

**DRAFT MINUTES OF THE FULL GOVERNING BODY MEETING HELD
AT WEST TYTHERLEY SCHOOL ON TUESDAY 17th JANUARY 2017 at**

18:50 PM

Present: Nicola French (NF); Mike Warren (MW); Marion Clutterbuck (MC); Emma East (EE) ;Andrea Hodgson (AH); Karen Hodson (KH);
Jessie Newitt(JN); Mark Parrott(MP); James Pitkin (JP);

In attendance: Mike Knights (Clerk);

KEY ACTIONS SUMMARY from MINUTES

Item	Minute	Action	Target Date
5	Paperwork and Induction of new Governors	Clerk	18/01/17
7	LLP report to FGB	MW	20/03/17
8	Organise in principle meeting	MW/Cler	10/02/17
9	Sports and Outdoor activities reflect on website	MP	Asap.
11.6	MC to attend Safer Recruitment course (Next 07/02/17	MC	07/02/17
13	Admissions and Accessibility Policies to be presented to next F&S meeting.		

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In attendance: Mike Knights (Clerk);
Guests : Edd Dunkin; Karen Walker

MINUTES of MEETING

Item	Minute	Action	Target Date
1.0	Opening Prayer and Apologies received from Robert Stratford Two new potential governors were welcomed as guests for the evening.		
1.a	The attendance register and declaration of pecuniary interests was signed and none were declared against the agenda items of this meeting. Chair advised governors that Kim Jackson had resigned as a governor due to other work and family commitments.		
2.0	Minutes of previous meeting were reviewed. A number of small changes were requested. Action Item 12 Action by NF/MC Minute 3.1 Bullet 2 Budget does include pay rises for future years for all teaching and support staff who are not on the leadership spine. Minute 3.2.6See also Minute 3.2.10 Minute 3.3.3 AH and JN rejoined the meeting at 20:30pm With these changes governors agreed the minutes - signed by chair.		
3	Action Summary. Item 3.2.5 Agenda Item Item 3.2.6 KJ has resigned KH picking up on this Item 3.2.10 Complete Item 9.0 Census figures are collected in January. Item 10 EE did action and evaluate. No responses. See Agenda Item 10 Item 11.a Complete Item 12 Complete Item 13 Agenda Item 6 Item 13 Contact made with W Dean vicar. Meeting in hand. Complete. Item 13.3 Complete.		

4.0	Matters Arising - None.		
5.0	<p>Clerk explained current membership of GB and new governor changes.</p> <p>These will all be implemented immediately.</p> <ol style="list-style-type: none"> 1. EE becomes a co-opted governor 4 year tenure 2. ED becomes parent governor (elected) 4 year tenure 3. KW becomes a co-opted governor 4 year tenure. <p>This results in a complete Governing body of 12 governors.</p> <p>KJ resignation leaves Safeguarding Governor position vacant.</p> <p>KH agreed to take on this position.</p> <p>Governors voted unanimously to implement all the above changes.</p> <p>Clerk to manage paperwork and arrange Welcomes and Induction Training via Governor Services.</p>	Clerk	18/01/2017
6.0	<p>Marketing Strategy/Fund Raising</p> <p>A programme was discussed and agreed with a number of key confidential actions allocated to individual governors. These to be actioned before 25th Jan 2017.</p> <p>A meeting with EFS is arranged involving MW/NF/MP on 27th January to discuss current and future budget proposals and strategic action plans.</p>		
7.0	<p>Head Teacher Report (Verbal)</p> <p>Current POR is 73. 20children are leaving Yr 6 in July</p> <p>Admissions into Yr R in September awaiting confirmation. Likely position is 8 probables 6 possibles</p> <p>Staffing - No changes.</p> <p>Inset Day (3rd Jan) covered Community Links (am) and Mastery in Maths (pm)</p> <p>Staff Meetings - Focussing on development of subjects by staff.</p> <p>Lunchtime support staff vacancies presenting a challenge.</p> <p>A governor asked whether the school maintained ratios at lunchtime. MW confirmed that with assistance of AH and himself these are maintained. Staff were supportive but could not be asked to cover qll the time.</p>		

	<p>SIAMS Inspection 6th December - Andrew Ricket Report published and confirmed WTPS is outstanding in all areas.</p> <p>MW thanked everyone who had been involved in achieving this excellent result.</p> <p>Moderation of EYFS performed 23/11/2016. Cycle every 4 years. Moderators very pleased and commented that baseline assessments were very good and staff knew their children well.</p> <p>Behaviour Nothing to report.</p> <p>Standards MW confirmed the INSITE Monitoring software was enabling staff to monitor and track pupil progress and achievements and is excellent at helping focus resources. LLP (Mathew Rickson) visit scheduled 7th Feb. His report will be available for next FGB.</p> <p>Safeguarding Audit - Now complete, Governors reviewed and approved. This will be submitted this week.</p> <p>Parents Evening Positive feedback reported from parents.</p> <p>Governors/HT review of SLAs completed. Governors discussed and approved proposals. Details agreed with F & S committee - See Report Minute 11.</p>	MW	20/03/17
8.0	<p>Staffing Structure 17/18</p> <p>MW has meeting with EPS on 30/1/2017. Will have his proposals formally prepared in a report by then.</p> <p>NF requested Clerk to work with MW to arrange any meetings to discuss proposals accordingly. Likely dates to be 10th Feb approx..</p>	MW/Clerk	Feb 2017
9.0	<p>EE reported on SIP monitoring progress and the 11 key areas for monitoring.</p> <p>Notable points: Quality of T & L - Outdoor learning. P&S had received a report and have requested an action plan. Effectiveness of Leadership and Management Effectiveness of Subject leader NF/EE workshop with staff June 17. Connection with Community - Action plan Challenge and Support of HT by Governing Body. Recruitment process - Better & Stronger</p>		

	<p>ACTION POINTS</p> <p>A governor commented that the website did not reflect the wealth of sports and outside activities the school supported. MP agreed to review this.</p> <p>A governor asked about the IT provision - is it for purpose? Governors noted question but in the current budget situation agreed to defer further action.</p>	MP	
10	Governor Self Evaluation. The subcommittee has reported and an action plan proposed. Governors unanimously supported plan.		
11.	Committee Reports.		
	F & S		
11.1	KJ has resigned as chair and KH has agreed to take over.		
11.2	EE raised question of actual budget position and likely end of year carry forward. MW advised that Kim Furness (Admin Officer) and himself had gone through spending plans and timings and their effect on the outturn figures and could confirm that the likely position would be a small (£5-10k) surplus.		
11.3	Some expenditure was committed but would not be spent until later.		
11.4	SLA review conducted by MW and KH. Proposal is to not pay for e-learning option, and not to take caretaker support option. These options reflect a saving of £745.00 in 15/16.		
	A governor questioned the SLA on library support. Governors unanimously agreed to continue this.		
11.5	Safeguarding Audit. Complete and circulated to governors. Governors approved and will be submitted urgently.	MW	
11.6	A governor asked about the Safer recruitment governor position. It was confirmed that there are currently 2 x SR governors namely MW/JP MC agreed to attend a course and become qualified.	MC	07 Feb 17
11.7	P&S		
	RoL Data - Next meeting EYFS - Report above SIAMS - Complete PP Children (no boosters) Outdoor Learning Behaviour - Next meeting.		
	Governors accepted reports and agreed with progress.		

12	Training - Deferred.		
13	<p>Policies</p> <p>Admissions Policy - MC/MW to meet and resolve issue of West Dean catchment in policy. Recommendations to be presented to March 20th FGB.</p> <p>Accessibility Plan - being updated by MW Charging and Remissions - being updated by MW</p> <p>Both policies to be presented to F & S at next meeting.</p>	MW/KH	
14.0	<p>Date of next meeting 20th March 2017</p> <p>Meeting closed at 21:00pm</p>		

Approved Date...