



MINUTES OF THE FULL GOVERNING BODY MEETING

Date	Monday 17 th October 2016 at 6pm	
Venue	St James CE Primary School; extended schools room	
Present:	Derrick Watson Gavin Shortall Imran Naseem Jess Kippen Lynda Newton Peter Baylis	Parent Governor Headteacher LA Governor Parent Governor (Chair) Foundation Governor (Vice-chair) Foundation Governor
Apologies:	Andy Gait Hayley Matthews (Rev) Jo Westhead Hilary Jones	DBE Foundation Governor Ex officio Foundation governor Staff Governor Foundation Governor
Absent:	None.	
In attendance:	Lynne Bailey	Clerk

The meeting met its quorum

AGENDA ITEM 1	INTRODUCTIONS & APOLOGIES FOR ABSENCE
Discussion:	Jess Kippen welcomed all to the meeting. Please note that records of governor attendance is now required to be published to the School website (<i>Constitution of Governing Bodies of Maintained Schools – August 2015</i>) The apologies of Andy Gait, Hayley Matthews, Jo Westhead and Hilary Jones were received.
Decision:	RESOLVED: that the apologies of the above named governors be accepted.

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY INTERESTS
Discussion:	There were no declarations of personal or pecuniary interests.

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS
Discussion:	JK had one item of AOB regarding a Governor Noticeboard.

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING (21.9.16)
Discussion:	Governors reviewed the minutes which were circulated prior to the meeting.
Decision:	RESOLVED: that the minutes be accepted as a true and accurate record of the meeting.

AGENDA ITEM 5	MATTERS ARISING
Discussion:	From July minutes – item 10: to look at the impact of the priorities in the SDP at the October 2016 FGB. The SDP was forwarded to governors prior to the meeting and is an agenda item.

	Items 2.5.6. Hayley Matthews, Imran Naseen, Margaret Roberts and Pete Baylis to complete the business forms. This item is to be carried forward to the next meeting.		
Action:	What: Hayley Matthews, Imran Naseem, Margaret Roberts and Pete Baylis to complete the business forms.	Who: HM, IN, PB, MR.	By when: Next FGB meeting.

AGENDA ITEM 6	GOVERNING BODY MEMBERSHIP
Discussion:	Governors noted that there are two Foundation Governor vacancies.

AGENDA ITEM 7	GOVERNOR TRAINING REQUIRED/ATTENDED
Discussion:	JK explained the need to carry out a skills audit to build a picture of skills held on the Governing Body and to identify any gaps. JK distributed an NGA skills audit survey and governors completed and handed this back to JK at the meeting.

AGENDA ITEM 8	GOVERNING BODY VISITS/REPORTS ATTENDED SINCE LAST MEETING
Discussion:	There have been no visits or reports since the last meeting.

AGENDA ITEM 9	CHAIR'S ACTION
Discussion:	Mr Shortall asked that governors consider a request from a full time member of staff who is currently on maternity leave. The Y6 teacher would like to return to work at the start of the Spring 2017 term to work 4 days per week, progressing to 5 days per week at the start of the Summer term. Mr Shortall said that he is confident that the hours can be covered appropriately and also there will be a saving in the budget due to the reduction in salary during the spring term. Governors confirmed their agreement.
Decision:	RESOLVED: that the member of staff return on a part-time basis in the spring term, rising to full time in the summer term.

AGENDA ITEM 10	HEADTEACHER'S REPORT
Discussion:	Mr Shortall presented his written report and noted the following: <ul style="list-style-type: none"> Number on roll on census day was 236 pupils. Overall attendance from 01.09.16 to 07.10.16 is 96.3% Q: Why is there such a dip in attendance at the beginning of term? A: A significant amount of children were away during the end of the week (school opened on Thursday 1 st Sept). Mr Shortall said the absences were not enough for him to consider that opening the school when they did was a mistake. <ul style="list-style-type: none"> Governors noted the RaiseOnline information provided. Governors noted the key findings from the Quality Assurance visit. A full report will be presented for scrutiny at the next PPC meeting. Details are given under Safeguarding regarding the importance of the Prevent Duty and governors being aware of such. JK, IN and PB have all received training in this area and this will be noted on the skills audit. The school has a 2016/17 action plan to ensure that it pays full regard to the Prevent Duty. Mr Shortall informed that an Ofsted Inspection is expected to take place imminently. This

	<p>could be a one or two day inspection depending on their findings.</p> <p>Q: What are improvements made against previous recommendations?</p> <p>A: Outdoor EYFS – new structure in place; Middle leadership, middle leaders much more involved now; Sharing good practice to bring teachers to outstanding, pockets of outstanding teaching seen around the school during each day.</p> <p>Q: How do Ofsted analyse the teaching?</p> <p>A: Ofsted use a triangulation method looking at results, teaching and work books.</p> <p>Q: What percentage of teachers would be put in the category of outstanding?</p> <p>A: Five teachers on the day are expected to reach outstanding.</p> <p>Q: What are confidence levels in respect of outstanding teaching?</p> <p>A: 70% to 80% in outstanding but all solidly good.</p> <p>Q: Has the racist incident been dealt with?</p> <p>A: Mr Shortall confirmed that the matter has been dealt with in accordance with school procedures. The incident has been discussed with the Safeguarding Governor. Mr Shortall said that the children are in a multicultural environment and they make comments as they are learning and the issue is more about educating them in the language as opposed to their being true racism in the school.</p>
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AGENDA ITEM 11	APPROVAL OF SCHOOL DEVELOPMENT PLAN 2016-17 AND SEF		
Discussion:	<p>The School Development Plan and SEF were forwarded to governors prior to the meeting. Governors approved the School Development Plan and acknowledged the level of involvement that is required with the SDP and the SEF. The governing body is to review each area individually at future governing body meetings, so that over the coming year the full governing body is able to challenge judgements and has involvement in writing the Plan.</p> <p>Q: Who is responsible for carrying out lesson observations in school?</p> <p>A: Lesson observations are carried out once per term by the Senior Leadership Team. Informal observations are carried out, by walking round the school and observing in general on a regular basis.</p>		
Decision:	RESOLVED: that the School Development Plan 2016/17 be approved by the Governing Body.		

AGENDA ITEM 12	COMMITTEE REPORTS		
Discussion:	This item will be carried forward to the next meeting.		
Action:	<p>What: - to add agenda item: To receive the minutes from the following committees: Finance & Staffing (12.10.16) Premises (4.10.16) Parent, Pupil & Curriculum (4.10.16)</p>	<p>Who: Laura Nicholson</p>	<p>By when: Next FGB meeting.</p>

AGENDA ITEM 13	ADMISSIONS		
Discussion:	<p>Governors received the Admissions Policies for Nursery and School prior to the meeting. Policies remain the same with the exception of amended dates to reflect the forthcoming year. The Primary School Admissions Policy was approved. The Nursery School Admissions Policy was approved, after it was agreed that an additional comment be incorporated to indicate that “on admission to nursery it should not be assumed that a pupil will automatically be admitted into the Reception class”.</p>		

	Mr Shortall said that he is keen to carry out a consultation prior to approval of the Admissions Policy for 2019/20 and the process for this will be queried with Laura Nicholson.		
Decision:	RESOLVED: that the School Admissions Policy 2018/19 be approved. RESOVLED: that the Nursery Admissions Policy 2018/19 be approved after amendments made to reflect that above.		
Action:	What: Clarify the process for consultation around the Admission Policy.	Who: Mr Shortall	By when: Next FGB meeting.

AGENDA ITEM 14	PERFORMANCE MANAGEMENT		
Discussion:	Mr Shortall left the meeting whilst this item was discussed. The Pay Committee asked the Governing Body to approve their recommendation that the Head Teacher moves up one point on the pay scale. Governors were in agreement with this.		
Decision:	RESOLVED: that the Head Teacher moves up one point on the pay scale.		

AGENDA ITEM 15	ANY OTHER BUSINESS		
Discussion:	JK put forward the proposal of having a Governor Notice Board in school. Governors were in agreement. Information is to include photograph and sub-committee and link governor responsibilities. Q: How does school deal with permission for photographs of pupils on social media sites? A: A data protection sheet is sent home at the beginning of the academic year to cover displays, websites, social media etc. Parents are asked expressly for permission. Children are not identifiable on photographs that are posted on social media and their names are never published.		
Decision:	RESOLVED: that a Governor Notice Board be set up in the school entrance area.		
Action:	What: Governors to email information for the notice board to Laura Nicholson, Clerk	Who: All governors	By when: Next FGB meeting.

Please see Part Two Confidential Minutes.