

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT  
WEST TYTHERLEY SCHOOL ON THURSDAY 19<sup>th</sup> March 2015 AT  
19:05 PM**

Present: Nicola French (NF); Mike Warren (MW); Amy Byam (AB); Emma East (EE); Mark Grant Goodey (MGG); Andrea Hodgson (AH); Jessie Newitt (JN); Robert Stratford (RS);

In attendance: Mike Knights (Clerk);

**KEY ACTIONS SUMMARY from MINUTES**

Item	Minute	Action	Target Date
5.0	Minutes sign off procedures	Clerk	19/05/15
5.3	Committee Chairs Dropbox update	MGG/AB	19/05/15
6.0	Review of Standing Orders	NF	12/05/15
7.4	First draft SIP - Individual Governor's review	All	01/04/15
8	SIP Workshop Review	NF	
8.1	Review and actions from Gov Visit Feedback	MW	
8.2.2	Foundation Governor Nominations	ALL	19/05/15
8.2.5	Clerk to look at Directory structure of DropBox Visit reports	Clerk	19/05/15
9.3	SFVS	NF	27/03/15
11.2	Head Teacher ongoing monitoring of Pupil Medical Conditions.	MW	Ongoing
11.6	List of policies	Clerk	01/04/2015
12.3	Possible subjects for cluster course	RS	
12.4	Computing Curriculum Governors Course	MW	

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**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 against this agenda declared. Apologies received from Karen Hodson (KH); Kimberley Jackson (KJ); James Pitkin (JP);		
3.0	Minutes of meeting 2501115 were reviewed and accepted. One correction to be made. Item 9.2 wording to be amend: <b>A governor proposed the following actions:</b> .....		
3.1	Action Summary All items actioned		
4.0	All matters arising had been completed or are Agenda Items at this meeting.		
5.0	Thematic Audit. Overall summary very positive and Governance seems to be very good.  Clerk asked to make small adjustments to minutes sign off procedures.	Clerk	19/05/15
5.1	Chair expressed thanks of all governors to MGG/KJ/AB and JN for all their hardwork in preparation for audit. A special thank you to JN who was involved in excessive administrative work.		
5.2	19:25 Amy Byam joins meeting.		
5.3	Committee chairs were asked to update the DropBox central data store with their appropriate documentation and Directory structures which they felt appropriate.	MGG/AB	19/05/15
6.0	Governors reviewed Choices and Good Practice Guide and agreed it was a good framework for modern flexible working. NF agreed to review the Standing Order Example and any changes required to localise it to WTPS.	NF	12/05/15
7.0	The HT Report had already been circulated. MW asked for any questions and gave an overview of key points.		
7.1	Staffing - Discussed at F & S committee.		

	<ul style="list-style-type: none"> <li>• New support staff member commencing Summer term 2015</li> <li>• Teaching and cover staff for 1:1 support starting 1<sup>st</sup> June 2015.</li> </ul> <p>7.2 A governor asked about pupil numbers. MW explained some small changes happening after Easter (3 leaving 2 joining) and that 15 new Yr R children were predicted in September (School PAN is 15)</p> <p>HT tabled Data Dashboard and explained charts addressing Attainment (KS1) and Attainment and Progress (KS2). Another chart analysed Attendance.</p> <p>Governors queried several of the results and these were explained by MW. Overall Governors were pleased with results and trends indicated.</p> <p>Governors also studied the Arbor OFSTED Readiness Report. Again the data showed satisfactory trends.</p> <p>MW confirmed that Stella Counsell was returning to the school to look at the PP children results and any areas which needed looking at.</p> <p>7.3 MW tabled a draft SIP for 2015/2018 highlighting priorities.</p> <p>One particular area highlighted was a critical need to look at IT Resource and Computer Teaching.</p> <p>7.4 Chair thanked MW and AH for the work put into preparing Draft SIP. Governors were asked to take document and review in detail with a view to meeting following timescale.</p> <ol style="list-style-type: none"> <li>1. Individual feedback to MW/AH by end of Spring Term 15 which should be shared between all governors.</li> <li>2. MW/AH to integrate feedback into new Draft Report for early summer term.</li> <li>3. New Draft used in consultation between MW/NF and parents</li> <li>4. Governors to consider how to obtain best parental input. First Friday of summer term NF/MW to discuss and agree. (See minute 7.5)</li> <li>5. Final objective is Working Document ready by end of Summer Term.</li> </ol> <p>7.5 Governors had a long discussion on how to improve broad feedback from parents into school planning. Many ideas have been tried but responses have been disappointing.</p>		
		All	01/04/15

	<p>Some specific proposals for further discussion were</p> <ol style="list-style-type: none"> <li>1. Comments book in Reception for parents to note feedback</li> <li>2. Possible questionnaire to be circulated.</li> <li>3. Ask children for feedback to family forum.</li> <li>4. Reduce family forum meetings to 1 per term.</li> </ol>		
8	SIP Workshop preceded FGB meeting. Formal report to be prepared and circulated.	NF	
8.1	<p><b>Governor Visits :</b></p> <p><b>EE Visit</b> Raised issue of Specialist teaching and whether there were consistent teaching methods being used and suitable monitoring.</p> <p>Governors discussed and agreed MW should consider monitoring action.</p> <p><b>RS Visit</b> SEN and Able Child Visits. Raised questions about BLP (Building Learning Ppower) and understanding of its aims and objectives.</p> <p>Governors asked MW to explain the concept and how this could be projected to parents. MW will review and consider Family Forum.</p> <p><b>AB Visit</b> Coaching and Monitoring Process. Staff appreciate this and believe it works well Coach will return mid-summer to monitor.</p> <p>Governors asked about extending this into the future. It was felt that limiting it to West Tytherley was too narrow and it will work better on a wider front with more peers. MW confirmed he is looking to work with Cluster school (s) and to bring in a professional coach to a session possibly in an inset day in November.</p> <p><b>NF PP Visit</b> Report presented to Committees.</p>	MW	
8.2	<p>Governor Self Improvement. EE had circulated her report before the meeting.</p> <p>5 key points highlighted.</p> <ol style="list-style-type: none"> <li>1. Explore putting a Governor Interest Button on website to increase list of potential governors</li> <li>2. Reshuffle GB using existing governor to fill Foundation Vacancy leaving an easier vacancy to fill. All governors requested to advise potential nominees for Foundation Governor including themselves if willing to transfer.</li> </ol>	MW	

	<p>3. F &amp; S Timekeeping - Meeting time control to stay in 2 hour target.</p> <p>4. DropBox Central Data Store. Suggesting a protocol for data organisation and management.</p> <p>5. Storing Visit reports in year folders to aid searching.</p> <p>Ideas taken on board and will be raised again after consideration.</p>		
9.0	F & S Committee Report.		
	<p>b. Budget.</p>		
9.1	<p>Discussed and detailed in F &amp; S Committee minutes.</p> <p>Governors accepted Committee recommendation and noted likely reduction in c/f due to pupil number at time of census.</p> <p>F &amp; S flagged SEND Funding and issues associated with possible capped funding. F &amp; S approved arrangements</p>		
9.2	FGB accepted recommendations of committee and approved proposed arrangements.		
9.3	b. SFVS Final preparation in place Will be ready for 27 <sup>th</sup> March 2015 for sign off before submission. It may be necessary to convene a quorate subset of FGB to approve sign off.	NF/Clerk	
10	<p>P &amp; S Committee Report.</p> <p>Key points noted:</p> <p>a. Snapshot of Teaching &amp; Learning - Triangulation Data Results showed some good and some excellent.</p> <p>b. Good Use of TA's most effectively - Deploying right from start of lesson supported.</p> <p>c. PP Report from NF addressed.</p> <p>d. SEN Teacher will present SEND Code of Practice at next meeting.</p>		
11	.Policies		
11.1	Equality Statement	Approved unanimously	
11.2	<p>Children with Medical Conditions</p> <ul style="list-style-type: none"> <li>• P &amp; S broadly in agreement with draft</li> <li>• Template from HCC used and localised to WTPS.</li> <li>• All governors had had a chance to review.</li> </ul> <p>A governor noted that 'Healthcare' should be one word but appeared in several formats in policy. This will be corrected in final document.</p>	MW	

	<p>A second governor reminded all there is a " Training Course for responsible person on EpiPen and Asthma".</p> <p>It was agreed MW should continue to monitor the school position and advise.</p> <p>A governor questioned the table of responsibilities and the following changes agreed</p> <p>Bullet 1 is HT not GB          Bullet 2 is Governing Body          Bullet 3,4,5 are all HT not GB.</p> <p>The requested changes governors approved the policy and ratified unanimously.</p>	MW	On going
11.3	<p>Sex and Relationships          P &amp; S have reviewed.          Governors asked if they want to continue with Sex education at school. Confirmed unanimously.</p>		
11.4	<p>Health and Safety Policy - Ratified unanimously.</p>		
11.5	<p>Critical Incident - Better described as Business Continuity.          Governors agreed and ratified unanimously.</p>		
11.6	<p>List of policies to be reviewed at next meeting to be circulated by clerk in good time.</p>	Clerk	01/04/15
12.0	<p>Training</p>		
12.1	<p>WGBT Training on OFSTED went well.</p>		
12.2	<p>P &amp; S Committee recommended a Cluster Course on "Assessment" should be run. Gov Services advised there were no training resources for such a course.</p>		
12.3	<p>RS asked to explore possible subjects for a cluster course.</p>	RS	19/05/15
12.4	<p>RS advised there is a "Computing Curriculum Governors briefing conference at Southampton University. 27<sup>th</sup> March 5-6pm. MW expressed an intent to attend and agreed to explore if other cluster heads might also wish to attend.</p>	MW	
13	<p>AOB None.</p>		
14.0	<p>Date of next meeting 19<sup>th</sup> May 2015</p> <p>Meeting closed at 21:10pm</p>		

Approved

*N.K. French*

Date 19<sup>th</sup> May 2015