

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING**  
**MINUTES 18<sup>th</sup> SEPTEMBER 2019**

<p>Minutes of the Full Governing Body meeting held on Wednesday 18<sup>th</sup> September 2019 at Broadwindsor School at 6.30pm.  <u>PRESENT:</u> Mr Philip Smith, Mr David Chumbley (Chair), Mr Mark Coghlan, Mrs Tracey Fooks, Mrs Lucie Goss, Mrs Val Johnson, Ms Jill Mohiki, Rev Jo Neary and Mrs Sally Dawson (Clerk)</p>		
	Prayer by Rev Jo	<b>Action</b>
	The Chair read out a thank you card from Jill Maguire, former Chair. The Chair welcomed 2 new Governors to the Governing Body – Val Johnson and Jill Mohiki. PS expressed thanks to VJ for her help and time in the summer holidays with the library project.	
1.	<b><u>ACCEPTANCE OF APOLOGIES</u></b>  All present.	
2.	<b><u>DECLARATION OF BUSINESS/PECUNIARY INTERESTS – Governors to review their own documents and re-sign; review and adopt Register of Business Interests Policy</u></b>  Governors reviewed their forms and re-signed. The policy was reviewed and it was proposed by DC to accept the policy, seconded by JN. All agreed. Governors were asked to state any business or pecuniary interest in any matter on the agenda. No interests were declared.	
3.	<b><u>APPROVE MINUTES OF MEETING 15<sup>th</sup> JULY 2019 – to accept as a true record</u></b>  The minutes of the meeting on 15 <sup>th</sup> July 2019 were accepted as a true record of the meeting. Proposed – MC; seconded – TF. All agreed.	
4.	<b><u>MATTERS ARISING FROM MINUTES – any further comments on KS1 and KS2 test results – LA KS2 Data</u></b>  The LA Interim KS2 Data had been circulated. <b>A Governor asked</b> for information on the number of pupils. There were 17 in the cohort with a high proportion of pupils with SEN. PS pointed out the big improvement in writing from last year but there is still further improvement to be made; progress in Maths was similar to last year and is a focus this year in the Collaboration Action Plan. <b>A Governor asked</b> if there will be a drive for extended progress? PS confirmed there was.  The school is now part of the English Hub and has received over £5000 of resources towards the Read, Write Inc phonics and reading scheme. Training is also in place for both Teachers and 2 Teaching Assistants. JM & VJ, as the new English Leads offered their support and willingness to be involved in the new scheme. In brief, PS outlined the KS1 data, received that day – in writing, the percentage reaching Age Related Expectations (ARE) had declined but there had been several pupils joining during the year; percentage at Greater Depth (GD) remained the same; in Maths numbers reaching ARE remained broadly similar over the last 3 years but movement upwards in GD over the same period. Reading & Maths is on track. The prediction for the current Yr 2 cohort is better.	

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	<p>A Governor asked what their baseline data was? PS replied that it was good and is predicted to be maintained.</p> <p>A Governor asked if there was a focus on this area in the new School Development Plan (SDP). PS confirmed he would be drawing up the detail shortly.</p> <p>A Governor asked if there had been many staff changes recently. PS described the changes seen in Teaching staff and Teaching Assistant staff this past year.</p> <p>A Governor asked what were the main resources needed to aid school improvement? Funding is key to enable changes to be made creatively.</p> <p>PS will circulate the KS1 Data document together with the formalised KS2 Data once received. It was suggested that an informal meeting to understand and discuss the data would be useful.</p>	PS
5.	<p><b><u>CONFIRM SCHOOL AIMS &amp; GB PRIORITIES – GB to have a Governor Plan to include clarity of vision, ethos and strategic direction with reference to new Ofsted Framework – GB to understand the quality of the Curriculum, its intent, implementation and to show impact of actions in SDP</u></b></p> <p>Governors discussed forming a GB plan to encompass the school’s vision and School Development Plan but with a more strategic focus. Points of discussion included demonstrating strengths, roles &amp; responsibilities of the GB, building relationships with staff and improving engagement with the parental community. A Governor offered to create an initial document with the vision and then share with all other Governors for input. The Clerk will create a folder within OneDrive for this.</p>	JN Clerk
6.	<p><b><u>STANDING ORDERS including Head’s financial and non-financial delegated powers; Code of Conduct, review roles &amp; Link Gov responsibilities (as discussed at pre-FGB meeting)</u></b></p> <p>The Standing Orders document was reviewed. A Governor asked if there was a more up to date version of the non-delegated planner which we attach as an Appendix. The Clerk to source.</p> <p>After an amendment to the Governor Induction Policy date, the GB agreed to adopt the document.</p> <p>Head’s financial delegation set to £1000; Code of Conduct – all Governors re-signed their forms.</p> <p>Roles &amp; responsibilities had been reviewed at the pre-FGB meeting and confirmed here – English Leads – VJ &amp; JM; Maths – TF (with MC); Curriculum – JM; Safeguarding – LG; SEN &amp; Pupil Premium – JN; HT Appraisal and Pay Panel – DC, LG &amp; JM; Pupil Discipline – DC, LG &amp; VJ; Complaints – DC, VJ &amp; JM.</p> <p>No member of staff has yet put themselves forward for Staff Governor. PS gave Governors an update to the staff structure in terms of senior roles.</p>	Clerk
7.	<p><b><u>HEADTEACHER’S REPORT ON SUMMER TERM 2019 including H&amp;S report (walking audit from H&amp;S Governor)</u></b></p> <p>Governors had received the report in the meeting pack. A Governor asked if the format might be changed to a more current timescale and after discussion it was agreed that the termly report will be provided towards the end of the term, in the 3<sup>rd</sup> meeting.</p> <p>It was also agreed to have a standing item on each agenda for Headteacher Remarks.</p> <p>Governors responsible for H&amp;S reported no serious issues after their annual walking audit.</p>	PS  Clerk to amend Forward Planning Agenda

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8.	<p><b><u>SDP UPDATE</u></b></p> <p>PS handed out a draft outline of this year's School Development Plan (SDP). Summary sections will be 'What do we want to achieve by the end of this academic year?' and 'How will we know that we have been successful?' Four Strands/Key Issues have been identified – Improve Leadership &amp; Management; Improve the quality of education; Behaviour &amp; attitudes; Personal development of pupils to be fully prepared for life in modern Britain. PS outlined key points within each strand/issue. PS fed back from a successful Collaboration Maths Subject Leader meeting where improving attainment and progress across both Key Stages will be a focus for the collaboration, including identifying pupils close to the next level (from ARE to Greater Depth).  <b>A Governor asked</b> if Emotional Literacy/ELSA trained member of staff be included. PS confirmed there would be – one of the Teaching Assistants is starting the training course this month.  <b>A Governor asked</b> what methods of recording the monitoring might there be in the document. PS advised there would be milestones to achieve, timescales and RAG (Red, Amber, Green) rating included.  PS will continue to develop the SDP and report back to Governors next meeting.</p>	PS
9.	<p><b><u>BUDGET MONITORING</u></b></p> <p>Governors had the latest report from the FMS (Financial Management System) with attached notes to explain some figures and anticipated changes. The unforeseen staff changes at the end of the Summer term were explained and the thinking behind the staff support for these first few weeks of this term. Other staffing issues were also discussed. PS and SD, as Finance Officer, are in the process of re-assessing the figures to enable a decision to be made regarding recruitment. Governors will be kept informed.</p>	
10.	<p><b><u>GOVERNOR TRAINING – planned and required; VISITS/LEARNING WALKS – planned and required</u></b></p> <p>To October's Agenda</p>	Clerk – Oct mtg
11.	<p><b><u>POLICY REVIEWS – Appraisal &amp; Capability Policies – Teaching &amp; Non-Teaching Staff; Home-School Agreement (required?); Recruitment &amp; Selection Policy; Charging &amp; Remissions Policy (amendment to recently approved policy); Attendance Policy with associated guidance documents; Data Protection Policy</u></b></p> <p>Appraisal &amp; Capability Policies  Charging &amp; Remissions Policy  Attendance Policy with associated guidance document &amp; CME Policy  Recruitment &amp; Selection Policy  All these policies above, with some agreed amendments – proposed to adopt – JN, seconded – DC. All agreed.</p> <p>It was agreed to issue a Home-School agreement to parents and pupils.</p> <p>Data Protection Policy – still to be done.</p> <p>Child Protection Policy will be available at the next meeting.</p>	<p>School office</p> <p>Clerk – Oct mtg</p>

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12.	<b><u>DISTRIBUTION OF GOVERNOR SKILLS AUDIT FORMS</u></b>  The Clerk distributed the Skills Audit forms for completion and return, ready for the next meeting.	<b>ALL – to Clerk</b>
13.	<b><u>TEACHER TRAINING &amp; DEVELOPMENT NEEDS</u></b>  To October's meeting.	<b>Clerk</b>
14.	<b><u>AGREE SCHEDULE OF MEETING DATES</u></b>  Dates and times were discussed at the pre-FGB meeting. Dates & times for the year were agreed.	
15.	<b><u>REVIEW CRITICAL INCIDENT PLAN</u></b>  Governors had a few comments to make regarding some of the contacts that needed amendment. It was also requested that access to the document be made via OneDrive as well as hard copies being kept offsite.	
16.	<b><u>CLERK MATTERS</u></b>  None	
17.	<b><u>DATE &amp; TIME OF NEXT MEETING:</u></b>  Thursday 24 <sup>th</sup> October 6.00pm – 8.00pm	

The meeting finished at 8.41pm