



Minutes

Meeting title:	Full Governing Body Meeting	
Date:	14 May 2014	Time: 18.30 – 20.50
Location:	Twyford St Mary's C of E Primary School	
Present:	Lin Brewer	Sarah Hawkins
	Louise Chapman (<i>Headteacher</i>)	Lucy Hutchin
	David Clarke	Jennifer Laute
	Nigel Close	Tim Nice
	Nicole Gabriel	Wendy Sullivan
	Bruce Greig (<i>Chair</i>)	Rev. Jonah Watts
In Attendance:	Marie Cross (<i>Cover LA Clerk</i>), Charlie Wright	
Apologies:	Sandra Cheek, Tracy Curds, Cynthia English	
Absent:	None	

1. Apologies

Apologies were received and accepted from Sandra Cheek, Tracy Curds and Cynthia English.

2. Pecuniary Interest – Verbal Declaration

There were no pecuniary interests declared.

3. Approval of FGB Minutes from 27 March 2014 and Matters Arising

The minutes were reviewed and the following amendments were noted:

- a) David Cohen was not present.
- b) Under 5.5 Link Governor Updates – remove maths and replace with subject link meetings.
- c) Under 7.1, bullet point 2, change JLA to JLo.

The amendments were noted and the Chair signed the minutes.

4. Approval of Confidential FGB Minutes from 25 March 2014 and Matters Arising

The minutes were reviewed and confirmed to be an accurate record of the meeting. The Chair signed the minutes.

5. Approval of FGB Minutes from 2 May 2014 and Matters Arising

The minutes were reviewed and confirmed to be an accurate record of the meeting. The Chair signed the minutes.

6. Actions from Previous Minutes

- a) **Single Equality Scheme** – COMPLETE.
- b) **Review of Action Plan** – The HT reported this was circulated at the last committee meeting and will be updated with the milestones and circulated in preparation for the next Environment Committee and FGB meetings. **Action** – The HT to circulate the action plan the first week back after the ½ term.
- c) **New Curriculum** – Please see agenda item below.
- d) **Continuity Plan** – ON-GOING.
- e) **Best Value Statement** – ON-GOING.
- f) **Unauthorised Absences** – This information will be included within the next HT written report.
- g) **Working Party** – Please see agenda item below.

18.30 – LH joined the meeting.

7. Standing Items

- a) Governing Body Vacancy Management – It was noted that BG term of office ends in February 2015.
- b) Safeguarding – No issues or updates.
- c) Health and Safety – The HT advised governors that new gates are being installed on Ballards Close following feedback from the Ofsted Inspector about keeping the gate on playground locked at playtimes, the HT queried whether governors felt these should be locked. A governor noted that Ballards Close is a public recreation area, for the local area, and therefore cannot be locked. The Chair stated this issue is for the HT to deal with.
- d) Governor Training – Governors were advised there is cluster training briefing on the new curriculum arranged for 21 May 2014 and is free for any governors who would like to attend.
- e) Link Governor Updates – Governors received the report from CE.
- f) Correspondence – None.

8. Policies

None.

9. HT Report - verbal

Staffing Update - The HT advised governors that the Deputy HT has been successful in an appointment to a Headship and therefore the school are currently reviewing possible options. The HT stated interviews for a new class teacher are taking place next week and would like governor input. A governor queried the number of applications received and the HT clarified the school have received two applications to date. A governor queried the format of the interviews and the HT clarified ½ hour teaching activity with the current Year 2 class and then the interview. A governor queried if the current Year 2 class would be a challenging enough assessment if the teacher will be placed in Years 3/4. The HT clarified the teaching is the important element and she is able to judge the quality of teaching from the lesson observation.

18.50 – Jennifer Lomas joined the meeting.

The HT advised governors she has met with the area manager and Jo Cottrell and the action plan has been condensed and updated ensuring all the milestones are correct. The targets are set at 90% and a governor

queried the consequences of not reaching 90% and the HT stated all the data and aspects are taken into account to evidence and back up the perceptions.

Vision and Values – Staff and governors noted that the meeting was a very productive meeting and the HT stated the words the groups suggested are:

Courage, Joy, Care and Respect

This suggestion will be presented to parents at Parents Forum, with the suggestion that care maybe replaces respect.

English Moderation – Four days have been allocated to support English developments within the school. Moderation of KS2 writing and a review of the levelling for accuracy took place on Day one.. This has highlighted where differentiation could be tightened up and where the lower achieving children can be given extra support.

Lesson Observation – The HT stated these are currently taking place and will report back at the next FGB meeting.

A governor queried the arrangements for the FSM for KS1 in September and queried how children previously highlighted as being in receipt of FSM would be tracked. A governor stated at a recent governor forum it was suggested this be directed to County and there currently is not answer. Some schools have plans in place to incentivise parents to complete forums, eg using pupil premium to give uniform vouchers. The HT stated this would be discussed at the Year R induction meetings and is not a huge issue for the school as the numbers are relatively small.

10. New Curriculum Presentation

Charlie provided an overview of the new curriculum and advised governors the key changes are summarised in the hand-out provided. The new national curriculum is slimmed down and more challenging. The focus is on essential knowledge. Maths and English are core areas and the expectations for maths have risen with mental calculation expected. It was noted that history will be taught in chronological order and this could prove challenging.

Staff have reviewed the new requirements and are ensuring the new curricula action plans are implemented. A governor queried the timescale for topics and the HT clarified the smaller topics work well in KS1, with larger topics taking longer.

Next Steps – The inset days will be used to review topics and ensure foundation and literacy are embedded. The school are ensuring that any development teachers receive is fed back to the whole school. A governor queried if there is anything currently in the curriculum that teachers would be sorry to lose and it was clarified there are no fundamental areas that have been lost.

Detailed discussion.

Governors thanked Charlie Wright for the presentation.

19.20 – CW left the meeting.

11. Committee Reports

11.1 – Resources Committee – The Chair of Resources provided an overview and advised governors the budget was reviewed in detail.

Approved – Governors **approved** the AHT range as L1-L5.

Governors were advised the person specification needs to be approved by FGB before an advert can be placed. **Agreed** – Governors **agreed** to grant delegated powers to the Resources Committee to approve the

person specification, job description and job description for the AHT. It was agreed that the Resources Committee should meet on Friday 16 May 2014 at 13.00. The interviews will take place on 9 June 2014 and the LLP will be part of the panel. It was agreed that the panel will be the HT, LLP, and two governors; JLo and SH with TN being the reserve governor.

It was agreed that TN would be on the interview panel for the classroom teacher.

Best Value Statement – The Chair of Resources reported this would be reviewed with Lin Brewer in due course.

11.2 – Environment Committee – The Chair of the Environment Committee provided an overview and stated the date for the learning walk has been agreed as 5 June 2014 at 09.30. **Action** – Governors to let the HT know if they are planning on attending.

12. Discuss Recommendations from External Review Working Party and Agree Actions to Improve Governance

The Chair provided an overview of the recommendations made on how to improve governance.

Governors were advised there is a requirement for the governing body to reconstitute, based on skills by 1 September 2015.

Extensive and detailed discussion regarding the suggestion to make the governing body smaller.

Summary

- Improved annual planning and timetabling required. It was **agreed** to look to buy in support for this area.
- Work to be pushed to the appropriate committee. **Agreed** – Decision making on recruitment of staff, except those on the leadership scale, is delegated to the Resources Committee.
- The Environment Committee to discuss all data in detail and only raised at FGB if there are issues or exceptions.
- One written HT report per term to each committee.
- The FGB to focus on detailed discussion of vision and strategy. Operational issues to be discussed only if they are flagged up by the committee.
- A governor queried the purpose of each committee and it was noted that the Terms of Reference should be reviewed annually.

13. Any Other Business

13.1 – Parent Questionnaire – The data will be discussed initially at the Environment Committee.

14. Date of Next Meeting

It was agreed to move the meetings as detailed below:

Environment Committee – 9 July 2014.
FGB Meeting – 16 July 2014. **Action** – The Chair to check that a clerk is available.

The meeting closed at 20.50

Name of Chair: Bruce Greig **Signature:**

Date: