



Minutes of the Full Governing Body meeting
 held on **Tuesday 3 October 2017** at Landford

Governors present: Natalie Crates – Chair (NC) David Bacon (DB) Jonas Bower (JB)
 Chris Dyer (CD) Joyce Garnett (JG) Dudley Jaynes (DJ)
 Paul Lailey (PL) Maggie Pawlowski (MP) Wendy Quick (WQ)
 Pat Radcliffe (PGR) Peter Radcliffe (PR) Sue Rogers (SR)

Also in attendance: Emma Coleman – Clerk (EC) Darren Grayer – Retired Governor (DG)

The meeting commenced at 7.10pm.

1. Prayer

Vicar David opened the meeting with a prayer. Prayers were shared for the family of Governor Debs Krolikowski who sadly died earlier this morning.

2. Apologies

Received from: Donald Anderson (NDA), Carol Grant (CG), Caroline Whittaker (CW), Sarah Ziegler; these were accepted.

3. Welcome and introduction of new Parent Governor

The governing body welcomed new Parent Governor Jonas Bower, and all present gave a brief introduction.

Governor WQ joined the meeting

4. Election of Chair and Vice-Chair

The nominated Chair (NC) gave a brief speech and was *“thrilled to be voted back in by parents ... and happy to put the last four years to good use!”* Formal vote: all present voted in favour. NC duly elected and took the Chair for the remainder of the meeting.

The nominated Vice-chair (PGR) gave a brief speech. Formal vote: all present voted in favour. PGR duly elected. A thank you was given to retiring Chair DG.

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

The annual review of the Register of Business Interests for governors, staff and trustees delayed due to the Parent Governor Election, but due to be rolled out by the Clerk over the next few weeks.

No current updates to the register. No interests declared for the meeting.

ACTION: Clerk – to complete annual review of Register of Business Interests for Governors, Staff, Trustees.

6. Minutes of the meeting from 11 July 2017

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

7. Matters arising

Please refer to 11 July 2017 minutes, page 6, Actions Summary:

Agenda item no.	Action required	Person(s) responsible	Completion/ Review date	Status
11.2.	<i>Begin nomination and election process for two Parent Governor vacancies.</i>	Clerk	Begin Sept 2017	Completed – see item 12.1.
11.3.	<i>Obtain signatures for Governor Code of Conduct</i>	Clerk	3 Oct 2017	Ongoing – see item 12.5.
11.5.1.	<i>Forward Preparing for Ofsted support documentation to Head.</i>	Clerk	1 Sept 2017	Completed – sent 26.7.17
11.6.	<i>Complete update of Equality Information 2017, re: new Wiltshire template.</i>	Head/PGR	3 Oct 2017	Completed – see item 12.8.



11.6.	<i>Compile new Looked-After Children Policy.</i>	Head/ Resources Committee	3 Oct 2017	Ongoing – see item 12.8.
11.6.	<i>Review/update Pupil Premium policy for approval at next FGB meeting.</i>	Head/S&C Committee	3 Oct 2017	Completed – see item 12.8.
11.6.	<i>Embed Home Visits policy within Safeguarding Code of Conduct for approval at next FGB meeting.</i>	Head/S&C Committee	3 Oct 2017	Completed – see item 12.8.
11.7.3.	<i>Compile draft Annual Business Planner for comment by governors.</i>	Clerk	3 Oct 2017	Completed – sent 15.9.17
11.7.4.	<i>Chase up and collate skills audits from individual governors to compile summary.</i>	Clerk	3 Oct 2017	Ongoing – see item 12.9.2.
14.	<i>Write to PTA Chair to thank all members of PTA.</i>	Chair	asap	Completed – sent 7.9.17

8. Head Teacher's Report

The Head's report was distributed prior to the meeting (re: Governors' papers). Started with a very busy term!

Governor CD joined the meeting

8.1. Numbers on roll: 184; 30 YR children Sept 2017. Losing 23 children from Y6 this year. No numbers available for Sept 2018, but looking positive.

8.2. Pupil Premium: increasing parent awareness of access to PP – additional income for TA support, interventions, advisors, equipment and resources, to support progress of PP children and others.

8.3. Teaching and learning: focus on English and Maths. Focus of staff meetings change and include monitoring, to feed back to S&C Committee.

8.4. Behaviour: focus on lunchtimes, especially KS1. Support from LA with training session for all MDSAs on 10 Oct.

8.5. Outcomes: good progress in Early Years phonics 2016-17, in line with national data. Looking at why KS2 progress less than expected through SENCo and Pupil Progress meetings. **The Chair challenged whether lessons had been learned from the Y6 results:** the Head responded that test papers are being examined to identify what was good and what not so good, along with time spent on Maths. No Nonsense Maths has already been introduced to address core skills and rapid recall, in addition to Maths lessons. Also pushing Mathletics as building blocks for Maths. **Governor JB questioned grading with regard to SATs data:** The Head confirmed the current situation and move to Target Tracker, and also currently auditing to check any gaps in data and why. **The Chair went on to challenge if teachers are pushing for children to do the more challenging tasks under the Walk, Jog, Run system, and if there is any merit to applying this also to homework tasks:** this was well received by The Head and will be discussed at the staff meeting.

8.6. Attendance: currently good; 96.5% 2016-17 Terms 1-6 (school data).

8.7. Premises: still need to improve buildings at KS1 and replace annexe.

9. School Development Plan

Covered in detail in Head's report distributed to governors prior to the meeting (re: Governors' papers). Plan not yet completed. Using six areas of Ofsted framework and building on from WISP program – will be looked at closely by S&C Committee.

10. Safeguarding

Covered in detail in minutes of Safeguarding Group meeting held on 27 Sept 2017, distributed to governors prior to the meeting (re: Governors' Papers). Safeguarding Audit completed by Head and Nominated Governor DB. ELSA (Emotional Literacy Support Assistant) sessions continuing.

11. Reports from Committees/Groups

11.1. Resources Committee Report

The minutes of the Committee meeting held on 20 Sept 2017 were distributed prior to the meeting (re: Governors' papers). On track to come out of deficit with good forecast for next five years. It was acknowledged that the voluntary redundancies had worked well for the two staff members concerned. The Chair thanked The Head, staff



and Sue Rogers for keeping tight reins on the finances. **Governor WQ questioned the state of the front garden area at KS2:** The Head and PR due to do a site inspection and will assess and take necessary action. It was highlighted that Resources Committee will need a new Chair – tbc at next committee meeting.

ACTION: Head/PR– to complete site visit and assess KS2 front garden area.

11.1.1. Monthly monitoring report: Monthly monitoring report to Sept 2017 was shared with governors at the meeting.

11.1.2. Income & Expenditure Report: showing £5000 surplus to carry forward. Formally approved, signed by Head and Chair and returned to LA.

11.2. Staffing & Curriculum Committee Report

The minutes of the Committee meeting held on 2 Oct 2017 were distributed prior to the meeting (re: Governors’ papers). **Governor PGR questioned the sponsorship available from the Bishop Wordsworth Trust:** The Head confirmed that the Trust had previously contributed £800 towards the mosaic and other projects, along with £7000 towards the KS2 garden room, and was available for all Salisbury area schools to apply.

The WISP sessions attended by PL/PGR/DG/CW outlined governor classroom visits as a major Ofsted focus: Visit, Monitor, Evaluate. Head/PGR to compile a more practical, easy to use, visits pro forma with six different foci over year, also looking at evidence of progress towards strategic targets. Governors encouraged to visit twice per annum, reports then evaluated at S&C Committee.

11.3. Strategy Committee Report

The minutes of the Committee meeting held on 20 July 2017 were distributed prior to the meeting (re: Governors’ papers). Due to meet next week. The school’s new CASP (Challenge and Support Partner), Jan Bennett, had already visited informally and will attend The Head’s performance management

11.4. Ethos Group Report

The Group had not met since the last FGB meeting; due to meet 2 Nov 2017.

12. Governors’ matters

12.1. Governing Body membership update

The Parent Governor election held 2 Oct 2017 had resulted in one new Parent Governor, JB, and NC elected for a further four year term of office, both beginning 3 Oct 2017. One Foundation and one LA Governor vacancy remaining – to be discussed at the next meeting.

12.2. Committee membership and Committee Chairs Confirmation

Resources	Staffing & Curriculum
Chair: tbc	Chair: Pat Radcliffe - tbc
Vice-chair: Peter Radcliffe - tbc	Chris Dyer
Donald Anderson	Joyce Garnett
David Bacon	Paul Lailey
Jonas Bower	Maggie Pawlowski
Natalie Crates	Wendy Quick
Carol Grant	Caroline Whittaker
Dudley Jaynes	Sarah Ziegler
Paul Lailey	
Sue Rogers	

12.3. Specialist Panel/Committee/Group membership confirmation

Admissions Committee (S)	Joyce Garnett	Carol Grant	Paul Lailey
Hearings Panel	David Bacon	Wendy Quick	Pat Radcliffe
Pupil Discipline Panel (S)	Chris Dyer	Joyce Garnett	Peter Radcliffe



Appeals Panel (S-if Staff Dismissal)	<i>To be determined according to circumstances as required</i>		
Head Teacher's	CHAIR - Natalie Crates	VC - Pat Radcliffe	Wendy Quick
Pay Panel (S)	Maggie Pawlowski	Pat Radcliffe	Peter Radcliffe

Strategy Committee
Head - Paul Lailey
Chair - Natalie Crates
Vice-chair - Pat Radcliffe
S&C Chair - tbc
Resources Chair – tbc
Committee VC - Peter Radcliffe tbc

Safeguarding Group
David Bacon
Carol Grant
Paul Lailey

Ethos Working Group
David Bacon
Joyce Garnett
Wendy Quick
Paul Lailey
Caroline Morland (staff)
Rosie Smith (staff)

12.4. Governor roles: subject links/key roles allocation

It was agreed for governor and staff email addresses to be included with subject link and roles listings.

Curriculum Area	Subject Leader	Link Governor
Art	Tracie Phipps	Wendy Quick
Computing	Caroline Morland	Jonas Bower
Design Technology	Paul Lailey	Peter Radcliffe
Early Years	Tracey Parker & Gemma Field	Wendy Quick
English	Caroline Morland	Pat Radcliffe
Geography	tbc	Chris Dyer
History	Tracie Phipps	Sarah Ziegler
Languages (French)	Cathryn Malmberg	Pat Radcliffe
Maths	Caroline Whittaker	Dudley Jaynes
Music	Cathryn Malmberg	Dudley Jaynes
PE	Jo Perry	Natalie Crates
PSHE	Emma Neale	Maggie Pawlowski
RE	Rosie Smith	David Bacon
Collective Worship	Caroline Morland	David Bacon
Science	Caroline Whittaker	Jonas Bower
SEND	Caroline Wilkinson	Joyce Garnett
School Council	KS1 – Emma Neale	KS2 – Caroline Morland
Eco Council	KS1 – Caroline Whittaker	KS2 – Caroline Morland

Role	Governor
Gifted & Talented	Chris Dyer
Looked After Children	Maggie Pawlowski
Pupil Premium	Maggie Pawlowski
Nominated Safeguarding Governor	David Bacon
SEND	Joyce Garnett
Sports Premium	Natalie Crates
Whistleblowing	David Bacon

12.5. Governor Eligibility and Code of Conduct

Governor Eligibility reviewed and list signed by all governors present – NDA/CG/CW/SZ to sign.

Code of Conduct for School Governors agreed and signed by all governors present – NDA/CG/CW/SZ to sign.

ACTION: Clerk – to obtain signatures for Governor Eligibility and Governor Code of Conduct from NDA/CG/CW/SZ.



12.6. Governor Involvement Record

The involvement record for the period 12 July 2017 to 3 October 2017 was distributed prior to meeting. Further inclusions were shared and have been added to the final version (re: Governors' papers).

12.7. Training

12.7.1. Feedback from courses attended

No courses attended since last meeting.

12.7.2. Courses due to attend

Financial Responsibilities of Governance – Cluster event at Whiteparish: 20 Nov 2017, 7.00-8.30pm (EC/CW/PL?)

Strategic Use of Data in Primary Schools: 30 Nov 2017 (PL/MP)

Essential Updates for Experienced Governors: 26 Apr 2018 (JG/WQ)

Vision, Ethos and Strategic Direction: 22 May 2018 (JG/WQ)

Clerks' Summer Conference: 14 Jun 2018 (EC)

12.8. Policies for approval/with committees

Wilts model policies: *Pay 2017-18* – approved.

FGB: *Admissions Arrangements 2019-20* – approved, determined.

Safeguarding and Child Protection (annual review) – new model, approved.

Code of Conduct for School Governors (annual review) – approved, no changes.

Safeguarding Code of Conduct (annual review) – approved, one item to add.

Equality Information and Objectives (new 2017 Wiltshire template) – approved.

Resources Committee: *Looked-After Children* (new policy) – in progress with Head.

S&C Committee: *Teaching and Learning* (annual review) – approved, subject to 2 small additions.

Staff Induction (3 year review) – approved, no changes

Pupil Premium (3 year review) – approved, subject to small change to wording.

English (3 year review – early!) – approved, subject to small addition to wording.

ACTION: Head/Resources Committee – to compile new Looked-After Children Policy for approval at next FGB meeting.

12.9. Correspondence and other documents

12.9.1. Planned Admission Number Sept 2019: No change to existing PAN of 30 agreed by governors, form signed and returned to LA.

12.9.2. Skills Audit update: Not all audits returned – Clerk to complete summary from data available.

ACTION: Clerk – to compile skills audit summary.

13. School Council update

School councillors have all been elected by the children, along with Heads of Houses. Visit to Testwood Baptist 10 Oct to deliver Harvest donations. Meeting dates often not available in advance – Head to email leads for dates.

ACTION: Head – to email KS1 and KS2 School Council Leaders for dates of next meetings.

14. Trust Fund update

Not met since last FGB meeting, next due to meet 7 Nov 2017. For the benefit of new governor JB, PR gave a brief outline of the Trust's activities and purpose. Further to the vacancy for a Trustee, Governor WQ kindly volunteered to take on the role.

15. The New Forest School PTA report

An update for Oct 2017 was distributed prior to the meeting (re: Governors' papers). The generosity of the PTA was acknowledged by The Head, who also thanked members for working tirelessly and for all they achieve. The Chair also thanked those who step up to help with events. DG suggested that their successes need to be more publicised locally and, as retiring Chair, was happy to take this on.



16. AOB

16.1. Open Days: 9.30am-12 noon, Wed 18 Oct 2017: volunteers confirmed JB/NC/WQ/SZ/; Wed 8 Nov 2017: volunteers confirmed JG/DJ/WQ/PGR.

16.2. Governor/Staff Data session: Thurs 14 Dec 2017, KS2, 3.45-5.00pm, attendees confirmed NDA/DB/JP/CD/JG /MP/WQ/SZ; apologies from: DJ/EC

17. Dates of next meeting(s)

Full governing body:

Term 2: Tues 5 Dec 2017, 7.00pm, KS2 Nomansland

Term 3: Tues 30 Jan 2018, 7.00pm, KS1 Landford

Term 4: Tues 20 Mar 2018, 7.00pm, KS2 Nomansland

Term 5: Tues 15 May 2018, 7.00pm, KS1 Landford

Term 6: Tues 10 July 2018, 7.00pm, KS2 Nomansland

The meeting ended with a huge thank you and a presentation of leaving gifts from governors, staff, parents and children to retiring Chair, Darren Grayer, for his service to the school.

The meeting concluded at 9.05 pm.

Minutes written by E. Coleman

9 October 2017

Signed by Chair _____

Date _____



ACTIONS SUMMARY

3 October 2017

Agenda item no.	Action required	Person(s) responsible	Completion/ Review date	Status
5.	<i>Complete annual review of Register of Business Interests for Governors, Staff and Trustees.</i>	Clerk	5 Dec 2017	
11.1.	<i>Complete site visit and assess KS2 front garden area.</i>	Head/PR	5 Dec 2017	
12.5.	<i>Obtain signatures for Governor Eligibility and Governor Code of Conduct from NDA/CG/CW/SZ.</i>	Clerk	5 Dec 2017	
12.8.	<i>Compile new Looked-After Children Policy.</i>	Head/ Resources Committee	5 Dec 2017	
12.9.2.	<i>Compile skills audit summary.</i>	Clerk	5 Dec 2017	
13.	<i>Email KS1 and KS2 School Council Leaders for dates of next meetings.</i>	Head	5 Dec 2017	