

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON TUESDAY 24th NOVEMBER 2015
AT 19:05 PM**

Present: Nicola French (NF); Mike Warren (MW); Marion Clutterbuck (MC);
Emma East (EE) ; Andrea Hodgson (AH); Kim Jackson (KJ); Jessie Newitt
(JN); Mark Parrott (MP); Robert Stratford (RS);

In attendance: Mike Knights (Clerk);

KEY ACTIONS SUMMARY from MINUTES

Item	Minute	Action	Target Date
4.0	SIP Parental Feedback Meeting 25/11/15 SEF Feedback Send copy pf SEF to Mark Parrott	NF/MW ALL Clerk	25/11/15
6.0/7	Governor Website Information to JN Governor Attendance data. MW to coordinate Clerk to assist. HT asked to invite potential new governor to school Governors to prepare or update profiles - send to JN	Clerk MW/Clerk MW All	ASAP
8.3	Volunteers for Glazing Survey	ALL	18/12/15
9.2	Add Agenda item on SIP Monitoring to FGB Agenda	Clerk	
9.6	Governor Interest areas - Feedback to EE.	All	
9.7	Colour coding SIP MW to consider.	MW	
10	Circulate SEF Action Plan when complete MW to integrate.	JN MW	
12	Action Plan and reporting on PP spending and outcomes	JN/MW	26/1/16
13.2	Add training policy to schedule	Clerk	30/12/15
13.3	New Governors Induction training	Clerk	ASAP
15	EYFS Policy Clerk to check Statutory Status.	Clerk	30/11/15

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MINUTES of MEETING

Item	Minute	Action	Target Date
1.0/2.0	Meeting opened with a prayer. New governor Mr Mark Parrott was welcomed. The attendance register and declaration of pecuniary interests was signed and none were declared against the agenda items of this meeting. Apologies received from Karen Hodson and James Pitkin.		
3.0	Minutes of meeting 22 nd September 2015 were reviewed and accepted. Signed by Chair.		
4.0	Action Summary Item 4 Complete Item 5.1 Safer Recruitment Training NF and KJ have agreed to attend training but proving difficult to book on courses. In hand. Item 7.0 Summer 1 FGB 2016 Item 7.14 Thematic Audit NF/MW to resolve minor issues. Complete Item 9.0 SIP Parental Feedback Meeting NF/MW to analyse Item 15.3 SEF Feedback outstanding and still require feedback from ALL governors A governor queried if the SEF had changed. MW confirmed no changes yet. BUT does require update with Governors input. Clerk asked to send copy of SEF to Mark Parrott. All other items complete, passed to committee or an agenda item for this meeting.	NF/KJ NF/MW NF/MW ALL Clerk	Meeting 25/11/15 ASAP ASAP
5.0	Matters arising - None		
6.0/7.	Governing Body Membership - Chair confirmed one additional governor required and discussions were underway with a potential candidate. HT asked to invite to school for visit. Governor website information. Clerk agreed to detail information required by email to JN.	MW Clerk/JN	

	<p>JN to look to populate website asap. Governor attendance data. MW will prepare table to display and be easy to update. Clerk to source past year (14-15) data this year to date . Data will be published when prepared.</p> <p>A governor questioned whether all governor profiles were up to date All governors were asked to prepare or refresh their profiles and send to JN for inclusion.</p>	<p>Clerk</p> <p>All</p>	
8.0	HT report		
8.1	<p>MW acknowledged a written report should have been submitted to this meeting. MW explained he had missed the deadlines and gave governors the reasons behind this. Governors accepted this and agreed to accept a written report at the January 2016 meeting with a detailed verbal report today.</p>		
8.2	<p>13 new reception children have transitioned into school well and have settled ready to learn.</p> <p>POR is currently 78. A governor asked if this was likely to change. MW confirmed 3 children were joining the school 1 Yr R, 1 in Yr 1 and 1 Yr 6. This will make Yr 6 32 which is absolute maximum.</p> <p>However he did not expect numbers to change again.</p> <p>A governor asked about expectations for 16/17. MW stated this was not known yet but he would have a better feel Jan-Apr next year.</p>		
8.3	<p>OFSTED</p> <p>MW stated he expected OFSTED to be looking at schools in the area so West Tytherley should be prepared for a potential call.</p> <p>A governor asked about the process of informing those involved. MW confirmed that after the school had received a call from Ofsted detailing the inspection for the following day, the school would immediately contact the chair of Governors by phone. All governors and parents would be advised by email that an inspection is being carried out the following day. The Chair of Governors would make further contact with members of the Governing Body to outline specific times for meeting with the inspector if they are available.</p> <p>FINANCE General feedback from all schools was a tightening of all budgets and possible deficit budgets in many cases.</p> <p>PM MW confirmed all teaching and support staff had been reviewed and recommendations made to Pay Committee in time</p>		

	<p>for Oct 31 deadline.</p> <p>ICT With a substantial fund raising by PTA the school has been able to procure new Laptops for staff. Governors expressed their full appreciation for this effort.</p> <p>In addition there is a plan, in conjunction with another local school, to purchase some second hand Netbooks and adapt them to be clients to the school server offering all children more up to date ICT facilities. This will cost £800.</p> <p>BUILDINGS External decoration and works to play area complete. Work was done by a County approved contractor and school were very impressed with the quality of work and attention to detail.</p> <p>Another project addressing brickwork on path to playground was deemed outside contractors and has been passed to County for resolution.</p> <p>Glazing survey due 18/12/15 and volunteers were requested to assist. Governors to contact MW if they can help.</p> <p>LEADERSHIP Training AH/MW attended a leadership training with other cluster group school staff. Presented by Stella Counsell. Outcome will help with planning pupil progress.</p> <p>H&S Safeguarding Audit completed by MW/KJ.</p> <p>AH/MW have completed training as CPLO (DSL).</p> <p>'Keeping Children Safe' and 'Working together' have been circulated to governors for information.</p> <p>Prevent Strategy - MW stated this is an OFSTED highlight and is built into SIP. MW will attend a special PREVENT training in January.</p> <p>Fire Drill - Practice held and completed successfully in under one minute.</p> <p>SIP. MW confirmed the Draft SIP has been distributed to governors for approval.</p>	ALL	18/12/15
9.0	<p>SIP All governors confirmed unanimously they were happy with the Draft SIP. This was ratified 'on the day' but a governor commented it was a living document and is always being updated and improved.</p>		

9.1	<p>EE/JN/RS/MW formed a sub committee to analyse how best to monitor the SIP. A meeting was set up and a summary of topics generated.</p> <p>EE reported on ideas and suggestions.</p> <p>3 year Plans Monitor effectiveness and identify key areas- Before and after stance Staff involvement Key areas of governor focus identified Each area - Tasks governors will take on and run</p>		
9.2	An agenda item will be added to each FGB to require governors to report back on SIP monitoring.	Clerk	
9.3	Governors discussed and agreed it was essential to have staff involvement/support/approval and for them to be involved on working issues.		
9.4	<p>EE listed topics to be addressed this term.</p> <ul style="list-style-type: none"> i. Key area ii. Allocation to governors iii. Spring meeting with staff iv. Focussed meet- not too wide ranging v. Summer Term - Preview of progress and prioritise tasks for next year. 		
9.5	<p>Also identified targets for growing Governing Body</p> <ul style="list-style-type: none"> a. Knowing school better b. Developing own skills c. Governors own objectives. 	ALL	
9.6	<p>A governor asked if team would be allocating roles. EE says not yet. Objective is to finalise all areas first and agree and then EE will allocate.</p> <p>EE asked for any governor with a specific area they would like to be involved with to feedback to her.</p>	EE/Team	
9.7	Another governor suggested colour coding the SIP in a way that would clarify progress and achievement. MW agreed to look at this.	MW	
9.8	<p>Another governor suggested putting SIP on dropbox which was agreed as a good idea provided management of changes could be handled successfully. Methodology not resolved</p> <p>A governor asked if the visit form could be adapted/simplified</p>	JN	

	for any visits made for monitoring the SIP. Not resolved												
10	<p>Governor SEF.</p> <p>JN reported that a committee comprising JN/KH/NF/MC had met to start the process of Governor SEF. Guidance from HCC had been reviewed and used to identify areas of growth for the GB. An action plan will be circulated to all governors once finalised by the working group. This will show the 6 key objectives.</p> <p>A governor questioned how this will link into the SIP. MW confirmed he will update SIP accordingly.</p>	JN MW											
11.0	F & S Committee - TOR Approved and Signed by chair. F & S Committee Minutes already circulated for review. Minutes reviewed and noted.												
11.1	Revised Budget recommended by Committee for acceptance.												
11.2	<table> <tr> <td>Income</td> <td>£528,959.00</td> </tr> <tr> <td>Expenditure</td> <td>£537,711.00</td> </tr> <tr> <td>In Year deficit</td> <td>£ 8,752.00</td> </tr> <tr> <td>Carry Forward</td> <td>£ 13,356.00</td> </tr> <tr> <td>Cumulative Surplus</td> <td>£ 4,606.00</td> </tr> </table>	Income	£528,959.00	Expenditure	£537,711.00	In Year deficit	£ 8,752.00	Carry Forward	£ 13,356.00	Cumulative Surplus	£ 4,606.00		
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11.3	Committee flagged that Yr 15/16 would likely result in a deficit budget. Governors discussed further.												
11.4	P & S Committee - Approved and Signed by chair. P & S Committee Minutes already circulated for review.												
11.5	<p>RoL Data in report from Head teacher.</p> <p>Most results for children were on or near National Average KS1 Writing is below average.</p>												
11.6	KS2 Attainment in line with National average. 2 children have had interventions and support.												
11.7	JN appointment as Able Child Governor approved unanimously.												
12	<p>Pupil Premium NF/Staff member looking at PP spending and impact on closing gaps. One area is not so good- Yr 3 Maths. The teacher has flagged this and need for early interventions, but the number of children involved is very small.</p> <p>An action plan to address is in place. This will be reviewed again at end of Autumn term</p> <p>A governor asked that MW report on all PP children in future. ??</p>	MW/KJ MW	18/12/15 On going										

	<p>A governor asked how much the PP fund supplied. MW confirmed for 15 children it was about £17740 and gave an overview of how this is spent.</p> <p>Governors felt the allocation of funds should be carefully monitored and focussed. MW to circulate detailed summary of PP funding and usage breakdown. This will be discussed and approved at FGB in Feb 16 FGB</p>	MW	
13.1	<p>Governor TrainingNF has attended an OFSTED Training & visit report circulated.- Issues covered in HT report item. Training Policy reworked and approved by P & S. Policy to be added to Policy Review Schedule.</p>		
13.2	<p>Two new governors noted they had not received any communication from Gov Services to welcome them and arrange Induction Courses. Clerk confirmed they had both been correctly registered as governors and will chase welcome pack.</p>	Clerk	30/11/15
13.3	<p>WGBT scheduled for 3rd February 2016 - Topic TBA.</p>	Clerk	ASAP
14.0	Safeguarding - See HT Report Item 8		
15.0	<p>Policies</p> <ul style="list-style-type: none"> • Attendance • SEN • Pay Policy <p>All approved unanimously</p> <p>EYFS Policy Clerk to check need for separate policy versus integration into other standard policies.</p> <p>Governors questioned whether a separate policy on Able and Gifted children was appropriate. MW stated the issues were covered in the Teaching & Learning Policy.</p> <p>Governors voted unanimously to remove existing policy from website.</p>	Clerk	
16.1	AOB - Governors voted to maintain LA Clerk hours at current level (6 full body meetings per year.)	Clerk	
16.0	<p>Date of next meeting 26th Jan 2016.</p> <p>Meeting closed at 21:10pm</p>		

Approved 

Date.....26th January 2016.....