

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT  
WEST TYTHERLEY SCHOOL ON TUESDAY 14<sup>th</sup> JULY 2015 AT**

**19:05 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
4	3.1 Cluster Training Attendees 10.2 SEN Policy - WIP 13 Standing Orders	RS MW/NF/ Clerk Clerk/MW	Autumn 15 Sept 15 Sept 15
5.1	New methodology to prepare skills audit	RS	Nov 15
7.3	KS1 data to be presented graphically to P&S	MW	Sept 15
7.4	Validation of KS2 data to P&S	MW	Sept 15
7.7	Action Plans to address performance	MW	Sept 15
7.8	Attendance Policy - Complete localisation	P & S/MW	Nov 15
7.9	Pay Policy to F & S Committee	P & P	
7.14	Thematic Audit Actions summary	NF	
7.20	Pupils leaving Yr 2 / Yr 3 Causes analysis.	MW	Sept 15
8.0	School SEF	MW	Sept 15
9.0	SIP Review Progress on objectives Parents feedback summary (letter)	EE/JN/RS NF/MW	Aug/Sept 15
11.3	F & S Minutes - Circulate	Clerk	July 15
17	SMSC Position Statement - Circulate	MW	Sept 15
18	Draft Timetable updated and circulate	Clerk	31/07/15

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT  
WEST TYTHERLEY SCHOOL ON TUESDAY 14<sup>th</sup> JULY 2015 AT  
19:10 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);

**MINUTES of MEETING**

Item	Minute	Action	Target Date
1.0/2.0	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 Mark Grant Goodey, Kim Jackson (KJ); and James Pitkin.		
3.0	Minutes of meeting 19 <sup>th</sup> May 2015 were reviewed and accepted.		
4.0	All matters arising had been completed or are Agenda Items at this meeting.  Clerk advised governors that <ol style="list-style-type: none"> <li>1. a new Foundation Governor had been proposed and assuming all paperwork checks OK they would be able to start in September.</li> <li>2. Following the retirement of Amy Byam there is a parent governor vacancy. Governors agreed to wait until the new intake parents in September to seek a replacement.</li> </ol> Item 3.1 Action on RS - RS advised he could not organise the cluster training as the lecturer had been appointed by Governor Services to conduct training at Andover on 9 <sup>th</sup> March 2016. Two nominees from WTPS could attend and brief others. KH + another. RS will email all with details. Item 10,2 SEN Policy - Still work in progress. Agenda item for September FGB. Item 13 Standing Orders Clerk to pass Final documents to MW for uploading to website.	RS  KH/Ano  MW/NF/ Clerk  Clerk/MW	Sept 15   Sept 15
5.0	Skills Audit. EE has completed. A few areas of weakness were identified and prioritised. <ol style="list-style-type: none"> <li>1. Fundraising - Skills needed - particularly knowledge of grant funding. Option to appoint Consultant to sit on F &amp; S committee and assist with financial/grant</li> </ol>		

5.1	<p>issues tabled and discussed - no decisions.</p> <ol style="list-style-type: none"> <li>2. Marketing - Parent appreciation of school and dealing with complaints and feedback. Possible suggestion box/feedback box.</li> <li>3. Skills Audit - Linking to SIP skills required and feed into training plans.</li> <li>4. Training - Item passed to RS item 16</li> <li>5. Governor progression - A seamless transfer for new chair is preferred and thus requires planning and training.</li> </ol> <p>A governor observed the skills audit was voluntary bullet point orientated and did not necessarily capture all governor's skills. RS was asked to consider a different methodology to better identify the governors full skill base.</p>	RS	Nov 15
6.0	<p>Governor Self Evaluation A governor questioned how useful the process really is.</p> <p>After discussion a governor suggested the process should be based on a rated analysis rather than yes/no answers.</p> <ol style="list-style-type: none"> <li>1. Rate topic answers rather than yes no in Skills Audit</li> <li>2. Consider advisers.</li> <li>3. Improve F &amp; S Effectiveness. Good at challenging questioning but need more pro-active strategy and planning.</li> <li>4. Communications SIP/Parent workshop - Good and should be repeated.</li> <li>5. Improve FGB and Committee paperwork issues.</li> <li>6. Governor Induction - Good</li> <li>7. Gov SEF - Regular meetings, tied in with SIP. Good broad governor feedback.</li> <li>8. Dropbox Better housekeeping from all contributors.</li> <li>9. Future - More comprehensive agendas for committees. - MW suggested all governors email questions on his report to allow a him to fully answer fully and quickly.</li> <li>10. Social event after meeting (last FGB)</li> <li>11. Chairs setting feedback goals/objectives for next year (3 years)</li> </ol> <p>NF asked all governors to think about these points for next FGB.</p>		
7.0	<p>Head Teachers - MW gave a verbal report. All governors reviewed and queried the following points:</p> <p>7.1 Pupil Numbers - MW cited a predicted demographic drop WTPS number 83 on roll +2 Leavers 17 New pupils 14 Year R (incl 1 statemented)</p>		

	<p>Yr 5 +1 Yr 6 +1</p> <p>Governors asked if these numbers worked with the school class structure. MW explained these were OK at present but could cause problems in future years.</p>		
7.2	<p>Results EYFS - 91% have Good Level of Development (10 of 11) Below 1 child writing 1 child behaviour</p> <p>PHONICS Yr 1 64%</p> <p>Governors referred to national average. MW confirmed this is 70%</p> <p>A governor queried why children were failing. MW responded that 1. some of the able spellers were confused with the 'non-word' and made silly mistakes; 2. One SEN child was not entered for this test but their results were counted; 3. Another child (new to the school and education) was entered but had very poor phonic skills..</p>		
7.3	<p>A governor asked if the results went onto the website and what would OFSTED response be. MW explained that the results were public and would be placed on our website. The Raise Online report would provide further analysis for the school and Ofsted would be aware. MW hoped that Ofsted would be able to understand the context of these results.</p>	P & S Chair	Oct 15
7.4	<p>KS1 Results handout by MW Governors felt the results were difficult to analyse; MW requested to analyse and present data graphically. This will be focussed on by P &amp; S Committee.</p> <p>A governor remarked that the figures showed a reverse position between girls and boys compared to national averages.</p> <p>Governors were told that MW/AH had identified several errors in marking of the KS2 results and that these had been referred back to examiners.</p>		
7.5	<p>A governor requested a validation process over summer with results presented to September FGB.</p>	MW	Sept 15
7.6	<p>MW summarised by stating he expected all children who were on track to be Level 3 at KS1 and to achieve Level 5 at KS2 to achieve their targets</p>		
7.7	<p>Governors expressed concern in terms of progress of some children. Another queried how this would be handled with</p>		

	OFSTED and what might they require if 2 levels were not attained.		
7.8	Governors re-iterated they expected to see action plans in place to address issues.	MW	Sep 15
7.9	New Model Attendance Policy - Using HCC model and localising to WTPS. Will be finished for November	P & P committee	
7.10	New Pay Policy - MW explained this recommended a 1% increase for staff. Governors referred to Pay Committee.	MGG	
7.11	Nov FGB to ratify following recommendations from F & S and clarification of impact on budget.		
7.12	MW advised there was a new LLP (Martin Beales). A familiarisation meeting expected had been delayed to September.		
7.13	MW explained there will be a new OFSTED framework from September and he felt it was likely the school would be visited.		
7.14	MW confirmed visits to parents and nursery schools to promote the school and assist with admissions had been conducted	NF	
7.15	The Thematic Audit had been circulated. Actions required are to be analysed by a small team comprising NF/MW/Clerk with NF as lead.		
7.16	MW reported that IT equipment has been upgraded. 10 new iPads; 2 iPad AIRS for SEN support; New Dataserver being replaced from capital and PTFA funding		
7.17	School wishes to purchase some Laptops . Funding is being discussed and reviewed. A governor is cross checking quote.		
7.18	MW advised governors the proposed school inset days are scheduled for 1 <sup>st</sup> /2 <sup>nd</sup> September Cluster 2 <sup>nd</sup> November 4 <sup>th</sup> Jan and 6 <sup>th</sup> June 2016		
7.19	MW stated he believed the SIP document format required A thorough review. Teachers had made an enormous commitment but the plan needs simplifying and focus and should include feedback from parents . Governors were unanimous in their agreement		

7.20	<p>MW informed governors the school minibus driver had resigned after working for the school for 14 years and commended him on his dedication and service. A governor asked if there was a replacement in place and MW confirmed not yet.</p> <p>A governor raised the issue of small class sizes and the implication on finances. Governors wanted to understand why Yr R and Yr 1 numbers were good but Yr 2 - Yr 3 sees large numbers of pupils leaving. Does the GB fully know and understand the reasons.</p> <p>A governor felt it was important to research and clarify. MW requested to analyse and explain issues over the 2 year group figures. Look at trends.</p>	MW	Sept 15
8.0	<p>School SEF - Following a meeting of NF/MW this is substantially complete.</p> <p>A governor asked when this would be available. MW confirmed the document would be finished by September so could be presented to FGB mid-September.</p>	MW	Sept 15
9.0	<p>SIP Governor monitoring workshop - 3<sup>rd</sup> session complete. Governors expressed a big thank you to all staff for their involvement and commitment.</p> <p>EE/JN/RS asked to prepare governor feedback from the monitoring process. This should include data as to which success criteria had i. been met ii. Not met iii Ongoing</p> <p>The parents evening inviting feedback on the new emerging 3-year SIP had been a very successful evening although actual feedback had been limited.</p> <p>NF agreed to prepare a feedback summary on behalf of governors who attended as additional input to SIP. This will be sent to all governors and parents who attended. Format will be as a letter with Bullet points and expressing thanks for involvement. NF to lead on this with MW</p>	EE/JN/RS       NF/MW	Before Sept FGB
10.0	<p>Pupil Premium report passed to F &amp; S and P &amp; S Committees.</p> <p>Governors identified key committee topics</p> <p>F &amp; S Interventions - Good value for money? F &amp; S £17k in Minutes F &amp; S Booster sessions</p> <p>P &amp; S Effectiveness P &amp; S Pupil Progress and now attainment P &amp; S Any differences in attainment between PP &amp; non PP</p>		

	pupils? NF meeting Helen on 17 <sup>th</sup> July to tabulate data.		
11.0	F & S Summary		
11.1	Budget OK this year Next Year pupil numbers an issue and HT and governors will need to consider implications for school very carefully. SFVS Audit Done Funding for Laptops at school		
11.2	Budget review in October - Issues of pupil numbers and staffing will be addressed.	Clerk	
11.3	Clerk requested to circulate minutes.		
12	P & S Committee Minutes already circulated for review.		
12.1	Key points Effective use of 4 seasons garden SEN and able child provision Ensuring T/As being fully utilised.		
13.0	Safeguarding -		
13.1	MW confirmed he is working with County in supporting several families.		
13.2	Staff training is scheduled for September for all current and new staff.  A governor queried if this included non teaching staff. MW confirmed it did except Canteen staff who are contractors.		
13.3	As AB has resigned her safeguarding governor role was passed to Kim Jackson. Appropriate training will be arranged.	KJ/RS	
14.0	H & S No issues.		
15.0	Policies.		
15.1	a. SEN Policy Work in Progress b. Staff Discipline, Conduct and Grievance. Approved.  Clerk to circulate policy list for next FGB.		
16.0	Governor Training Clerk and DFG explained new higher profile role expected from Training governor (Note Development and Training Governor)		

	<p>RS observed that the new profile asked a lot of governing bodies. For a small rural school this could represent a heavy system.</p> <p>RS remarked that the new Training policy matches that established at West Tytherley</p> <p>a. WGBT topics - RS has circulated a revised list but commented that an informal " How to improve governance" workshop would be a good option and Governor Services could be asked to find someone to lead.</p> <p>RS also confirmed that Governor Services had arranged an OFSTED training event with two places for each school. Governors proposed NF and RS attend and then brief all other governors. This was unanimously agreed.</p> <p>b. Cluster Training Event See Item 4 above.</p>		
17.0	<p>AOB</p> <p>A governor asked about SMSC (Spiritual, Moral and Social Culture) at school.</p> <p>MW confirmed WTPS has a position statement enshrining British values. This is published on the website</p> <p>MW agreed to circulate statement to Staff, non teaching staff and governors.</p>	MW	Sept 15
18.0	<p>Date of next meeting 22<sup>nd</sup> September 2015</p> <p>Governors discussed a draft timetable. Several dates were amended</p> <p>FGB Aut 1 22/09/2015</p> <p>FGB Aut 2 24/11/2015</p> <p>FGB Sum 2 12 Jul 2016</p> <p>Clerk to amend and re-issue. Committee meeting dates will be incorporated in due course.</p> <p>Meeting closed at 21:08pm</p>	Clerk	July 15

Approved

*N.K. Peach*

Date....22 September 2015