



<b>Meeting Title:</b>	<b>Full Governing Body Meeting (continued from 21 November 2017)</b>
<b>Meeting No:</b>	
<b>Date:</b>	<b>05 December 2017</b>
<b>Time:</b>	<b>1930 – 2130</b>
<b>Venue:</b>	<b>Bearwood Primary School</b>
<b>Attendees:</b>	Nicola Bruce (Chair) Cristina Marinoni (Acting Head Teacher) Jo Garner Danny Chinery Melissa Smith Tony Charters Nushrat Nowrin Rachel Bishop - Firth
<b>Invitees:</b>	Jim Mathieson (SIO)
<b>Apologies:</b>	Claire Sanderson, Christine Smart, Rachelle Shepherd Du-Bey, Nitish Dutta-Gupta
<b>Clerk:</b>	Nicola Bruce

<b>Item</b>	
17.111	<p><b>Welcome, Introduction and Apologies</b> NB welcomed everyone to the meeting. Apologies were accepted for Claire Sanderson, Christine Smart, Rachelle Shepherd Du-Bey, Nitish Dutta-Gupta</p>
17.112	<p><b>Review of admission numbers and staffing</b> The Full Governing Body voted to increase the cohort intake numbers from 40 to 45 for all year groups from Reception to Year 6 from September 2017 onwards.</p> <p><b>ACTION: Chair of Governors to email Piers Brunning at WBC to ask for the cohort numbers to be increased from 40 to 45.</b></p> <p><b>Base Budget Information</b> Base Budget Information had been kindly provided by the School Business Manager for governor review in advance of the meeting. A base budget training session had also been attended by Governors on the 14 November 2017. The governors requested that further details be provided to the Resource committee to allow a complete review of expenditure and potential cost savings to be identified. A further breakdown of the Premises, Cleaning and Non Teaching Staff costs was specifically requested.</p> <p><b>ACTION: SBM/AHT to provide the required financial information to the next Resource committee meeting for review and any cost saving recommendations to be presented at the following FGB.</b></p>

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17.113	<p><b>Review of work completed since Ofsted 2016 and actions outstanding</b>  A paper summarising the Ofsted 2016 findings, progress made and outstanding actions was circulated in advance of the meeting for Governor review.</p> <p>An audit is to be undertaken on the website and the content updated accordingly to be compliant.</p> <p><b>ACTION: JM to ask Governor Services to assist with the website audit.</b></p> <p>The governing body is currently without a Clerk. A governor asked what else could be done to aid recruitment. It was recognised that there is a shortage of Clerks in the area.</p> <p><b>ACTION: SBM to place advert for a Clerk on school website, Wokingham Council website and in the green pages.</b></p> <p><b>External review of Governance</b>  It was noted that governors had implemented many but not all of the recommendations from the external review of governance that had taken place in 2015. It was agreed that an external review of governance would be beneficial in Spring 2 once the new governors have been inducted and Ofsted training has been completed.</p> <p><b>ACTION: Chair of Governors to request external governance review to take place after March 6th 2018.</b></p> <p><b>Constitution of the governing body</b>  It was with great sadness that Melissa Smith tendered her resignation as a parent governor due to health reasons, with this being her last meeting The governing body voted to amend the instrument of government to reduce the number of elected parent governors from three to two and increase the number of co-opted governors from six to seven giving greater flexibility around recruitment. This was in line with the recommendations of the external governance review. The constitution would now be 12 governors consisting of 1 ex-officio HT, 1 staff, 2 parent. 1 LA and 7 co-opted governors. NB is continuing to work with SGOSS to recruit experienced governors.</p> <p><b>ACTION: Chair of Governors to email Vicky Lewendon at Governor Services to have instrument of government amended</b></p>
17.114	<p><b>SEF</b>  This information was not available for review due to the absence of the data lead.</p> <p><b>ACTION: SEF to be reviewed at Spring 1 FGB.</b></p>
17.115	<p><b>School Strategic Plan</b>  The SSP and summary were circulated in advance of the meeting for governor perusal. The AHT was thanked for the information and improvements in the document. Further data will</p>

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	<p>be added to the document as it becomes available.</p> <p><b>ACTION: All committee chairs to ensure that there is regular review of progress against the SSP in committee meetings.</b></p>																																
17.116	<p><b>Academisation</b> Information on the WTW MAT had been circulated to governors in advance of the meeting for review. TC kindly gave a presentation on the work to date and next steps. CM and NB are members of the academisation working party and have been attending meetings with the other cluster schools. Several different academisation options have been investigated and it is felt that that the WTW MAT is the best option for the school.</p> <p><b>Resolution to convert</b> The full governing body voted unanimously to pass a 'Resolution to Convert' to academy status. It was agreed that the WTW MAT was the preferred academy option and that no other alternatives would be taken forward at this time.</p> <p><b>ACTION: Chair of Governors to send letter to parents regarding academisation</b></p>																																
17.117	<p><b>Any Other Business</b> <b>Christmas Lunch</b> Governors were reminded that a buffet lunch was being held from 12-2pm on Monday 11th December at the school for all staff and governors.</p> <p><b>Parent Governor Election</b> Two nominations had been received for the one parent governor vacancy. A ballot was underway and due to close on Friday 8th December 2017.</p> <p><b>Retiring Governors</b> The governing body thanked Melissa Smith and Danny Chinery for their services to governing body and the school.</p> <p><b>Meeting Dates</b></p> <table border="0"> <tr> <td>PPC</td> <td>Tuesday 30th January 2018</td> <td>1900 - 2130</td> <td>Autumn 2 data and APC training</td> </tr> <tr> <td>PPC</td> <td>Tuesday 13th March 2018</td> <td>1900 - 2100</td> <td>Curriculum Review</td> </tr> <tr> <td>PPC</td> <td>Tuesday 15th May 2018</td> <td>1900 - 2100</td> <td>Spring 2 data</td> </tr> <tr> <td>FGB</td> <td>Tuesday 6th March 2018</td> <td>1900 - 2100</td> <td>Preparing for Ofsted training</td> </tr> <tr> <td>FGB</td> <td>Tuesday 27th March 2018</td> <td>0900 - 1500</td> <td>Governor Day, Approve budget</td> </tr> <tr> <td>FGB</td> <td>Tuesday 22nd May 2018</td> <td>1900 - 2100</td> <td></td> </tr> <tr> <td>FGB</td> <td>Tuesday 17th July 2018</td> <td>1900 - 2130</td> <td>To include Summer 2 data</td> </tr> <tr> <td>FGB</td> <td>Tuesday 6th February 2018</td> <td>1900 - 2100</td> <td>SEF, PPG, Budgetary options</td> </tr> </table>	PPC	Tuesday 30th January 2018	1900 - 2130	Autumn 2 data and APC training	PPC	Tuesday 13th March 2018	1900 - 2100	Curriculum Review	PPC	Tuesday 15th May 2018	1900 - 2100	Spring 2 data	FGB	Tuesday 6th March 2018	1900 - 2100	Preparing for Ofsted training	FGB	Tuesday 27th March 2018	0900 - 1500	Governor Day, Approve budget	FGB	Tuesday 22nd May 2018	1900 - 2100		FGB	Tuesday 17th July 2018	1900 - 2130	To include Summer 2 data	FGB	Tuesday 6th February 2018	1900 - 2100	SEF, PPG, Budgetary options
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17.118	<p><b>Date of Next meeting</b> <b>Tuesday 6th February 2018, 1900 - 2100hrs</b></p>																																

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### New Actions

	Action	Responsibility
17.112	Chair of Governors to email Piers Brunning at WBC to ask for the cohort numbers to be increased from 40 to 45.	NB
17.112	SBM/AHT to provide the required financial information to the next Resource committee meeting for review and any cost saving recommendations to be presented at the following FGB.	SMB/AHT/CSm
17.113	JM to ask Governor Services to assist with the website audit.	JM
17.113	SBM to place advert for a Clerk on school website, Wokingham Council website and in the green pages.	SBM
17.113	Chair of Governors to request external governance review to take place after March 6th 2018	NB
17.113	Chair of Governors to email Vicky Lewendon at Governor Services to have instrument of government amended	NB
17.114	SEF to be reviewed at Spring 1 FGB.	CM
17.115	All committee chairs to ensure that there is regular review of progress against the SSP in committee meetings.	NB, CS, CSm
17.116	Chair of Governors to send letter to parents regarding academisation	NB

### Ongoing Actions from last Meeting

	Action	Responsibility
17.103	Positive handling training costs to be identified and submitted to Resource committee for review and approval.	CM/SBM/CSm
17.103	Wrap Around Care provision update to be provided in Spring term.	CM
17.103	Nursery provision update to be provided in Spring term.	CM
17.104	NB to draft exit interview policy for review at Spring 2 FGB.	NB
17.104	CM to appoint a third key holder	CM
17.104	HT Report to include details of actions/interventions taken to improve attendance.	CM
17.104	PPG Strategy to be issued to Governors in advance of Spring 1 FGB meeting.	CM
17.105	A minor amendment is required to the pay policy to allow the increases to be paid from the start of this academic year.	CSm
17.105	Terms of Reference to be circulated and approved via email.	NB

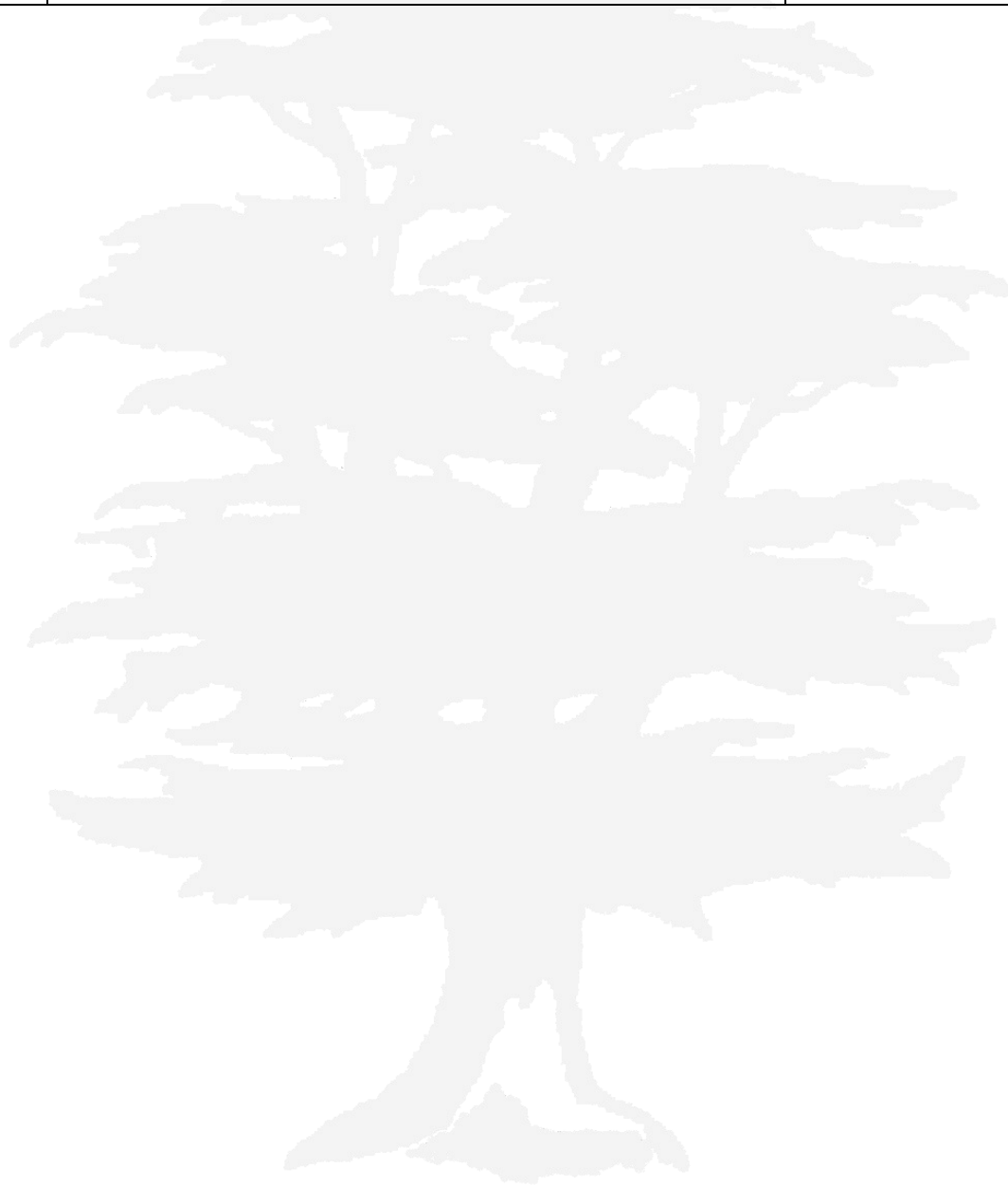
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### Closed Actions

	Action	Responsibility
17.92	FGB to investigate increasing admissions numbers to 45 and considering impact of vertical learning groups.	FGB
17.101	Notify Governor Services of new appointments	NB
17.103	Chair of Governors to issue a letter to parents regarding the new policy and a consultation period for feedback.	NB
17.109	Chair of Governors to issue letter to parents regarding use of social media.	NB



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