

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON TUESDAY 26th JANUARY 2016 AT
18:50 PM**

Present: Nicola French (NF); Mike Warren (MW); Marion Clutterbuck (MC);
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
3.0	Revised SEF to all governors Governors to advise feedback to MW Complete website info Colour code SIP and hold on dropbox	MW All Clerk MW	31/01/16 29/02/16 02/02/16 31/01/16
5.1	Governor Website Information to JN	Clerk	ASAP
8.1.1	Circulate SIP to staff	MW	31/01/16
8.1.3	Use of visit report process	ALL	On going
11	Website Data	Clerk	31/01/16
12a	NF to continue efforts to arrange a meeting with cluster schools	NF	End Feb 2016
14.1	Raise question of HCC Admissions policy re Wiltshire area	Clerk	31/01/16

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MINUTES of MEETING

Item	Minute	Action	Target Date
1.0	Meeting opened with a prayer. The attendance register and declaration of pecuniary interests was signed and none were declared against the agenda items of this meeting. There were no apologies.		
2.0	Minutes of meeting 24 th November 2015 were reviewed and accepted with rider that Item 12 in Action items was not allocated to JN. Clerk to correct. Signed by Chair.		
3.0	Action Summary Item 4 SIP Complete Handled via Family forum. SEF No feedback received. SEF copy to MP - Complete. A revised version has been generated. Will be sent to all governors. All governors to review and advise feedback Item 6.0/7.0 Website Info in hand. Clerk to complete New Governor - In hand Governor profiles - Complete Item 8.3 Glazing Survey - In Hand Item 9.2 Complete Item 9.6 Governor interest areas - Complete Item 9.7 MW agreed and is implementing MASTER to be held on dropbox for all to see/access. Item 10 Complete Item 12 In hand. Clerk to correct name allocation on minutes. All other items complete, passed to committee or an agenda item for this meeting.	MW All Clerk MW	31/01/16 29/02/16 02/02/16 31/01/16
4.0	Matters arising		
5.0	Governing Body Membership - Chair confirmed one additional governor required and discussions were still underway with a potential candidate who was expressing serious interest. A school visit is being arranged.	NF/MW	

	<p>2. Budget and PP issues.</p> <p>Governors asked MW to look at outturn for year to establish if any funding could be found for booster sessions. P& S had identified that a lack of booster sessions could affect SATS results and requested a review of the budget to see if reallocation of funds could enable this.</p> <p>MW confirmed this had been done and there was no real slack. A sum of £1000 could be re-allocated. This could help for a few weeks but generated a risk with regard to the retained budget for supply</p> <p>MW confirmed booster sessions were being run in some instances by staff operating voluntarily.</p> <p>One governor queried if parents could assist - in helping with reading. MW advised not. It must be performed by teaching staff.</p> <p>A governor noted that it feels like the booster sessions are coming late. Is the money being spent wisely.</p> <p>New data which OFSTED will review - A governor queried whether Yr 6 children had made expected progress?</p> <p>Another governor re-iterated the LLP had flagged the school performance was very close to 'floor standard' which will be noted by OFSTED.</p> <p>MW advised in the small school environment 1 child could represent 8.5% in data reports.</p> <p>A governor highlighted need to focus on best outcome within constraints. What decision should they focus on?</p> <p>MW proposed - By allocating £1k (which had been for supply teacher cover) AH could be released and focussed on booster with support from other teachers. A governor asked for a vote on this proposal. Governors supported unanimously with MW to use as appropriate.</p>		
<p>8.0 8.1</p>	<p>EE reported on SIP document.</p> <p>Areas of responsibility allocated in her report. No disagreements from governors so adopted.</p> <p>Governor questions</p> <ol style="list-style-type: none"> 1. Have staff seen SIP? This was unclear. MW will send updated Plan to all staff immediately 2. How do staff know who might liaise with them? Currently an informal linkage.- Governor contacts 	<p>MW</p>	<p>31/01/16</p>

	<p>teacher directly. This should be part of a basic protocol of courtesy.</p> <p>3. The visit report system procedure should be adhered to with all reports agreed with the staff member concerned, signed off with the HT and then placed on drop-box? Teacher/MW/signature/archived.</p>	ALL	
9.0	Governor SEF Action Plan previously circulated for review by governors - Agreed unanimously.		
10	Governor Visits. Following procedure reports, will be stored in common directory on Drop Box (see above for related procedure).		
11.0	Templates prepared. Clerk to finalise entries and add attendance data. Supply final sheets to JN for publishing on website.	Clerk	31/01/16
12.a	<p>F & S Committee KJ report.</p> <p>IT - PTA funding supported purchase from Lockerley. All in hand.</p> <p>Budgetary control. Kim Furness monitoring finance very closely to minimise expenditure.</p> <p>Procurement Approach made to cluster schools regarding shared purchasing. Mixed response but 3 schools interested (Lockerley, Broughton, Wallop). NF to continue efforts to arrange a meeting</p>	NF	end Feb 2016
12.b	<p>P & S Committee EE report</p> <p>LLP report reviewed.</p> <p>Raise on Line data - School now using new objectives based monitoring/tracking system. System flags areas requiring intervention on staff/pupils.</p>		
13.0	Governor Training		
13.1	WGBT scheduled for 3rd February 2016		
13.2	Training Policy added to Policy Review Schedule.		
13.3	Training Planner prepared (early draft)		
13.4	Confirm school wishes to continue with 3yr SLA on training.		
13.5	DTG noted e learning sites cost £250. Should be used more.	All	
14.0	Policies		

14.1	Admissions policy - HCC policy adopted. A governor raised the issue of geographical catchment area. There is no protection for children from Wiltshire/West Dean. West Tytherley takes from parts of Wiltshire but this is excluded from policy. Clerk to check position.	Clerk	31/01/16
14.2	Equality Policy update delegated to P & S for detailed update. Return to FGB for approval.	P & S	03/03/16
15	Staffing Structure MW explained his proposals for school staffing structure for Yr 16/17. Governors agreed to review and discuss at future meeting.	Clerk	TBA
16.0	Date of next meeting 22 nd March 2016 Meeting closed at 21:45pm		

Approved *N.K. French* Date....11th April 2016