

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT  
WEST TYTHERLEY SCHOOL ON MONDAY 28th JANUARY 2013 AT  
7.15PM**

Present: Graham Wright(GW); Mike Warren (MW); Kate Arrandale; Sarah Bidois (SB); Amy Byam(AB); Mark Carr(MC); Nicola French (NF); James Pitkin(JP); Robert Stratford(RS);

In attendance: Mike Knights (Clerk);

**ACTIONS SUMMARY from MINUTES**

3.2	Outstanding policy as drafts	MW	01/02/13
6.4	Absence policy implementation	MW	15/02/13
6.10	Governors webpage	KA	28/02/13
9	Response to Romsey Advertiser Article	GMMW	Urgent
12.1	Policies Review update	Clerk	28/02/13
12.3	SEN Policy draft	MW/NF	26/03/13
15	Governor Timetable	Clerk	01/02/13

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Item	Minute	Action	Target Date
1.1	Apologies for absence: Laura Tuck (LT); Amy Byam late arrival.		
2.1	The meeting was opened with a prayer. The attendance register and declaration of pecuniary interests was updated.		
3.1	Minutes of previous meeting dated 22 <sup>nd</sup> November 2012 were reviewed. These had been corrected following governor feedback.		
3.2	Action Item 3.7 is still outstanding. HT to supply out of date policies to F & S Committee to update.	MW	01/02/2013
3.3	Action Item 7 - For clarification this will be shown as two separate items  Family Engagement approach Joint Letter to Parents	GW/MW GW/MW	
3.4	All other action items were complete or subject of an agenda item.		
4	Matters arising - All matters arising are addressed as agenda items.		
5a	Governor recruitment - Parent governor and a community governor positions have been advertised in the school and in the wider community. Several declarations of interest were received.  Interested parties have had further details of the positions and explanations of governors responsibilities. All candidates were requested to confirm formal interest.  One candidate for parent governor has applied formally. With only one candidate a vote was not deemed necessary.	GW	

	<p>One candidate for community governor has applied formally. The Governing body voted on the community governor and pending satisfactory checks appointed the candidate unanimously.</p> <p>Formal identification checks and CRB checks will be completed for both candidates as soon as possible.</p>	MW.	
5b	<p>The GB Self Evaluation panel was no longer considered appropriate to challenge and support the GB due to NF taking on Vice Chair role. Chair requested new members - see Minute 6.6 . The work done to date by panel and TLG will be forwarded to new committee members.</p>	NF/RS	
6.	<p>Written report had been circulated.</p> <p>Governors challenged a number of statements and also asked for clarification where data had not been included in the report.</p>		
6.1	<p>Admissions - There are some pupils leaving the school and others joining school. The net effect will be small with Yr 13-14 currently set at 93 (+2)</p>		
6.2	<p>The lack of data from Raise on Line system failure was disappointing.</p>		
6.3	<p>Pupil Progress meetings were supported by governors as a good approach to ensure good monitoring over the coming term(s)</p> <p>It was agreed Pupil Performance review will be a regular agenda item on P &amp; S Committee agenda to closely monitor progress.</p>	MW NF	Spring/Summer 2013
6.4	<p>Absence - Improved over last year but still below target. Governors stressed importance of implementing policy on Authorised absence (5 days max). (Planned for 01/01/13)</p> <p>The policy will be re-affirmed effective from 01/04/2013. Any requests for exceptional treatment must be referred to GB.</p> <p>HT will draft a letter clarifying new policy and when agreed with Chair will be circulate to all parents.</p>	MW/GW	15/02/2013
6.5	<p>Performance figures show T &amp; L was judged good across the school</p>		
6.6	<p>Amy Byam joins meeting at 19:54. Asked to join SEF panel.</p>		
6.7	<p>The LLP visit unfortunately coincided with preparation for the DHT Interview activities and could not be rescheduled. HT did not feel the school was properly reflected in the subsequent report. Chair and GB requested a review from HT and will</p>	MW/GW	

6.8	consider challenging report content & findings.  An informal management meeting with Area Education management is scheduled for 13 <sup>th</sup> February. Several governors requested feedback on the tone and content of this meeting to inform any responses considered appropriate.		
6.9	Governors challenged HT on whether he was being properly supported or whether the school was losing faith in the LLP process and not receiving good value for money.		
6.10	Governors webpage. - GB agreed to post photographs and a short profile on site. A governor was asked to manage this activity with a deadline of end Feb 13	KA	28/02/2013
7.0	A new DHT has been selected and appointed. DHT confirmed coordination and familiarisation plans were in place to ease changeover.	SB/MW	
7.1	Governors were keen to ensure the appointment was seen as a positive by parents and staff. Activities will be put in place to reinforce this message.	GW	
8.0	Committee Reports:		
8.1	F & S Terms of Reference agreed and approved..  Minutes circulated beforehand. Brief summary of F & S report explained by Committee chair and accepted.		
8.2	P & S Terms of Reference approved and will be brought to FGB in March.  Minutes circulated beforehand. Brief summary of P & S report explained by Committee chair and accepted.		
9	P & S committee also raised question of newspaper article in Romsey Advertiser which is considered to misrepresent results and status of school performance.  Governors will write to parents to properly position data and analysis of performance. Chair of governors and committee chairs will prepare response.	GW/NF/ MC	Urgent.
10/11	Safeguarding Governor - AB has agreed to take on role of Safeguarding Governor. Training course already booked so will schedule to fit in with course. This role incorporates Health & Safety responsibilities also.  Safeguarding: Two governors are safer recruitment trained. (JP/MW). Others to consider.	AB/RS	

FGB 280113fin-2

10 Mar. 13

12	Policies:		
12.1	Review of policies and update procedures was agreed 28/11/12. Clerk to re-issue status document and proposed update programme.	Clerk	28/02/13
12.2	4 Policies have been reviewed and presented for approval. Financial Mgmt Policy Charging and Remissions Policy Best Value Policy Purchasing Policy Governors approved all of these.		
12.3	SEN policy still outstanding. HT to supply existing policy to P & S committee for update and approval at next FGB	MW/NF	26/03/2013
13	.Training policy circulated by TLG. Accepted and approved.		
13.1	Governors agreed to support Full Access training with E-learning option. Form returned to Gov Svcs accordingly.	RS/Clerk	
14	Governors agreed to continue with LA Clerking Services.		
15	Governor timetable. Revision control to be added and re-circulated.	Clerk	01/02/2013
15.1	A business plan to structure work in GB will be developed by Chair and VC. This may be incorporated into Timetable format.		
15	Date of next FGB 26 <sup>th</sup> March 2013		
21.1	Meeting closed at 21:28pm		

Approved..... Date.....