



Full Governing Body Meeting (FGB)		
22nd September 2015	6.30pm to 8.15pm	Bilton Junior School
Attendees	David Simmonds (Foundation Governor & Chair) Alex Norton (Interim Head Teacher) Paul Kirkaldy (Parent governor) Kate Browning (Co-opted Governor) Kerry Nessling (Parent) Diana Turner (LA WCC) Paul McChleery (Co-opted Governor) Gloria Bakewell (Co-opted Governor) Melissa Burton (Staff) Reverend Tim Cockell (Foundation) Kate Webb (Co-opted Governor)	
Apologies	Alex Watkins (Parent) Ms. Emma Reeves-Brown (co-opted Governor)	
Minutes / Note taker	Natasha Strefford	
Additional		

1. Opening Prayer

2. Welcome & Apologies

Apologies received by Alex Watkins and Emma Reeves-Brown.

Kate Webb was welcomed to the meeting and nominated by David Simmond's to become a co-opted governor for her knowledge and expertise as a member of staff. This was seconded by Diana Turner, and with a show of hands, it was agreed by all governors. Kate Webb was happy to be welcomed onto the governing body.

3. Election of Officers for 2015/16

The clerk took over the meeting and asked for nominations for Chair, one name was put forward - David Simmonds, this was seconded by Diana and with a show of hands all governors were in agreement that David will stand as Chair for 2015/16.

The clerk then asked for nominations for Vice Chair, one name was put forward by Diana Turner which was Kate Browning, this was seconded by David Simmonds. After a show of hands all governors were in agreement so Kate Browning will stand as Vice Chair for 2015/16.

Paul McChleery arrived at the meeting.



4. Terms of Office - Ending

David Simmonds's (Foundation Governor) Term of Office expires on 31.09.2015, he was asked if he would like to stand again and he is happy to continue, agreement has been given by the Diocese through the PCC meeting on the 9th July 2015. County and the Diocese have already been informed via the PCC minutes.

Kate Browning (Co-opted Governor) Term of Office expired on 5.06.2015; Kate was asked if she was happy to stand again for her invaluable knowledge of SEND, she agreed she would stand again. The Chair proposed her re-appointment and Alex Norton seconded it, by a show of hands all governors agreed.

Diana Turner (LA Governor) Term of Office is due to expire on 07.11.2015, she was asked by the Clerk if she would be happy to stand again, Diana would be happy to stand again. The clerk will feed this information back to the Local Authority for them to take into consideration when appointing a LA governor to the school.

Action: Clerk to advise County and NGA of the above.

Action: Mr. Simmonds will send through the minutes from the PCC meeting.

5. Timetable for the year

With exception to the change of date/time for the Learning and Standards / Finance Committee meeting in December, the timetable for governor meetings is now fixed.

6. Minutes of Meeting of July 8, 2015

The minutes from the meeting on July 8, 2015 were agreed to be a true and correct record of the meeting and approved by the governing body.

7. Matters Arising

Action: SBM to ask if County could advise what's changed on amended policies and also ask if County could write an intimate care plan policy - Clerk to follow this up.

8. Business and Pecuniary Interests

All annual declarations of pecuniary interests must be returned to the clerk by the 30th September. This data must be published on the school website. Diana confirmed hers still stands from the previous year.

Action: Clerk to let the school have declaration list for the school website.



9. Policies

No policies had been reviewed in the first 2 weeks of term, the annual cycle will continue and policies will be brought to the governing body in December.

New Policies Ratified were:

- Child Protection - Suzanne has adopted and personalised the CP policy issued by County, no questions raised and policy ratified.

10. Record Retention

As a result of the historic child abuse claims, the DFE have issued a document that states until further notice schools must keep copies of information relating to safeguarding issues.

The head teacher confirmed she is aware that copies must now be kept and not to send the information onto the new school when the child leaves without making a copy. The safeguarding governor is also aware of this new directive.

Action: The clerk to check with the Home School support worker if electronic copies are ok.

11. SEF & LIP

SEF

Thanks were expressed to Andrew Edwards for his help and support on the SEF before he left the school.

SEF handed out, governors had time to digest the document.

Discussions were had around the SEF, it was highlighted the headings are in line with the Common Inspection Framework and safeguarding is throughout the document.

Action: Date of June 2014 will be removed from the heading.

Governors wanted to see the evidence that supported the statement of being 'good' in the last comment but it was explained this was a summary document and there was detail behind all the points.

The progress is shown to be high and improving in the SEF, it was challenged whether this was all year groups and it was confirmed it was all year groups and vulnerable groups – the governors felt this should be made explicit in the SEF.



Further discussions were had around the SEF and it was questioned if the ofsted descriptor for good was the same as what the school is saying on the SEF.

Action: Head teacher to check the evidence is the same for the descriptor and change the part to Acting governing body holds leadership stringently to account. The school need to be able to account for how PP and SEND budgets are being effectively used.

The governing body endorsed the SEF with the above few amendments to be made.

LIP

The LIP was handed out at the meeting and had not previously been distributed to governors.

It was decided the autumn term actions would be reviewed during the meeting.

Key Issue 1

Discussions around the document and highlighted it's all to do with steps of progress. The Fisher Family Trusts evidence suggests 1:4 is better than 1:1 support.

The governors asked where the parental engagement was and what the school could be giving to parents to let them know the new standards and how they can help.

Action: Alex/ Kate could some mastery classes be arranged?

A governor expressed the need to be clear on the children who didn't make the expected progress, it was 5% in 2014/15, 8% 2013/14 and 11% 2012/13.

Key Issue 2

The head explained learning walks are taking place every fortnight and systems are back in place, the learning walks have specific focus, for example LSA impact, pupil voice, book scrutiny. Staff are maintaining standards and new leadership is showing clear visibility.

Action: Heading should be Teaching, Learning & Assessment – Head teacher to amend.

A governor pointed out how important getting the assessment right is, the measures are crucial and the Assessment Policy needs updating in line with the LIP. Practice needs to be driven from process and policies.

Action: Review of Assessment Policy and add the action onto Key Issue 2 on the LIP.

Key Issue 3

Discussions around engaged learners and ensuring it continues, and whether there are any key indicators such as behavior, attendance that can pick things up.



Action: Kate Browning to provide the head teacher with the information on the 9 recommendations on mental health and wellbeing and something needs to be in the LIP regarding wellbeing.

Key Issue 4

Discussions around the open door policy and learning walks, already the head can feel a shift in what staff are comfortable with.

Alex will make amendments to the LIP and resend so it can be agreed.

Governors were invited to join the learning walks.

Action: David to slot in the governor elements into the LIP to show governors challenging and showing their presence.

12. Learning and Standards Committee Update

No update as last meeting was reported at the FGB meeting in July 2015.

13. Finance Update

No update as last meeting was reported at the FGB meeting in July 2015.

14. Rugby West Update (Confidential) – see separate minutes

15. Head teacher recruitment update and decision – see separate minutes

16. Fixed Term Exclusions, Attendance and staff disciplinary issues

Fixed Term Exclusions - none.

Attendance - 97.5% in the last 2 weeks

There has been a slight increase in term time holiday requests but Mrs. Hodgson is monitoring this.

Staff Issues

Nothing to report.

17. Safeguarding



No safeguarding issues highlighted by the safeguarding governor. The safeguarding governor is due to meet with the Home School Support worker in November.

18. Website - Governor Information

Discussed with annual pecuniary interests.

19. AOB

Staff – an NQT joined the school as a year class teacher. The question was asked who will take the lead in literacy with Mrs. Burton going on maternity leave, it is explained that it was expected that an internal member of staff would take on the role and then an interim class teacher to cover maternity leave.

A sincere thank you from the governors to Mrs. Hodgson and Mr. Galligan for all their hard work and commitment to the school during the summer holidays, it has been noted and very much appreciated.

See confidential minutes.

Working Party – it was felt this was not needed as mentioned in July meeting in relation to the new ofsted framework.

Next meeting is Wednesday, December 16, 2015

Chair:

Date: