

CARDEN PRIMARY SCHOOL
GOVERNING BODY

MINUTES of:	FULL GOVERNING BODY MEETING
Date/Time:	7 th July 2016 4pm
Location:	Carden Primary School
For:	Full Governing Body, Website
Attendees:	Voting (governors): Pete Sandeman (PSD) Paul Smith (PS) Chair of the meeting and Vice Chair of Governors Daniel Holmes (DH) Kevin Cunningham (KC) John Hull (JH) Helen Longton-Howorth (HLH) Headteacher Jeff Nixon (JN) Other (non-voting) Janet Johnson (JJ) Clerk
Quorum:	6 governors needed for decisions to be binding

	DISCUSSION and DECISIONS	ACTION
1	INTRODUCTION TO THE MEETING PS had agreed to chair the meeting in the absence of Karen Wicker (KW) who had been taken ill. Sophie Wadleigh and Jayne Bravery had given their apologies when the date for the meeting was set. Karen Czucha's absence had already been agreed and she had advised she would be able to attend again next term. PS welcomed everyone and advised the theme was to be a roundup of the year and starting to prepare for the next. Prior to the meeting HLH had sought and was given governors initial thoughts on possible solutions to a staffing matter.	
2	DECLARATION of Interest of items on the agenda. No new declarations were made when invited and governors agreed all voting attendees could participate fully throughout the meeting.	
3	CHAIR's REPORT In the absence of KW's report PS summarised the position of governing body improvement. Changes have been considered and he outlined the training session attended by some governors with regard to taking on more responsibilities and how the governing body would conduct itself.	KW – circulate report
4	MINUTES OF LAST MEETING. The minutes from the meeting in March were agreed to be an accurate record and signed by PS accordingly.	
5	MATTERS ARISING <i>if not covered elsewhere</i> 5.1 Following the reporting of an incident where a governor had arranged a meeting they did not attend, governors agreed that if they made a commitment and then could not attend, there was a need to rearrange it. Governors knew they were welcome to visit the school and did and now enquired of HLH those visits which she felt were	

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- ✚ Ensuring clarity of vision, ethos and strategic direction
- ✚ Overseeing the financial performance of the school and making sure its money is well spent.

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	<p>Governors were aware of the hard work involved in achieving such good results and the progress made in year 6 and wished their thanks be passed on to staff.</p>	
7	<p>SCHOOL IMPROVEMENT</p> <p>7.1 SCHOOL PLAN Governors had considered the up-dated plan. What is your position re attendance following the High Court judgement? We have always followed the local authority (LA) guidelines. Absences for holidays will not be authorised; however, we might consider not fining if attendance is over 95%. Discussion turned to the LA consultation on holiday/inset day review and governors supported HLH stance as a number of flaws had been identified. How do you deal with progression between the classes? A number of different factors are considered to give a good balance and mixing occurs to different degrees.</p> <p>7.2. Committees and Reports Governors had already received and considered the minutes from the committees and the budget. 7.2.1 Development and Resources committee. JN gave a brief overview of actions this term and confirmed the budget agreed was tight but balanced and there was the possibility of numbers on roll increasing to ease it further. The finance committee would be meeting in July to assess pay and performance and funds were available to meet this. Is there any possibility of any more money coming in? We are expecting to receive less and less from the government. Where are the children going who are leaving the school? Moving out of Brighton as parents move elsewhere. Governors expressed disappointment in lack of service level agreement with the LA regarding funding and placements at the speech and language centre and noted the difficulties caused. Governors supported inviting the LA to the next meeting of the GB and requested a briefing beforehand. The minutes, including approval of the budget, were accepted. 7.2.2 Curriculum Learning and Attainment committee. KW had passed on her reflections: The committee had been effective this year and all governors should have a very clear picture of the school's strengths and areas for development. Providing reports and sending in questions has resulted in better information and challenge as well as improved engagement with other school staff and meetings have been more purposeful. She recommended more of this next year, especially as it could ensure participation even if there is non-attendance. A review of some overlapping terms of reference statements was also required. Governors agreed with the recommendations and confirmed it was useful to ask questions prior to meetings. The minutes were accepted. 7.2.3 Health Safety and Welfare. JH gave a brief outline of the meeting this term and advised the RSE</p>	<p style="text-align: center;">KW HLH</p> <p style="text-align: center;">KW</p>

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