written a letter of congratulations to West Tytherley on the school's OFSTED inspection results.		
16.0	Date of next meeting was scheduled for 12 th July. As this conflicts with a school activity it was proposed to change the date to 6 th July. Clerk to check and advise. Meeting closed at 20:46pm	Clerk	

Approved  Date 4th July 2016