



Sarum St Paul's CofE (VA) Primary School

FGB Minutes

Monday 26th February 2018 @ 7pm

Name	Status	Present	Absent	Approved
A Cornelius	Chair /Parent Governor	•		
V Harris	LA Governor	•		
D Imeson	Foundation Gov.	•		
C Ryalls	Ex Officio Foundation Gov.		•	•
G Hunter	Foundation Governor	•		
A Taylor	Foundation Governor		•	•
S Colyer	Foundation Governor	•		
K Ryalls	Foundation Governor		•	•
C Houghton	Parent Governor	•		
V Buck	Parent Governor	•		
D Gregory	Teacher/Governor	•		
E Weavers	Headteacher/Governor	•		
S Down	Associate Governor		•	•
J Field	Associate Governor/Clerk	•		

1 Welcome: The meeting was opened in prayer at 7.00pm. Mrs Cornelius welcomed everyone to the meeting.

2 Apologies: Mrs Taylor, Rev Ryalls and Mrs Ryalls had given apologies in advance of the meeting. SD attends the Premises Committee Meetings only.

3 Pecuniary Interests : No new interests declared.

4 Minutes of the last meeting : Approved and signed

5 Matters arising :

Mrs Cornelius, Mrs Taylor and Mrs Field have met twice to review the Scheme of Delegation. A third meeting is planned which will hopefully bring the update to a conclusion. Mrs Cornelius thanked Mrs Taylor for her hard work.

It was agreed not to alter the current timings of committee meetings but to be mindful of committee members when setting dates and times.

The personnel committee minutes from 4th July have been considered unobtainable. The committee have looked at individual notes from the meeting and believe nothing to be outstanding or needing further documentation.

History Report is still to be finalised. **ACTION.**

6 Governance:

6.1 Extension of existing governor's terms : Mr Imeson's term expires in March. All paperwork to renew has been completed and is with the Diocese for authorisation.

6.2 Associate members: Mrs Down's and Mrs Field's terms expired in December. It was agreed to extend both for a further 4 years (expiry 31st December 2021).

6.3 Induction of new governors: We have two new Foundation Governors coming on board. Jamie Burns: the paperwork has been completed and is awaiting Diocese authorisation and Peter Hime: paperwork is being processed.

6.4 Term 4 Schedule: Mrs Weavers will update and circulate. **ACTION**

6.5 Training (Modern Governor): As we subscribe to Governor Services we have access to on-line training called Modern Governor. Everyone needs to create their own account. We can also set up an 'admin' account so we can easily see/record what training has been completed. Please set up an account and see what courses will be valuable to you, there is a whole range of topics. **ACTION**

Mrs Weavers reminded everyone for the need for Governors to complete the PREVENT training on-line and the e-mail address to access this was circulated at the meeting. Mrs Field will circulate to those not in attendance. **ACTION**

6.6 Governor Action Plan working party: Mrs Weavers, Mrs Cornelius, Mr Houghton, Mr Imeson and Mrs Hunter form the working party and met prior to this evening's FGB. They are putting together an action plan for 2018/19 and will present at the next FGB. **ACTION**

6.7 Succession Planning: If anyone is interested in stepping up and shadowing next year with a view to taking over the chair role in September 2019, please let Mrs Cornelius know. It benefits the school to have a chair take over with an understanding of the role. **ACTION**

Mr Buck has given notice to stand down at the end of the summer term. We are very sorry to be losing him and grateful for all that he has done. We will hold a parent election in term 6 so that the new governor is in place for September 2018. **ACTION**

6.8 Skills Audit: Completed during the meeting. Mrs Field to send to governors not in attendance. Mrs Cornelius will review the audits and feedback at the next FGB. The results will inform us to recruit the new parent governor. **ACTION**

7 Policy Ratification:

7.1 Admission Arrangements 2019/20: Approved. It was noted that for the following year we should amend the wording to include "vulnerable families already known to the school". Curriculum committee to include in the autumn meeting agenda. **ACTION**

Mrs Hunter asked if the appeals timetable would be published in time for the deadline of 28th February and Mrs Field confirmed it was ready and would be on the website by the deadline date. **ACTION.**

Mrs Weavers confirmed that the rankings for September 2018 had been completed and there were two families with siblings at the school who live out of catchment who are unlikely to be offered a

place. This should be noted within the autumn curriculum minutes so that we build up a year by year picture. **ACTION**.

7.2 Health & Safety Policy 2018: Approved (one typo to be amended by Mrs Field) **ACTION**.

7.3 Governor Induction Policy: Approved (Mrs Field to add page numbers). **ACTION**

7.4 Governor Allowances Policy: Approved.

7.5 Governor Visits Policy: Approved (Mrs Field to correct formatting on the visit form and add in page numbers). **ACTION**

7.6 SEND Policy: Page 5 amend to read “behavioural issues are” . Page 11 amend to “school development plan”. Amend typo in Mrs Colyer’s name within designated staff. Check with Mrs Hudson regarding the role of the SENCO and the writing of EHCP/My Plans. Send round amendments for approval and ensure that the up-to-date version of the policy is on the website. **ACTION**

Mr Imeson asked if we should consider allocating Mrs Hudson more SENCO hours as her role is so busy. Mrs Weavers confirmed that she claims for ad hoc extra hours as needed.

7.7 Child Protection Policy: Approved (Mrs Field to amend first line of the “monitoring and review” paragraph on page 7 as it doesn’t make sense). **ACTION**

8 Headteacher

8.1 Headteacher Report: *Confidential*

8.2 Other headteacher reports :

a) **SDP Impact Report:** *Confidential*

b) **ASP Summary Report:** *Confidential*

c) **Pupil Premium:** *Confidential*

e) **Parent Questionnaire:** *Confidential*

No further comments were made on the other reports shared.

9 Committee Reports

Mrs Cornelius thanked Mrs Field for her work on the governor intranet site. She also reminded all chairs of committees that it is their responsibility to draw up an agenda and distribute seven days prior to the meeting.

9.1 Personnel : *Confidential*

9.2 Finance & Premises: *Confidential*

9.3 Curriculum: *Confidential*

9.4 Ethos: *Confidential*

10 Governor Link Visit Reports: Thank you to all who have used the new template. Please use the information in the pupil progress reports to support your classroom visits. If a governor attend a subject meeting it is not necessary for both the governor and the subject lead to produce a report. Please agree prior to the meeting who will take minutes. **ACTION**

Mr Imeson asked if ‘literacy’ could be changed to ‘English’ on the visit timetable. **ACTION**

11 Correspondence: There isn’t any official correspondence to report on but Mrs Cornelius wanted to bring to everyone’s attention St Mark’s recent Ofsted report and in particular the inspector’s mention of governance. Mrs Field will circulate the paragraph with the minutes (see appendix 2).

ACTION

Mrs Cornelius thanked all the governors for their time and effort in supporting the school and Mrs Weavers thanked Mrs Cornelius for her work as Chair and in particular for always doing everything that she says she will do.

12 Date of Next Meetings:

Next meeting - Monday 18th June at 7.00pm. **ACTION**

First meeting of 2018/19 – Monday 24th September at 7.00pm. **ACTION**

13 AOB:

Mrs Weavers mentioned that we need to write a Lockdown Policy. **ACTION** (personnel committee)

Mrs Cornelius referenced the recent power cut and congratulated the school on its approach.

The meeting closed in prayer at 9.22pm