

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON TUESDAY 19th MAY 2015 AT 18:45**

PM

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

In attendance: Mike Knights (Clerk);

KEY ACTIONS SUMMARY from MINUTES

Item	Minute	Action	Target Date
3.1	IT Training Session - Autumn 15 Possible Cluster coverage	RS	Autumn 15
3.1	EE to conduct skills audit ready for Sept FGB (Autumn 1)	EE	Sept 15
7.0	SIP Planning Meeting 12 th June 08:10am	NF/MW	12/06/15
7.0	Meeting with parents planned 15 th June at 19:30. NF to draft letter to parents by end May	NF	31/05/15
8.0	Pupil Premium item deferred to July FGB. Clerk to add to agenda	Clerk/NF	14/07/15
10.2	Rework SEN Policy	RS	
11	Safeguarding Policy - MW to rework as agreed.	MW	14/07/15
13	Policies Child Protection and Safeguarding Text changes to be made.	MW	31/05/15
13	Standing Orders amendments - committee clerking. NF Draft	NF	31/05/15
13.5	List of policies for next FGB	Clerk	31/05/15

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MINUTES of MEETING

Item	Minute	Action	Target Date
1.0/2.0	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. Apologies received from Amy Byam, Mark Grant Goodey and James Pitkin.		
3.0	Minutes of meeting 19 th March 2015 were reviewed and accepted. One correction to be made to title header of page 2 which showed the incorrect date.		
3.1	Action Summary. All items actioned or are agenda items of this meeting. Item 12.3 RS to organise IT training session Autumn 15 and explore possible cluster coverage.	RS	Autumn 15
4.0	All matters arising had been completed or are Agenda Items at this meeting.		
5.0	Skills Audit. NF proposed a new skills audit should be conducted. EE agreed to do this again ready for 1 st FGB in September.	EE	Sept 15
6.0	Head Teachers - MW had circulated a written report. All governors reviewed and queried the following points:		
6.1	<ul style="list-style-type: none"> i. The pupils on roll in September may drop by 2 although additional children have shown interest to be confirmed. ii. A governor questioned the facilities of the school and their suitability for the class profiles required. MW explained current position as satisfactory but flagged there could be problems in future if recruitment to school was at PAN numbers. iii. A governor asked about school capacity. MW confirmed with full classes it was 105 but there would be bottlenecks in Yr 1-2 and EYFS/Yr R iv. Another question raised issue of school image and children leaving in Yr2/3. MW and NF confirmed this happened annually as parents sent children off private school at this time and it was no 		

	<p>reflection on WTPS.</p> <p>v. Staff vacancies were queried. MW confirmed all staff vacancies have been filled except lunchtime 5hr position. Some positions filled by internal transfers, some by new recruits.</p> <p>vi. A governor asked about teaching staff structure for 15/16. MW/AH confirmed they had initial plans but could not confirm until after staff resignation closure date (31st May). Would be able to confirm after that date.</p>		
6.2	Performance Management addressed in report. Governors were satisfied with activities.		
6.3	The thematic audit report has not been received yet.		
6.4	<p>LLP report. MW pleased with report and confirmed a number of constructive points made.</p> <p>i. Status of school was now at Low Priority for LA resources.</p> <p>ii. Stella (LLP) commented and complemented MW on knowledge of school.</p> <p>iii. A SATS/KS2 results - Governors queried whether quoted figures reflected a positive spin on likely outcomes. MW confirmed he was comfortable with figures expressed and stated he expected them all to be achievable</p>		
6.5	Governors confirmed they were happy with HT report and contents.		
7.0	<p>SIP Monitoring: A governor questioned how school could ensure further parental input and understanding of the SIP</p> <p>Meeting with parents proposed for Thursday June 15th at 7:30pm. NF to draft letter to send to parents to invite to meeting</p> <p>Governors agreed to a planning meeting on 12th June (NF/MW+ any governors available) at 08:10am.</p>	<p>NF</p> <p>NF/MW</p>	<p>31/05/15</p> <p>12/06/15</p>
8.0	Pupil Premium meeting scheduled for 20 th May. Item to be deferred to July FGB agenda.	NF/Clerk	14/07/15
9.0	F & S Summary - Minutes already circulated for review. KJ gave a summary (MGG not present). Key points:		
9.1	Pay Committee recommendations agreed and carried forward.		
9.2	Mother and Toddler group. A governor questioned financial		

<p>9.3</p>	<p>viability. MW confirmed the school subsidised the group but this was part of an F&S strategic initiative to attract larger numbers into YR R. The large potential gains that the school stands to make more than outweigh the small costs. Parents contributions covered major running expenses but not staff costs.</p> <p>Budget 15/16 Committee recommended Scenario 2 budget to the FGB for approval.</p> <p>A governor questioned whether staff cost implications were included in budget. MW/AH confirmed they were and confirmed they had worked a balance of effective education with financial expectations to keep budget flexibility.</p> <p>Income £537,217.00 Expenditure £524,458.00 In Year Surplus £ 12,759.00 13/14 C/f surplus£ 13,356.00</p> <p>C/F £26,115.00 (approx. 6%)</p> <p>Budget unanimously agreed by governors and signed by chair.</p>		
<p>9.4</p>	<p>Capital Budget £5069.00 MW confirmed this money had been assigned to replacement of the data server.</p> <p>A governor queried any carry over from 14/15 budget. MW explained there had been considerable confusion introduced by LA but that money had not been lost and budget figures would be clarified in due course.</p>		
<p>9.5</p>	<p>Governors noted minutes and briefing data therein.</p>		
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.2</p>	<p>P & S Committee Minutes already circulated for review. EE gave a short summary (AB not present.) Key points</p> <p>Committee had reviewed SEN and Disability Provisions. Staff had introduced IEPs for all SEN children.</p> <p>School had opted to implement base line access in September 15.</p> <p>A governor questioned if the school had properly thought through how to inform parents on how their children were performing.</p> <p>MW confirmed he had attended an Assessment workshop explaining HCC assessment model. MW stated this had been well presented and helped him understand how this would be better than levels as a monitoring methodology.</p>		

	<p>Issue of informing parents - AH confirmed new report format to be adopted this year. These will show child's assessment and attainment.</p> <p>Governors were satisfied with summary and briefing information.</p> <p>Committee have reviewed appropriate policies Sex and relationships Teaching and learning.</p> <p>A governor noted that there was now a requirement for the SEN policy to be reworked. SENCO and RS to work on this review.</p> <p>Governors reported visits by RS to SEN (Helen) and NF/RS to meet LLP.</p>	RS	
11.0	Safeguarding - Nothing to report. Safeguarding policy needs to reflect KJ as Safeguarding governor not AB. MW to amend.	MW	14/07/15
12.0	H & S No issues.		
13.0	Policies.		
13.1	<p>Child Protection Policy</p> <p>Governors identified two small changes -</p> <ul style="list-style-type: none"> i. to clarify meaning on page 1 reference 'cannot learn' ii. Table of useful numbers in ANNEX 15 - All contact with members to be via school. No personal numbers. <p>With these amendments the Policy was approved.</p>	MW	May 15
13.2	Restrictive Physical Intervention Policy - Approved.		
13.3	<p>Safeguarding</p> <p>Two changes requested by governors -</p> <ul style="list-style-type: none"> i. References to CRB should now be DBS. And MW to check on ISA wrt DBS checks. ii. Add social media reference re:- Photography of children <p>With these two changes the Policy was approved.</p>	MW	May 15
13.4	<p>FGB Standing Orders</p> <p>Generally accepted but as committees clerk their own meetings this needs to be reflected in document. NF to amend and circulate via school for approval.</p>	NF	30/07/15

13.5	Clerk to circulate policy list for next FGB.	Clerk	30/05/15
14.0	Gov Training NF confirmed she is attending a course on Looking after your HT		
15.0	AOB None.		
16.0	Date of next meeting 14 th July 2015 Meeting closed at 21:03pm		

Approved *N.K. Branch* Date.... 14th July 2015