



Minutes of the Full Governing Body meeting
held on **Tuesday 12 July 2016** at Nomansland

Governors present: Darren Grayer – Chair (DG) Donald Anderson (NDA) David Bacon (DB)
Sarah de Ridder (SdR) Chris Dyer (CD) Joyce Garnett (JG)
Dudley Jaynes (DJ) Deborah Krolikowski (DK) Paul Lailey (PL)
Pat Radcliffe (PGR) Peter Radcliffe (PR) Sue Rogers (SR)
Sarah Ziegler (SZ)

Also in attendance: Caroline Whittaker – Deputy Head (CW) Emma Coleman – Clerk (EC)

The meeting commenced at 7.07 pm.

1. Prayer

Vicar David opened the meeting with a prayer.

2. Apologies

Received from: Natalie Crates (NC), Carol Grant (CG), Wendy Quick (WQ); these were all accepted.

3. Register of Business Interests/Disclosures of Conflicts of Interest

There were no updates to the Register and no interests declared for the meeting.

4. Minutes of the meeting from 17 May 2016

No amendments. The minutes were accepted as a true record and signed by the Chair.

It was noted by the Clerk that a complete archive of signed minutes and papers is now stored securely at the KS2 site, for availability upon request subject to the removal of confidential items (see also item 12.6.4).

5. Matters arising

Please refer to 17 May 2016 minutes, page 6, Actions Summary:

Agenda item no.	Action required	Person(s) responsible	Completion/ Review date	Status
5.	<i>Compile and publish governor information leaflet</i>	Head/Clerk	Sept 2016	In progress
5.	<i>Finalise catchment map and publish on school website</i>	Head	ASAP	In progress
7.2.	<i>Circulate monitoring reports and RAISE data previously supplied to S&C to all governors.</i>	Head		Completed
8.	<i>Finalise draft annual statement to parents and forward to Clerk for proof-reading and publication.</i>	Chair/ Vice-chair	July 2016	In progress, see item 10
10.1.	<i>Process paperwork for WQ renewal and begin to prepare for staff governor election Sept 2016.</i>	Clerk	Aug/Sept 2016	In progress, see item 12.1
10.5.	<i>Liaise with Strategy Group to detail additions from 2015/16 framework and to bring current Scheme of Delegation terms of reference in line with new committee structure.</i>	Clerk	July 2016	In progress, see item 12.5
10.5.	<i>Complete review of updated Equality Information following attendance at training session June 2016, for formal approval at next FGB meeting.</i>	Head/S&C Chair	July 2016	In progress, see item 12.5
10.5.	<i>Complete review of Supporting Pupils with Medical Conditions policy for formal approval at next FGB meeting.</i>	Head/S&C	July 2016	Completed, See item 12.5
10.5.	<i>Complete review of Science policy for approval at next FGB meeting</i>	S&C	July 2016	Completed, see item 12.5
10.5.	<i>Complete review of ICT (renamed Computing) policy for approval at next FGB meeting.</i>	S&C	July 2016	Completed, see item 12.5
10.6.3.	<i>Respond directly to parent who compiled the Term Dates survey to confirm decision of the GB.</i>	Chair	20 May 2016	Completed
10.6.3.	<i>Formulate whole school response to confirm decision of GB to remain with Term Dates as set for 2016/17.</i>	Head	20 May 2016	Completed



6. Head Teacher's Report

The Head's report was distributed prior to the meeting (re: Governors' papers).

6.1. Numbers on roll: Sept 2016 currently at 178.

6.2. Leadership and management: new Senior Leadership (SLT) in place and working on planning for next year.

6.3. Governor subject visits: Governor SZ questioned frequency of subject link visits; clarified 2 visits expected per year, one to each Key Stage, and standard monitoring report to be completed following visits.

6.4. Teaching and learning: Good across board with some very high quality good. Focus areas: marking; success criteria; questioning; involve TAs more in teaching and learning aspects; impact; more challenge for more able pupils.

6.5. Personal development, behaviour and welfare: No major behaviour incidents.

Governor DK challenged the Head on the reasons for the dip in attendance figures; aspects discussed and Head to look at specific areas, patterns of non-attendance, regular offenders, and impact! Main cause unauthorised holidays. Safeguarding Audit has investigated some of the reports received in the complaints letter (see item 6.7). New incident forms have been issued and staff informed immediately. The Head has attended a Safeguarding update, and annual Safeguarding training to take place for all staff in Sept to ensure systems are as robust as can be. The Head and SR have also completed Safer Recruitment on-line training. Thresholds need to be agreed with staff to ensure consistent reporting of incidents and referral.

6.6. Outcome for pupils:

KS2 data: Teacher assessments good and Head satisfied with judgements. Huge dip reported in National figures this year for Reading, Writing, Maths. Special consideration awarded to this year's cohort – figures very positive.

KS1 data: Significantly above National average for Reading, Writing, and above for Maths. Headline phonics results low: explained by small cohort, low social aspect from Early Years, high level of emotional/literacy and nurture support, individual improvement but low communication and language skills so not able to progress quickly to Stage 2. Action plans in place to address: focus on phonics teaching and resources and review training with TAs.

Eco-Council has been awarded the Green Flag and the Head thanked CW for leading this initiative.

Following the success of the introduction of school meals across the two sites Governor JG challenged the Head on the original plan to expand provision to other schools. The Head concluded that there would be no benefit in changing this unique feature of our school which is working well.

6.7. Complaints: it was reported that the current complaint had been received without consideration to due procedure. A copy of the school's Complaints Policy has been sent and the complainant notified that if they wish to proceed with a formal complaint, then they are required to complete the correct pro forma. The Head stressed the school's immediate accountability. A representative from the LA is visiting 19 July to make closure on the complaints.

7. LA Review

The Head commented on the "wonderful team of staff", and the "positive attitude". Key areas identified and good practical ideas to address these provided, with many aspects already identified in the School Development Plan, processes in place and reported progress being made. Head to delegate more to enable focus: new SLT will have more non-contact time to support this. The Chair reported that the parents interviewed were very supportive. The Chair stressed the importance of monitoring and evaluation to assess where the school is, to identify gaps, and what is being done to address them and the importance of impact. It was also suggested that governor challenge should be highlighted in governors' minutes as evidence. SEN provision praised and good report for Early Years provision. Pupil progress evaluation to be added to the website – The Chair suggested preparing a file to include all the relevant information governors would need to refer to in an inspection.

Governor NDA retired from the meeting

8. School Development Plan

Participating in the Wiltshire Improving Schools Program – 7 sessions aimed at schools who haven't been Ofsted inspected for some time. Identified the need to be rigorous to secure outstanding, and currently developing a yearly planner to include all management aspects, i.e. key events, meetings, reviews, assessments, observations to ensure robust systems in place. Staff development meetings to include monitoring session linked to non-negotiables to ensure accountability, mutual support, consistency, and to evidence impact on children with a focus on SEN,



assessment and quality teaching. Plan is already in progress and the Head is reviewing to include more impact statements, focussing on next year. Evidence of impact is very important, and needs to be through data. Need to implement increased monitoring, higher expectations of ourselves and our children, and address differentiation.

Aims and priorities for next year: **consistency; monitoring; develop leadership system; IMPACT!**

9. Reports from Committees

9.1. Resources report

The minutes of the Committee meeting held on 29 June 2016 were distributed prior to the meeting (re: Governors' papers). Reserves have been used this year. Income/expenditure gap of £20,000 per annum identified for next 2 years following zero budgeting exercise. Will need to submit plan in next few months outlining how to deal with the shortfall: a range of options being considered. Trust Fund have agreed funding to assist with projects (see item 14), and the Head is attempting to actively increase income by increasing numbers on roll. Andean Signs were gratefully acknowledged for providing banners at no cost to the school.

9.1.1. Monthly monitoring report: not available until budget set.

9.1.2. School Budget Template (SFVS): completed by the Resources Committee: formally proposed by PR, seconded by DJ; formally accepted by governing body.

9.2. Staffing & Curriculum report

The minutes of the Committee meeting held on 4 July 2016 were distributed prior to the meeting (re: Governors' papers). The Vice-chair commented on the success of the new YR Induction sessions, with parents staying for refreshments and meeting representatives from various areas of the school.

10. Governors' Annual Statement to parents

In progress with Chair/Vice-chair: Clerk to check further sources of information on content and to advise accordingly. *Following the meeting the decision was taken to postpone publication of the statement until September.*

ACTION: Chair/Vice-chair – finalise draft annual statement to parents and forward to Clerk for proof-reading and publication Sept 2016.

11. Chair's summary of the year

After a good start to the year, the Chair acknowledged that 2016 has been incredibly difficult for everyone and it is to everyone's credit, and to Paul and the Staff, that they have remained dignified, and keep going!

Governor DB added reference to the recent reviewers being in a "good, happy school", and our capacity to drive improvement. The Chair wished SdR the very best as she moves on and SdR gave thanks for the support from everyone. The Head finished by stating, in recognition of the pressure on schools, that "we are not alone".

12. Governors' matters

12.1. Governing Body membership update

The new sub-committee structure is working well and will remain in place – Clerk to update website accordingly. It was suggested for the Resources sub-committee to have a Chair and Vice-chair to reflect the two key areas of Health & Safety, and Finance. Two Foundation Governor vacancies remain – Clerk due to meet with prospective candidate. Term of Office of Foundation Governor WQ ends Aug, re-nomination approved by PCC and paperwork in progress with Clerk. Sadly losing staff governor SdR at end of term, a huge thank you was extended. The Clerk will begin staff governor election process in Sept when new staffing structure in place. Next renewals: Foundation Governor CG, May 2017; Parent Governors (election) DG/NC, Oct 2017

ACTION: Clerk – to update school website to reflect new sub-committee structure for Sept 2016.

ACTION: Clerk – to complete re-nomination paperwork for Foundation Governor WQ to run on from current term.

ACTION: Clerk – to prepare for staff governor election Sept 2016.

12.2. Governor Involvement Record

The involvement record for the period 18 May to 12 July 2016 was distributed prior to meeting. Further inclusions were shared and have been added to the final version (re: Governors' papers).



12.3. Strategic Group report

Next due to meet 21 July 2016. Items to address: Finance; Scheme of Delegation Framework queries from Clerk.

12.4. Training

12.4.1. Feedback from courses attended

Improving Schools Program – Proving Improvement: 23 Jun 2016 (PL/DG) – good first session of the program.

Equalities/Equality Act Refresher: 28 Jun 2016 (PL/PGR) – early section on language and terminology very useful, but felt not enough focus on impact in schools and specifically how to compose the Equality Policy.

Clerks Award Program: 2 units completed, 1 being finalised, 2 to go!

12.4.2. Courses due to attend

WRAP (Anti-radicalisation): 12 Sept 2016 (NC/CD/DJ/DK/SR)

Improving Schools Program – Improving the Quality of Teaching & Learning (1): 15 Sep 2016 (PL/DG)

Improving Schools Program – Improving the Quality of Teaching & Learning (2): 18 Oct 2016 (PL)

Governors and the Law: 3 Nov 2016 (EC)

Improving Schools Program – Effective Governance (1): 15 Nov 2016 (PL/DG/PGR/NC – tbc)

Improving Schools Program – Improving Outcomes for Disadvantaged Learners: 12 Jan 2017 (PL/DK/Gov B – tbc)

Improving Schools Program – Improving Leadership & Management: 8 Feb 2017 (PL)

Improving Schools Program – Effective Governance (2): 21 Mar 2017 (PL/DG/PGR/NC – tbc)

12.5. Policies for approval/with committees

Wilts model policies: *None*

FGB: *Prospectus* – annual update/approval delegated to Head and Clerk.
Scheme of Delegation (annual review due Sept 2016) – Clerk supplied framework queries to Strategy Group for determination. Clerk will amend Scheme of Delegation to take account of new committee structure and Strategy Group.
Equality Information 2015 – to replace version approved Feb 2015, in progress.
Safeguarding Code of Conduct – template approved Dec 2015, with Head for completion and review Sept 2016.

Resources Committee: *Continuing Professional Development* (3 year review) – approved, amendment.

Lettings (3 year review) – approved, no changes.

Supporting Pupils with Medical Conditions (new policy) – approved.

SC Committee: *Early Years* (annual review) – approved, no changes.

Homework (3 year review) – approved, no changes.

ICT, renamed Computing (3 year review) – approved, revised.

Science (3 year review) – approved, revised.

Young Carers (new policy) – approved, to move to Resources.

Whistleblowing Policy to move from Wiltshire HR to non-statutory to facilitate automatic 3 year review cycle.

Policy review cycle – clarified that all Health, Safety & Premises, and Finance policies now with Resources.

It was noted that all subject policies are to list their Subject Leader and Link Governor.

ACTION: Clerk/Head – to review, update and approve Prospectus 2016-17 for publication Sept 2016.

ACTION: Strategy Group/Clerk – Strategy Group to address queries and feedback to Clerk; Clerk to update current Scheme of Delegation in line with agreed framework and new committee structure for approval at next FGB.

ACTION: Head/Vice-chair – to complete review of updated Equality Information following attendance at training session June 2016, for formal approval at next FGB.

ACTION: Head – to finalise Safeguarding Code of Conduct template for approval at next FGB.

12.6. Correspondence and other documents

12.6.1. Term dates 2017/18 and INSET days: Governors formally determined to adopt the dates as set by Wiltshire Council (re: Governors' papers), taking into account the feedback from parents following the digression from Wiltshire dates for 2016/17. INSET days set as: Fri 1 Sep 2017; Mon 4 Sep 2017; Mon 19 Feb 2018; Fri 25 May 2018; Mon 4 Jun 2018.

12.6.2. Wiltshire Council relevant area consultation: the Clerk outlined the key details of the recent communication from Wiltshire Council regarding the proposed relevant area for Admissions Policy consultation. Governors did not wish to make any representation or comments.



12.6.3. Stay2Play: in line with the terms and conditions set out in the Transfer of Control Agreement, governors reviewed the fees payable and agreed no increase for the year beginning 1 Sep 2016, in acknowledgement of the resources donated to the school over the year.

ACTION: Clerk – to notify Stay2Play of contract review and no fee increase for forthcoming year, by 31 July 2016.

12.6.4. SWAP/Wiltshire Council themed review report on governor minutes: further to the recent report (Clerk’s Mailings week ending 1 Jul 2016), and as a result of reflective practice during the Clerk’s Award Program, the Clerk informed governors that a number of changes are being implemented to improve current practice: a complete archive of signed minutes and papers is now stored securely at the KS2 site, for availability upon request subject to the removal of confidential items in accordance with Data Protection and Freedom of Information; the Clerk is developing a comprehensive yearly planner to include all key/relevant governing body/Clerk’s business.

13. School Council update

No update as no recent meetings, but the children were acknowledged for how articulate they had been during the LA Review, and had been commended by the reviewers. Teachers EN and CD will continue meetings in September.

14. Trust Fund update

The minutes of the meeting held on 28 Jun 2016 were distributed prior to the meeting (re: Governors’ papers). HV was thanked for registering the Trust for GiftAid with HMRC. Trustees have agreed the release of half the Trust’s reserves to fund a number of projects requested by the Head. The annual accounts audit has been completed by PP for the financial year end 31 Mar 2016.

15. The New Forest School PTA report

Very positive and successful meeting last week, HV voted in as new Chair and good representation across the school. Events remaining this term: Children’s Disco, Hog Roast. Putting in place Parent Reps for each year group. Funding recently approved for: £1800 Early Years AstroTurf; £4000 towards final building costs; £1500 towards KS2 ELSA Nurture Room building costs and KS1 carpets and bug rugs. It was noted that the Chair reported the PTA as one of the school’s strengths at the LA Review, contributing in excess of £50,000 over the last few years.

16. AOB

16.1. INSET Day Fri 2 Sept 2016: postponed until Oct 2016, date tbc.

16.2. Y6 Leavers’ bibles: St Andrew’s PCC was thanked for again funding the Y6 Leavers’ bibles.

17. Dates of next meeting(s)

The following dates for the Full Governing Body meetings for the next academic year were agreed:

- | | |
|--------------------------------------------|-----------------------------------------------|
| Term 1: Tues 11 Oct 2016, 7.00pm, Landford | Term 2: Tues 13 Dec 2016, 7.00pm, Nomansland |
| Term 3: Tues 31 Jan 2017, 7.00pm, Landford | Term 4: Tues 28 Mar 2017, 7.00pm, Nomansland |
| Term 5: Tues 16 May 2017, 7.00pm, Landford | Term 6: Tues 11 July 2017, 7.00pm, Nomansland |

Dates provisionally agreed for the Resources and Staffing & Curriculum sub-committees, Strategy Group, and Ethos Group (re: governors’ papers).

The Chair and the Vice-chair thanked the Clerk for the last year and the Chair ended the meeting with *“Enjoy your summer ... and come back next year and crack on!”*

The meeting concluded at 9.15 pm.

Minutes written by E. Coleman

Signed by Chair _____

19 July 2016

Date _____



ACTIONS SUMMARY

12 July 2016

Agenda item no.	Action required	Person(s) responsible	Completion/ Review date	Status
5.	<i>Compile and publish governor information leaflet</i>	Head/Clerk	Sept 2016	
5.	<i>Finalise catchment map and publish on school website</i>	Head	ASAP	
10.	<i>Finalise draft annual statement to parents and forward to Clerk for proof-reading and publication.</i>	Chair/Vice-chair/ Clerk	Sept 2016	
12.1.	<i>Update school website to reflect new sub-committee structure.</i>	Clerk	Sept 2016	
12.1.	<i>Complete re-nomination paperwork for Foundation Governor WQ.</i>	Clerk	Aug/Sept 2016	
12.1	<i>Prepare for staff governor election.</i>	Clerk	Sept 2016	
12.5.	<i>Review, update and approve Prospectus 2016-17.</i>	Clerk/Head	Sept 2016	
12.5.	<i>Strategy Group to address queries and feedback to Clerk; Clerk to update current Scheme of Delegation in line with agreed framework and new committee structure for approval at next FGB.</i>	Strategy Group/ Clerk	Oct 2016	
12.5.	<i>Complete review of updated Equality Information following attendance at training session June 2016, for formal approval at next FGB meeting.</i>	Head/S&C Chair	Oct 2016	
12.5.	<i>Finalise Safeguarding Code of Conduct template for approval at next FGB.</i>	Head	Oct 2016	
12.6.3.	<i>Notify Stay2Play of contract review and no rent increase.</i>	Clerk	31 July 2016	