

West Tytherley Primary School

Minutes of Full Governing Body Meeting 20 July 2017

20 July 2017 6.55 pm – 9.25 pm
West Tytherley Primary School

Present	Nicola French (Chair) (NF)	Mike Warren (Headteacher) (MS)
	Karen Walker (KW)	Mark Parrott (MP)
	Karen Hodson (KH)	Emma East (EE)
	Edd Duncan (ED)	Robert Stratford (RS)
	Jessie Newitt (JN)	James Pitkin (JP)
In attendance	Jane Parker (LA Clerk)	
Apologies	Andrea Hodgson (AH)	

Red denotes challenge and questions

Green denotes support and comment

Blue denotes actions

Italics denotes decisions

1	Welcome, apologies and opening prayer							
	Everyone was welcomed to the meeting. The meeting was quorate throughout. JP led the meeting in an opening prayer. Apologies were received and accepted from Andrea Hodgson.							
2	Conflicts of interest and pecuniary interests							
	There were no pecuniary interests declared.							
3	Minutes of the previous meeting 20 July 2017							
	<p><i>The minutes were approved and signed</i> subject to the following annotated corrections:</p> <ul style="list-style-type: none"> Page 9 Item 11 was corrected from 'There is now a robust online reporting system' to 'An online reporting system is being investigated.' Page 12 Item 15 – the course Ed has completed is his Induction course. <p>Action: MW to arrange minutes and papers to be filed in school folder.</p> <p>Action: It was agreed MW to provide cover clerk with access to Dropbox.</p>							
4	Matters arising							
	Update of actions:							
	23 May 3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Sign previous minutes (17.1.17) and file 23 May update: Action still to be completed. 20 July: Completed</td> <td style="width: 40%; text-align: center;">Closed</td> </tr> <tr> <td>4a</td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Information on sports to be put onto website 23 May update: Lots of information has been gathered and the approval of the budget in this meeting will mean the future spend can be included. Action will be</td> <td style="width: 40%; text-align: center;">MP</td> </tr> </table> </td> </tr> </table>	Sign previous minutes (17.1.17) and file 23 May update: Action still to be completed. 20 July: Completed	Closed	4a	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Information on sports to be put onto website 23 May update: Lots of information has been gathered and the approval of the budget in this meeting will mean the future spend can be included. Action will be</td> <td style="width: 40%; text-align: center;">MP</td> </tr> </table>	Information on sports to be put onto website 23 May update: Lots of information has been gathered and the approval of the budget in this meeting will mean the future spend can be included. Action will be	MP
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	<p>completed shortly.</p> <p>20 July: Document completed and circulated to governors prior to the meeting.</p>		
4c	<p>Admissions and Accessibility Policies to be presented at next FGB meeting</p> <p>23 May update: See Agenda item</p> <p>20 July: The 2018/19 Admissions policy has been approved but the school wishes to review the wording with regarding to children from West Dean. HCC have confirmed the wording can be amended but a meeting needs to be held with HCC Admissions team in order for this to happen. MW will work with MC to progress this by draft a proposed wording and finding out dates of HCC meetings.</p> <p>Item to be on September Agenda</p>	MW / MC Clerk	
6b	<p>Check if SFVS return has been circulated.</p> <p>23 May update: MW to re-circulate to ensure all governors have a copy of submission.</p> <p>20 July: The document has been approved by the FGB and submitted but the official signature of the Chair was outstanding to added. NF signed the SFVS as required.</p>	Closed	
7a	<p>Governor visit on reflection time</p> <p>23 May update: action ongoing.</p> <p>20 July: This item (arising from the SIAMS inspection) is currently on hold until the Autumn / beginning of the Spring Term when this will be taken into reviewed alongside other matters which impact on reflection time and thinking skills. This action will be carried forward as part of the School Improvement Plan monitoring.</p>	Closed	
7b	<p>Support Headteacher with IT</p> <p>23 May update: This is in hand and a date being agreed.</p> <p>20 July: ED has met with MW and a report has been drafted. This report has a focus on the software needs but identifies that investment on hardware is also an need. MW explained further about software to support development of the curriculum including Purple Mash and that the September INSET day will include training staff in the use of such software.</p> <p>The F&S committee are not meeting until November and will value suggestions regarding parent donations. It is unlikely that the level of expenditure for software will require FGB approval but will be required for hardware. There are monies available raised from the summer barbeque.</p> <p>Q. Is there a rough costing of IT needs that could be appropriate as an IT project to be a focus for using money raised?</p> <p>A. The school did obtain 18 netbooks from Lockerley school, but the IT equipment is in need of upgrading so that all children are using the same level of equipment.</p>		

	There are some Ipads in school. Child friendly laptops would be useful. MW estimated that it would cost in the region of £20,000 (twenty thousand) to upgrade this type of IT equipment. The library software also needs upgrading, but a grant has been identified for that.	
8d	<p>Distribution of leaflets to new housing estates in Winterslow.</p> <p>23 May update: The timing is not yet appropriate due to the housing build still being in process.</p> <p>20 July: As this proposal has been put aside for the time being it was agreed to close the action. New housing in Broughton was mentioned but it was agreed that the school has a good relationship with provision in that area and already receive a good number of children from Broughton.</p>	Closed
9	<p>Draft out letter to parents regarding staff changes.</p> <p>23 May update: No action currently.</p> <p>20 July: This has been done.</p>	Closed
11a	<p>Double check Safeguarding policy at next meeting.</p> <p>23 May update: See Agenda item</p> <p>20 July: This is being actioned at this meeting</p>	Closed
11b	<p>Supporting Children with Medical Conditions Policy for next meeting.</p> <p>23 May update: This is still in the process of being reviewed and will be considered by the P&S committee.</p> <p>20 July: This was approved and signed at P&S Committee meeting.</p>	Closed
11c	<p>Consult with HCC on Admissions Policy.</p> <p>23 May update: This will be ongoing into the Autumn Term.</p> <p>20 July: Carried forward under Item 4c</p>	Closed
11d	<p>Admissions Policy for next Meeting.</p> <p>23 May update: See Agenda item</p> <p>20 July: Carried forward under Item 4c</p>	Closed
23 May 6	<p>Donation Strategy</p> <ul style="list-style-type: none"> • F&S Committee to organise a working party to develop the Donation Strategy. <p>20 July: See Agenda Item</p> <ul style="list-style-type: none"> • Governor and Chair to discuss and meet with a potential contact and if appropriate that contact to be invited to a F&S Committee meeting. <p>20 July: An invoice has been received from this contact after a meeting to discuss whether working together could be viable. There should not have been a charge for this meeting and MP will be following this up with the person concerned.</p>	MP
8	<p>Parental Communication: A meeting with parents for the 2nd week after Half Term was agreed.</p> <p>20 July: Another successful meeting with parents has</p>	Closed

	been held.		
9	Devolved Capital School Admin Officer will confirm the exact figure to governors by email. 20 July: This was confirmed as a post meeting note within the minutes.	Closed	
10	Marketing plan to be followed up by F&S committee. Materials for the village Induction Pack to be update. This will then be emailed to JP. 20 July: This is to be an Agenda item at the next meeting.	Ongoing	
11	Monitoring Visits: At the next meeting monitoring is to be analysed. 20 July: See Agenda item 9.	Closed	
12	Skills Audit: <ul style="list-style-type: none"> Clerk to forward to NF new documentation and NF will share this with the Development & Training Governor RS and others as appropriate. A working party of JN, RS and NF will action this Audit. 20 July: See under Governor item 13		
13	Homework: The proposal is passed to the P&S Committee to review the Homework Policy in line with this discussion and a revised name of 'Home Learning Policy' was suggested. 20 July: To be discussed further at next P&S meeting.	Ongoing	
14	Safeguarding Children Policy to be amended from 'All staff to annual read and sign..' to 'At West Tytherley School all staff and regular volunteers to read and sign...' and to ensure Page 3 'Key Personnel' accurately reflects the named Designated Safeguarding Leads'. 20 July: The Policy has been changed and was be signed by the Chair at this meeting.	Closed	
15	Health & Safety Policy: The references to staffing needs to be updated. 20 July: Completed. Policy to be signed was signed at this meeting.	Closed	
16	Governor Conference: RS to email date of conference to EE. 20 July: This was completed and a report on the event shared.	Closed	
4	Governor Update		
	New Governors The meeting was informed that Marion Clutterbuck (Foundation Governor) has resigned as governor. JP is aware of someone who may be appropriate for this role. The term of office of Robert Stratford expires on 24 November 2017		

	<p>and he will not be seeking re-election. There is also a staff governor vacancy.</p> <p>An advert for new governors was sent out for the co-opted vacancy that will result from Nicola French stepping down from being a governor and Chair at the September meeting, and there was a good response of applications were received. NF and EE has had an informal discussion with the applicants to ensure suitability and that they understood what being a governor involved.</p> <p>One of the applicants, David Sherlock, has experience in education and would be a suitable Local Authority governor.</p> <p>The staff vacancy will be advertised. If no staff member comes forward Jessie Newitt, who is a member of staff in a co-opted governor role, will apply for the staff governor role which will provide another co-opted position to fill from the applications received.</p> <p>JP felt that there was currently not the right balance of parents as Foundation governors and one of the applicants, Carly Mosely would be a good candidate for that role.</p> <p>Elections will be held at the September meeting.</p> <p>Action: NF will contact the governor vacancy applicants and explain the situation. DS to be asked if he is interested in acting as LA Governor, and CM to be asked if she is interested in the Foundation governor position. The local councillor needs to approve any nomination for the LA Governor role and the Clerk can make contact with the councillor once it has been confirmed that DS is being nominated for the position.</p>	
	<p>Governor Meeting timetable 2017/18</p> <p>A proposed timetable of meetings for 2017/18 had been circulated. One clash had been identified and the date amended.</p> <p><i>The timetable of meetings for 2017/18 was approved.</i></p> <p>See end of minutes for agreed dates.</p>	
6	<p>Headteacher's Report</p>	
	<p>The report had been circulated to governors prior to the meeting.</p> <p>Numbers on roll</p> <p>MW had updates to the information on numbers of children in school. There are various reasons why some children are leaving the school being a move of house, a parent unhappy with the new class structure, 2 pupils going to private education, and others to make transport logistically easier for a family with an SEN child who will be schooled elsewhere. This is in addition to the 21 Year 6 school leavers.</p> <p>The projected number on roll for September remains as 67 although the numbers across the year groups are different as there are now 14 entering Year R but an applicant into Year 1.</p> <p>MW said that there may be changes regarding Norman Court School but these were as yet unsubstantiated.</p> <p>Governors raised questions regarding the potential impact that</p>	

any changes regarding After School provision at Norman Court School may have as some parents at West Tytherley Primary used that provision and, as the demand is insufficient for the school to have its own provision, it was advantageous to have that provision close by.

End of Year Data

The outcome of the County Moderation of EYFS was very pleasing.

The KS2 production of 'The Amazing Adventures of Superstan' had positive outcomes for the children, and was a great success. Those involved were thanked.

The report included the performance data for the Academic Year 2016-17, and a separate document was provided to governors showing the information in chart form.

Q. Why is KS1 Maths achieving less (66% ARE) than Reading (89% ARE) and Writing (78% ARE)?

There are pupils with a weakness in Maths and there is a child whose Special Educational Needs (SEN) meant that they were disapplied but must be counted in the total number of children. Attendance is also an issue for this child. The data without this child is shown in brackets and the Maths exceeds the National Average of 75%: Reading 100%, Writing 89% and Maths 77%. In the data one child represents 11% so the performance of one child has a significant impact on the overall data. The weakness is due to concepts still being introduced and more consolidation work being needed. Some pupils are close to expectations but are not consistent.

Q. Is attendance improving for the child who has particular challenges?

A. MW expanded on the challenges and how the school is responding.

Q. Are parents of KS1 children aware of the results?

A. Parents know already from the children's reports.

Progress through the school will be measured against current achievement and it is therefore important not to state children as being at ARE if they are not consistently at that level.

A governor praised the number of children working at exceeding ARE and children are being stretched and achieving at all levels.

For KS2, which was moderated, there is improving understanding of expectations, use of quality texts and quality reading which is having a positive impact and improving writing. There has been a strong focus on higher order spelling, punctuation and grammar, a greater depth in writing, and ensuring children have a varied diet. The moderator said that it was very obvious that children were being exposed to a wealth of genres.' This cohort is very able and the school is very pleased with these results.

A governor commented that KS Maths is a blip in otherwise very good results and shows that the school is consolidating

the good position of the school.

Q. The Reading strategy has led to a good improvement, has the Maths strategy had an impact?

A. It has had an impact but is more difficult due to the conceptual nature of maths. The school will be working on ensuring fluency in areas such as times tables. The schemes of work will build a good level of security before moving on and the second INSET day will work on this.

Q. Will the school be able to maintain these strategies given staffing changes?

A. It is helpful that new staff are familiar with the approach that the school will be using, and MW will be covering this on the 2nd and 3rd day. The schemes of work will be linked so that they are progressive across the whole school. The schemes will ensure that there are opportunities for visual learning and learning by repetition, particularly in the lower school.

Gaps have been identified in the Year 5 learning but strategies have been put in place to fill these, and there will be robust support, particularly for Reading and Writing. The Pupil Premium funding will be used to support staff training so that the whole school can benefit longer term as well as support Pupil Premium children.

A governor requested that governors be informed at the end of the Autumn Term what the projection is for the end of the academic year.

MW said the P&S committee will be monitoring this. At the Pupil Progress meetings staff will be expected to have a good understanding of the gaps and being vigorous in filling them. There are lots of good systems in place to move progress forward and there will be a drive to ensure there is consistent progress across the year. This will begin with the 'front loaded' INSET training days.

MH highlighted that previously the school data exceeded the National data but not the Local Authority data whereas now the school exceeds both. In KS2 all children made good progress. One child with SEN was just 2 marks below the National Average which is a good achievement for that child.

Premises

Updates were given on the re-roofing of KS2 classrooms and the EYFS canopy.

Q. Could the canopy area be used for forest school activities?

A. The forest school tends to use wood or open lands and the school has had to be creative about this and use the allotment area, for example. The quality of the learning environment indoors and outdoors should be the same.

INSET days

INSET days were listed as Monday 4, Tuesday 5 and Friday 15

	<p>September, Thursday 30 November, and Wednesday 17 January. The activities for each day were listed.</p> <p>Q. The report mentions that during the first INSET days the training will go over Building Learning Power (BLP, how will this conceptual approach fit in with other demands on the teaching staff?</p> <p>A. It is a philosophical approach but is a non-negotiable in school and will build, for example, the quality of children's questioning and reflection which will help them progress. The INSET training will start the work on this but it will be revisited during the staff lessons and over time it will become embedded.</p> <p>Q. There is a September INSET day to train staff in the use of the curriculum online resource Purple Mash and other IT software that will support the curriculum, will this be ready to use from the first day of the Autumn Term?</p> <p>A. Yes, the systems are all ready to use and provide a safe environment that children can also use at home. These will really enhance the quality of IT.</p> <p><i>The INSET days were unanimously approved.</i></p> <p>School Events including Offsite Visits</p> <p>The report included a list of all the events that had taken place this academic year.</p> <p>MW sought approval for the residential trip to take place during the next academic year. The provider will be PGL, who have been used previously, and will be for Years 4, 5 and 6. Following this a residential will be considered for Years 2 and 3 which may take place within the school.</p> <p><i>The Residential Trip for 2017/18 was approved.</i></p> <p>Action: List of 2017/18 Offsite Visits to be Agenda item for September meeting.</p> <p>LLP</p> <p>The school's Leadership and Learning Partner has changed from Matthew Rixon to Sarah Dunn.</p>	
7	<p>Finance & Staffing Committee Summary Report (KW)</p>	
	<p>The outturn budget shared at the meeting was as anticipated. The 2017/18 budget which originally showed a £6,000 (six thousand) carry forward has been adjusted and now shows a £8,500 (eight thousand, five hundred) carry forward with in year surplus for years 2, 3 and 4 of the budget forecast.</p> <p>Q. What has changed in the budget to produce this difference?</p> <p>A. This is due to the staffing changes for the next academic year.</p> <p>The media is saying that the financial cuts to schools will be less severe but this is not confirmed. It will therefore be a difficult but comfortable year financially and will be sustainable going forward. The marketing of the school will be important to ensure take up of places.</p>	

	<p>A governor commented that the school is in a much improved financial position to that of a year ago.</p> <p>Q. Given that more positive financial situation, is it still appropriate to be asking donations from parents?</p> <p>A. Another governor replied that the budget is pared to the bone without any built in resilience so strategically the school still needs to find ways of building resilience and capacity, and to fund projects to improvement the learning environment or resources, so a request for donations is still valid.</p> <p>Another governors added that in return for any donations parents will want feedback on what those monies are used for so they feel involved in the benefit to the school. Communication with parents will be a strong factor in ensuring that works.</p> <p>The impact of housing developments or lack of development locally and further afield, and the historical context of turbulence as shown from an article written by RS was discussed.</p> <p>The current balance in the Devolved Capital account is £8,000 (eight thousand). Nothing has yet been heard regarding the grant application for the Year R canopies.</p> <p>As mentioned earlier £20,000 (twenty thousand) is required to refresh the IT equipment, and refurbishments work is needed on the toilets. MW added that whilst the school makes effective use of the maintenance Service Level Agreements, these do not cover a range of certain maintenance needs and the school needs to have a rolling programme of internal maintenance to ensure a good quality educational environment.</p>	
	<p>It was agreed that a working party would be arranged to look into the proposal of parent donations and the working party will report to the F&S Committee. Although stepping down in September NF is willing to continue as part of the working group. KH agreed to be part of the working group.</p>	
<p>8</p>	<p>Performance & Standards (P&S) Committee Summary Report (EE)</p>	
	<p>The minutes of the P&S Committee meeting 28 June had been circulated to governors prior to the meeting.</p> <p>Two INSET days are scheduled for the end of this term to look at the new curriculum for next year and ensure that the transition arrangements are effective. The curriculum will be a two year cycle for Years R/1, and for Years 2/3, and a three year cycles for Years 4/5/6.</p> <p>As part of the Monitoring, Mentoring and Induction Strategy MW will be involved in the INSET training, informal daily coaching of new staff and carefully monitoring the first few weeks of the new term. The meeting proposed that staff complete a feedback questionnaire at the end of October to review how new staff are settling in to school and how existing staff feel the school is moving on after a difficult year. The feedback will be reported to the November FGB.</p> <p>Action: November Agenda to include report from staff feedback</p>	

	<p>questionnaire.</p> <p>A meeting of governors with staff at the end of a staff meeting will be arranged and to improve the link between governors and staff a new governor position of Pastoral Governor was proposed and MW fully supports this suggestion. <i>KW offered to take on the role of Pastoral Governor which the governing body approved.</i></p> <p>The original format of the Family Forums were not proving effective so following the recent successful open meetings with parents to communicate on key matters it was agreed that the way forward is to hold open termly meetings with parents on specific matters and with surveys on targeted topics. The topics for the next meetings to be agreed at the September meeting.</p> <p>Action: September Agenda to include agreement on topic for next parent open meeting.</p> <p>Booster sessions for Year 6 are being planned from September so that they can have maximum impact.</p> <p>There has been very positive feedback from the new Reading Strategy and this will continue into cycle 2 this year. A consultant will be working with staff to develop an overview for English for each year group. The Maths Strategy is ongoing.</p> <p>The Supporting Children with Medical Conditions Policy and the Feedback and Marking Policy were reviewed and approved. The Homework / Home Learning Policy was reviewed and amendments agreed. This will be on the next meeting agenda for approval.</p> <p>The meeting received a report from governors who had met with the school Special Educational Needs Co-ordinator (SENCO). The governors heard that the hours available for the SENCO and SEN assistants are reducing and may be insufficient for the work that will be involved (intervention work, paperwork to support monitoring and funding, case studies, annual reviews etc) for an increased number of children with SEN. A request for an increase in SENCO hours was noted and a review of the situation is scheduled for the Autumn Term when there will be better information on the needs of children and what the school will need to do to meet those needs.</p> <p>Q. Do children need to have an Education, Health and Care Plan (EHCP) in order to receive support?</p> <p>A. No, SEN Support caters for children with SEN but who do not meet the criteria for EHCPs.</p> <p>A report was circulated to governors regarding Place2Be, a mental health charity that helps schools to support children with mental health issues. The hope is that the local school cluster will get on board with this initiative as mental health has a significant impact on learning. Grants are available. The committee will be exploring this further.</p> <p>A governor commented that it was good to be aware that this was available.</p>	
9	School Improvement Plan (SIP) monitoring and evaluation	(EE)
	At this time of year the governing body usually review the visit	

reports across the year. Whilst there have not been so many formal visits there has been a lot of monitoring and activity across the 10 key areas, and EE has compiled a report which was shared with the governors.

Improving the quality of teaching and learning in Computer Science.

There has been progress with a new provider, improved wi-fi, and the Purple Mash curriculum software who provide training to staff as part of the package. The IT is fit for purpose, but does need investment to make it better and so is an ongoing priority. The next step will be improving the library computer system.

Outdoor Learning Area

To drive progress there needs to be a more consolidated and embedded approach and this will form part of staff induction.

INSET days are being used to share knowledge and develop subject areas as part of staff Continuous Professional Development (CPD) and the strategy will be reviewed with the new staff.

Developing strategy for engaging parents.

There is a well planned and tabled action plan which includes the Open forum meetings.

Strengthen the governing body through Self-Evaluation

Succession planning has been considered and as mentioned earlier in the meeting there is lots of potential to recruit new governors to vacancies. MP and EE have both attended the Chairs course and want to develop shadowing of governor roles. This has been working well for the SEN governor role. The roles will have clearer job descriptions. Links have been made with governors at other school which will help to share good practice. The Local Governor Conference provided a good networking opportunity.

Communication

This has improved with better parent and staff governor links. Efficiency will continue to improve through the sub-committees.

Enhance pupils responsibility

Pupils have been given more leadership roles such as the Sports Ambassadors and Play Leaders. EE has attended School Council meetings. A Leadership Skills Award has been created. This is a particular area that MW is keen to develop. The feedback from the children has been very positive.

Q. How many children are involved?

A. About 12 children participate for one year.

Raise profile of sports related events

There have been more cluster sports events and there has been an improvement in children's self-confidence and fitness. The Sports Ambassadors have enjoyed their roles.

	<p>Raise standards in Reading</p> <p>The expectation is for this to continue with particular focus on the progress and outcomes of disadvantaged pupils. As shown in the Pupil Premium report circulated to governors prior to the meeting Maths is of some concern and there school will be looking to reduce the gaps.</p> <p>Effective use of Reflection time for philosophical discussion.</p> <p>The next step will be for a small group to consider how to feed this into the 2017/18 programme.</p> <p>Governor have been monitoring the School Improvement Plan across the year even though there are few formal visit reports.</p> <p>Pupil Premium report</p> <p>The report for the website had been shared with the P&S Committee and was circulated to all governors prior to the meeting. The impact statement is yet to be added. The format is in line with government expectations including information on barriers. The Fisher Family Trust Wave 3 training will be targeted at some of the teaching assistants as well as the SENCO. There is a very good intervention programme in place and the funding will be used in way that will support all children as well as pupil premium children.</p> <p><i>Governors did not feel that they could yet approve the Pupil Premium document for the website as there were still parts that needed completion.</i></p> <p>The Sports Premium document had been completed and governors approved this for the website.</p>	
10.	Safeguarding	
	<p>Karen Hodgson will be involved in the Health & Safety Audit submission.</p> <p>Karen Walker will be carrying out the Safeguarding Audit with MW (for approval at the September meeting.)</p> <p>The Safeguarding Policy was signed by the Chair.</p>	
11	Health & Safety	
	<p>The Health & Safety Policy had been approved at the previous meeting subject to agreed changes. The amended Policy was presented at the meeting and signed by the Chair.</p> <p>The focus for this terms Health & Safety Audit was fire. Risk Assessments and Policies were reviewed and updated, and are all in the appropriate folder.</p> <p>Q. Has there been an issue with regard to soap in the toilets?</p> <p>A. MW explained that there had been an issue arising from soap being misused but the matter has now been resolved.</p>	
12	Policies for Review	
	<p>The programme of policy review has faltered but is now being addressed. The Clerk suggested that those policies that are overdue for renewal and are not required to be on the website should be</p>	

	removed for the time being.				
13	Governor Training				RS
	Skills Audit The Skills Audit will be carried out over the summer to inform both governor recruitment and future training.				
	Feedback from Local Governors Conference The feedback report will be put into Dropbox for governors to read. The conference was inspiring and enjoyable. Key matters arising where to ascertain whether there are any young carers in school to ensure they are supported, and to ensure that the adults teaching the children are inspirational and aspirational.				
	Whole GB training The list of Whole Governing Body training available was circulated to governors, and a summary of training pathways created by Governor Services.				
14	Any Other Business				
	JP passed on thanks from the church to the school for allowing the church to use the school grounds for a Quiet Day during half term. Governors approved an additional page for the school website for the research on the history of the school by RS. It was agreed that some photos were required to illustrate the text. A link should then be made to that webpage from the Village website. Governors were reminded regarding an end of year social event, and the children's leavers event. There was a query as to whether the PTA had handed funds to Norman Court.				
15	Date of next meeting: Tuesday 19 September 6.45 pm				
	P&S	F&S	FGB		
Autumn 1	3 October	16 October	19 September	Pay 10 Oct	
Autumn 2			16 November		
Spring 1		TBC	16 January		
Spring 2	6 March		19 March		
Summer 1	8 May	TBC	22 May		
Summer 2	TBC	TBC	19 July		
INSET days	Monday 4 Sept	Tuesday 5 Sept	Friday 15 Sep	Thursday 30 Nov	Wednesday 17 Jan
Meeting ended 9.25 pm					

Signature of Chair:

Date:

Actions arising from this and previous meetings:

<p>23 May 4c</p>	<p>Admissions and Accessibility Policies to be presented at next FGB meeting 23 May update: See Agenda item 20 July: The 2018/19 Admissions policy has been approved but the school wishes to review the wording with regard to children from West Dean. HCC have confirmed the wording can be amended but a meeting needs to be held with HCC Admissions team in order for this to happen. MW will work with MC to progress this by draft a proposed wording and finding out dates of HCC meetings. Item to be on September Agenda</p>	<p>MW / MC Clerk</p>
<p>7b</p>	<p>Support Headteacher with IT 23 May update: This is in hand and a date being agreed. 20 July: ED has met with MW and a report has been drafted. This report has a focus on the software needs but investment on hardware is also an identified need. MW explained further about software to support development of the curriculum and that the September INSET day will include training staff in the use of such software. The F&S committee will review at their November meeting</p>	
<p>6</p>	<p>Donation Strategy</p> <ul style="list-style-type: none"> • F&S Committee to organise a working party to develop the Donation Strategy. <p>20 July: See Agenda Item</p> <ul style="list-style-type: none"> • Governor and Chair to discuss and meet with a potential contact and if appropriate that contact to be invited to a F&S Committee meeting. <p>20 July: An invoice has been received from this contact after a meeting to discuss whether working together could be viable. There should not have been a charge for this meeting and MP will be following this up with the person concerned.</p>	
<p>10</p>	<p>Marketing plan to be followed up by F&S committee. Materials for the village Induction Pack to be update. This will then be emailed to JP. 20 July: This is to be an Agenda item at the next meeting.</p>	
<p>12</p>	<p>Skills Audit:</p> <ul style="list-style-type: none"> • Clerk to forward to NF new documentation and NF will share this with the Development & Training Governor RS and others as appropriate. <p>20 July: Skills Audit to be completed prior to the September meeting.</p>	
<p>13</p>	<p>Homework: The proposal is passed to the P&S Committee to review the Homework Policy in line with this discussion and a revised name of 'Home Learning Policy' was suggested. 20 July: To be discussed further at next P&S</p>	<p>Ongoing</p>

	meeting.	
20 July 1	Action: MW to arrange minutes and papers to be filed in school folder. It was agreed MW to provide cover clerk with access to Dropbox.	MW
2	NF will contact the governor vacancy applicants as discussed and explain the situation. DS to be asked if he is interested in acting as LA Governor, and CM to be asked if she is interested in the Foundation governor position. The local councillor needs to approve any nomination for the LA Governor role and the Clerk can make contact with the councillor once it has been confirmed that DS is being nominated for the position.	
3	List of 2017/18 Offsite Visits to be Agenda item for September meeting.	Agenda
4	November Agenda to include report from staff feedback questionnaire.	Agenda
5	September Agenda to include agreement on topic for next parent open meeting.	Agenda