

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON TUESDAY 25th November 2014 AT
19:23 PM**

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

In attendance: Mike Knights (Clerk); Karen Hodson

KEY ACTIONS SUMMARY from MINUTES

5	Clerk to distribute timetable	Clerk	30/11/14
7.6	Publicity Letter	NF/MW	ASAP
7.7	ACTION LIST A governor willing to audit website. KH volunteered. Minutes of FGB links do not work MW to sort. Informal Gov/Staff links - Pastoral links. Governors concerned these would muddy other relationships. MW asked to discuss with staff and obtain feedback before further action.	KH MW MW	
10.2.3	De-Humidifier	MW	
10.5.1	Raise on Line data	MW	
10.5.2	Letter to parents celebrating success	MW/NF	
11	PPI Report	NF	27/01/15
13	Training TLG to register long delay for Induction Courses.	RS	
14.1	Policy handling and and management discussion	NF/MW	On Going
14.3	Review of Non statutory policies	MW/Clerk	
16	Governors contact details	Clerk	30/11/14

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In attendance: Mike Knights (Clerk); Karen Hodson (KH)

MINUTES of MEETING

Item	Minute	Action	Target Date
1.0	Meeting opened with a prayer. New attendees were welcomed by chair.		
2.0	The attendance register and declaration of pecuniary interests was signed. Apologies received from Emma East.		
3.0	<p>Clerk tabled the new Instrument of Governance signed by The Director of Children's Services. Governors voted unanimously to adopt the new constitution.</p> <p>Chair explained the re-allocations of roles that would be required and also proposed the appointment of the two new governors into their new roles. Governors voted unanimously to make these appointments.</p> <p>Jessie Newitt is appointed as a Co-Opted (currently a staff member at the school.) Karen Hodson is appointed as a Co-Opted Governor</p> <p>Clerk is to manage the appropriate procedures to change the roles of two parent governors (Nicola French and Kim Jackson) to be Co-opted Governors.</p> <p>Mark Grant Goodey who is currently a Community Governor will become a Co-Opted Governor.</p> <p>This leaves the GB with one vacancy for a Foundation governor but otherwise a full complement.</p>		
4.0	<p>Minutes of meeting 11/09/14. Were reviewed and accepted. One correction to be made. Item 21 Wording to be changed to reflect "Parish Council Issue"</p> <p>A governor raised question of whether Minutes are available via website as they had been unable to locate them. MW confirmed they are on site. Links to be checked</p>	MW	

5.0	Action Summary: 4.5 Chair Letter Complete 5 Reconstitution Agenda Item - Complete. 9 Committee Agenda /Minutes Programme. To be circulated 16 SIP Action Plan - Agenda Item.	Clerk	30/11/14
6.0	None		
6.1	Chair advised the agenda was being reorganised slightly.		
7.0	Head Teachers Report- Report already circulated. Points raised:		
7.1	A governor questioned the POR numbers. MW explained the predicted POR was 91 but currently sat at 87. A governor asked if there was any marketing to improve numbers of new joining children. An article is being presented to Romsey Advertiser hoping for it to be published. A governor asked about timing to best influence decisions by parents. MW said now as forms were available.		
7.2	Bullying - A governor queried the gravity of this issue. Is this actual bullying or just bad behaviour? MW explained definition of bullying has been clarified for parents and pupils as there seemed to be a lack of understanding. No incidents to report in current term		
7.3	Curriculum development. MW explained how he had managed to cover requirements with the most efficient use of resources over next 2-3 years. Governors questioned several of the allocations but when explained, fully supported the plans. Governors agreed to monitor this at GB meetings.		
7.4	Page 5 Item 3.4 Educational trips for Yr R and Y r1. Governors asked if these could be re-instated including links with Southampton University Ross Report from Hampshire IT. Report not going to materialise. Ball in school's court to define needs!! When done Shaun Pollard will generate new report.	MW	
7.5	MW confirmed all in hand and moving forward. A governor requested this be made an F& S Agenda Item. Page 6 Governors agreed NF/MW to write letter to all parents publicising achievement and results. Also include Romsey Advertiser and Salisbury Journal.	MGG	
7.6	ACTION LIST A governor willing to audit website. KH volunteered. Minutes of FGB links do not work MW to sort.	NF/MW	ASAP
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8.0	School Vision : Successful meeting early October (8/10) well attended staff and governors. Development of vision remains on-going with next meeting 8/12 with a view to completion by January. All in hand and progressing well.	MW	
9.0	SIP Workshop Session held prior to FGB to launch SIP		

9.1	<p>monitoring for the academic year. A governor queried the time period and when will action plans be published or would they be kept within groups.</p> <p>A governor noted this is final year of current SIP. Next year will require a new set of priorities and will require advance planning. Governors will need to consider this in the coming term.</p>		
9.2	<p>Governors stated they were extremely pleased with the commitment from staff attending the SIP workshop after school and other related activities. The commitment and interest this shows is very much appreciated.</p>		
10 10.1 10.2 10.2.1 10.2.2 10.2.3 10.3 10.3.1	<p>Reports from Committees</p> <p>TOR proposed by committee accepted unanimously and signed by chair.</p> <p>F & S Minutes circulated beforehand. One change raised on school grounds project.</p> <p>The Budget recommended by the committee was accepted and approved by FGB. Signed by head teacher and chair. The budget tabled the following figures:</p> <p>Total Expenditure - £535,756 Fivehundred and thirtyfive thousand seven hundred and fifty six pounds</p> <p>Total Income - £543,799 Fivehundred and fortythree thousand seven hundred and ninety nine pounds</p> <p>In Year Surplus - £8,043 Eight thousand and forty three pounds.</p> <p>Total Surplus - £26,552 Twentysix thousand fivehundred and fifty two pounds.</p> <p>Due to a problem with the Capital Spending code in the year 13/14 county has placed £10,000 into the schools revenue spending. County has confirmed in writing that this is ok and the school can proceed forward as normal.</p> <p>A governor raised the question of damp in the downstairs classroom. Is there a problem? MW confirms it does occur according to weather but there is no obvious solution to resolve. A governor suggested the school could request a de-humidifier to address. MW to check this.</p> <p>Pay committee reports. A governor challenged that if pupil numbers are dropping what are the implications. MW stated the advice he had received was that this is not an immediate concern, but does need to be monitored carefully.</p> <p>Governors questioned whether marketing of the school was aggressive and thorough enough. MW confirmed that more should be done to increase numbers rather than face smaller pupil numbers.</p>	MW	

10.3.2	It was agreed this challenge was in the remit of the F & S Committee but with limited resources the marketing in F & S had been focussed on big ideas rather than groundwork items. To be addressed as a focus of the F&S Committee going forward.		
10.4	Governing body accepted pay committee recommendations unanimously.	MW	
10.5	P&S Report		
10.5.1	A governor queried the Raise online data. KS2 results judged as 'brilliant' and a Press Release currently being launched. In addition,		
10.5.2	Chair and HT to prepare letter to parents celebrating success.	NF/MW	
10.5.3	Change in registration time at beginning of day has addressed problem and improved attendance recording.		
10.5.4	The PTA has been formed but requires a new chair. Parental questionnaire - Dec 1 st .		
11.0	Pupil Premium Allocation and Outcomes. NF has reported to committee and confirmed spending is effective and improving. HS is working with HT to prepare budget plan for spend of Pupil Premium this year, for review at the next cycle of committees in January. NF to report back at next FGB.	NF	27/01/15
12.0	Governor SEF EE not present to give report. NF summarised as follows:		
12.1	EE has carried out an evaluation of last years Governor Action Plan, which showed that all bar 2 objectives had been met. The 2 objective not met were for reasons outside of governor control and have been rolled forward into this years Gov Action Plan. EE has prepared this years action plan in conjunction with MGG/ JN/ AB/ NF/EE. Key objectives: Objectives - 1. Fill all governing body positions 2. Fill all F & S committee places to ensure best support to governing body. 3. Improve Communications /Strategy 4. Governing Body Committee Effectiveness 5. Improve Governor Induction Process 6. Self Evaluation Format - Need to do more substantial analysis but on a less regular basis. A governor asked if this process was a useful exercise. MW stated it was very useful and assisted him considerably in		

	preparing Objective 2 in SIP, with Governor objectives now included as an integral part of the SIP.		
13.0	<p>Training Induction Courses for new Governors. A governor queried why there was such a long delay in gaining space on a course (5 months). TLG explained general high governor turnover was creating very high demand for courses. Agreed to register issue.</p> <p>RS has attended the Able Child Training but generally take up of courses could be improved.</p> <p>A governor raised the question of suitable courses for preparing Governors in their role of assisting headteacher in employment matters. TLG advised there were now a number of appropriate courses covering Employment Matters and Managing Personnel in school.</p>	RS??	
14.0	Policies Governors (MW) have reviewed Statutory policy list and allocated appropriate update frequency dates. Proposal accepted by all governors.		
14.1	Overall policy handling to be discussed by chair and headteacher.	NF/MW	
14.2	Clerk to pick up on agreed procedure and /or assist in establishing to ensure ongoing management of statutory policies.	Clerk	
14.3	MW/Clerk to review non statutory policies with a view to re-defining as Guidelines wherever possible and extended review periods.	MW/Clerk	
14.4	A governor proposed better phasing of review dates to better distribute workload over 2 year period.		
14.5	Clerk requested to implement this and clarify to all.	Clerk	
14.a	Complaints policy - amended in light of experience during year. New format approved unanimously.		
14.b	Pay Policy Reviewed and recommended by F & S committee. Approved by all governors.		
15.0	Date of next meeting 27 th January 2015		
15.1	Due to many changes Clerk requested to re-issue Contacts list to all governors. Meeting closed at 21:34pm	Clerk	

Approved 

Date....27th January 2015