

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT  
WEST TYTHERLEY SCHOOL ON TUESDAY 22<sup>nd</sup> SEPTEMBER 2015  
AT 18:58 PM**

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

In attendance: Mike Knights (Clerk);

**KEY ACTIONS SUMMARY from MINUTES**

Item	Minute	Action	Target Date
5.1	Safer Recruitment Governor Training	NF/KH	
7.0	Item 4.2 Passed to P & S Committee	NF	??
7.0	SEN Governor - Item put on hold until Summer 1 FGB 2016	Clerk/NF	17/05/2016
7.7	Delegated to P & S		
7.8	Attendance Policy - Complete localisation - passed to P & S	P & S/MW	Nov 15
7.9	Pay Policy to F & S Committee	P & S	???
9.2	Pay Committee to meet NF to schedule	NF	Before Oct 31 <sup>st</sup> .
12/14	SEF/SIP Working group to meet 26/10/15	KH/EE/ JN/MC	26/10/15
15	Internal School Decoration - Passed to F & S		
15.3	School SEF Review/Feedback	ALL	25/11/15
17	Policies		
	SEN -	Passed to P & S	?????
	Pay	Passed to F & S	??????????
	Equality Schedule for discussion Spring 1 FGB January 2016	NF/Clerk	January 2016

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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. Apologies received from Kim Jackson (KJ); and James Pitkin.  Mark Grant Goodey had resigned with immediate effect before the meeting.		
2.0	Clerk asked for nominations for Chair. One received for Nicola French who was unanimously elected.		
3.0	Clerk asked for nominations for Vice Chair. One received for Robert Stratford who was unanimously elected.		
4.0	GB Membership Chair welcomed Marion Clutterbuck (MC) who has joined as a Foundation Governor.  Two vacancies exist 1 x Parent Governor 1 x CoOpted Governor  MW was asked to send out a letter inviting interested parents to contact the school. Clerk advised there were no governors finishing their tenure until 2017.		
5.0 5.1 5.2	Key Training needs of governors were identified. Clerk advised there was only one Safer Recruitment Governor trained and advised others should attend training. NF and KH agreed to take the training. RS advised a number of governors had or had booked space to take advantage of courses covering:- Preparation for Chair OFSTED Curriculum Life without levels	NF/KH	
6.0	Minutes of meeting 14 <sup>th</sup> July 2015 were reviewed and accepted. Signed by Chair.		
7.0	Action Summary		

	<p>Minute 4.2 SEN Item carried forward to P &amp; S meeting.  Minute 5.1 Put on hold pending full membership complement of FGB. Agenda item for Summer FGB 1 - 2016.  Minute 7.7 Strategy to be taken to P&amp;S  Minute 7.8 Delegated to P &amp; S</p> <p>All other action items have been completed or are addressed as agenda items below  Minute 7.14 Thematic Audit Review end September  Minute 7.20 See HT Report  Minute 8.0 See HT Report  Minute 9.0 SIP Review - Item to be discussed MW/NF. Complete.</p>	<p>P &amp; S  NF/Clerk  P &amp; S  P &amp; S</p> <p>MW/NF</p> <p>MW/NF</p>	<p>Summer 1  FGB</p>
8.0	All matters arising had been completed or are Agenda Items at this meeting.		
9.0	<p>Committee Memberships.  F &amp; S - Membership as 2014/2015</p> <p>P &amp; S - Membership as 2014/2015</p>		
9.1	TORs to be confirmed at first meetings. These define delegated powers.		
9.2	<p>Pay Committee KH/KJ/NF NF to schedule first meeting before October 31<sup>st</sup> deadline.  TOR as per MOPP.</p>	NF	31/10/15
10	HPMC - JP/RS/KH		
11.0	<p>SEN Governor - RS  SR Governor - JP Others to be trained.  DTG - RS  Forum Rep TBA.</p>		
12.0/ 14.0	<p>Governor SEF Panel to comprise KH/EE/JN/MC Meet 26/10/15 to draw up plan.</p> <p>NF proposed SEF Team work on SIP Monitoring as well. In addition NF proposed a specific SIP Monitoring Governor be elected.</p>	NF	
14.1	<p>SIP - New 3 year SIP being prepared by MW. Will be written up as formal plan for evaluation and review and ready by 26/10/15</p> <p>Governors agreed MW should simplify with headline targets easily identified.</p> <p>Governors agreed to look at methodologies for monitoring progress. It was agreed the new governors would be asked to take this on as an objective.</p> <p>RS proposed a sampling methodology should be adopted on key criteria.</p>	NF	
		MW	

14.2	RS leaves meeting at 20:00		
13.00	Plan of business for year - Timetable proposed by Clerk in July. Governors accepted.  Committees to nominate meeting dates ASAP for inclusion in Timetable prior to circulation.		
15.0	HT Report: MW reminded governors this is likely to be an OFSTED year.  MW and staff working on 'Ethic of Everone' culture to help children develop a culture of responsibility to each other and to all collectively.		
15.2	Pupils on Roll - 81. 13 children in Year R (PAN 15) Two additional children expected in December.		
15.3	The stated child expected had not turned up resulting in dedicated teacher employed having to be let go. A governor explored the costs of setting up for the stated child and anything to be learnt from experience.  After short discussion governors agreed to not waste any more time on the issue. No further action.		
15.4	MW confirmed a new LLP - Martin Beales - was in place.		
15.5.1	MW tabled graphical reports on KS2 validation figures and analysis of leavers. Governors questioned various aspects and issues that could be addressed. AH advised the validation had raised some results but reduced others with an overall net zero effect.  Leavers numbers when analysed in detail (pie chart tabled) could be explained and did not reflect a trend. Issues generally outside of school control (moving to private sector). MW expressed he was re-assured by the data.		
15.5.2	Governors noted points and agreed they would be addressed by meetings with LLP and OFSTED (if applicable). MW confirmed he had a number of case studies prepared for appropriate children to explain results.		
15.5.3	EYFS - 92% had achieved progress expected. A governor explored the numbers and implications of % of one child. AH explained the various issues affecting performance. Governors generally accepted explanations.		
15.6	A governor asked if the data showed the levels of progress were a cause for concern. MW stated he believed there were always areas for improvement but did not see cause for concern		

15.7	A governor asked if there was any effect of turbulence caused by performance issues. MW did not believe there were significant issues.		
15.8	MW explained the new OFSTED framework effective August 15 and tabled report of how school was responding. Commented the new culture being used (Ethic of Everyone) addressed most if not all of the OFSTED values.		
15.9	MW confirmed the new ICT suite had been installed over holidays and had made a significant improvement.		
15.10	External decoration (covered by SLA) is scheduled to commence in 2 weeks time with 4-6 weeks to completion.		
15.11	MW feels internal decoration looking a bit tired but need a plan to address. Item passed to F & S	F & S	
15.12	Glazing survey conducted by county contractor with spreadsheet output listing all relevant items. However the risk analysis to categorise each item has to be performed by school (MW or volunteers.)		
15.13	School SEF - Document circulated. MW confirmed it now contains all data but some is still being updated. Also includes commentary and evidential support. All governors requested by Chair to review and feedback to MW before next FGB	ALL	24/11/15
16.0	Safeguarding - Audit in hand. Kim Jackson is Safeguarding Governor		
16.1	KH elected Health and Safety Governor.		
17	Policies MOPP - Adopted Unanimously Manual of Financial Practice - Adopted Unanimously Governors confirmed they continue to operate to the Good Practice guidelines and Standing Orders for WTPS. SEN Policy - Still WIP passed to P & S. Pay Policy - Passed to F & S to review and ratify. Equality Policy and Statement - Action item for January FGB agenda.	P & S F & S NF/Clerk	??? ???? 26/1/ 16
18.0	Date of next meeting -24 <sup>th</sup> November 2015  Meeting Closed at 21:00		

Approved ...

*N.K. Beach*

Date....24<sup>th</sup> November 2015