



Sarum St Paul's CofE (VA) Primary School

FGB Minutes

Monday 18th June 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: Mrs Cornelius welcomed everyone to the meeting. She thanked everyone for attending the GDPR training (held prior to the meeting) and for their hard work throughout the 2017/18 academic year. She specifically welcomed Jamie Burns to his first FGB.

Rev Ryalls opened the meeting in prayer.

2. Apologies: No apologies, all present with the exception of Mrs Down who attends the Premises Committee Meetings only as an Associate Governor.

3. Pecuniary Interests: No new interests declared.

4. Minutes of the last meeting: Approved and signed.

5. Matters arising:

History Report is still be finalised by VH – **ACTION**

Some Governors still need to set up a Modern Governor account – **ACTION**

Some Governors still to complete PREVENT training – **ACTION**

Admissions Authority to review wording of vulnerable families in Admission Arrangements – **ACTION FOR AUTUMN TERM**

Curriculum Committee to record details of ‘out of catchment families with a sibling’ – **ACTION FOR AUTUMN TERM**

LW to arrange ASP training for Governors – **ACTION FOR AUTUMN TERM**

Write and adopt a school Lockdown Policy – **ACTION FOR AUTUMN TERM**

All other matters arising have been completed with nothing further to add.

6. Governance:

a) Governors: A big thank you to VB who is stepping down at the end of the summer term. He has been a huge asset to the Governing Body and we are really sad to see him leave. Thank you.

b) GDPR de-brief : to summarise the effect of GDPR on Governors as follows; transfer to school e-mail addresses; ensure there is a secure area at home for governor paperwork; future documents will be password protected or loaded onto the intranet. Please all be GDPR ready before the next FGB in September 2018 – **ACTION**

c) Training: JF is the central person for training. Please speak to her with any questions and if you book training yourself, please let JF know so it can be recorded.

d) Scheme of Delegation: AC/AT/JF have completed the SoD ensuring we have followed the legal framework and cross referenced specific tasks to either FGB or committees. Once Governor Services have released the new framework for 2018/19 we can finalise and roll out. AC gave everyone the opportunity to make comment on the work completed so far. Two minor tweaks were suggested and agreed and will be updated by JF – **ACTION**

e) Governor Action Plan: AC would like assistance to put a more strategic plan in place for 2018/19 including the completion of a SWAT analysis. She commented on the number of YR pupils with EAL and pondered if this will be a trend going forward and if we need to equip ourselves accordingly.

f) Headteacher and Pay Awards Panel: agreed as AC / DI / GH / SC – proposed by Rev CR and seconded by JB

7. Policy Ratification: Complaints Policy agreed and adopted.

8. Headteacher

a) Reports: *Confidential*

c) SIAMS: *Confidential*

9. Budget & Finance

JF presented the end of year figures for 2017/18 and proposed budget for 2018/19.

Confidential Content

The figures were approved and will be forwarded to county by 30th June 2018 – **ACTION**

10. Committee Reports:

a) Personnel: nothing added, no questions.

b) Finance: CH added that our fire surveyor commented this was ‘the safest school he’s ever surveyed’. No questions.

c) Curriculum: nothing added, no questions.

d) Ethos: SC will forward minutes from 5th June to be added to the intranet – **ACTION**.
The committee has agreed a 'statement of spirituality'. This will be added to the website – **ACTION**.
VB commented that the inspector will look at how this statement feeds into the school.
LW added that the church led a fantastic RE Encounter Day.
AC thanked the Ethos Committee for all their hard work.

11. Governor Link Visit Reports & Subject Meetings;

The following reports are outstanding from the Spring Term; History & Geography; MFL; RE; SEND - **ACTION**

AC will create a simple checklist to aid the process for 2018/19 - **ACTION**

AC commented that she arranged for 'pupil conferencing' when she completed her PE visit and that worked really well. Governors need to be in the classrooms and talking to pupils.

AC asked if there were any observations about the visit policy or template form. No comments were raised.

Miss Tonkin will lead EAL for 2018/19.

12. Succession Planning:

AC will be standing down as Chair on 31st August 2019. She would like to work with someone over the next year to facilitate a smooth transition into the role. Please speak to AC if you are interested - **ACTION**

Committee and Link Governors for 2018/19 (changes):

JB – Personnel & maths

DI – Personnel Chair & science

AC – Chair of Governors, Child Protection & PE

PH (new Foundation Governor) – Creative Arts

13. Academy Status:

AC read out a quote by the Secretary of State for Education: "We will not be forcibly turning schools into an academy status unless Ofsted have deemed them as inadequate".

All agreed not to investigate the possibility at this stage.

14. Governor Hamper for Sports Day:

Late additions welcome - at the moment it is alcohol heavy!

15. Correspondence:

None received.

16. Dates for 2018/19:

FGB: 24th September 2018, 11th February 2019 & 17th June 2019

Finance: 16th October 2018

Personnel: Date to be agreed at next meeting on 3rd July 2018

Curriculum: November, exact date TBC

Ethos: 18th September 2018

All to note dates - **ACTION**

17. AOB:

LW noted some significant dates for the end of term;

20th June – Sports Day

10th July @ 4pm – Governor & Volunteer thank you tea

18th July – Parents Open Evening

24th July – Leavers' Service

Rev Ryalls closed in prayer at 8.40pm.