



Date: 2 April 2019	Start time: 7.00pm	End time: 8.45pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	Andy Vincent (AW) Vice Chair
John Paterson (JSP) Head Teacher	Renata Bush (RB)	Emma Palk (EP)
Cheryl Young (CY)		Lisa Foster (LF)
Jon Flynn (JF)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Bobbie Branson (BB)		
Chris Newhouse (CN)		
Sarah Chase (SC)		
Tanya Clay (TC)		
Jill Phipps (JPH)		
Judy Hillier (JH)		

*Blue type denotes support and challenge from the Governors*

Item	Subject	Action
<b>1</b>	<b>Welcome and apologies Prayer</b>	
	IW welcomed everyone to the meeting. Apologies were received and accepted from AV, LF and EP. The meeting was quorate. CY led the prayer.	
<b>2</b>	<b>Register of pecuniary interests</b>	
	There were no pecuniary interests declared.	
<b>3</b>	<b>Minutes of previous meeting held on 5 February 2019 3a) Approval 3b) Actions and matters arising</b>	
<b>3a</b>	The minutes of the previous meeting were agreed as a true record and the chair was authorised to sign.	
<b>3b</b>	25.9.18 (9.1) JP to arrange for staff to contact link Governors – CY has been in contact with Zoe regarding SEND. JPH is meeting with Ellie on 4.4.19. JSP and IW will send an email to encourage Governors and staff to meet so staff can share their development plans. Governors to attend a staff meeting to discuss this matter with staff – JF to contact BB with possible dates.	IW/JSP JF
<b>3b1</b>	11.12.18 (11.2) Investigate links with parish link scheme – nothing to report. Action closed. 05.02.19 (4.1) Ofsted Inspection Consultation – Feedback to Governors after meeting with staff – the SLT have met to discuss this and there is a plan to move forward. Action	

	<p>complete.</p> <p><i>Q What is the perception from staff regarding the changes?</i></p> <p><i>A Staff are looking at the curriculum to ensure it meets pupil needs. The curriculum rather than data is a big focus across all schools. Changes will take place from September. The next Ofsted is likely to be around October 2020.</i></p> <p>05.02.19 (4.2) Governors to feedback following confidential discussion regarding JSP future role – action completed.</p> <p>05.02.19 (5.1) Analyse survey responses / potential actions with view to delivering improvements. Ongoing - Action is JSP</p> <p>05.02.19 (5.2) Feedback survey results to parents through parent mail and Governor newsletter. Feedback results to staff – action completed. BB to review the questionnaire and consider how and when the next surveys will take place.</p> <p>05.02.19 (6.3) Analyse effectiveness of TA's and report back in July – ongoing.</p>	<p>JSP</p> <p>BB</p> <p>JSP</p>
<b>3b2</b>	<p>05.02.19 (9.1) Give info to JSP following compliance check on website – action completed.</p> <p>05.02.19 (9.2) Content for Newsletter to be forwarded to EP with Newsletter to be issues immediately after the Easter holidays.</p> <p>05.02.19 (10) Complete skills audit and forward to JH – ongoing.</p> <p>05.02.19 (14.2) JSP to talk to Scot re playing field proposal – the total cost would be £50K and the costs are now being broken down – ongoing. JSP to feedback to CN on timings.</p>	<p>ALL</p> <p>ALL</p> <p>JSP</p>
<b>4</b>	<p><b>HT report to include:</b></p> <p><b>Secondment update</b></p> <p><b>PAN arrangements</b></p>	
<b>4</b>	<p>The HT report was uploaded prior to the meeting and was discussed in detail. Exclusions have been an issue in Years 5 and 6.</p> <p><i>Q How do you report this?</i></p> <p><i>A On the number of exclusions, not particular children.</i></p> <p>The Behaviour Support Team are involved to support the school and parents with these children.</p> <p><i>Q Are you doing everything you can to support these children?</i></p> <p><i>A Yes, we are supporting them as much as possible, however, we have to consider the outcomes of the other children in the class.</i></p> <p>Data is a focus. We are looking at how we are supporting children and analysing the data in more detail. Teachers are cautious with their reporting and this was discussed during performance management meetings.</p> <p><i>Q Will the data received make you work differently?</i></p> <p><i>A No as staff are confident with the interventions in place.</i></p> <p><i>Q Can you learn from the way other schools are presenting their data?</i></p> <p><i>A The other schools that JSP has worked with are in a similar position.</i></p> <p><i>Q Is there anything Governors can do to help with this matter?</i></p> <p><i>A JSP is meeting with the SLT and will feedback to the Governors if help is required.</i></p> <p>JSP's secondment at Olivers Battery will cease at Easter. JSP has started supporting Wickham primary school and this will run until the end of the summer term. This has been approved by the Governors. If an extension of the secondment is required, an extra ordinary meeting will be called to make a decision. JF is due to be Head of School for the summer term.</p> <p><i>Q Are we measuring the effect of JSP's absence?</i></p> <p><i>A Yes, BB and IW met with JSP, Siobhan and Tony. The risk matrix was discussed and the risks are being managed. Parent feedback has been limited to date which has been taken positively as changes to class teachers has been limited.</i></p> <p><i>Q What do the staff think about the changes?</i></p> <p><i>A JSP has emailed the staff to gauge their reaction and has asked for feedback on the last half term. JSP to feed back to Governors.</i></p>	<p>JSP</p>

	Year 6 KS2 results are predicted to be lower this year but every effort is being made to mitigate. Admission – there are 57 first choice applications. We expect to be full in September.	
<b>5</b>	<b>Updates from the committees</b>	
<b>5.1</b>	F & B – a written report was uploaded which AW discussed. 2019/20 Budget will be presented for approval at the next FGB. C & S – a written report was uploaded which IW discussed. The meetings are very informative and the data is discussed in detail. Staff attend these meetings to update Governors on key areas. Personnel – a written report has been uploaded. BB discussed the report. There have been some recommendations received for the complaints guidance. JPH is reviewing the model suggested, and will come back with a proposal. This will go to the personnel committee in June. JFY to add to the personnel agenda (completed). JPH to arrange for a draft to go on the website. JSP suggested this comes under the MOPP. BB will look at the MOPP version to see if it matches the Diocese recommendation. Health & Safety – a written report has been uploaded. SC ran through the report. Link Governor update – already covered. Foundation Governor update – nothing to update.	JPH/BB
<b>5.2</b>	IT strategy - Agreed we needed to review the effectiveness of last years investment and determine our forward strategy.	IW/AV
<b>6</b>	<b>Governor training 2018/19 and Governor recruitment to include skills audit summary</b>	
	The training report was uploaded prior to the meeting. JH discussed the new training brochure and conference. Governors can book themselves onto the courses and JH receives notification that a booking has been made. Governors need to send JH a note of key points following training received. There are two places on the local conference on 21 June. BB and IW will attend and will book places. Governors to let IW know if they would like to attend.	IW/BB All
<b>7</b>	<b>Project Acorn</b>	
	This will start at the beginning at the next school year. Final timelines and plan will be issued at the next FGB.	
<b>8</b>	<b>Comms update to include parent survey update</b>	
	The Comms update was uploaded prior to the meeting. IW ran through the report written by EP. Newsletter - JPH to write a section on the trip to Wales. JH to give a brief outline on training. SC to email EP with a summary of the learning walk. An update on the O2 trip could be included from EP. Parent survey – update on feedback to be included.	JPH/JH/SC/EP
<b>9</b>	<b>Chairs report</b>	
	The Chairs report was uploaded prior to the meeting. IW discussed the report. <i>Q When does the replacement for Alison start?</i> <i>A This week. He will be working 3 afternoons.</i> <i>Q Should FOSPS money expenditure be included in the newsletter?</i> <i>A FOSPS have sent their own letter and it is included in the school newsletter.</i>	
<b>10</b>	<b>Strategy update</b>	
	A strategy session will be arranged for this to be discussed. IW to arrange this before the next meeting.	IW
<b>11</b>	<b>Update on Google Drive</b>	
	CY and JH are still unable to access emails. JFY to assist. (Completed) CY to contact school	

	if further problems.	
<b>12</b>	<b>Policies and procedures</b> <b>MOPP</b> <b>Whistleblower policy</b> <b>Governor training</b> <b>Induction training</b> <b>Home school agreement</b>	
	All policies were discussed and agreed in the relevant committees. The Governors all approved the above policies. LF and SL will review the policy and complete the check list to assess the effectiveness of their induction so we can close any outstanding items and improve in the future.	LF/SL
<b>13</b>	<b>Any other business</b>	
	<i>Q Home schooling – this has been a focus in the news. How do we manage this?</i> <i>A The school follow the HCC procedures. HCC then check children are safe.</i>  CY met with Zoe and she is learning and developing all the time. Zoe would like the SEN policy reviewed imminently as there have been many changes. This will go to the curriculum and standards committee in June and then be approved at the July FGB. JFY to add to the agenda (completed).  SC went to the Year 4 production and wished to pass on congratulations to staff. IW was impressed with the O2 production.  Governors tea - 20 June. Staff and Governors tea – 15 July.	
<b>14</b>	<b>Impact of meeting</b>	
	Critical issues for the school currently (exclusions, performance data and JSP secondment) were reviewed in detail. Communications with parents was progressed and plans for improving the skill sets and development of Governors were agreed.	
<b>15</b>	<b>Date of next meeting: 21 May 2019 at 7pm</b>	

## Signed

## Dated

Meeting Date	AP No	Subject	New Action or update	Responsibility	Ongoing or Completed
25.09.18	9.1	JP to arrange for staff to contact link Governors	CY has been in contact with Zoe regarding SEND. JPH is meeting with Ellie on 4.4.19.	JF to contact BB with possible dates. JSP and IW will send an email to encourage Governors and staff to meet.	Ongoing
05.02.19	6.3	Analyse effectiveness of TA's and report back in July.	Discuss in July	JSP	Ongoing
05.02.19	5.1	Analyse survey responses / potential actions with view to delivering improvements.	Update	JSP	Ongoing
02.04.19	3b1	BB to review the parent questionnaire and consider how and when the next surveys will take place.	New	BB	

05.02.19	10	Complete skills audit and forward to JH.	Update 6 Governors to complete audit.	Ongoing
02.04.19	3b2	JSP to talk to Scot re playing field proposal.	Update The total cost would be £50K and the costs are now being broken down – ongoing.	JSP to feedback to CN on timings.
05.02.19	4	JSP Secondment.	New JSP has emailed the staff to gauge reaction and has asked for feedback on the last half term.	JSP to feed back to Governors.
05.02.19	5.1	Complaints guidance	New Arrange for draft policy to go on website. BB to compare HCC policy to Diocese.	JPH/BB
05.02.19	5.2	IT Strategy	New Arrange group to discuss IT strategy	IW/AV
05.02.19	6	Governor conference	New Book onto conference.	IW/BB/All
05.02.19	8	Comms update/newsletter	New Write updates for newsletter.	JPH/JH/SC/EP
05.02.19	10	Strategy update	Arrange strategy session.	IW
05.02.19	12	Induction policy	Review	LF/SL

**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		