

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON MONDAY 4th July 2016 AT 18:50**

PM

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

In attendance: Mike Knights (Clerk);

KEY ACTIONS SUMMARY from MINUTES

Item	Minute	Action	Target Date
5.b	Letter to thank staff for excellent service.	NF	
5.c	Circulate SATS results to all governors	MW	05/07/16
5.h	Review and streamline pupils report procedure to reduce load on staff.	MW	
5.i	Develop transport strategy - F & S	KJ	Nov F & S
6.a	Skills audit - Possible Volunteer to assist with Marketing	JN	
7	School SEF. i. School Self Evaluation ii. To Governors	AH/MW	Sept 16 Nov FGB
8	SIP Working group dates for Input	MW	
8.1	Governor resource planning meeting	KJ	
8.a	Feedback meetings EE/NF/JN	EE	
9	PP meeting NF/ Helen.	NF	
10	Cluster Procurement meetings	NF/KJ	
11.2	Funding check (Special school)	MW	
13	HCC Accident Procedure raised by Clerk	Clerk/MW	
15	White Paper Update	NF/RS	
16.1	Possible Funding from village planning Application	KJ	June F & S
16	Draft Timetable to be circulated.	Clerk	ASAP.

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON
MONDAY 4th July 2016 AT 18:50 PM**

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

In attendance: Mike Knights (Clerk);

MINUTES of MEETING

Item	Minute	Action	Target Date
1.0	Meeting opened with a prayer.		
2.0	The attendance register and declaration of pecuniary interests was signed and none were declared against the agenda items of this meeting. Apologies received from James Pitkin (JP); Robert Stratford (RS);		
3.0	Minutes of meeting 17 th May were reviewed. Governors approved the minutes. Signed by Chair.		
4.0	ACTION SUMMARY Item 6b Use of Sports Premium. In hand and ongoing. MP presented several ideas and opportunities. Likely to test these with children to finalise. Item 7. Letter sent. Considered well worded and balanced. No responses yet. Item 9 Item complete. Awaiting NF report. (PP visit) All other items complete or agenda items.		
5.0	Head teacher report. Verbal update report as written report delivered at May meeting.		
5.a	MW reported on class sizes Yr R 12 Yr 1/2 22 Yr 3/4 17 Yr 5/6 27 12 leavers in Yr 6 Classes will need to be arranged to accommodate projected numbers.		
5.b	Staffing MW explained proposed staffing levels and allocations. Governors understood excellent commitment and contributions		

	made by Mr Webb and Mrs Pearce over years. NF to include section in newsletter and also personal letters of thanks from Governors to each.	NF	
5.c	SATS (KS2) 9-13 May Reading was very demanding and considered not accessible to most children nationally. Results not published yet (Due 5 th July). P&S committee asked MW to circulate SATS results before end of term. Send to ALL governors.	MW/AH	08/07/16
5.d	Phonics All Yr 1 Passed Yr 2 retakes All Passed		
5.e	KS1 New tests. Children handled well. School results externally moderated - Agreed with teachers judgements.		
5.f	INSET day training on PREVENT for all staff completed in June. Administrators and new staff - Training in September.		
5.g	A governor asked about impact of new curriculum. MW advised this was like a 2 year cycle and with knowledge and data of how previous years had gone can now plan for next years with benefit of experience.		
5.h	Reports. Most reports were completed over staff holiday periods as workload during school days did not allow sufficient time. MW re-iterated staff had worked extremely hard and he felt that effort required???? To complete A governor asked MW to review scope of reports and content for next year. A governor proposed using a headline arrangement on the report with data at school if parents wanted further information. Governors asked MW to analyse and summarise report procedure and format with a view to reducing load on teachers.	MW	
5.i	Transport difficulties. Activities away from school tended to rely on supportive parents although sometimes school had to assist. Access to minibuses would make things a lot easier. Sharing with Norman Court was an option if not being used already. A governor observed it was embarrassing using the same parents all the time. Proposed a small charge be levied to use external providers.		

	It was agreed F & S would develop a transport strategy at November meeting.	KJ	Nov F & S
6.a	<p>Skills Audit.</p> <p>JN reported on skills audit results. Data not circulated as it contained some personal information.</p> <p>All governors felt they were members of right committee for their skills.</p> <p>Perceived weak areas are Legal - IT - Marketing/Publicity and Succession planning - Personal Aspirations</p> <p>Chair has flagged her agreement to remain in place for one more year and mentor a successor. Governors are asked to consider their aspirations and advise clerk if they are interested in taking on chair (17/18). Clerk can arrange necessary procedures etc. This is an excellent proposal and avoids any governors having to take on chair without necessary experience.</p>	ALL	
6.b	<p>A governor suggested a possible villager who could bring marketing skills if willing. JN agreed to approach and enquire.</p> <p>Code of Conduct</p> <p>New code of conduct document tabled and approved. A governor proposed this should be in all new governors induction pack and this was agreed</p>	JN RS	
7	<p>School Self Evaluation.</p> <p>MW working through document. Will meet with AH early September to review and complete.</p> <p>Present at November FGB - Agenda Item.</p>	MW/AH Clerk	September Nov FGB
8	SIP 2015 - 2018		
8.1	The finance committee will hold a blue skies workshop in September to prioritise the committees work for the coming year. KJ to find a date and circulate to all - any governor can attend, regardless of committee membership.	KJ	
8.a	<p>Governors questioned how their observations would get fed back to MW.</p> <p>NF cited Visits/Reports/specific Committee tasks, SEN & PP reports as all channels of feedback.</p> <p>Governors agreed to set up a meeting to explore further. EE/NF EE to set up meeting.</p>	EE	
9	<p>Pupil Premium Report</p> <p>RS had reported SEN information via P & S committee (minutes).</p>		

	Meeting NF/Helen on 17/07/2016 looking at interventions/ comparisons and effectiveness, NF to report back to next FGB.	NF	
10	F & S Report		
10.1	Policies approved Lone Working Pupil Premium		
10.2	Procurement NF/KJ to meet 8 th July at TV School for Cluster Procurement presentation. This seen as excellent opportunity. If meeting and outcome good then NF proposes meeting all cluster stakeholders	NF/KJ NF	
10.3	Capital Budget. Awaiting KJ data.		
10.4	Revamp of buildings to prevent damp issues - £5k will not cover the expected cost and thus fundraising will be required. Governors have proposed a possible Winter Ball in January and noted the PTA have picked up on this. Expected funds required are about £20/30k		
10.5	Kim Furness had informed governors general spend is on target however an issue with over charge on electricity was being challenged and will be resolved.		
10.6	KJ advised governors EFS had requested a 3year budget by Nov 16.		
11	P & S Report A possible offer of support from TV School with teaching IT is being considered. A review of outdoor learning outcomes will generate feedback on success of project. Bullying- Governors were monitoring management of bullying issues and reviewing experience.		
11.1	SATS - Results due 05/07/2016. MW will circulate to all.		
11.2	SEN - County has suggested 1 child would be better provided for at a specialist school, but there is no space at the school selected by parents. A governor queried why the school should be funding support for a child for which the County cannot find a space and for whom it is acknowledged that specialist education help is needed. MW agreed to explore.	MW	
11.3	Policies First Aid - Updated to incorporate new improvements and reporting. Approved unanimously.		

11.4	Collective Worship. Approved unanimously. Visits review - In Minutes.		
12.0	Safeguarding Clerk to highlight in September agenda. MW to circulate safeguarding audit data in draft. Governors must review ready to complete in September.		
13.0	Health & Safety No incidents to report. Clerk raised awareness of new HCC Procedures. MW to review.	Clerk/MW	
14.0	Policies All managed in committee. Code of Conduct passed to RS for localisation and inclusion in Induction Pack.	RS	
15	Governor Training Report from DTG tabled. Usage of courses by governors shows good value for money. White Paper Update - NF/RS will circulate report of briefing. WGBT Topic deferred to October.	NF/RS Clerk	
16	Draft Timetable Draft timetable prepared but will be reworked to accommodate expected challenges in Autumn term. Clerk to amend and recirculate.	Clerk/NF	
16.1	MP raised issue of possible funding from a Section 106 Planning application. The educational element of this might benefit school. NF agreed to follow up and understand details of opportunity as certain changes from original plan have been announced.	MP/NF	
17.0	Date of next meeting Meeting closed at 20:38pm		

Approved

N.K. French

Date.... 08September 2016

