

BEARWOOD PRIMARY SCHOOL

PART I MINUTES OF A FULL GOVERNING BODY MEETING

WEDNESDAY 21 SEPTEMBER 2016 7PM – 9PM

Present: Karen Butroid (Chair), Rachelle Shepherd-DuBey,
Danny Chinery and Jon Robson-Hurst.

Clerk: Natalie Jarman

No	Item	Action & Deadline Date
16.01 16.01.1 16.01.2	<p>CHAIR’S OPENING REMARKS</p> <p>The Chair opened the meeting and welcomed the new Clerk.</p> <p>The Chair advised that notification had been received that the school would be subject to a full Ofsted Inspection on Thursday 22 September and Friday 23 September. There will be a lead Inspector and two additional Inspectors. As part of the Inspection process, the Inspector needs to speak to the Chair of the Governing Body and others who were available. Governors were asked who was available in person or on the phone. The visit is earlier than expected but Governors are aware that many Inspections are being carried out locally.</p>	
16.02	<p>APOLOGIES FOR ABSENCE</p> <p>Jane Barlow, Cristina Marinoni and Joanne Garner were absent to allow them to prepare for the Ofsted Inspection.</p>	
16.03 16.03.1 16.03.2 16.03.3 16.03.4 16.03.5	<p>APPROVAL OF MINUTES FROM THE PREVIOUS MEETING</p> <p>The School Improvement Officer visited the school on 6 July 2016. There has been a further visit from the School Improvement Officer this week, which is referred to under Any Other Business.</p> <p>Claire Doyle has stepped down from the Governing Body. Governor Recruitment is discussed in further detail later in the minutes.</p> <p>Action:The Impact section of the Finance Section will be updated by DC by the end of the week. Claire Doyle has already updated the Impact section of the Governor section.</p> <p>Action:RSDuB to contact the LA about the Travel Policy. RSDuB to determine whether it needs updating, within 2 weeks of the meeting.</p> <p>The minutes were agreed to be a true and accurate record of the previous meeting. The minutes were signed by the Chair.</p>	<p>DC ACTION</p> <p>RSDuB ACTION</p>

Signed.....Date.....

16.04	DECLARATION OF BUSINESS INTERESTS No declarations of business interest were made.	
16.05	GOVERNOR ELECTIONS	
16.05.1	KB was proposed as Chair by RSDuB and seconded by JR-H. KB was elected as Chair.	
16.05.2	DC was proposed as Vice Chair by JR-H and seconded by KB. DC accepted on an interim basis.	
16.05.3	WBC have advised that a Health and Safety Governor is not an essential requirement. RSDuB agreed to take the role if required.	
16.05.4	Governors agreed that CM should continue in her role as Development Governor.	
16.05.5	Governors also agreed that KB would continue as Assessment Governor.	
16.05.6	Governors will ask JG to take on the interim role of Safeguarding. The Head and CM cannot take on this role as they involved with it in school and the other Governors did not feel that they had the right expertise.	
16.05.6	Until more Governors are elected all Governors will sit on the Pupil Progress Committee. JR-H will Chair the meetings and JG will be asked to Clerk the meetings.	
16.05.7	Until more Governors are elected,all Governors will sit on the Resource Committee (except JR-H and JG). DC will chair the meetings and CM will be asked to Clerk the meetings.	
16.05.8	KB, RSDuB and DC will sit on the Pay Committee.	
16.06	HEADTEACHER UPDATE This could not be provided due to the Head Teacher preparing for the Ofsted visit the following day.	
16.07	UPDATE ON END OF YEAR 6 RESULTS	
16.07.1	Governors received an information pack at the end of last term with data. More information will be shared with Governors once the RAISEonline data is available. This is expected to be available around October half term.	
16.07.2	It was clarified by the Chair that the school has all the data it needs but needs to wait for other data to be published to enable a comparison to be made. Governors agreed that the data that they have so far is encouraging and that the changes to teaching are having an effect. Governors want the same progress next year. Governors believe the booster groups for Years 5 and 6 will help and that it can be demonstrated that efforts have gone into the whole school and not just Year 6.	

Signed.....Date.....

16.07.3	2 or 3 papers were remarked and came back as there being no change to the mark.	
16.08	SCHOOL STRATEGIC PLAN An update will be provided at the next meeting as the Head Teacher was not available for the FGB meeting. The Strategic Plan has been shared with all staff.	
16.09	INSET DAY CM was due to provide a detailed update. In the interim, the Chair advised that all staff had undertaken Growth Mindset training. The basic ethos of Growth Mindset was explained to Governors and CM will be asked to provide more detail at the next FGB.	
16.10 16.10.1	GOVERNOR RECRUITMENT There are two Parent Governor vacancies. The Chair and Head Teacher have formulated a letter to parents inviting interested applicants to complete a nomination form. The letter clearly states the skills that the Governing Body are seeking (Facility Management, Safeguarding, SEN and Communication). All parties are invited to apply. The school are aware that there are parents who are interested in the roles.	CHAIR
16.10.2	There are three Co-Opted Governor vacancies, which could be filled by parents. There is also the opportunity to seek Co-opted Governors via a website that matches interested Governors with schools. The Chair will review these options.	
16.11 16.11.1	GOVERNOR TRAINING A schedule for Governor Training for 16/17 was discussed, and a schedule is appended to the minutes. Please advise the Clerk if there are any difficulties.	CLERK
16.11.2	Action: Clerk to confirm arrangements for taking part in training.	
16.11.3	The induction checklist will need to be reviewed in the light of so many new Governors about to be appointed. Different members of the Governing Body and the Clerk have responsibilities.	
16.12 16.12.1	GOVERNOR ACTION PLAN The Chair met Mark A'Bear who is a governor at other schools in the Borough. Mark A'Bear has agreed to mentor KB.	CLERK
16.12.2	KB discussed the all-Governor training course that has been proposed should be run by Mark A'Bear. A date is to be arranged.	
16.13	MONITORING VISITS The Chair set out expectations that Governors should be visiting school and should aim for at least once a term. A schedule will be agreed, once new Governors are elected.	HEAD/CM ACTION

Signed.....Date.....

16.14	<p>MEETING CALENDAR A schedule of meetings was discussed. A schedule is appended to the minutes. The Clerk will send out meeting requests via Outlook.</p>	CLERK
<p>16.15 16.15.1 16.15.2 16.15.3</p>	<p>ANY OTHER BUSINESS The Chair updated the Governors on the School Improvement Officer visit yesterday. Data from the Family Fisher Trust was provided. RAISE online data is not yet available. This showed that there has been good progress over the past year in both Key Stages 1 and 2.</p> <p>Action: Terms of Reference need to be agreed at the upcoming Committees. Clerk to circulate copies.</p> <p>Action: Governors asked that the Clerk upload meeting documents to the secure Governor section of the school website.</p> <p>Action: JR-H agreed to update the Governor profiles on the school website.</p> <p>Action: The Clerk will prepare a tracker on policies.</p>	<p>CLERK CHAIRS OF COMMITTEES</p> <p>CLERK</p> <p>ACTION JR-H</p> <p>CLERK</p>
16.16	<p>DATE OF NEXT MEETINGS 19 October 2016 – PPC 6.30pm 19 October 2016 – Resource (follows PPC at 8pm) 1 November 2016 – Possible FGB to discuss the Ofsted findings.</p>	

Signed.....Date.....
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