



Minutes of the Full Governing Board meeting  
held on **Tuesday 2 October 2018** at KS1

**Governors present:** Natalie Crates (NC) – Chair      Joyce Garnett (JG)      Emma Ginns (EG)  
Carol Grant (CG)      Dudley Jaynes (DJ)      Chris Prankerd (CP)  
Wendy Quick (WQ)      Pat Radcliffe (PGR)      Peter Radcliffe (PR)  
Sue Rogers (SR)      Cate Taylor (CT)      Sarah Ziegler (SZ)  
Caroline Whittaker (CW) – Deputy Head

**Also in attendance:** Emma Coleman – Clerk (EC)

The meeting commenced at 7.10 pm.

**1. Prayer**

Governor CG opened the meeting with a prayer.

**2. Apologies**

Received from: David Bacon (DB), Jonas Bower (JB), Chris Dyer (CD), Paul Lailey (PL) – Head; these were accepted.

**3. Election of Chair and Vice-chair**

Nominated Chair (NC) gave a brief speech and was thanked by governors *'for all the work you've done'*. Formal vote: all present and eligible to vote, voted in favour. NC duly elected and took the Chair for the remainder of the meeting. Nominated Vice-chair (PGR) gave a brief speech. Formal vote: all present and eligible to vote, voted in favour. PGR duly elected.

**4. Governing Board membership update:**

**4.1. Vote to revise Instrument of Government:** all agreed to amend Instrument to 16 governors total plus 2 Associate Members, to facilitate appointment of 1 extra (external) Co-opted Gov, short term, to serve on forthcoming panel due to specific expertise.

Revised instrument adds 1 extra Foundation Gov to preserve majority, therefore new Foundation Gov EG's term to date from meeting. Plan to revert to Instrument of 14 total in due course when panel proceedings concluded.

**ACTION: Clerk – forward revised Instrument to SDBE/Wiltshire Council for ratification 2 Oct 2018.**

**4.2. Renewals due/vacancies:** Co-opted Gov PR renewal due 13 Oct 2018; Foundation Gov DJ retiring 17 Nov 2018 – need to seek nominee for vacancy; Foundation Gov WQ retiring when panel proceedings conclude.

**ACTION: Chair – look at possible nominees for forthcoming Foundation Gov vacancy.**

**4.3. Voting on of Associate Member/voting on of new Co-opted Governors:** All voted in favour of appointing former Co-opted Gov PR as Associate Member; all agreed full voting rights at Committee level and 4 year term of office, to date from the meeting.

All voted in favour of appointing Chris Prankerd as Co-opted Gov, due to experience and expertise brought to the Governing Board. Resumé shared with governors prior to meeting.

All voted in favour of appointing David Whewell as Co-opted Gov, to assist with panel due to specific expertise.

**ACTION: Clerk – forward welcome letter/packs to new governors EG/CP, and formally confirm new role/term PR.**

**5. Welcome and introduction of new governors**

New Foundation Governors Cate Taylor (CT), Emma Ginns (EG), and Co-opted Governor Chris Prankerd (CP) were welcomed to the GB. David Whewell was thanked for his assistance. All present gave a brief introduction.

**6. Register of Business Interests/Disclosures of Conflicts of Interest**

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

Annual review in progress: Staff and Trustee returns complete except PL; Governor returns complete except NC/EG/CP. Governors reminded to complete annual reviews and return to Clerk.

**ACTION: NC/EG/CP/PL – complete and return register of business interests declaration to Clerk asap.**



## 7. Minutes of the meeting from 19 July 2018

No amendments. Minutes accepted as a true record and signed by the Chair.

*Governor DJ joined the meeting*

## 8. Matters arising

Please refer to 19 July 2018 minutes, page 8/9, Actions Summary:

Agenda item no.	Action required	Person(s) responsible	Completion/ Review date	Status
7.	<b>Compile Action Plan to incorporate all items outlined in feedback/next steps, and to address all areas identified within Ofsted Report.</b>	Head/Deputy/ Chair	Beginning of Sept 2018	Completed, see item 10
10.	<b>Supply to governors data requested at Behaviour &amp; Safeguarding Group meeting on 3 Jul 2018.</b>	Head	Asap	Data being supplied to B&S Group
11.1.	<b>Share Parent Questionnaire summary with governors.</b>	Head	By next FGB 2 Oct 2018	See below
13.1.	<b>Formalise move of Co-opted Governor SR to Associate Member, from date of meeting, and inform WGS and SDBE.</b>	Clerk	Asap	Completed
13.2.	<b>Update Instrument of Government and forward to SDBE/LA for ratification.</b>	Clerk	Asap	Completed
13.5.	<b>Review current procedures to develop smarter policies review process.</b>	Head/Clerk	By next FGB 2 Oct 2018	On hold
13.5.	<b>Complete review and update of prospectus.</b>	Clerk	Sept 2018	In progress
13.5.	<b>Forward final copy of Critical Incident Plan to Clerk for processing.</b>	Head	asap	Completed
13.5.	<b>Complete revisions to updated Behaviour Management Policy and circulate for formal approval at next FGB meeting.</b>		By next FGB 2 Oct 2018	Completed
13.6.3.	<b>Complete Annual Statement to parents for publication end of Term 6.</b>	Chair	By end Term 6	Completed
13.6.4.	<b>Formally communicate to Stay2Play Leader no change to fee structure for forthcoming year.</b>	Clerk	By 31 July 2018	Completed

**Parent questionnaire:** Gov Q: Questionnaire from March 2018, how valid? Should have been fed back by May/June – need prompt response this time, majority feedback positive, reflects Ofsted/Parent View, mostly consumed within Ofsted report. Agreed: further questionnaire 6 months post-Ofsted; capture feedback at all parents’ evenings x 3 – use to track improvement, show evidence over time, and enable open forum for investigating more deeply; concern areas identified to be focus of next parent forum. Gov Q: free flow text? Replied, no, feels wrong not to respond to all comments, but caveat to contact school. Agreed internal format not via Parent View, i.e. paper format or Survey Monkey as built-in analysis to enable additional questions, e.g. ‘My child feels safe at this school’.

**ACTION: CP/Deputy – forward copy of Hamble School Parent Questionnaire template, set up parent survey for laptops for parents’ evenings 9 Oct 2018, and include link in newsletter with few days’ deadline for response.**

## 9. Head Teacher’s Report

(Deputy) Head’s Report distributed prior to the meeting (re: Governors’ papers). Key highlights/actions shared.

Deputy reported staff extremely supportive, determined and rising to the challenge, focussing efforts. School Improvement Plan being developed: focus on Teaching & Learning (T&L); observations showing progress and impact in classroom with improved monitoring and feedback.

**SEND:** Working hard with Special Educational Needs Coordinator (SENCo) on clear procedures, improved reporting and supporting paperwork to show progress with interventions, Teaching Assistant (TA) meetings in place, peer evidence/mentoring. Special Educational Needs & Disabilities (SEND) focus group, to meet with link govs in couple of weeks, scrutiny of SENCo – interventions and measurable impact, learning walks.

**Core subjects:** Core subject action plans completed: Early Years Foundation Stage (EYFS); SEND; Maths; English; Personal, Social & Health Education (PSHE).

**Performance Management:** Performance management meetings due this week – key priority getting T&L right in Maths and English.



**School Effectiveness Review:** Next School Effectiveness Review 13 Nov 2018 with Intensive Challenge & Support Partner (ICASP) – pressing to move from red to amber, paperwork all complete and positive report back. **Gov Q: Useful as gobs to share ICASP reports?** Response, yes useful summary external perspective – triangulation.

**Pupil Premium Grant (PPG):** Review not yet commissioned. Strategy and spending in place (subscriptions, interventions), ensure critical analysis of data - measured at next data drop through interventions. KS2 PPG children to attend reading engagement event. High % PPG children at KS2: KS2–8, KS1–3. Low on TA hours at KS2 – need to look at again.

**Attendance:** Low attendance skewed by 1 child absent for appointments. **Gov Q: Medical?** Confirmed yes.

**Sports Premium:** KS1 play trail, new PE scheme, JP to continue to lead and run teacher/pupil voice on keeping in touch days, CM to cover, SR to organise teams.

**Staffing:** PL still absent; resignation Y3 teacher (4 days per week) effective Christmas, advertise asap.

**Quality of Teaching & Learning:** End last term 83% requires improvement (RI), remainder good, focus on progress – monitoring through drop-ins, lesson observations, staff meetings, INSET on marking and feedback, getting children to think about learning and success criteria. **Gov Q: 83%?** Taken from Ofsted verbal feedback, 'Good' identified at KS1; Deputy observed teachers delivering excellent lesson, but not then triangulated with marking; judgements for each teacher based on lesson observations/drop-ins/book scrutiny; now observing 50% good, 50% RI, SEN children not necessarily supported in way should be. **Gov Q: Able to break down different aspects to get to specific criteria?** Response, breakdown has been done. Gov DJ support visit – concluded further visits not necessary as evident Deputy put in place robust moderation process relating to Teachers Standards, and supported through CASP visits. Gov CG also offered support in terms of Continuing Professional Development (CPD), marking and feedback, to provide positive reinforcement, and improve impact of CPD. **Gov challenge: monitoring not robust enough before.** **Gov Q: Deputy only person doing observations?** Confirmed, yes. **Gov Q: Staff on board with this?** Replied, yes, Designated Safeguarding Lead (DSL) could do some; some joint observations, can do drop-ins together next term.

**Gov Q: PPG – any anonymised case studies?** Replied, yes. **Gov Q: Gobs to see?** Responded, number of PPG children is small so difficult to measure; Chair added, likely to come to S&C Committee; useful to note impact and link data and outcomes to priorities. **Gov challenge: Issue at KS2 with teacher moderation.** **Gov Q: What is happening about moderation of all?** Responded, cluster 3 x a year, Deputy/KS2 Leader moderation, not done in past for writing, Target Tracker only as good as the marking and assessment; Maths/English trackers at back of books – Deputy to see evidence in tracker and in book. **Gov Q: What is being done with data in terms of what's being put in, in Y6?** Replied, started Question Level Analysis from SATs data – Maths not good across board, tracking Maths much more closely – teaching blocks based on mastery, with pre/post block assessment tracking individual and cohort; first unit finished, so data available shortly. **Gov Q: Specific data at Parents' evenings?** Replied, only just using, so reluctant to share, more for internal purpose. **Gov Q: Feedback from teaching blocks?** Replied, variation between teachers over what has been covered. Feedback from Parent Focus Group – parents want to know where child is, what they can do, and where they need to be; Deputy confirmed (ARE) Age Related Expectation data is available to share. **Gov Q: Pre/post module assessment available to share?** Deputy confirmed need to see process gone through before start to share, problem being that the data doesn't correlate with ARE or SATs, so not sure what value it will give parents; can share feedback without sharing test data; link back to home learning, important to provide accurate and useful info at parents' evenings, i.e. Reading, Writing, Maths progress report, CATs (Cognitive Abilities Tests), NGRT (New Group Reading Test) scores. **Gov Q: Acronyms?** Agreed need to be mindful!

**Assessment for Learning (AFL):** biggest driver of progress in classroom. **Gov Q: What is being done to ensure AFL happening in class?** Confirmed teachers compiling planning grid to include focus, resources, success criteria, how supporting most able/least able and evaluation; Deputy monitoring Maths closely and tracking achievement. **Gov challenge: Monitoring, suggest using other staff, teachers observing each other.** Deputy discussed peer to peer support with ICASP to ensure effective teaching; fosters culture of dialogue, discussion and observation; Deputy currently providing peer support, involve other staff in time. Gov observation: really stepped up rigour of monitoring. **Gov challenge: Y6 Pupil progress meetings identified where accelerated progress needed.** Confirmed Deputy/Y6 teacher discussions; from Christmas Deputy to take class and Y6 Teacher to provide booster sessions, looked at ARE to identify needs. Volunteer help being utilised. **Gov Q: Targeting students to ARE?** Deputy confirmed cohort more conversion data rather than getting to ARE, progress dropped off since KS1, need to get as many up as possible by realistic targeting. **Gov challenge: Focus on data, prior attainment, in future break down data to look at certain groups, i.e. AMA (academically more able), less able; Ofsted pointed out more able and SEN.** **Gov Q: What are we doing to address the**



**drop in Y3/4 progress?** **Gov Q: How often data drops?** Confirmed normally 3x per year, but now doing 6x as need to be seen to be monitoring data. Commented all based on teacher assessment, all about progress over time. **Gov Q: Ask ICASP to sample top/middle/bottom?** Deputy confirmed this is being done: next week looking at PPG, SEN and conversion data, and book scrutiny, to understand why children not making the progress they should be. **Gov Q: Work in cluster?** Confirmed yes, 3x cluster moderations a year. Gov comment: Very different response than previously – very positive!

**Early Years provision:** action plan compiled – team effort including TAs, looking at other schools and rising to challenge.

## 10. School Development Plan

Data and School Improvement Plan distributed prior to the meeting (re: Governors' papers). School Effectiveness Review (SER) aspects covered in Head's Report. Discussion took place on SER versus Head's Report. Agreed Head's Report more narrative/day-to-day and provides good summary for prime focus of meeting. Deputy/ICASP changed focus from attainment to progress – if progress happening, attainment will follow. **Gov Q: Compare [data] to National and Wiltshire?** Commented in top with Fischer Family Trust data, 85% ARE set for performance management. Commented on change in mindset, generally high attainment over years has set high expectations – focus on progress removes this.

## 11. Behaviour & Safeguarding

Minutes of the meeting held on 12 Sept 2018 were distributed prior to the meeting (re: Governors' papers).

**CPOMS:** behaviour reporting broken down into subgroups to identify bullying/friendship, verbal/aggression, against peer/staff to monitor and track. Issues identified with redacting names from shared reports – Deputy in consultation with provider as data protection issue.

**Behaviour Management:** new flowchart including Steps to correspond with CPOMS to pick up data and track progression.

**Attendance:** tracking in more detail under 90%, case studies under 80%.

**Child Missing in Education (CMiE):** assured by new council aware; 1 further CMiE, now has place as of 2 Oct 2018.

**Discussed at Group meeting:** Safeguarding incidents; General behaviour minor issues – gender/attainment bias noted, Deputy to look at learning behaviours/engagement in order to address; behaviour support – good, positive impact.

**Gov Q: Who provides?** Confirmed Wiltshire.

**Exclusions:** none.

*Governor CG retired from the meeting*

## 12. Reports from Committees/Groups:

### 12.1. Resources Committee

Minutes of the Committee meeting held on 20 Sept 2018 were distributed prior to the meeting (re: Governors' papers). Finances continue to be a concern: important to solve current issues rather than deficit. Local Authority visit due – normally doing all we can. Noted only receive 2/3 amount staff pay rise commitment – staffing is biggest factor, current resignation could provide opportunity. **Gov challenge: Extended recovery plan; governors to take hard stand.** Noted outstanding issue on replacement building, uncertainty over what remaining funding required.

**12.1.1. Monthly monitoring report:** report to Sept 2018 shared with and agreed by governors at the meeting.

### 12.2. Staffing & Curriculum (S&C) Committee

Minutes of the Committee meeting held on 24 Sept 2018 were distributed prior to the meeting (re: Governors' papers). No further questions raised.

### 12.3. Strategy Committee

Not met yet this term, due to meet Thurs 4 Oct 2018.

### 12.4. Ethos Group

Minutes of the Group meeting held on 27 Sept 2018 were distributed prior to the meeting (re: Governors' papers). Membership discussed: Gov SZ to join; question over parental participation. Agreed CM to lead. Ongoing discussion over continuation of Open the Book – CM/Group looking at options.



**13. Chair’s Matters**

The Chair thanked CG/CW for the ‘very useful’ data training sessions, and DJ for monitoring and evaluation support. Govs requested to raise any training/upskilling needs with Chair – use courses on offer through Governor Services, all govts to attend at least 1 each. Govs reminded of the Modern Governor on-line training resource modules available.

**ACTION: Clerk – forward to all govts reminder Modern Governor details to enable access to online training modules.**

**13.1. Governing Board objectives for 2018-19:**

Staying with last year’s objectives:

- 1) Know school data and understand it, to support and target questions;
- 2) Implement monitoring and evaluation through visits policy. Need to revisit to clarify role, different focus. Propose to replace existing gov visits policy with NGA (National Governors’ Association) template. Went through some areas of template. Acknowledged need for good dialogue with Head prior to visit, focus for visit to relate to specific area(s) of school improvement plan, link to priorities and data: shared focus, trace impact – Deputy to include in Monitoring strategic plan and to include focus for visits in monitoring and evaluation schedule, and match to govts’ skill set/area(s) of interest.
- 3) Third objective added: Commission, consider and act on external review of governance. PGR looking into – 2 hour guided discussion with GB, with recommendations, written report and action plan. Cost tbc – liaising with county regarding funding. Identified preferable date: Thurs 15 Nov 2018, 6.30pm, tbc. Also looking at person for PPG review.

**14. Governors’ matters**

**14.1. Committee membership and Committee Chairs confirmation**

Resources	Staffing & Curriculum
<b>Chair: Jonas Bower</b>	<b>Chair: Pat Radcliffe</b>
<b>Vice-chair: Peter Radcliffe</b>	Chris Dyer
David Bacon	Joyce Garnett
Natalie Crates	Paul Lailey
Emma Ginns	Chris Prankerd
Carol Grant	Wendy Quick
Paul Lailey	Cate Taylor
Sue Rogers	Caroline Whittaker
Clerk: Emma Coleman	Sarah Ziegler
	Clerk: Emma Coleman

**14.2. Specialist Panel/Committee/Group membership confirmation**

<b>Admissions Committee (S)</b>	Joyce Garnett	Carol Grant	Caroline Whittaker
<b>Staffing/Hearings Panel</b>	David Bacon	Pat Radcliffe	Sarah Ziegler
<b>Pupil Discipline Panel (S)</b>	Chris Dyer	Joyce Garnett	Cate Taylor
<b>Appeals Panel (S-if Staff Dismissal)</b>	<i>To be determined according to circumstances as required</i>		
<b>Head Teacher’s</b>	Chair - Natalie Crates	Vice-chair - Pat Radcliffe	Carol Grant
<b>Pay Panel (S)</b>	David Bacon <i>(Joyce Garnett – stand in)</i>	Pat Radcliffe	Sarah Ziegler

<b>Strategy Committee</b>
Head - Paul Lailey
Chair - Natalie Crates
Vice-chair/S&C Chair - Pat Radcliffe
Resources Chair – Jonas Bower
Resources Vice-chair - Peter Radcliffe

<b>Behaviour &amp; Safeguarding Group</b>
David Bacon
Joyce Garnett
Carol Grant
Paul Lailey
Clerk: Emma Coleman

<b>Ethos Working Group</b>
David Bacon
Joyce Garnett
Wendy Quick
Paul Lailey
Sarah Ziegler
Caroline Morland (staff)
Rosie Smith (staff)
Matt Gwyn
Colin Hayward



**14.3. Governor roles: review link classes, link subjects, key roles allocation**

Following discussion it was agreed to be strategically sensible to reintroduce link classes and cover subjects within class visits to enable cohorts to be tracked at a deeper level, and focus only on key subjects, i.e. Maths and English. Other subjects to be tracked in another way. Class link governors to move up with cohort, except Early Years to remain in place. Further key areas Early Years, RE and Collective Worship to remain in place.

Class	Teacher(s)	Link Governor
YR Woodside	Gemma Field & Lizzi Herod	Sarah Ziegler
Y1 Pines	Emma Neale & Rosie Smith	Cate Taylor
Y2 Oaks	Caroline Whittaker & Rachel Phillips-Twynam	Emma Ginns
Y3 Lyburn	Tracie Phipps & Cathryn Malmberg	Jonas Bower
Y4 Langley	Liam Day	Natalie Crates
Y5 Hamptworth	Alice Bignell & Cathryn Malmberg	Carol Grant
Y6 Brambles	Caroline Morland	Chris Pranker

Key Curriculum Area	Subject Leader	Link Governor
Early Years	Gemma Field & Lizzi Herod	Sarah Ziegler
English	Caroline Morland	Pat Radcliffe
Maths	Caroline Whittaker	Chris Dyer
Religious Education (RE)	Rosie Smith	David Bacon
Collective Worship	Caroline Morland	David Bacon

Role	Staff	Governor
Looked After Children	Paul Lailey	Carol Grant
Pupil Premium	Paul Lailey	Carol Grant
Nominated Safeguarding Governor	Paul Lailey	David Bacon
Special Educational Needs & Disabilities (SEND)	Caroline Wilkinson	Joyce Garnett
Sports Premium	Jo Perry/Caroline Morland	Emma Ginns
Whistleblowing	Paul Lailey	David Bacon

**ACTION: Clerk – circulate governor roles/link class details to staff.**

**14.4. Governor Eligibility and Code of Conduct**

Governor Eligibility reviewed and list signed by all governors present – DB/JB/CD/DJ/PL still to sign.

Code of Conduct for School Governors agreed and signed by all governors present – DB/JB/CD/EG/DJ/PL still to sign.

**ACTION: Clerk – obtain signatures for Governor Eligibility and Governor Code of Conduct from DB/JB/CD/EG/DJ/PL.**

**14.5. Governor Involvement Record**

The involvement record for the period 20 Jul to 2 Oct 2018 was distributed prior to meeting. Further inclusions were shared and have been added to the final version (re: Governors’ papers).

**14.6. Training**

**14.6.1. Feedback from courses attended**

*In-house Data training: 18 Sept 2018 (JB/NC/CD/JG/CG/PGR/PR/CT/SZ)*

*In-house Data training: 25 Sept 2018 (JB/NC/CD/JG/EG/CG/PGR/PR/CT)*

**14.6.2. Courses due to attend**

*New Foundation Governors: 8 Nov 2018 (EG/CT)*

*Induction for New Governors and Trustees: 14 Nov 2018 (EG/CT)*

*How to be an Effective SEN Governor: 19 Nov 2018 (JG) – Cancelled by provider post-meeting.*

*Strategic Use of Data in Primary Schools: 6 Dec 2018 (CD/PGR)*

*Essential Updates for Experienced Governors: 21 May 2019 (SZ)*

*Governor CG retired from the meeting*



#### 14.7. Policies for approval/with committees

*n.b. Review of policy review process on hold (see Item 8. Matters arising) – continuing as previous until new process determined.*

**Wilts model:** *Appeals Procedure* – update approved.  
*Capability Procedure* – update approved.  
*Disciplinary Procedure* – update approved.  
*Grievance Procedure* – update approved.  
*Grievance (Collective)* – update approved.  
*Personal Use of Social Media* – update approved.  
*Whistleblowing* – update approved.

**(Resources):** *Pay 2018-19* – approved, subject to adoption of option as agreed:

Detailed discussion took place regarding teachers' pay increase award options to be agreed by GB. *Gov Q: All teachers should get cost of living? Response, frozen for a few years. Gov challenge: Look at where teachers are. Gov challenge: duty of governance – we don't have the money. Gov comment: If meet all performance criteria seems fairer, tied in with school development. Gov Q: National picture? Reply, yes, same wherever. Gov Q: Certain this is what it is? Chair confirmed detail of Wiltshire Option 2: will not automatically apply Sept 2018 pay award, apart from to the min and max point of each teachers/leadership pay range; pay award increase will be subject to absolute performance measures.* Governors voted, by majority, to adopt Item 20, Option 2 as detailed above.

**FGB:** *Data Protection* (update) – update approved.  
*Safeguarding & Child Protection Policy* (annual review) – approved, subject to Appendices update.  
*Code of Conduct for School Governors* (annual review) – approved, no changes.  
*Safeguarding Code of Conduct* (annual review) – approved, no changes.  
*Admissions Arrangements 2020-21* – approved/determined, no changes.

**Resources:** *none*

**S&C:** *Teaching & Learning* (annual review) – approved, no changes.  
*Governor Induction* (3 year review) – approved, subject to addition of responsibilities in checklist.  
*Behaviour Management* (off cycle update) – finalised version approved.  
*Governors' Monitoring & School Visits* – agreed adoption of NGA School Visits Policy template to replace current policy, subject to insertion of extra box 'Any Safeguarding concerns?'

#### 14.8. Correspondence and other documents:

**14.8.1. Proposed Planned Admission Number (PAN) for 2020:** proposed PAN from LA 30 – no change to previous years, all agreed. Confirmation form signed by Deputy and Chair, Clerk to return completed form to LA.

#### 15. School Council update

Very buoyant, very keen! Pupil Voice and teacher surveys at KS2. KS1 not yet met.

*Gov Q: Any noticeable impact of Ofsted report on the children? Replied, no, none, had some conversation and feedback to children at KS2. Gov Q: Anybody asked about the Head? Confirmed, children haven't asked directly.*

#### 16. Trust Fund update

Next Trust meeting due Tues 6 Nov 2018, 5pm. One further gov required to join as Trustee to preserve balance of gov/non-govs, as WQ stepping down but remaining as Trustee. All gov's please consider!

**ACTION: All Govs (except PR) – consider Trustee role for the school Trust Fund, to be confirmed at next FGB.**

#### 17. The New Forest School PTA

Report for Sept 2018 distributed prior to the meeting (re: Governors' papers). AGM to be held Mon 15 Oct 2018, asked for gov's to attend. School to consider wish list to enable focussed fundraising – main priority KS1 build (requesting specifications from Diocese). SEND focus group suggested TA funding, but dismissed as not appropriate forum for recruitment.

#### 18.AOB:

**18.1. Cluster memorandum of understanding (CW):** deferred to next FGB meeting.

**ACTION: Clerk – add cluster memorandum of understanding to agenda for next FGB meeting.**



**18.2. Link with grammar schools (JB):** South Wilts Grammar School (SWGS) keen and already links with 53 other schools. Identified as marketing and PR focus to drive up numbers, may be some organisational impact for school Gov comment, here to represent all children and fair to do the same as already in place with Trafalgar. All present happy to proceed. *Gov Q: Links with nurseries? Deputy confirmed in process of organising visits to local nurseries and preschools. Gov Q: Trying to engage parents from preschools? Confirmed doing this: inviting all local preschools to nativity; Gov suggestion teddy bears’ picnic.*

**ACTION: JB – proceed with looking into link with Grammar schools, finding out what is on offer and cost/time aspects.**

**18.3. Publication of Y6 leavers’ destination schools (JB):** suggestion to include destination schools of Y6 leavers on front page of website – all happy to include on basis some parent don’t know and could impact on choices of potential parents; suggestion to include all destination schools, to differentiate in any way we can.

**ACTION: Clerk – add publication of Y6 leaver destinations on website to agenda for next FGB meeting as post-meeting identified further discussion necessary.**

**18.4. Website provision (JB):** look at alternative website provider to enable full access and control when needed – deferred to next FGB meeting.

**ACTION: Clerk – add website provision to agenda for next FGB meeting.**

**19. Dates of next meeting(s)**

Agreed all governor meetings to be held at KS2 for consistency.

Review meeting times for S&C Committee to ensure accessibility of new committee members.

**ACTION: S&C/Clerk – liaise regarding dates/time for future S&C Committee meetings.**

**Full Governing Board:**

Term 2: Tues 11 Dec 2018, 7.00pm, **KS2**

Term 3: Tues 5 Feb 2019, 7.00pm, **KS2**

Term 4: Tues 26 Mar 2019, 7.00pm, **KS2**

Term 5: Tues 14 May 2019, 7.00pm, **KS2**

Term 6: Tues 16 Jul 2019, 7.00pm, **KS2**

The meeting concluded at 10.35 pm.

Minutes produced by E. Coleman

21 October 2018

Signed by Chair \_\_\_\_\_

Date \_\_\_\_\_





**ACTIONS SUMMARY**

**2 October 2018**

Agenda item no.	Action required	Person(s) responsible	Completion/ Review date	Status
4.1.	<i>Forward revised Instrument to SDBE/Wiltshire Council for ratification.</i>	Clerk	2 Oct 2018	
4.2.	<i>Look at possible nominees for forthcoming Foundation Gov vacancy.</i>	Chair	Asap	
4.3.	<i>Forward welcome letter/packs to new governors EG/CP, and formally confirm new role/term PR.</i>	Clerk	End Term 1	
6.	<i>Complete and return register of business interests declaration to Clerk asap.</i>	NC/EG/CP/PL	Asap	
8(13.5).	<i>Review current procedures to develop smarter policies review process.</i>	Head/Clerk	On hold	On hold
8.	<i>Forward copy of Hamble School Parent Questionnaire template, set up parent survey for laptops for parents' evenings 9 Oct 2018, and include link in newsletter with few days' deadline for response.</i>	CP/Deputy	9 Oct 2018	
13.	<i>Forward to all gobs reminder Modern Governor details to enable access to online training modules.</i>	Clerk	End Term 1	
14.3.	<i>Circulate governor roles/link class details to staff.</i>	Clerk	End Term 1	
14.4.	<i>Obtain signatures for Governor Eligibility and Governor Code of Conduct from DB/JB/CD/EG/DJ/PL.</i>	Clerk	11 Dec 2018	
16.	<i>Consider Trustee role for the school Trust Fund, to be confirmed at next FGB.</i>	All Gobs (except PR)	11 Dec 2018	
18.1.	<i>Add cluster memorandum of understanding to agenda for next FGB meeting.</i>	Clerk	11 Dec 2018	
18.2.	<i>Proceed with looking into link with Grammar schools, finding out what is on offer and cost/time aspects.</i>	JB	11 Dec 2018	
18.3.	<i>Add publication of Y6 leaver destinations on website to agenda for next FGB meeting as post-meeting identified further discussion necessary.</i>	Clerk	11 Dec 2018	
18.4.	<i>Add website provision to agenda for next FGB meeting.</i>	Clerk	11 Dec 2018	
19.	<i>Liaise regarding dates/time for future S&amp;C Committee meetings.</i>	S&C/Clerk	End Term 1	