

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting Type	Full Governing Body
Date/Time:	3 rd October 2016 7pm
Location:	Patcham Infant School
For:	Full Governing Body
Quorum:	For decisions to be binding at least one half of current governors are required
Present:	Governors (voting): Ron Guilford (RG) Irene Leeves (IL) Andy Ahmad Walsh (AAH) Nina Taylor (NT) Thomas Rhodes (TR) Helen Emerson (HE) Helen Filson (HF) Margaret Maslink (MM) Andy Flowerday (AF) Chris Taylor (CT) Headteacher Claire Wickham (CW) Other (Non Voting): Janet Johnson (JJ) clerk Nicole Barrons (NB) Facilitator

	DISCUSSION and DECISIONS	ACTIONS
1	<p>INTRODUCTION and ELECTION - CHAIR of GOVERNORS</p> <p>1.1 JJ opened the meeting and thanked everyone for attending.</p> <p>1.2 Governors agreed to accept the apologies of Robert Lenton. NT was expected 7.15.</p> <p>1.3 The main business this evening was to be the organisation of the governing body and to facilitate discussions NB had been invited.</p> <p>1.4 It was noted some procedural matters usually addressed at this time of year would be deferred but as the term of the LA governor was ending before the next full governing body meeting this appointment would be considered immediately following the election of the chair.</p> <p>1.5 JJ invited declarations of interest in any agenda items and the governors agreed all could take full part.</p> <p>1.6 Moving to the election of Chair of Governors for a term of one year JJ advised she had received one nomination, RG, for the role of Chair of Governors and now invited further nominations. None were forthcoming and in unison governors seconded the nomination. RG was duly elected and chaired the meeting thereafter.</p> <p>1.7 RG informed that this would be his last year as Chair and so succession planning would need to form part of the work of</p>	RG

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	<p>the governing body this year.</p> <p>1.8 The LA panel had met and approved RG for consideration by the GB as LA governor. Governors now agreed to appoint RG as LA governor.</p>	JJ
2	<p>WELCOME ACTIVITY</p> <p>NB gave brief details of her background and outlined the purpose of her attendance this evening was to facilitate discussion leading to the governing body finding a way of working together. She then led an ice-breaker session during which NT arrived.</p>	
3	<p>START OF TERM UP-DATE</p> <p>CT gave a verbal up-date.</p> <ul style="list-style-type: none"> • The school was fully staffed. • Pupils were now settled in. • The main school had only one space • There were 7 spaces in the nursery. In comparison with other schools with nursery schools this compared very well but actions were still planned to address the shortfall. • Summer works had gone to plan, including the formation of a nurture room. • The first inset day had gone well and was based on safeguarding. • Reviewing the school vision would take place on the 31st October inset day and governors were invited. Some parents would also be attending. • The new website would be up and running in the next few days. • Senior leaders had spent a day considering priorities for the next 2 years. The key priorities were to be disadvantaged learners (as the data showed results lower than the national picture) and high attainers. The school would also be looking at it with the partnership. <p>Who do you include in disadvantaged? Those qualifying for any of the pupil premium categories and also vulnerable pupils.</p> <p>How is disadvantaged measured? In discussion it was agreed there were difficulties in using pupil premium as a proxy.</p>	MM/ALL
4	<p>ORGANISATION OF GOVERNING BODY</p> <p>A discussion document had already been circulated. This had been drawn up by RG and IL and reviewed by CT and JJ. It was proposed reducing the number of committees to two.</p> <p>In discussion it was agreed</p> <ul style="list-style-type: none"> • To reduce the number of committees to two as outlined • The terms of reference would be reviewed at the first meeting and in conjunction with the school improvement plan. • There would be core committee members but governors were open to other governors attending with notice. • Governors could expect to become more focussed and meet twice a year with the staff link at the school. Timings to be arranged at committees in liaison with the school and synchronised with data output if appropriate. 	

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5	<p>ROLE APPOINTMENT</p> <p>The following roles were agreed:</p> <p>'Finance Resources and Operations' Committee RG – Chair (Interim) SFVS HF – Child Protection, Staff link CW – Supporting pupils with medical conditions, Staff link NT – IT, website and data protection AF – Safeguarding, attendance TR – Health safety and Premises</p> <p>'Ethos Learning and Achievement' IL – Chair – achievement and curriculum MM – Ethos School Council RG HE – PE, wellbeing, PSHE AA – Inclusion RL – Early years</p> <p>It was confirmed these covered the areas on the school improvement plan. IL would amend the draft document accordingly.</p>	
6	<p>DATES and TIMES of meetings</p> <p>Meetings would now be at 4.30 pm and the dates for the remainder of the term were set.</p> <p>There being no further business the meeting closed at 20.25</p>	

Signature by chair at meeting following noted in minutes.