

SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 7 th March 2018				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Lorraine Kenneally	LK	Co-opted					
Penny King	PK	Co-opted					
Andrew Quayle	AQ	Chair					
Mary-Ellen Whalley	MEW	Co-opted					
Sarah Hayward	SH	Co-opted					
Sue Davies	SD	LA					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk
Chris Brown	CB	Potential new governor
Helen Symons	HS	Potential new governor
Jason Wragg	JW	Potential new governor

	Agenda Item		Action
PROCEDURAL ITEMS			
1	Apologies	TP – prior commitment – sanctioned.	
2	Business Interests	None to update	
2.2	Minutes	Part 2 mins were read and agreed. A signed copy was sealed and filed. Mins were signed and agreed.	
3	Actions from last meeting	<p>Governor training – SH has attended the SEND training. SH didn't feel that it outlined the SEND governor's role very well. PK and SH are going to arrange a visit with EY.</p> <p>The Key – JK to send out an invite to MEW, SH, SD and LK to register.</p> <p>Policies – Governors were asked to read KCSIE document, code of conduct and safeguarding policy. Governors have been asked to sign a form to verify that they have read and understand their duties in regards to these documents.</p> <p>Skills audit – Awaiting a skills audit from AQ and SH. JK email out a skills audit to SH.</p>	<p>EY, SH, PK</p> <p>JK</p> <p>JK, SH, AQ</p>
4	Receive correspondence	None	
5	Items brought forward by the chair	None	
6	Safeguarding	SD has carried out data collection last term – there were no issues. SD is going to meet with TP and PH to discuss and carryout data collection at the start of the next term (summer) and the SCR (single central record). (SD explained her role within these visits and what is looked at to the new governors)	
6.2	Reading documents	All the governors signed the form to say they have read and understand their duties under these policies and documents.	
6.3	Safeguarding training	JK will look into L2 safeguarding training for all the governors – preferably online training.	JK
7	Health and safety	None	
8	SFVS	AQ explained the purpose of the SFVS to the potential new governors. The SFVS was discussed and agreed by the FGB. The action points were discussed and agreed that the FGB meeting frequency would increase depending on the outcome of the new governors in attendance tonight joining.	

8.2	Best Value	AQ explained what this document is to the potential governors. This document was agreed and signed.	
8.3	Statement of internal control	Document explained as above and discussed with FGB. Document was agreed and signed.	
9	HT report	<p>PK carried out the HT report in TP's absence. The school had a snow day when the weather prevented us from operating safely. The school closed at 12pm and the children had the chance to celebrate world book day in the morning.</p> <p>Interviews for new recruits were carried out this week. They went well and as a result, 2 teachers have been appointed for September 2018. Both candidates are free towards the end of the summer term to spend time here before the summer break and get up to speed.</p> <p>Next academic year - all 8 classrooms will be used with approx. 210 + children The intake for September is looking good.</p> <p>MEW – How will the space work with lunch time, assembly and full school activities? PK, there is plenty of space to fit everyone in especially with the way they work things and stagger lunchtimes etc. TP has met with DCC re future plans of the school and space, we are thinking ahead about this and the schools future needs.</p> <p>MEW – Is this included in the budget for the next 5 years? Computers etc.?</p> <p>PK - there is funding available and PH has made provision within the budget for the extra requirements with our growth. The budget will be due to catch up in 2020 once we have reached our full year group capacity.</p> <p>Persistent lateness and absences are being dealt with – letters are going home this week.</p> <p>David Chaplin – the external advisor visited recently. He looked at data, teaching and spoke to children. He has made some recommendations – some classes are not writing everyday as they are having PE and outdoor learning. Criteria for writing – make it more specific and make sure the vocabulary in the text is challenging enough. Maths KS2 – reasoning – make sure there is enough opportunity.</p> <p>Data - was positive and there was clear challenge. Ensure that children who gained expected at EY continue to gain expected or above in the following years.</p> <p>Strengths –</p> <p>Y1 - maths and writing.</p> <p>Y2 - writing</p> <p>Y3 - challenge for children, amount of work achieved and their progress.</p> <p>Y4 – Good expectations and maths challenge.</p> <p>It was appositive visit with good outcomes and areas to work on.</p> <p>Parents evening is coming up.</p> <p>PGL - 3 staff and 23 children are attending. There are more Y4's going to Pinkery Pond (all but 2 children attending)</p> <p>Next week is assessment week – Data will be available after Easter (for the T&L meeting)</p> <p>Teaching – Is consistent and stable. Ensuring marking is consistent.</p> <p>SD – Are you pleased with the progress etc? PK – Senior leadership meetings focus looking at books and discussing, the focus being on children. This term is the term children make the most progress.</p> <p>SD – will you do the optional SAT's with the year 3&4 children?</p> <p>PK – possibly not, would like to look at science instead.</p> <p>HS – what is assessment week? PK – children work on booklets for reading, maths, grammar and spelling, this is triangulated against their books etc to ensure they are on track and making progress.</p>	
10	Budget	The budget has been presented as complete as possible at present. PH has been granted an extension for submitting it until 2 nd May. This is due to DCC not releasing data/funding amounts required for PH to complete the budget. The FGB reviewed the budget as it stands now. The FGB has made the decision to delegate the responsibility of signing off the budget for approval to the resources committee for their meeting in early May.	
11	Signatories list	The authorised signatories list was reviewed by governors and the limits reviewed from the finance policy. These were agreed and the signatories list was signed.	
12	External advisor visit	This was covered in point 9 – the head teachers report.	
13	Services	The catering contract is going to be reviewed. LK, AQ and TP to look at this and the pro's and con's in more depth. The caretaker has handed in resignation to retire. This contract will be reviewed along with Norse catering.	PH, AQ, LK

14	Governor visits	MEW is booked in to carry out a visit looking at boy's handwriting across all year groups. SH is planning a visit to meet with EY regarding SEND. SD will carry out a visit in the summer term – her regular tracking visit.	
15	Governor training	SH has attended some training for SEND governor (and also reviewed the policy alongside) SH would like to identify policy requirements and discuss intervention and requirements during her visit. SH pointed out that the link on the schools website to Devon local offer isn't clear and easy to find as it is found within a document – suggested to have it as a standalone link on the websites drop down menu.	JK - CB
16	SIP	Maths and literacy have been done (as a result of DC visit) other areas are being worked on currently. These will be ready for discussion in June at the T&L meeting and will then be circulated for the FGB in July. File sharing – MEW asked where we were with the central file sharing for governor's? This has been looked at but is not a simple job so will continue to be looked into for something suitable.	On going
17	Terms of reference	AQ suggests these will be updated in the committee meetings and brought together in the FGB due to lots of changes recently. JK to send out TOF to PK and AQ for review before the next meeting.	JK
18		The meeting moved to part II at this point before resuming to a general FGB.	
19 - 29	Policies	Education of children in care – Gov requirements, page 6 – designated governor name. SEND – School name inserted in corrected places. Staff leave and absence – Name of school inserted in placed and section 5 – leave in DCC. Insert 3 days for interview leave. Staff capability – No changes Code of conduct – No changes Complaints procedure – Dates on the front to change – no changes to policy. Flexible working – No changes. Grievance policy – Dates on the front to change – no changes to policy. Health and safety policy – section 3 – remove guidance – see document for governor notes. Social media – No changes. Whistle blowing – No changes.	
30	Impact	The FGB agreed that a great deal of this evening's business impacted on the children's education. Items discussed that the governors felt impacted the most were: The budget – appointing new teachers and providing resources for the growing year groups. MAT's – this decision would be for the benefit of the children only. Norse contract – Food and nutrition are vital to the children's education and health. HT's report and external advisor visit – ensuring we are providing the best educational experience we possibly can for the children.	
31	Governor elections	SD term of office has ended – SD is happy to remain as LA governor until the end of the summer term for succession planning. AQ moved to re-elect SD and MEW 2 nd the motion. 3 potential new governors in attendance tonight – Chris Brown – elected by SD and 2 nd PK, Jason Wragg elected MEW and 2 nd LK, Helen Symons elected AQ and 2 nd SH.	

Meeting closed at 8.40pm.

Next meetings:

Resources – Wednesday 2nd May 2018 @ 6.30pm.

T&L – Wednesday 6th June 2018 @ 6.30pm

FGB - TBC

Committee Membership and Governor Responsibility Review for AGM 2016

COMMITTEES	2015-16	2016-17
RESOURCES	<ol style="list-style-type: none"> 1. Mike 2. Kate 3. Nick 4. Rob 5. Rosalie 6. Ruth (+ Tom)	<ol style="list-style-type: none"> 1. Mike - Chair 2. Kate 3. Rob 4. Rosalie 5. Ruth 6. Andrew (+ Tom)
TEACHING & LEARNING	<ol style="list-style-type: none"> 1. Sue 2. Shaun 3. Penny 4. Mary Ellen 5. Michelle 6. Becky (+ Tom)	<ol style="list-style-type: none"> 1. Sue 2. Shaun 3. Penny - Chair 4. Mary Ellen 5. Michelle 6. Becky (+ Tom)
HEARING (1 st)	<ol style="list-style-type: none"> 1. Mary Ellen 2. Kate 3. Mike 	<ol style="list-style-type: none"> 1. Mary Ellen 2. Kate 3. Mike
APPEALS (2 nd)	<ol style="list-style-type: none"> 1. Sue 2. Shaun 3. Nick 	<ol style="list-style-type: none"> 1. Sue 2. Shaun 3. Ruth
PAY & PERFORMANCE	<ol style="list-style-type: none"> 1. Kate 2. Nick 3. Mary Ellen 	<ol style="list-style-type: none"> 1. Kate 2. Mary-Ellen 3. Ruth
PAY & PERFORMANCE APPEALS	<ol style="list-style-type: none"> 1. Sue 2. Mike 3. Shani 	<ol style="list-style-type: none"> 1. Sue 2. Mike 3. Andrew
LEAD GOVERNORS		
Training	Shani	Kate
Headteacher's Appraisal	Sue, Shani	Sue, Mary-Ellen
SEN	Shaun	Shaun
Safeguarding	Nick	Sue
EYFS	Penny	Penny
Children in Care	-	Sue
Finance	Mike	Mike
Personnel	Kate	Kate
Health, Safety, Welfare	Rob	Rob
Curriculum	Penny	Penny
Inclusion	Shaun, Michelle	Shaun, Michelle
School Improvement	Sue	Sue
Community & Parent Links	Mary Ellen	Mary- Ellen & Ruth