



Date: 4 February 2020	Start time: 7.00pm	End time: 8.50pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	
John Paterson (JSP) Head Teacher	Renata Bush (RB)	
Cheryl Young (CY)		
Emma Palk (EP)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Jon Flynn (JF)		Absent
Lisa Foster (LF)		Andy Vincent (AV) Vice Chair
Peter Wilkins (PW)		
Tanya Clay (TC)		
Jill Phipps (JPH)		
David Payne (DP)		
Bobbie Branson (BB)		
Judy Hillier (JH)		

Blue type denotes support and challenge from the Governors

Item	Subject	Action
1	Welcome and apologies Prayer	
	IW welcomed everyone to the meeting. There were no apologies received. The meeting was quorate. IW explained the format of the meeting and emphasised the importance of using the Governor hub to read supporting documents prior to the meeting. SL led the prayer.	
2	Register of pecuniary interests	
	There were no pecuniary interests declared.	
3	Minutes of previous meeting held on 10 December 2019 3a) Approval 3b) Actions and matters arising	
3a	The minutes of the previous meeting were agreed as a true record and the chair was authorised to sign.	
3b	See action log	
	10.12.19 (13) Car Parking on double yellow lines. JSP contacted the parish council. Feedback from last time was that people were not happy with the double yellow lines. JSP stands outside the school to monitor the situation. JSP to speak to the lollypop lady	JSP

	about letting traffic through more frequently to improve traffic flow. The local CSO is keen to set up a 'park and stride' so the school will work with him on this. The main issue is particular families that stop directly outside the school.	
4	HT report to include: LLP Annual Report School Development Plan Review of school dinners Character Education Framework	
4.1	JSP discussed the report which was uploaded to the hub prior to the meeting. There are two adverts out for teaching staff and there has been a lot of interest in the positions. The SLT are looking at the possibility of job shares across the school (as agreed by Governors). There are 66 first choice applications for September which may result in appeals. <i>Q Have you a waiting list for Year 3?</i> <i>A Yes.</i> <i>Q Have you got any children with EHCP's in the new Year R intake?</i> <i>A We don't have this information yet.</i> JSP discussed the inspection evidence matrix document which is on the hub. Each of the SLT have been allocated a section to be responsible for. Governors are also involved in the process to help keep everyone aware of the requirements. JSP to arrange an away day with the SLT to discuss this in more detail.	JSP
4.2	<i>Q Could you colour code in a traffic light system to demonstrate confidence in the statements?</i> <i>A Yes, JSP to arrange. A small focus group could be set up to help with this.</i> <i>Q Are you confident children are able to answer Ofsted inspector questions?</i> <i>A We are keen to revisit curriculum subjects to ensure children remember topics.</i> It was suggested Governors could include asking children questions when conducting learning walks. Some of the Governors attended a briefing on the new Ofsted Framework in the autumn and a similar briefing is being arranged within the school for all Governors in the Summer.	JSP JH
4.3	There are new requirements for Sex & Relationship Education in Primary Schools that include for the school producing its own SRE policy that requires prior consultation with parents. This must be in place by September 2020. There are additional requirements in respect of Character Education that must also be in place by September 2020. The school have a statutory obligation to ensure the guidance is followed. Guidance is also being provided by the Diocese. JSP to arrange a meeting date to progress this further.	JSP
4.4	School Development Plan. In future reports, Governors asked for a summary of key points outlining if there are any particular concerns and highlighting item that were not on track. JSP to action.	JSP
4.5	Mini bus <i>Q How many can the mini bus hold?</i> <i>A 16 plus a driver.</i> <i>Q Could volunteers be used to drive the bus?</i> <i>A No, the driver must be MIDAS trained and be a Hampshire County Council (HCC) employee.</i> <i>Q Why have we agreed to a 3 year lease and not 6 years?</i> <i>A To ensure it is successful before committing further.</i> <i>Q Will it be used for sporting events?</i> <i>A It can be used for transporting to team events where there is a set number of children.</i> <i>Q Where will the mini bus be parked?</i> <i>A Either behind the school or on the drive next to the school.</i>	

	Governors were all supportive of the school having a mini bus. IW to write a thank you note to FOSPS who are funding the project.	IW
5	Parent Survey update	
5.1	JSP wrote to parents to update them on issues raised in the survey. JSP has two open mornings booked where parents can come into school and discuss any concerns. These sessions will be held once every half term. Consideration to be given to holding sessions in the evening.	JSP
5.2	JSP to provide tracker on Parent Survey actions and how these are being progressed. .	JSP
6	Updates from the committees	
6.1	Finance and Buildings	
	AW discussed the headlines which included the 2019/20 budget. The Governors formally approved the Schools Financial Value Standard (SFVS) and this will be submitted before the end of March. FOSPS are being very supportive and helping with items on the investment plan. RB to amend the typo on the dashboard. <i>Q Will a budget surplus over a certain amount cause problems?</i> <i>A Our surplus is being reduced due to staff costs. Governors approve a three year budget and the school is not showing a surplus in year 3.</i> RB to upload the approved Governor Allowance policy.	RB RB
6.2	Curriculum and Standards	
	IW discussed the headlines which were uploaded prior to the meeting. Governors would like a greater understanding of the children that are absent and what drives this number. <i>Q Years 2, and 5 seem to have a challenges at this time of the year. Why does this happen at the end of the key stage?</i> <i>A There have been improvements in the last couple of years. Year 2 staff are cautious with their assessments as they are due to be moderated. We are doing another data capture in 10 days time. There have been some behavioural issues in year 5.</i> <i>Q Behaviour is improving, however, this is an issue coming through in the staff exit interviews.</i> <i>A There is an increase in children coming in with behaviour issues which have affected staff. There was a staff meeting last night where staff agreed that behaviour is improving.</i> <i>Q How do you track behaviour? The new Ofsted criteria will focus on behaviour.</i> <i>A JF tracks behaviour and reports on it half termly at the C & S meetings. We are looking at parental involvement to improve behaviour of individual children.</i> SEND – CY discussed the SEND report which will be uploaded to the hub. There is a delay in the turnaround of EHCP approval from HCC. The school have to pay for the first 12 hours support for a child. CY is meeting with Zoe regularly and the policy and report have been discussed for each year group. Governor responsibilities are detailed in the SEN policy and these were reviewed at a SEN meeting during the Autumn term. IW to review to ensure these are all being addressed. <i>Q Are there overlaps with SEN and behavioural issues?</i> <i>A Yes and we are looking at Zoe becoming the Inclusion Co-ordinator.</i>	IW
6.3	Personnel	
	The next meeting is on Friday 7 th February . IW outlined what the personnel committee covers in the meetings. <i>Q Some of the children are struggling with the change in staff and aren't always aware of the names of the supply teachers. Could this be addressed?</i> <i>A JSP will discuss this with staff.</i>	JSP

6.4	Health and safety	
	The next meeting is in March.	
6.5	Pay	
	Nothing to discuss.	
7	Policies and procedures for review: Governors Allowance Policy SEN policy and information report Admissions policy HCC Governors Good Practice Guide Governing Body Code of Conduct	
	The Governors all approved the above policies. JFY to amend wording on the Governor Body Code of Conduct. (completed)	
8	Comms update to include review of information published on the website	
	Governors to send any information to EP for the newsletter. EP has reviewed the website and raised a query about including the IDSR. EP to raise any issues with JSP. The relationship and sex education policy is to be uploaded when approved. The Governor pictures have all been updated on the board.	EP
9	Training and Governor development update to include skills audit	
	All Governors should take advantage of the training courses offered and specifically need to do the e-learning on safeguarding and then update their individual training records. Governors to book onto training and if a course is full, put their name on the waiting list. SL is booked on the health and safety training. Any new Governors to the F & B committee should book on the stage one and two Finance training. There will be training arranged on the new Ofsted framework in May/June. JFY to put the paper in future FGB files (completed). JH will conduct a termly safeguarding visit to the school.	All
10	Risk register	
	JH discussed the risk register which was uploaded to the hub.	
11	Chairs report	
	The Chairs report was uploaded prior to the meeting. IW discussed the report. IW to amend wording on the staffing section. The Governors approved the clerk contract and the SLA agreement for 2020/21. Governor conference is on 9 June – if Governors are interested in attending, let IW know.	IW
12	Correspondence	
	None to discuss.	
13	Any other business	
13.1	JFY to include the Vision statement on the bottom of each agenda.	JFY
13.2	Subject leads – each Governor to make contact with their paired member of staff and arrange an alternative time if required. IW to circulate the terms of reference. DP was allocated Geography. IW to arrange the Governor day.	IW
13.3	Governors day has been booked for 18 June. TC to send out dates for the year.	TC
14	Impact of meeting	
	<u>Accountability/Compliance</u> The policies were approved. Governors challenged on the situation in Year 5. Compliance with RSE and Character Educations were discussed and preliminary plans were agreed.	

	<u>Strategic Leadership</u> Governors challenged on the preparations for the next Ofsted visit. <u>People</u> Staffing issues were discussed. All Governors agreed to undertake safeguarding training. <u>Evaluation</u> All Governors agreed to undertake safeguarding training and update their training record.	
15	Date of next meeting: 24 March 2020 at 7pm	

Signed

Dated 24 March 2020

Glossary of Terms used in minutes and associated documents:

FFT	Fischer Family Trust	FGB	Full Governing Body Meeting
FMSIS	Financial Management Standards in Schools	FSM	Free School Meals
GDC	Governors' Discipline Committee	HCC	Hampshire County Council
HLTA	Higher Level Teaching Assistant	HT	Head Teacher
INSET	In-Service Education and Training	KS1/KS2	Key Stage 1 (Years R,1&2) KS2 (Years 3-6)
LA	Local Authority	LLP	Leadership & Learning Partner
LSA	Learning Support Assistant	PAN	Pupil Admission Number
PPA	Planning, Preparation and Admin	SEF	Self-Evaluation Form
PTA	Parent Teacher Association	SEND	Special Education Needs & Disabilities
SENCO	Special Education Needs Coordinator	SFVS	Schools Financial Value Standard
SDP	School Development Plan	SLA	Service Level Agreement
TLG	Training Liaison Governor	TOR	Terms of Reference
EHCP	Education Health Care Plan		