

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON TUESDAY 19th November 2013 AT
6:45PM**

Present: Nicola French (NF); Mike Warren (MW); Amy Byam(AB); Emma East (EA); Andrea Hodgson (AH); Kimberley Jackson (KJ); Jane Rimmington (JR); Robert Stratford(RS); Graham Wright (GW);part
In attendance: Mike Knights (Clerk);

KEY ACTIONS SUMMARY from MINUTES

4.0	Sept 10 Item 6.1 Governor profile Data	3 gobs	30/11/13
	Sept 10 Item 17.1 Banner	MW	28/1/14
6.a.2	SIP Chairs reports	SIP Chairs	27/03/14
6.a.5	Visit Reports Standing Agenda Item	NF/Clerk	
	SIP monitoring groups to provide completed action plans to NF	All	
6.b.	Governor visit forms to be returned to school	RS/JSW/ ALL	
	Gov SEG to monitor Priority 2b	AB/JSW/ EE/KA	
	Vision statement	NF/MW	
7.1	Confirmation of attendance data	MW	29/11/12
7.8.1	Questions to MW	ALL	
7.8.3	Committee Reports to FGB	GW/NF	
	Raise on Line for JR	MW	
7.10	Teaching performance	MW	28/1/14
7.12	Issue concerning child safe-guarding	MW	
8.a.0	F & S TOR	GW/NF	28/1/14
8.a.2	Pupil Premium Report	GW	28/1/14
10	WGB Training	RS	
11.1	Minor amendments to Complaints Policy	MW	28/1/14
	Preparation and circulation of F&S ToR's	GW	28/1/14
11.2	Communication of complaints form to parents	NF/MW/ KJ	20/12/13
12	Communication of situation re music lessons to parents	MW	29/11/13

5.0	Matters arising: All matters arising are completed or addressed by agenda items		
6.a.0	Monitoring of the SIP. Following SIP Workshop new structure for SIP Monitoring.		
6.a.1	Chair thanked all governors and staff for their support and contributions to workshop which was judged extremely useful and set a good basis for going future work and established a good rapport. Importantly, it established a constructive link between governor visits and SIP monitoring. AH confirmed the staff feedback was also very positive.		
6.a.2	Two working groups each studying two of the four objectives to report back at March 27 FGB.	Group chairs.	27/03/2014
6.a.3	A governor asked about visit reports and their monitoring. It was agreed they would be sent to NF who would coordinate with MW/RS and have filed in Governor Minutes book.	All governors/ NF	On going
6.a.4	RS and JSW have made visits. Reports to be passed to NF.	RS/JSW	30/11/2013
6.a.5	Visit reports will be made a standing agenda item at FGB	NF/Clerk	
6.a.6	Graham Wright joins meeting at 19:24pm,		
6.a.7	A governor added a request from KA that she be included in Governor SEF activities to ensure active follow up of Priority 2b of the SIP, concerning improvement of the GB.	AB/KA	
6.b.	The Vision statement. NF advised that the GB was due to work with MW to review the school vision and also to consider the vision of the GB in the New Year, Clerk to add to agenda. NF/MW to prepare to lead this topic at Jan meeting	Clerk/ NF/MW	28/01/2014

7.0	<p>As agreed summary school SEF report used by MW as qualitative HT report. Also tabled monitoring data to give detailed understanding.</p> <p>No on Roll 93 3 leavers (1 to private school 2 relocation) 3 new joiners.</p>			
7.1	Attendance 96.58% MW figures require reconciliation and will report via email prior to next meeting.	MW		
7.2	A governor asked if there were still targets and if absences were reducing. MW confirmed no targets but new strict procedures were reducing unauthorised absences.			
7.3	A governor asked about the consequences of absence. MW and AH confirmed could normally identify loss in learning for children absent from school.			
7.4	A governor challenged the 5 day absence limit and who set this. Chair advised that the governors set this with guidance from DfE.			
7.5	<p>MW explained the attainment figures tabled. A governor reminded governors that a lot of resource had been committed to a particular cohort and questioned if this had been well spent.</p> <p>MW confirmed cohort included both SEN and FSM pupils and they had all achieved expectations with good progress for all.</p> <p>A governor asked MW what lessons had been learnt about when additional resource should be applied.</p> <p>MW & AH stated</p> <ul style="list-style-type: none"> • Intervention should be started as early as possible • Pupil premium should be used throughout the school not just yr 6 • The school now has an Inclusion Manager who is fully accountable for monitoring children continuously and is involved with termly pupil progress meets. The Inclusion Manager is also responsible for SEN and able pupils so ensures that these children are properly tracked and followed through this process. 			
7.6	<p>Governors queried KS1 data for 2013 and what improvement was shown over 2012.</p> <p>Governors also challenged MW on a number of topics</p> <ul style="list-style-type: none"> • Contribution from PTA • Spelling teaching and homework • Year R Representative 			
7.7	<p>A governor confirmed P & S Committee have requested MW and Inclusion Manager to respond to these and other questions based on RAISE online data and Pupil Premium Intervention effects.</p> <p>All governors asked to submit any questions for MW after</p>		All	

7.8.1	Christmas and these will be addressed, F & S committee also exploring cost effectiveness and value for money of Pupil Premium. Agreed that NF would consider scope to wrap 2 sessions into one and treat as an additional governor working session.	MW/NF	28/01/2014 30/11/2013										
7.8.2	Reports to be presented to January FGB												
7.8.3	JR requested access to Raise on Line data. MW to arrange password. Quality in Teaching.	MW	28/01/2014										
7.9	Chair does not have a good feeling of where the school and staff are in the regime now in place. MW/AH requested to observe and feedback to staff and governors.												
7.10	MW to report back to next FGB on overall picture of teaching performance and pupil performance and explain trends so governors can be better informed.	MW											
7.11	A governor questioned what role the LLP was playing in improving school. MW confirmed he was working with Stella Counsell and had requested two visits (Autumn and summer term) looking particularly at leadership as focus of visits.	MW	28/01/2014										
7.12	A governor raised an issue concerning child safe-guarding. It was agreed that MW would investigate and report back to the next FGB.	MW	28/01/2014										
8.a.0	F & S Report - Minutes of committee circulated as briefing. TOR review complete but document not prepared. Will be presented to next FGB	GW	28/01/2014										
8.a.1	Budget Revision. Committee recommend the budget at <table border="0"> <tr> <td>INCOME</td> <td>£497,431.00</td> </tr> <tr> <td>EXPENDITURE</td> <td>£521,641.00</td> </tr> <tr> <td>In Year deficit</td> <td>(£ 24,210.00)</td> </tr> <tr> <td>Carry fwd</td> <td>£ 35,440.00</td> </tr> <tr> <td>TOTAL</td> <td>£ 11,230.00</td> </tr> </table> Major revision involves additional staff costs due to a maternity resignation. Some small savings made in other budget areas.	INCOME	£497,431.00	EXPENDITURE	£521,641.00	In Year deficit	(£ 24,210.00)	Carry fwd	£ 35,440.00	TOTAL	£ 11,230.00		
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	All governors understood and supported revisions and accepted budget which will be signed by chair.		
8.a.2	The pupil premium issues will be addressed at next FGB.	GW	28/01/2014
8.a.3	Pay committee has met and new Pay Policy prepared for ratification (See item 11.b)		
8.b.0	P & S Report - Minutes of committee circulated as briefing. TOR review complete and presented to FGB (See 11.a)		
8.b.1	<p>A governor questioned the procedure for briefing FGB on committee discussions and recommendations. Concept of a briefing document to highlight recommendations and decisions has been explored. However the details behind decisions were not in such a document.</p> <p>Clerk asked to clarify best practice:</p> <ul style="list-style-type: none"> • Committee minutes should be prepared and agreed by Committee chair. • Agreed minutes sent to all FGB members as part of briefing pack 7 days prior to FGB meeting. • Committee chair should summarise key decisions and recommendations in verbal report at FGB meeting • Committee chair should be able to address any challenges at FGB by reference to minutes of committee. • FGB accepts minutes (or requests a review) and accepts/ratifies decisions made by committee. <p>Clerk also explained status of meeting minutes</p> <p>All minutes, both committee and FGB are documents which can be inspected by a relevant person.</p> <p>Schools legally must display the FGB minutes for public view.</p> <p>Normally committee minutes are not displayed but used only to inform FGB members.</p>		
8.b.2	<p>P & S committee felt RAISEonline data required proper analysis so planned to review data and prepare questions for Headteacher & Inclusion Manager at next P&S committee meet, subject to 7.8.1 above.</p> <ul style="list-style-type: none"> • Issues for review effectiveness of interventions funded through the Pupil Premium • Detailed understanding of RAISEonline data • Monitoring of SENCO by JSW • New SEN code of practice RS and JSW 		

9	<p>MW tabled a sheet showing review of SLAs. A governor queried if this was what the school normally subscribes to. MW confirmed it was and it showed an overall increase of £1315 year to year. MW confirmed this was a 3 year commitment but could be reviewed annually. A governor observed the IT costs were more than a 50% increase and was this challengeable. MW confirmed this was the most cost effective solution.</p> <p>Governors unanimously supported the SLA list.</p>	MW	
10	<p>Training TLG is planning a whole GB training on subject of Financial Aspects of School Management.</p>	RS	
11.0	<p>Policies The following policies were ratified unanimously P&S TOR Pay Policy</p> <ul style="list-style-type: none"> • A governor asked whether the school had an additional infant playtime that affected the STTW. MW confirmed this was not the case and the policy was correct in this regard. • A governor asked how an excellent teacher was defined and how this differed to the definition of an Advanced School Teacher. 		
11.1	<p>Complaints Policy (non critical corrections to be made by MW)</p> <p>The following policies were deferred as noted:</p> <p>a) F & S TOR Complete but not written up. Next FGB b) Equality Statement - Next FGB</p>	MW GW	
11.2	<p>A governor asked for the Complaints to be circulated to all parents. KJ/MW/NF to discuss informally and agree a way forward on the distribution of the policy.</p>	NF/MW/ KJ	
12	<p>A governor raised the issue of music teaching at the school as various parents had invested in musical instruments which are not being used. MW agreed to explain situation and his proposed resolution in the newsletter to parents.</p>	MW	29/11/13
13	<p>Date of next FGB 28/01/2014 Meeting closed at 21:53pm</p>		

Approved *N.K. French*

Date.....25 November 2013