
5 **Matters Arising/Actions from last meeting**

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| 1. JP suggested that there needs to be a 'worship' page/subheading on the school website in the future. JSP put the school prayer on the website | JSP |
| 2. The marketing group will consist of AV, NSm and SC. They will arrange to meet | AV/SC/NSm |
| 3. Completion date changed to November 2016. | |
| 4. The ERP will be recommended at the next H&S Committee meeting on 10 th October 2016 | IW |
| 5. JP has created the Gov newsletter and it will focus on a specific governor each edition. There will be x1 per term going forward. | |
| 6. Revised TOR for each Committee to be ready for ratification at next FGB meeting in November. RB will send out old versions and revised F&B Committee TOR for reference. | RB |
| 7. Learning Walks rota done for this term and is with JPa to share with teachers. Next terms should be done in advance as people need as much notice as possible. | |
| 8. Complete | |
| 9. Almost all governors have completed the Skills Audit. KD will work to support those who have yet to complete. | KD |
| 10. Complete | |
| 12. Admission policy is under review and the diocese and parents now need to be consulted once ratified by the FGB. To be bought to November FGB meeting. | JSP/JP |
| 15. Complete. | |
| 16. JSP to give a presentation on homework at next FGB meeting. The presentation should include information gathered from pupil conference and parental survey. JF to work out how to get working parents views. Governors 'meet and greet' at school gate should be started again and any comments re: homework to be fed back to JSP. | JSP/JF |
| 17. Complete | |

6 **Headteacher's Report**

JPa shared a written report prior to the meeting.

NOR lower than where we would like to be. Holding an open session for prospective parents soon. End of year data is positive. Progress from KS1 to KS2 is very good. Reading and Writing is significantly above national average and Maths is only .1 or .2 away from being significantly above national average. The challenge will be to maintain this level with the recent budget cuts and subsequent staff reductions. We will look at our TA allocation closely and aim to have a TA in every class in the morning. Yr1 and 2 have a TA each morning and afternoon. Some schools have a TA in each class all day but more TA's does not equate to better results. The quality of the TA is important. Parent volunteers have been asked for and 10 parents have come forward.

There followed a discussion around the high achieving Yr3. JPa explained that this was due to a combination of factors and not just the fact that it was a small cohort.

JPa stated that they must work to maintain this level if result and keep their focus going forward. There will be a data capture in November, February and May to ensure that they are on target.

Q. How many parents would you have wanted to come forward to volunteer?

A. We would like someone in every day in each class. It is important that we treat this group of people well. We could put an article in the parish magazine to reach a wider audience than just our parents.

NSm suggested approaching local business who may release staff to come and read with pupils in schools.

BB suggested contacting local colleges to get volunteers from students doing relevant

qualifications to come into school to help.

Q. Are your expectations from a volunteer the same as a TA?

A. No. We would need to train our volunteers, but they would only go so far.

JH – it will be up to Committee groups to monitor the impact of staffing on attainment levels.

Q. [From the data] it looks like attendance has dropped under the target. Why is this?

A. I am meeting someone from County to review our systems and see what we can do about this.

JH – in the next HT report, please outline what interventions are being put in place to increase attendance.

JPa

7 **Committee Updates/Highlights**

7a **F&B**

The focus was on the financial position of the school and how we could reduce costs to achieve a deficit of £20,000. We drafted the proposal which was presented at the Extraordinary FGB meeting.

7b **C&S**

Agreed our new TOR. Discussed progress in all year groups and new progress measures that have been put in place.

7c **Personnel**

Looked at issues around bullying and how it is often confused with bad behaviour by parents. Looked at the internet usage policy. County have given some guidance.

Staff are expressing concerns about the use of IRIS. JF is looking at supporting staff with this.

7d **H&S**

Investigating costs of getting an independent assessment of H&S. There could be provision for this under the current SLA but we don't want a 'tick box' exercise which is what it could be.

Q. Are the school pre-warned when fire drills will happen?

A. The first is planned and everyone is aware of when it will happen so the children can be shown what to do. The next one only the staff are aware of when it will happen. The following one is only known by HT.

Q. When will be final accounts of the Yr2 classroom build be known?

A. This will be presented to the F&B Committee at the next meeting.

8 **Teacher Pay Policy**

Consultation has gone out. The policy is based on a model given by County. Not much has changed.

The Teacher Pay Policy was approved by the FGB.

9 **Collective Worship**

Looking at the policy as it was last reviewed in 2011. JP is working with Liz to update. Monitoring assemblies. If Governors see an example of collective workshop, they should complete the form. Some governors have ordered books/useful resources. It was suggested that a library of useful resources/books be available to governors. JSP comments that there is a staff library and that governors could also use this.

JH wanted to check that everyone got the Diocese newsletter.

JSP wanted to make governors aware that they received a complaint from a parent who was unhappy that the school had a poster up promoting Harry Potter books. The school has not changed anything as a result of this comment, but he wanted governors to be aware of it. The

governors were not concerned and did not think that it needed to be escalated.

10 **Chairs Report**

JH shared a written report prior to the meeting.

10a NGA Skills Review – Most Governors have now completed the skills audit survey. KD will support those who are having technical difficulty. KD

10b Linked subjects – JH has received some responses from those governors who have preferred subjects to be linked with. A table was drawn up. JH will distribute this. JH

Schools gate rota will be sent out. There have been no complaints since the last meeting and one exclusion has occurred which has not gone to appeal.

The issue of academy status will be on the agenda for the next FGB meeting. The next newsletter KD/JH should include positive messages about academies.

Issue of staff room not being a pleasant place to be. What do staff think? When it was visited by governors it was a hot day and it was uncomfortable in there. A portable A/C unit had been donated to the school and this did go into the staff room on particularly hot days.

11 **Training**

Everyone should have received the County training directory.

The governors who attend training should try to summarise the key points to send round the rest of the board so all can benefit.

BB recently attended a H&S course and will scan the resources to share with the board. She also recommended that all those governors that sit on the Personnel Committee should attend the courses 'Understanding Personnel Matters in School' and 'Actions for Governing Boards on Employment Matters'. BB will also send round the key points from this training to all governors. BB

All governors should complete the safeguarding e-learning training. This can be found by logging into the HCC Governor Services intranet at <https://www3.hants.gov.uk/governor-login>. Once you have logged in you will see a list of all e-learning courses on the far right hand side of the screen. NSa will be taking the lead on this to ensure that everyone completes it. NSa

12 There has been no correspondence.

13 **AOB**

Q. JH asked everyone to reflect upon the impact that this meeting has on pupils in the school.

A. It reminds ourselves to constantly reflect on practice.

We have a better understanding of our roles

Allows for strategic planning. Awareness that we need to sustain this effort

Gives us clear structure for what we need to do

Having this first meeting of the new term is important to get focus

Things need to link into the SIP more. Committee should focus on what works well.

Children are central to this meeting. Get the admin elements of the Board out of the way so that we can concentrate on them.

Have a focus on the year to come. Everyone knows their roles.

Good way to celebrate with JPa and JF on the great results. Look to reflect and investigate weak areas. Must be mindful to look after staff.

NSa asked for volunteers to man the bar at the fireworks. Set up by 5pm, clear up by 8pm. Let All NSa know what you can do.

Entering Governor details into Edubase is in-hand for completion by the end of the month.

There have been changes to the strategic requirement for PP. A draft proposal will be written. Jpa

Request to add the time management feature back into agenda.

JH/KD

'Ewe Matters' – majority vote received to go ahead and take part in this initiative

JH/JPa

HT report should reflect directly back to SIP. The key objectives should included and be RAGJPA rated.

CT will be formally tendering her resignation shortly. She will finish at the end of this term. A new Foundation Governor needs to be head hunted to replace her. An advert will go out to parents and the church. Particularly encourage applications from new YrR families. It would be good to have someone with legal expertise as this is a skills gap on the Board currently.

There may be a possible co-opted vacancy on the Board as JH has been put forward to act as LA Governor.

Meeting closed at 9pm.

Meeting dates:

Next FGB meeting - 17th November 2016 at 7pm.

F&B Committee - 11th November 2016 at 8am

C&S Committee - 14th November 2016 at 3.45pm

H&S Committee - 10th October 2016

Personnel Committee meetings:

Monday 21st November at 5.15 pm

Monday 20th March at 5.15 pm

Monday 22nd May at 5.15 pm

Action Required	By Whom	Date of Completion
1. School prayer on website	Jill Phipps	October 16
2. Formation of Marketing Group to include setting up a risk register. Marketing Group to meet	Judy Hillier	November 16
3. Numicon maths curriculum briefing for parents	John Paterson	November 16
4. Emergency Response Plan to be considered at the next Health & Safety Committee meeting	Ian Wollam, Chair of H&S	October 16
5. Governors newsletter to be created	Jill Phipps	Complete
6. Terms of Reference from each committee to be updated in September	Nick Smith, Chair of F&B Ian Wollam, Chair of H&S Chris Tatum, Chair of C&S Jill Phipps, Chair Admissions Ian Wollam Chair of Pay Bobbie Branson, Chair of Personnel Nikki Sanchez Chair of Staff Dismissal Chris Newhouse Chair of Staff Dismissal Appeal Nikki Sanchez Chair of Exclusion	Following committee elections November 16
7. New Learning Walk rota for new academic year.	Sarah Chase	Complete for Autumn term
8. Detailed HT responses to be shared with FGB.	John Paterson	Complete
9. Skills audit questionnaires to be completed by all Governors	All	Complete
10. Agenda item Collective Worship update for September's meeting	Judy Hillier & Kate Dalton	Complete
11. Behaviour and Bullying Policies be reviewed by the Curriculum and Standards Committee	Chris Tatum – Chair Curriculum and Standards Committee	November 16
12. The Admissions Policy to be reviewed by Admissions Committee and Finance & Buildings Committee. To be brought to FGB	Jill Phipps, Chair Admissions Nick Smith, Chair of F&B	17 th November 16
13. Develop a plan to refresh School Values	Jill Phipps	January 17
14. Develop a plan for a pastoral care system for staff and governors	Jill Phipps	January 17
15. Develop a collective worship and a worship council	Jill Phipps	Complete
16. Meeting regarding homework – John, Chris Newhouse, Judy and Andy. John to give presentation to FGB	John Paterson, Chris Newhouse, Judy Hillier and Andy Vincent.	17 th November 16

17.	Governors to link to classes and subjects – Judy to email.	Judy Hillier	Complete
18.	Thank you letter and gift to Mike Middleton	Renata Bush	completed
19.	Staff room not a good space – add to work plan to improve. Tax efficient fund raising. Amazon gift page – Gov work plan	Judy Hillier	added
20.	Plans to spend PP money to be taken to F&B Committee	John Paterson	November 16
21.			

Key Dates

Date	Time	Event
Tuesday 4 th October	9.30am-11.30am	Open session for prospective parents
Wednesday 5 th October	KS2 9.30am KS1 11am	Harvest Festival
Thursday 20 th October	1.30pm-3.30pm	Open session for prospective parents
Friday 4 th November		FOSPS Fireworks
Tuesday 8 th November		Y1-Y6 Parents Evening
Wednesday 16 th November		Y1-Y6 Parents Evening
Monday 12 th December	2.15pm	Y1&Y2 Christmas production to parents
Tuesday 13 th December	2.15pm	Y1&Y2 Christmas production to parents
Friday 16 th December	9.15am and 2.15pm	Carols around the tree
TBC	TBC	Governor Christmas drink