

BEARWOOD PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING

TUESDAY 24TH NOVEMBER 2015 19.00 – 21.00

No	Item	Action	By Whom	By When
	<p>Present: Paul Crowley, Jane Barlow, Cristina Marinoni, Karen Butroid, Debbie Schofield, Debra Evans, Jon Robson Hurst, Danny Chinery, Rachelle Shepherd Du Bey</p> <p>Clerk: Natalie Haddock</p>			
605.08	APOLOGIES FOR ABSENCE	None		
605.09	DECLARATION OF INTERESTS JB - CB			
605.10	MINUTES OF THE PREVIOUS MEETING FGB held on September 21 2015.	DE to email final minutes to all Governors. PC to sign and bring to School.	DE PC	4/11/15
605.11	<p>UPDATE ON RECONSTITUTION Following a meeting with the SIO it was discussed that Mark A'Bear could have a possible co-opted role within the Governing Body.</p> <p>KB explained we still have roles to fill on the governing body, highlighted within the last skills audit.</p> <p>PC is meeting with Claire Doyle on 25.11.15 regarding possible role as co-opted governor.</p>	<p>PC to contact WBC.</p> <p>PC to also look at weak areas following Skills Audit.</p> <p>RSDB to create action plan/timeline for recruitment.</p> <p>PC to forward all documentation to RSDB.</p>	<p>PC</p> <p>PC</p> <p>RSDB</p> <p>PC</p>	<p>18/12/15</p> <p>11/12/15</p> <p>11/12/15</p> <p>4/12/15</p>
605.12	<p>HEAD TEACHER'S REPORT All documentation has already been distributed by JB via email - all governors have read the report.</p> <p>KB – requested clarification on Section 3 - JB confirmed this was the LT's focus. No other questions were raised. PC explained that historically this has been a larger document. JB is now creating the report based on legal requirements and feedback from Mark A'Bear.</p> <p>The Governing body commented that the document was very clear and concise and thanked JB.</p>	<p>PC requested that if governors require additional information to be included in the HT Report that they pass this request to DS.</p> <p>JB to supply all governors with the legal requirement and what will be included in the Spring Term report.</p>	<p>All Governors/DS</p> <p>JB</p>	<p>11/12/15</p> <p>10/1/16</p>
605.13	<p>GOVERNOR VISITS TO SCHOOL KB asked should Governors be requesting visits or wait for invites from school.</p> <p>JB explained that learning walks this term</p>			

	<p>are unannounced and felt it would be unfair on staff for governors to also attend these.</p> <p>For the Spring Term - dates for governors to join the LT for announced Learning Walks with a maximum of 2 governors per visit.</p> <p>Each governor to participate in one Learning Walk per term or 1 per half term if possible.</p> <p>PC explained the benefits of the learning walks are twofold; building the staff/governor relationship and to give governors a better understanding of how the school works. Reports will need to be completed after each visit.</p>	<p>KB to forward learning walks handbook/documentation to all governors.</p> <p>LT to set dates and offer them to the governors dates to be sent to KB.</p>	<p>KB</p> <p>JB/CM</p>	<p>4/11/15</p> <p>End of this term</p>
605.14	<p>GOVERNOR TRAINING</p> <p>Following conversation with SIO PC to look at FGB training as a whole</p> <p>JB Suggested it may be possible for CD to host CP training at a date to be decided. CP takes approx. 2 hours for Level 1 training.</p> <p>CM – Wokingham Hub has a variety of training courses next 2 are:</p> <p>Getting to grips with the curriculum - 29 February</p> <p>Assessing pupil progress (this may include new banding system) - 14 March.</p> <p>PC recommended all governors look at GEL on Wokingham Hub – to see available training.</p> <p>Health & Safety Governor to be actively recruited.</p> <p>On-going, the governor training log needs to be completed after any training course and returned to CM. This is in addition to the activity log for all meetings related to the school.</p>	<p>PC to follow up with SIO.</p> <p>PC to discuss with CD</p> <p>NH to email dates – and will book training as required.</p> <p>All Governors to note.</p>	<p>PC</p> <p>PC</p> <p>NH</p> <p>All governors</p> <p>PC</p> <p>All governors</p>	<p>27/11/15</p> <p>25/11/15</p> <p>27/11/15, governors to respond by 4/12/15</p> <p>This term</p>
605.15	<p>WEB/POLICIES</p> <p>JRH has been looking at website and policies. There are still possible areas for improvement. JRH had sent an email regarding the governor's section. We need to look at what we have and update but compliance needs to be organised with some urgency.</p> <p>The Governing body needs to know the gaps with some urgency.</p>	<p>JRH to create a document to be sent to all governors to use as a template, for their own bio. All governors to them create similar and send to NH to add to website.</p> <p>NH to add information to the website for the governors.</p>	<p>JRH</p> <p>All governors</p> <p>NH</p>	<p>27/11/15</p> <p>4/12/15</p> <p>On receipt</p>
605.16	<p>EFFECTIVE USE OF TIME</p> <p>KB sent two documents following the governance review - Code of Conduct and Planning for Meetings.</p>	<p>Feedback to KB with comments/revisions.</p>	<p>All</p>	<p>4/12/15</p>
605.17	<p>FEEDBACK FROM LATEST PPC</p> <p>DE had shared the minutes of the last PPC</p> <p>KB/DE met with TS for a demonstration of</p>	<p>All feedback on minutes to DE</p>	<p>All</p>	<p>4/12/15</p>

	<p>Target Tracker. New Librarian has now been appointed. Assessment Governor – KB & DE to share the role. TS has written to Countess of Wessex asking her to open new play area. The next PPC meeting is on 15 December at 7pm.</p>			
605.18	<p>FEEDBACK FROM LATEST RESOURCE COMMITTEE MEETING Minutes will be circulated.</p> <p>There had been a premises update from the Site controller, there had been discussion in particular about planning ahead.</p> <p>Outdoor area – still on track.</p> <p>Reports on Pupil Premium and Sports Grant were received. Some of the Sports grant is still to be spent, a proposal had been requested from Finance / PE leader.</p> <p>There had been a staffing update from CM and Performance Management documents had been supplied by JB which the Committee had found very helpful in demonstrating the clear link between appraisal and pupil progress.</p> <p>The Committee had been asked to consider the use of £3K funds for FS furniture. Committee wanted to make sure that this was the best way to spend this money and had asked for confirmation from the leadership team that this was their priority for spending.</p> <p>Funding projections for 3-5 years are needed but the template has still not be provided by WBC.</p> <p>Budgets are out for next year. These had raised concerns as they are not favourable to the school due to the date of the census. The SBM will raise concerns with WBC and the governors have offered support if required.</p> <p>The next meeting is on 27 January 2016, 7pm - 9pm</p>	<p>CM to circulate minutes again.</p>	<p>CM</p>	<p>4/12/15</p>
605.19	<p>AOB The Simon Crosby report was noted – it was felt that it was a very positive report.</p> <p>Following a query it was confirmed that the school's SIP is Gill. Simon Crosby was the School's SIP but not now and he currently works as an independent consultant.</p> <p>Following the School Improvement Board meeting last week, PC is to action the strategic plan for governors and updates on governance review. The February SIB meeting is to follow the</p>	<p>PC to contact SC to clarify ambiguous comment.</p> <p>Review of action plan and provide updates following governance review.</p>	<p>PC</p> <p>PC</p>	<p>4/12/15</p>

	January FGB.			
605.20	TIME AND DATE OF NEXT MEETING	Wednesday 10 February 2016 7pm - 9pm		