

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON TUESDAY 27th January 2015 AT
18:45 PM**

Present: Nicola French (NF); Mike Warren (MW); Mark Grant Goodey (MGG);
Andrea Hodgson (AH); Karen Hodson (KH); Kimberley Jackson (KJ); James
Pitkin (JP); Jessie Newitt (JN); Robert Stratford (RS);

In attendance: Mike Knights (Clerk);

KEY ACTIONS SUMMARY from MINUTES

Item	Minute	Action	Target Date
3.0	14.1 and 14.3 Policy procedures addressed by governors and head teacher. See Item 14 below. AB to be asked to complete P & S policy programme. MW/Clerk to review other policies, all to be complete for next FGB	AB MW/Clerk	
6.1	5. Parents are to be reminded the Sara Rolle Trust might offer support funding for this activity. Forms to be supplied by JP and exact costs to be clarified	JP MW/KF	
8.0	First draft SIP by Easter	MW/AH	
9.3	Governor information on website	KH	
9.4	Governors display board	MW	
10.2.1	Final Edit of School Vision	MW/AH	
11.1.2	Mothers and Toddlers Group to proceed	MW/KF	
11.4	Advertising 4 seasons garden	JN	
14.1	Policy update and review	Clerk/MW	

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON TUESDAY 27th January 2015 AT
18:45 PM**

Present: Nicola French (NF); Mike Warren (MW); Mark Grant Goodey (MGG);
Andrea Hodgson (AH); Karen Hodson (KH); Kimberley Jackson (KJ); James
Pitkin (JP); Jessie Newitt (JN); Robert Stratford (RS);

In attendance: Mike Knights (Clerk);

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. Apologies received from Emma East and Amy Byam.		
2.0	Minutes of meeting 25/11/14 were reviewed and accepted. One correction to be made. Item 10.5.2 to be amended to remove reference to inconsistency.		
3.0	Action Summary All items actioned. Comments 7.6 Letter done but not published. Agreed to defer and review for summer term. 10.2.3 De-Humidifier - No progress. Ongoing discussions with County Property Services. 14.1 and 14.3 Policy procedures addressed by governors and head teacher. See Item 14 below. AB to be asked to complete P & S policy programme. MW/Clerk to review other policies, all to be complete for next FGB	MW Clerk AB MW/Clerk	
4.0	All matters arising had been completed or are Agenda Items at this meeting.		
5.0	GB Membership - No progress to date in appointing a new Foundation Governor. All governors asked to seek potential candidates.	ALL	
6.0 6.1	The HT Report as already been circulated. MW asked for any questions and gave an overview of key points. <ol style="list-style-type: none"> 1. A governor asked for number on roll and spread across school. MW explained data. 2. Need for an intruder alarm is being considered by F & S committee 3. Stella Counsel (Retired LLP) has been assisting school funded by County. MW would like to use Stella for 3 more support days and ongoing monitoring of Improvement Plan. Governors approved a spend up to £1.5k. Exact figure to be detailed and confirmed at next F & S meeting. 4. A governor asked for clarification of plans and costs 		

	<p>of the residential trip proposed. It was supported by governors and stated costs approved.</p> <p>5. Parents are to be reminded the Sara Rolle Trust might offer support funding for this activity. Forms to be supplied by JP and exact costs to be clarified.</p> <p>6. The proposed visit by the Literacy consultant on 5/5 has to be rescheduled. Trying for 8/5. A governor highlighted this would result in a 3 day week. This was accepted as an issue but agreed.</p> <p>7. SEN - School catchment area includes parts of Wiltshire. MW highlighted differences between funding for Wiltshire SEN children and Hampshire Children. MW asked to keep F & S Committee informed and incorporate any issues into budget planning.</p> <p>8. A governor highlighted that as some of the catchment area was in Wiltshire then the school's marketing activity should also encompass Wiltshire. Governors agreed to incorporate in the planning.</p> <p>9. Following a query it was confirmed Jessie Newitt is the Family Forum representative.</p>	<p>JP MW/KF</p> <p>NF</p>	
6.2	The interest of Stella Counsel in returning to the school was noted as a strong expression of support for the teaching staff and their achievements. Governors recognised this and confirmed their own appreciation and requested these points be formally minuted.		
7.0	. SIP Monitoring: No formal governor visits to report.		
8.0	New SIP To ensure a new SIP is in place for Autumn 15 a timetable was discussed. MW & SLT to prepare a first draft of the new SIP in consultation with staff and to bring to March FGB for comment. MW & SLT to prepare final draft of working document for Easter based on staff and governor inputs, with a view to consulting parents in the early part of the summer term. 15.	MW	
8.1	<p>Governors discussed overall umbrella concept of SIP and key pointers to guide MW and SLT.</p> <p>2 year plan (not 3)</p> <p>SEF Reflections to guide input</p> <p>SIP to be based on OFSTED priorities.</p> <p>Manage a turnover of priorities as targets met so Plan is a living progressing/attainment focussed document.</p>		
9.0	Governor Communications - Position paper circulated for briefing by JN based on other GB feedback and discussions.		
9.1	Paper produced in response to GB's own Improvement Action Plan.		
9.2	A governor proposed targets were set for GB action. This was agreed.		

	<ul style="list-style-type: none"> • Parent Forum attended by JN will give better feedback. • NF Newsletter would remain as a key document. • An annual informal session with parents, possibly attached to another event to be organised. 		
9.3	A governor drew attention to the governor's role document on the website as well as the film produced by children explaining their perceptions. A governor asked if a volunteer would review all related website items and confirm best proposals. KH agreed to do this.	KH	
9.4	A governor asked way the Governors/Staff display board had been removed. MW confirmed it had been damaged and was being repaired but would be returned very shortly. MW asked to include all new governors.	MW	
10	School vision document circulated at meeting.		
10.1	Governors expressed thanks to MW/EE/AH for pulling together Vision document. Job well done.		
10.2	A governor commented there was no reference to the school's C of E credentials. MW confirmed the logo would be included on final document which addressed this point.		
10.2.1	Governors made a number of adjustments to document. The document with amendments will be discussed with staff. Once their input has been incorporated the document will be 'frozen' and published.	MW/AH	
11.0	F & S Minutes. Had been circulated. Minutes noted.		
11.1.0	The feasibility of a Mothers and Toddlers Group had been discussed and agreed. Proposal brought to FGB. A governor asked about start date. MGG confirmed could start after February half term.		
11.1.1	Feasibility based on a break even of 11 children (£22.00 per week) to cover staffing and provisions. Set up costs seen as minimal with most facilities available through school.		
11.1.2	Assuming confirmation of costing estimate governors gave unanimous support to proposal.	MW/KF	
11.2	F&S had challenged MW on the IT costing of needs to fulfil SIP. A governor also challenged MW on the general direction of the IT provision to the school. F & S charged with developing needs and ongoing proposals.	MGG	
	A governor asked if finance was available for IT. KH agreed to assist with any grant applications.	KH	
11.3	Budget review in hand. Staffing costs noted as needing careful attention. F & S to discuss at next meeting.	MGG	
11.4	Several governors reported feedback regarding use and usefulness of 4 seasons garden. Governors wanted to ensure it		

	<p>was fully utilised both in house and by other community groups.</p> <p>MW reported County 'Learning through Landscapes' have been asked to advise and guide how such usages can be developed. A governor proposed a post on website advertising facility == and inclusion in the village newsletter.</p>	JN	
11.5	<p>F & S re-emphasised need for marketing expertise and asked if this could be sourced from the community (voluntary not necessarily through governorship). Governors asked to check around.</p>	ALL	
11.6	<p>AB not present to make report. Minutes circulated.</p> <p>A governor raised issue of Bike riding on paths in school. Staff believe this is resolved but Bikeability Instructor will be asked to address.</p>	AH	
12.0	<p>Pupil Premium. Report on website in policy sub directory.</p>		
12.1	<p>A governor questioned when MW knew what the income would be. MW explained it was based on census numbers in January but per capita rate seemed to change unannounced, this year was an increase! Census numbers did require parents to submit a declaration which was not unfortunately always done.</p>		
13.0	<p>Training TLG reported on current induction course status. JN as attended and was positive on content and usefulness. KH booked on March course.</p> <p>TLG agreed to circulate a check list of information for new governors.</p>	RS	
13.1	<p>WGB training scheduled for 7-9pm on 26th February. This will be an internal follow on from formal training by Ann Laird.</p>	ALL	
13.2	<p>Training SLA. TLG confirmed uptake in 2013/14 ad equated to £2245.00 Cost was £1145 which has risen to £1320 for 14/15. Governors voted to continue using service.</p>		
13.2.1	<p>e/learning module is an additional module at £200.00. Usage in 13/14 had been quite extensive and governors felt it good value for money.</p>		
13.2.2	<p>KH missed the OFSTED training session. NF agreed to forward copies of presentation.</p>	NF	
14.0	<p>Policies. Already discussed above and agreed procedure to be followed.</p>		
14.1	<p>MW/Clerk to finalise and ensure ready for next FGB in March. Policy action to be flagged at each FGB. Policies to be re worked and circulated 1 week before review committee.</p>	MW/Clerk	

	Next F & S Meeting: Central Record of Recruitment & Vetting Critical Incident Health & Safety		
15.0	MW confirmed all P & S Governors had password access to Raise on Line data. Any other governors could be added if requested.		
15.1	Date of next meeting 19 th March 2015		
15.2	Meeting closed at 21:10pm		

Approved: *N.K. March*

Date: 19th March 2015