

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT  
WEST TYTHERLEY SCHOOL ON TUESDAY 10<sup>th</sup> September 2013 AT  
6:45PM**

Present: Mike Warren (MW); Kate Arrandale; Amy Byam(AB); Mark Carr (MC); Emma East (EA); Nicola French (NF); James Pitkin(JP); James Sefton-Wilson (JSW)(part); Robert Stratford(RS); Graham Wright (GW);  
In attendance: Mike Knights (Clerk); Andrea Hodgson- New DHT (AH)

**ACTIONS SUMMARY from MINUTES**

4.0	Staff Governor Ballot	MW	11/09/13
6.1	Governor Profiles for website	ALL	01/10/13
6.3	Performance management Pay Committee	MC	31/10/13
6.4	WGB Training subject	RS/NF	19/11/13
6.5	Safeguarding Audit	MW/AB	Oct 13
6.7	Timetable + contact list	Clerk	17/09/13
8.1	Committees to review TOR and present to FGB for approval.	F&S/P&S	First Meets
17.1	Banner for website	MW	19/11/13
17	Timetable	Clerk	18/07/13
18.1	In hand - See minute 14/15	NF	

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**MINUTES of MEETING**

Item	Minute	Action	Target Date
1.0	Apologies for absence: James Sefton-Wilson (Late Arrival)		
1.1	The attendance register and declaration of pecuniary interests was signed.  Clerk welcomed Emma East - New Parent Governor.		
2.0	Clerk reminded governors the current agreed term for Chair and VC was until the first FGB of the academic year 2014/15, approximately 12 months from their time of appointment. Clerk asked for nominations for the Chair. One nomination received for Nicola French. Nicola was asked to leave the room and a vote taken on her nomination which was unanimous.  NF thanked Graham Wright for his hard work and excellent management of the GB over last two years. All governors expressed their thanks.		
3.0	Chair asked for nominations for Vice Chair. Nomination received for Robert Stratford.  Robert Stratford asked to leave the room. And a vote taken on his nomination which was unanimous.		
4.0	Clerk explained GB status that with new parent Governor there were still two vacancies.  Staff Governor Vacancy - HT reported that an election was planned for 11 <sup>th</sup> September when the staff governor position would be clarified.  Parent Governor vacancy. Addressed by Agenda items.	MW	11/09/13

4.1	It was also noted that the new chair tenure as a governor was due for renewal in October. As a parent governor this appointment will be open to nominations and a ballot amongst parents.		
4.2	It was also noted that the new vice chair tenure as a governor was due for renewal in November. As an LA governor this appointment will need to be reviewed by The Local Authority.		
5.0	Minutes of previous meeting dated 2 <sup>nd</sup> July 2013 were reviewed.  In Minute 2 ref 17.2 the word data should read 'date'. With this correction the minutes were accepted and signed by chair.		
6.0	Action Summary 3.3 Complete 5 Ballot planned 11/09/2013 F & S Committee re-elected 09/13 will address. 6.5 Complete Governors congratulated HT on an excellent website and the hard work over the holiday to complete on time. All confirmed they liked it immensely but said it was critical it should be maintained up to date. HT confirmed a management team of 5 in school had divided the responsibility for updates between them and would ensure this was done.	HT	On going
6.1	<ul style="list-style-type: none"> <li>• Governor profiles will be updated (or created for new governors) so website can be updated. This to be done by 1<sup>st</sup> October and submitted to KA.</li> <li>• A governor questioned the position on publishing childrens photographs on website. HT confirmed all parents past and present have been asked and where approval not granted children will not be featured.</li> <li>• Governors questioned how the success of the website would be monitored. HT explained initially there was no hits/visits monitoring planned but that could be added in later.</li> <li>• A governor though OFSTED might ask about website activity but HT confirmed it was a conscious policy decision to get the basic site up and running and working for the school. Other facilities will be reviewed and added as appropriate.</li> <li>• A governor noted that the GB was planning a marketing campaign to 'sell;' the school to new parents and feedback from website could be a good measure of the</li> </ul>	ALL	01/10/2013

	<p>campaign success. This was noted</p> <p>9.3 Disaster recovery plan - Parked pending necessary resource on F &amp; S committee. Add to next agenda</p> <p>17.2 Outdoor project in progress. Did not complete in holiday but will be finished shortly and status blogged on website. School maintaining tight budget control.</p>	MC/Clerk	
6.2	<p>Minute 4/5 - NF explained her visit and how process worked and it's similarity to the proposals for West Tytherley. See Minute 15 below.</p> <p>Governors feedback into SIP was still required and urgent. HT has received constructive feedback from some governors which has been reviewed and included in the action plans to deliver the SIP this year. It's still not too late for any further feedback.</p>	ALL	
6.3	<p>Minute 6.3 Performance Management - It was agreed to delay this action to allow incorporation of the new pay policy. End of October set as a deadline.</p>	MC	31/10/13
6.4	<p>Minute 12 WGB Training No subject selected to date.</p> <p>A governor observed there was a lack of knowledge on the new Pay Policy in GB.</p> <p>Governors agreed there was a need to build capacity in the GB with more breadth in governor's knowledge on financial matters. A January Course was proposed, possibly using Gov Svcs training material.</p> <p>TLG and Chair to finalise a proposal.</p>	RS/NF	19/11/13
6.5	<p>Minute 13.1 Safeguarding Audit. In hand HT meeting with AB to finalise</p>	MW/AB	17/10/13
6.6	<p>Minute 14 F &amp; S Responsibilities Complete</p> <p>It was confirmed the H &amp; S Governor would report to F &amp; S committee.</p>		
6.7	<p>Draft Timetable OK Clerk to circulate as final.</p>	Clerk	17/09/13
7	<p>All other matters arising are addressed as agenda items</p> <p>Parent Governor Pay Policy H &amp; S Policy review at next F&amp;S.</p>		
8	<p>JSW joined meeting at 19:50pm The following membership of key committees was agreed</p>		
8.1	<p><b>F &amp; S</b></p>		

	<p>Mark Carr Pay Graham Wright Pay Nicola French Pay Mike Warren Pay James Pitkin Kate Arrandale</p> <p>Members who will comprise the new Pay Committee are shown.</p> <p><b>P &amp; S</b> Amy Byam Nicola French Mike Warren Robert Stratford Andrea Hodgson James Sefton-Wilson</p> <p>It was agreed to delegate the review of TOR to the committees who will refer their proposals to FGB after first meetings.</p>		
9	HT Performance Mgt Committee members - JP/AB/RS		
10	Capability Procedure Appeals - Panel left open.		
11.1	<p>SEN - JSW volunteered as SEN Governor. Governors noted the role actually incorporated SEN with A&amp;T and vulnerable groups and should be termed an Inclusive Governor.</p> <p>A governor queried who would hold HT to account for use of Pupil Premium. Agreed this will be by the 'Inclusive Governor' alongside the committees.</p>	JSW	
11.2	Safer recruitment governors confirmed as AB/JP/MW		
11.3	TLG RS agreed to continue as TLG and Forum Rep.		
12	<p>Governor SEF Panel.</p> <p>AB and Laura Tuck responsible in 12/13 but no real progress.</p> <p>New team comprising AB/EE/JSW will address. Chair has some briefing ideas and R?S has background data to feed in.</p>	AB/EE/ JSW	
13.0	<p>Key initial challenge is Pay Committee implementation of Pay Policy.</p> <p>Briefing documents have been circulated to all governors which also explain how the policy will operate.</p> <p>HT explained the key points of policy, differences to current and the implications for GB.</p> <p>A governor stated that the GB now had to manage the process.</p>	MC	

	<p>HT corrected this and confirmed HT manages process but GB must set principles and oversee.</p> <p>GB Tasks</p> <ol style="list-style-type: none"> <li>1. Establish Pay Committee (Complete see Min 8 above)</li> <li>2. Confirm Pay Policy</li> <li>3. Support HT to brief staff and clarify WTPS specific local implementation.</li> </ol> <p>Timeline</p> <p>Pay committee meet between 14 - 24 Oct</p> <p>Letter to staff 25/10/13 with Final Draft of Local Pay Policy</p> <p>Staff comments received early November</p> <p>Incorporate feed back ready for approval at FGB 19/11/13</p> <p>A governor proposed the DofE Model Pay Policy be adopted and localised for WTPS. This was agreed unanimously.</p>		
14/15	<p>Allocation of governors to curriculum areas - Item deferred pending better definition of how Governors will interact with SIP.</p> <p>Short report on NF visit to St John's Basingstoke has been circulated.</p> <p>A Governor proposed a meeting between Governors and Staff to discuss final allocations of task areas was proposed and agreed.</p> <p>A governor noted the existing system had stalled and needed new impetus. In addition staff did not see governors enough in 12/13 so did not fully appreciate the support being given.</p> <p>A working party comprising NF/MW/RS will arrange a full briefing session date and will have a pre-meeting to work out/skills/experience/preferences in preparation.</p> <p>NF to fix dates and circulate.</p>	<p>NF/MW/ RS</p> <p>NF</p>	
16	<p>Training The TLG felt the overall tasks should set the training agenda.</p> <p>A governor queried when the current e-training period expired Confirmed as March 14.</p> <p>HT expressed opinion the committees should highlight areas where governors could benefit from training.</p>		
17	<p>The HT gave a verbal report.</p> <p>All staff new and existing are in attendance.</p> <p>94 children on roll</p> <p>Inset day resolved Child Protection training and safety issues.</p>		

	A governor commented on the lack of internet access for certain families due to geographical or other reasons and questioned if school could assist and make provision on site. Item parked for future discussion.		
17.1	A governor proposed school should advertise the new website with a banner. Agreed and HT asked to implement	MW	19/11/13
17.2	The school outdoor site will be complete in 6/7 weeks. A governor asked if there was any budget risk?  HT confirmed the architect was not predicting any overspend at present.		
17.3	A governor stated adamantly that any overspend had to have prior approval and there was no budget for this. Asked HT to email architect confirming the GB had clearly stated they would not accept any additional costs.  HT has requested an alternate LLP from Ann Truman and has been advised this is in hand and Stella Counsel will be his new LLP. She will start visiting the school shortly, with a couple of half day sessions and a full day spread over the 3 terms.	MW	
18	Safeguarding - In hand. Health and Safety - In hand		
19	Policies		
19.1	General Full set of up to date policies now posted on website. Rolling programme to be started to review/maintain at each GB and committee meeting	Clerk/MW	
19.2	Governors voted unanimously to adopt the HCC MOPP Policy		
19.3	Governors voted unanimously to adopt the HCC Manual of Financial Practice and Procedure		
20	AOB		
20.1	.A governor reported an approach by a local resident offering support for any marketing programmes. A few hours a week were on offer. Governors were very interested and asked AH to reply positively but proposing to wait until the GB was ready to proceed.	AH	
20.2	New parents - governors who know Year R parents to talk to them regarding possible role as Parent Governor and assistance with support for marketing programme.	ALL	
20.3	New Governor (EE) to be invited to DROPBOX	Clerk	

20.4	<p>A governor reported that Winchester schools were oversubscribed and asked if this would affect WTPS?</p> <p>HT believed no short term impact</p>		
21	<p>Date of next FGB 19/11/2013</p> <p>Meeting closed at 21:10pm</p>		

Approved..... *N.K. Peach*

Date.....19.Nov 13.....