

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON MONDAY 11th APRIL 2016 AT
18:47 PM**

Present: Nicola French (NF); Mike Warren (MW); 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
3	Item 3.ii Governor Feedback on SEF	ALL	17/05/16
3	Item 3.iv Colour coding of SIP/Success Criteria.	MW	17/05/16
3	Item 8.1.1 Digital version of SIP	MW	30/04/16
6.a	OFSTED Data onto Website Banner publicising OFSTED success	MW/JN MW/KF	17/05/16 17/05/16
6.c	SFVS submission deadline missed. Urgent submittal.	MW/KH	URGENT
8	Feedback on SIP to P & S	MW	26/04/16
8	Subject Leadership Workshop MW to advise date and format	MW	30/04/16
9	PP Visit to organise	NF	Early Summer Term
11.0	Notice/Check/Share MW/NF to review in WTPS context.	MW/NF	17/05/16
11.1	Safeguarding Document - Use in Audit Inspection Framework Feed into SIP Monitoring Safeguarding Strategy/Activity/Awareness	KJ KJ MW/NF	TBA TBA
11.2	MP/MC Induction Course Feedback	MP/MC	17/05/16
12	Governors responsibilities in Equality Document	NF/Clerk	
13	Cluster Meeting organised for 13 th April. Feedback to F & S	NF	F&S Summer

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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 Marion Clutterbuck, Mark Parrott and Kim Jackson.		
2.0	Minutes of meeting 26 th January 2016 were reviewed and accepted as a true record. Signed by Chair.		
3.0	Item 3 i. Governors told the SEF was available in the SIP/SSE folder in Dropbox. MW confirmed he had archived old folders to clarify access. ii. No feedback received. Governors to action by next FGB iii. Website info complete. iv. Colour coding of SIP not done but MW looking at success criteria. WIP will be complete by next FGB Item 5.1 Complete Item 8.1.1 Paper version complete. Digital version being updated. Copy in staff room. Item 8.1.3 Action ongoing. Complete. Item 11 Complete Item 12a Cluster meeting status. NF continuing to pursue. Meeting scheduled 13 th April. Braishfield School joined cluster group and will attend meeting. Item 14.1 Admissions Policy Action complete	ALL MW MW	17/05/16 17/05/16 30/04/16
4.0	Matters arising		
5.0	Governing Body Membership - Chair confirmed one additional governor co-opted required and candidates being pursued.	NF/MW	

5.a	Clerk clarified current thinking on DBS checks. Governors agreed that provided governors had continuous service they did not need new DBS checks.		
5.b	Governors confirmed that all statutory information was now on website.		
6.0	<p>Head teacher verbal report.</p> <p>MW advised POR currently 78.</p> <p>Expect 76 in September. Result of 12 year 6 leavers and 10 (minimum) new joiners.</p> <p>17 applications received</p> <p>10 1st choices 5 2nd choices 2 Late arrivals</p> <p>A supply teacher Mr Webb has joined the school full time to cover Chestnut over the summer term.</p>		
6.0.1	<p>MW confirmed the challenges of a new teacher and managing the reports/targets of Yr1/Yr2 were being well managed between outgoing teacher and new teacher.</p> <p>A governor asked if MW was confident on the KS1 assessment preparation. MW confirmed he is and will be carefully monitoring and sharing some of the load and responsibility.</p> <p>Another governor queried if new teacher had previous experience of the requirements. MW confirmed he had but did not yet know the children closely.</p> <p>A governor observed the new system was heavily focussed on 'What is in the books'. MW confirmed it is a big challenge but with full support of the SLT they are confident the children will not be disadvantaged.</p>		
6.0.2	<p>MW commented that WTPS might be externally moderated. Would know after 20th May. A governor asked why this might be. MW reflected on historic practice and methods but stated the new selection of schools was from DofE proposals by county so he had no certainty.</p>		
6.a	<p>OFSTED report finally received and all governors pleased with analysis and summary.</p> <p>Governors asked what school would be doing to address key pointers of report and if there was any external feedback.</p> <p>Another governor queried if there was any parental feedback.</p>		

	<p>MW advised some parents were interested during quiet period but none since the report was published.</p> <p>A governor proposed the OFSTED success should be re-emphasised as the momentum gained by the results had been lost over Easter holiday. Governors agreed to put report on website and use some quotes in the website text and newsletter where appropriate.</p> <p>School considering a banner advertising OFSTED success.</p>	<p>MW/JN</p> <p>MW/KF</p>	<p>17/05/16</p> <p>17/05/16</p>
6.b	<p>MW explained situation with other staff and also the redundant position but advised he had no definite details and would not know for certain until end May.</p> <p>A governor asked about new member of staff to cover Chestnut from September. MW advised an advertisement was published and he has received some interest with 5 visits and 2 formal applications and hopes to select at end of month.</p>		
6.c	<p>MW advised governors the March 31st Deadline for submission of SFVS questionnaire had been missed but would be corrected very shortly.</p>	MW/KH	URGENT
6.d	<p>MW advised governors he expected a SIAS inspection might be called in June.</p>		
7	<p>White Paper on academisation. Noted and governors agreed to keep a watching brief on developments in Hampshire and Diocese.</p>		
8	<p>Monitoring of the SIP - Ongoing where possible, given on-going changes to teaching staff.</p> <p>A governor raised the issue of which areas governors monitor. MW advised he has to consider re-assigning subject leaders and he is thinking on this. Teachers will discuss and propose link functions. Feedback will be to P & S Committee.</p> <p>MW confirmed he will take on IT lead.</p> <p>A governor suggested a workshop on monitoring effectiveness of subject leadership. MW agreed to talk to staff about a staff/governor meet. He believed the response would be positive so suggested a meeting in May. MW to advise governors of format and dates.</p> <p>Governors to monitor Sports Premium - Impact and Outcomes Governors proposed governor to lead monitoring and prepare Impact statement (similar to PP review). MP to be asked to lead this.</p>	<p>MW</p> <p>MW</p> <p>MP</p>	<p>26/04/16</p> <p>30/04/16</p> <p>17/05/16</p>
9.0	<p>Governor visits - Governors advised visits and confirmed</p>		

	<p>reports were in progress.</p> <p>SEN RS Complete</p> <p>RS confirmed current SEN monitoring being done well and training of the SEN staff had also gone well. 16/17 SEN load currently expected to be lower.</p> <p>PP Visit NF Due early this term.</p> <p>A governor raised the issue of the Family Forum - reporting parents saying it would be better earlier in year. A governor advised that the continuation of reps into following year would allow earlier Forum due to continuity.</p>	NF	Early Summer Term
10.a	<p>F & S Committee KJ report.</p> <p>IT - PTA funding supported purchase from Lockerley. Complete</p> <p>Tight budget control suggests better than expected Outcome at year end.</p> <p>Canopy Projects - Planning and quotation stage. WIP</p> <p>IT Maintenance Plan to be put in place.</p> <p>Health and Safety and Safeguarding Documentation to be audited to ensure it is fully up to date.</p>		
10.b	<p>P & S Report EE Report</p> <p>LLP visit and report review.</p> <p>Focus on writing.</p> <p>Monitoring and Pupil Performance - Now half termly. With many changes in assessment and curriculum, alongside responding to OFSTED, plus the general state of flux in the school, our priority must be to consolidate.</p> <p>Booster sessions continuing. The Committee wished to record the Governing Body's thanks to all those voluntarily giving up their time to enable Booster sessions to happen.</p> <p>EE reported on her 27/01/1 visit.. Children were eager to take on responsibilities within the school.</p>		
10.b.1	<p>Query on whether Equality Documentation should include Legal responsibilities of Governors.</p>	NF/Clerk	

11.0	<p>Governor Training Report on WGBT training circulated by TLG. Feedback was complimentary to governors.</p> <p>MW has attended Fire Marshall Training MW and KF attended Safer Recruitment Training. MW attended PREVENT Training and will disseminate to staff. MW recommends governors do e-learning course on PREVENT. JN attended bullying course - Not impressed - No real structure and no clear objectives. Needed better focus on secondary/cyber bullying. NF attended course on Prevent. Some useful themes. Not on closing down conversations but about keeping children safe. MW/NF to consider what 'notice, check, share' looks like at WTPS.</p>	NF/MW	
11.1	<p>MW tabled Culture of Safeguarding in Schools document. Includes awareness questionnaire. KJ could use in audit.</p> <p>New Inspection Framework document. KJ to analyse for input to review of SIP Monitoring</p> <p>MW/NF to run check on Safeguarding Strategy/ Activity/ Awareness</p>	KJ KJ MW/NF	TBA TBA 17/05/16
11.2	<p>MP and MC have attended Induction Course. No response to date.</p>	MP/MC	
12.0	<p>Policies</p> <p>Equality - 5 Key objectives. Agreed pending resolution of point raised in Item 10.b.1</p>	NF/Clerk	
13	<p>Cluster Group Cooperation.</p> <p>NF organised meeting of Cluster CoG's to discuss group procurement. Due 13th April. NF to report back to next F&S.</p>	NF	F & S Summer
14.0	<p>Date of next meeting 17th May 2016</p> <p>Meeting closed at 20:46pm</p>		

Approved *N.K. French*

Date....17th May 2016