

**BEARWOOD PRIMARY SCHOOL**

**MINUTES OF THE FULL GOVERNING BODY MEETING**

**Wednesday 13 July 2016**

No	Item	Action	By When
	<p><b>Present:</b> Paul Crowley, Jane Barlow, Cristina Marinoni, Karen Butroid, Joanne Garner, Debbie Evans, Claire Doyle, Rachelle Shepherd Du Bey</p> <p>Clerk: D Evans</p>		
	<p><b>APOLOGIES FOR ABSENCE</b> Jon Robson Hurst, Danny Chinery</p>		
	<p><b>DECLARATION OF INTERESTS</b> JB - CB is an employee PC - nanny is employed as LSA</p>		
	<p><b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the last meeting were agreed.</p> <p>There was some discussion on Governor induction and it was agreed that we would explore if this role could be covered by the clerk.</p> <p>Summer 2 data – JB agreed to send out the Summer 2 data to all governors over the summer. The next HT report will cover Autumn 1 data.</p>	<p>PC to follow up on recruitment of a clerk</p> <p>JB</p>	<p>End of week</p> <p>End August</p>
	<p><b>UPDATE ON APPOINTMENT OF GOVERNORS AND CLERK</b> Vicky Lewendon from WBC has suggested a potential clerk.</p> <p>KB has written a governor advert. This will be sent out to new parents in September.</p> <p>Following the parent governor recruitment local business contacts will be contacted in September. The focus needs to be on the skills gaps identified.</p>	<p>KB to contact the potential new clerk.</p> <p>School office/JB/KB</p>	<p>End of the week</p> <p>End of September</p>
	<p><b>ACADEMISATION</b> During the SIO visit academisation had been discussed and there had been a conference which JB and Julie had attended. The Local Authority is thinking about setting up a Multi academy trust which would have the advantage of being local schools together. JB had expressed an interest and the school and governors would be invited to briefings.</p>	<p>SLT and Chair to feedback on a series of meetings which will start in September.</p>	<p>As and when</p>
	<p><b>SCHOOL STRATEGIC PLAN AND SEF</b> The Impact sections of the Governor and Finance sections of the SSP need completing – DC and CD will do these and send directly to JB</p> <p>All governors to read the SEF over the Summer. This will be</p>	<p>DC, CD</p> <p>All</p>	<p>End August</p> <p>End August</p>

	completed by September but has been made available in advance.		
	<b>FEEDBACK FROM SIO VISIT</b> JB is still awaiting feedback from this visit and will send it around to all governors when it is available.	JB	When received
	<b>TRAINING AND GOVERNOR ASSESSMENT</b> CM had identified a number of e-learning modules that can be accessed plus a list of key training courses that would be most appropriate for all governors to attend. CM will circulate these to all governors.  Bespoke training will also be considered as required.  Regarding the Governor conference on 19 September, RS and DC have been registered to attend.  It was agreed that we would need to allocate governors to attend briefing meetings at the next FGB.  Committee members and roles will be allocated at the next FGB	CM  KB  KB to explore if there are additional places for JB and CM	End July   End of week
	<b>PLANNING FOR GOVERNOR VISITS TO SCHOOL NEXT YEAR</b> All governors are encouraged to come into school to ensure familiarisation and visibility. Visits should be arranged via JB.  Possible dates of learning walks will be discussed at the next FGB.  Governors are encouraged to attend events and performances in school, attendance should be organised with JB. Information regarding these can be found in the school letters circulated to all governors.	All governors   All governors	
	<b>TERMS OF REFERENCE FOR PPC AND RESOURCE COMMITTEES</b> KB to update the TOR and circulate them over summer to all governors.  RS will contact the LA about the Travel Policy.	KB  RS	End of August  End of August
	<b>ANY OTHER BUSINESS</b> All of the documents currently uploaded on the governor shared drive will be moved to the secure area of the school website, as will the minutes of the FGB and Committee meetings.  Some consideration needs to be given how to optimise access to the website.  Paul Crowley and Debbie Evans both stood down as governors. JB thanked them both for their significant contribution to the school.  It was agreed that KB would act as Chair in the interim.	CM	End of September
	<b>TIME AND DATE OF NEXT MEETING</b>  21 September 2016 – all governors to bring their diaries to arrange the 2016/17 meetings		