



Full Governing Body Meeting		
16 th Sept 2014	6.30pm to 8.30pm	Bilston Junior School
Attendees	Andrew Edwards (Head Teacher) David Simmonds (Foundation Governor & Chair) Alex Norton (Deputy Head Teacher) Paul Kirkaldy (Parent governor) Kate Browning (Co-opted Governor) Gloria Bakewell (Co-opted Governor) Paul McChleery (Co-opted Governor) Kerry Nessling (Parent) Alex Watkins (Parent) Melissa Burton (Staff) Reverend Tim Cockell (Foundation)	
Apologies	Diana Turner (LA WCC)	
Minutes / Note taker	Natasha Strefford	

1. Opening Prayer

2. Welcome & Apologies

Apologies received by Diana Turner.

Reverend Tim Cockell was welcomed and introduced as the new Foundation Governor.

An official welcome to Natasha Strefford as the new clerk to governors from September 2014.

3. Election of Officers for 2014/15

The clerk asked for nominations for the position of Chairperson, Mr. David Simmonds was put forward by Mr. Andrew Edwards and with a show of hands the existing Chairperson was unanimously proposed and re-elected as Chairperson. Mr. David Simmonds was happy to be reappointed.

The clerk then asked for nominations for Vice Chairperson, both Mr. David Simmonds and Mr. Andrew Edwards put forward Mrs. Kate Browning. Mrs. Kate Browning was in agreement to fulfill this position and the governing body agreed.

4. Minutes of Meeting of June 18, 2014



The minutes from the meeting on June 18,2014 were agreed to be a true and correct record of the meeting and approve by the governing body. Authorisation by the Chairperson to be signed off electronically. *(Action Clerk to file minutes)*

5.Matters Arising

Monthly Finance Meeting – Completed - Confirmation there is monthly correspondence between the School Business Manager and the Finance Committee Chair to show the current financial position of the school.

Strategic Development Terms of Reference – In hand - The Strategic Development Committee meeting from the 8th July 2014 was postponed due to Ofsted's visit, the terms of reference will be addressed in the next SDC meeting on Tuesday 23rd September 2014.

Document Confidentiality – It was discussed in the last FGB meeting on the 18th June the issues of confidentiality. The issue of confidentiality is addressed within the document 'The 10 Golden Rules for Good Governance'. *(Action Clerk to distribute document)*

6.Timetable for the Year

Refer to timetable document distributed prior to the meeting.

Discussion around the timetable and how the document has been produced to show a way of structuring meetings to fit in line with termly data gathering. All governors agreed the timetable works.

A document showing dates of key events was emailed prior to the meeting, governors are welcome to attend any event. It was agreed that governors will advise the clerk or the headteacher if they wish to attend events, especially the upcoming prospectus parents opening evening, the school expects a higher turnover for prospectus parents on the 2nd October 2014, it was noted that the school was 138% over subscribed when the school was requires improvement (RI) and now the school is 'good'.

7.Governors Skills Audit

During the 2014 summer term, the Chair conducted a governor skills audit, he had 7 responses back and the results were discussed.

Overall pleased with results, the results highlighted the governing body is strong in self evaluation & impact assessment, Chairman and leadership skills, communication, knowledge of schools and knowledge of data & information.

Weaker areas were Legal and PR & Marketing. This would be more of an issue should we pursue the road of Academy.



There is room for improvement on Financial Management & Accountancy, SEN as only Mrs. Kate Browning and Safeguarding there is now a gap as Mrs. Valarie Harper is no longer part of the governing body. This brought to light the clerk and Mr. Alex Watkins need to complete the questionnaire as Financial Management and PR should be a strong point.

(Action: Please complete the survey if you have not done it)

(Action: Survey results to be distributed with the minutes)

Action: The Chair to resend the skills audit to governors)

The skills audit will only be redone when the changes are made to the governing body. Governors reminded that training can be done through the Local Authority if they feel they wish to improve on a certain area.

8. Parental Questionnaire Results

Discussion over the results of the parental questionnaire, overall was very good, there were 129 responses (about 30% of the school). Details were:

87%(112) would recommend the school, the majority of the results were in the 'agree to strongly agree'.

Top Strengths – My child feels safe at school, I am confident to talk to a member of staff if I feel my child is unsafe at school and the school helps my child to develop skills in values for life.

Improvable Strengths (as they still scored highly)

The school makes sure children behave well, the school helps me to support my child's learning (resources; support groups) and my child is making good progress at school.

The point was raised by the FGB that the 30% that replied are probably the most engaged parents and should reflect positive results but we still need to accept there are challenges.

20 respondents indicated that their child(ren) had special educational needs and their responses to their specific questions were, my child's special educational needs are being met: 4.25 and I am confident to discuss my child's needs with the school: 4.6

Good comments on the form were, hard working / dedicated staff, communication, Home School Liaison and Ethos.

There were some negative comments about behaviour.

The governors were pleased the results matched the opinions of Ofsted. It was recommended we move on and that we choose specific areas to focus on, eg. Areas on the Learning Improvement Plan (LIP). Previously questions have been based on the Ofsted questionnaire, all agreed will need to drill into specific areas to be more meaningful. The Chair will update the parents with the results and remind parents the school is always open for people's comments/concerns.



Year 3 snapshot survey was discussed, agreed this would be beneficial to see how they feel about the transition process, FGB agreed this will give a fresh perspective. Diana Turner is the Year 3 link governor so David will speak to Diana.

9. New SEN Code of Practice

Handout was given and an overview of the new legislation

10. Head Teachers Update

11. Learning and Standards Committee Update

Update given, link governors are working well.

The new curriculum policies are a statutory obligation and the policies has been ratified. The Whistleblowing document is still with the diocese.

12. Finance Committee Update

The Chair of the Finance Committee gave an update that the school is tracking where it should be at 39% of the annual budget, we would expect it to be at 41%. Attention was drawn to the fact some costs had not been received and September should show a true picture now HLTAs are used to cover supply where possible. The Nurture room is going ahead after securing £10,000 of Lottery funding, the school are waiting for the payment and then this can be made public knowledge.

13. Policies

Discussion of policies within the school. A policy audit was completed in September 2014, the document clearly shows whether the FGB or a sub committees needs to ratify the policies. The 5 policies the FGB need to review will be uploaded to google drive and this will be the process going forward. Thank you to Alex Norton for all her work regarding the policies.

14. Confidential – see additional confidential minutes dated 16.09.14

15. Safeguarding Update

Mrs. Kerry Nessling had an update with the Deputy Head Teacher regarding safeguarding.

Any school exclusions should be recorded in the FGB minutes.

16. Business and Pecuniary Interests

17. AOB



- **RE and Worship Link Governor** – It was asked if anyone wanted to fulfil this role, Reverend Tim will have a think and advise.
- **Year 5 Link Governor** – Discussion over link governors and agreed the following:

Year 3 – Mrs. Diana Turner
Year 4 – Mrs. Kerry Nessling
Year 5 – Mr. David Simmonds
Year 6 – Mrs. Kate Browning

It was pointed out a governor is needed to replace Mrs. Valarie Harper, someone with legal experience would be beneficial, advise the Chair if you know anyone.

(Action: Clerk to inform the Year Group Leaders of the changes)

- **Instrument of Governance**

Confirmed Meeting dates for 2014/15 were discussed and agreed as the following:

Wednesday January 21st 2015

Tuesday April 21st 2015

Wednesday 8th July 2015