

**Minutes of the Full Governing Board Meeting
 of Swanmore CE (Aided) Primary School
 held on 26th January 2017 at 6pm in 4J classroom**



Present: Judy Hillier (Chair) JH Tanya Clay (Staff Governor) TC
 John Pateron (Headteacher) JSP Bobbie Branson (Foundation Governor) BB
 Jill Phipps (Ex-Officio Governor) JP Andy Vincent (Parent Governor) AV
 Ian Wollam (Foundation Governor) IW Cheryl Young (Foundation Governor) CY
 Nicola Sanchez (Foundation Governor) NSa Sarah Chase (Foundation Governor) SC
 Chris Newhouse (Parent Governor) CN Andrew Wilkinson (Foundation Governor) JW

In Attendance: Renata Bush (Business Manager) RB, Kate Dalton (Clerk) KD

Apologies: Nick Smith (Foundation Governor and Vice Chair), Jon Flynn (Deputy Headteacher)

- 1 JH welcomed everyone to the meeting and introduced John Lewis who would be facilitating some training on policies.
Apologies received and accepted from Nick Smith and Jon Flynn
- 2 John Lewis led on a training session on policies with a focus on Behaviour and Marking policies
Actions from training session:
 - ⌚ Action 1 - Ensure terms of reference have clear review of policies and which committee is responsible
 - ⌚ Action 2 – Forward planning for reviewing policies to ensure reviewed in time
 - ⌚ Action 3 – Share policy document in the key and share most up to date points and evaluation and monitoring
 - ⌚ Action 4 – Share list of statutory policies
 - ⌚ Action 5 – John to share SMSC effectiveness and understanding
 - ⌚ Action 6 – Monitoring check sheets for policies – beginning with Behaviour policy – standard question
- 3 **20:00 FGB Meeting started**
JP started the meeting with a prayer.

There were no declarations of interest.
- 4 **Minutes from last meeting on 17th November 2016.**
Minutes from the last meeting were agreed and approved.
- 5 **Matters/Actions from last meeting – Appendix I**
 1. The Marketing Group will form from the Strategic Working Group who will meet in March and bring a proposal to FGB
 2. JSP has arranged a Numicon maths curriculum briefing for parents for 4th April 2017
 3. Governors newsletter is continuing and the latest issue will be out shortly
 4. Terms of Reference have been received from committee chairs and circulated to all governors for comment.

-
6. Another skills audit for governors will take place Summer/Autumn term to identify and skills gaps on the FGB.
 7. Anti-bullying Policy have been reviewed and ratified by C&S Committee. Behaviour policy will be reviewed at the next meeting.
 8. JP circulated a proposal the the FGB to change the school values. This will form part of a wider review of the school positioning (values, vision, mission and ethos). Foundation Governors will put together a proposal and bring to next FGB meeting for consultation.

JP

6 **Governing Body Membership**

- 6a. JH formally welcomed Andrew Wilkinson as the new Foundation Governor.
- 6b. JH explained to governors that she is now formally been accepted as the Local Authority Governor with support from Councillor Huxstep.

7 **Committee Terms of Reference**

Terms of Reference has been circulated to all governors prior to the meeting for review and comment. KD will combine all the Terms of Reference into one document and circulate to governors KD again.

8 **School Update**

JSP shared his school update summary prior to the meeting. He highlighted:

- 🕒 Yr2 have been allocated additional support in Maths
- 🕒 Yr6 data is not looking strong presently. The pupils have been receiving 1:1 support from the English Lead, and have increased TA time. The DHT,JF, has moved from Yr5 to offer more support in the Yr6 class.
- 🕒 Maintaining the rate of progress throughout the year could be challenging.

JSP has attended the Excellence Transformation Collaboration Learning Alliance at Wildern School. This group shares good practice and training opportunities.

The school had had an annual visit from the LLP who graded the school as 'Low Risk' – meaning that it does not require additional support or repeated visits and there were no concerns although they made some helpful minor points for improvement.

JSP will send out the Pupil Premium strategy to all governors and this will be available on the school JSP website.

Q. Do the additional measures put in place to support Yr6 have financial implication?

A. Some additional TA hours have been allocated. JSP will personally be replacing the English Lead in the classroom so there is no financial impact.

Q. Is this [Yr6 data] having an effect on staff morale?

A. The Yr6 team are picking up on the pressure that the the whole school is feeling but teachers are being supported.

The performance data will be reported to the C&S Committee who will monitor the progress that Yr6 is making with the additional measures.

9 **Committee Updates and minutes.**

Committee minutes were shared prior to the meeting. All chairs gave some key headlines which were circulated with the agenda before the meeting (Appendix 2).

Curriculum and Standards Committee

More work will be done on the behaviour policy at the next committee meeting in March. The Anti-bullying Policy is ready to go out to parents.

Health and Safety Committee

The Emergency Response Plan has been amended to make it easier to follow. This was shared with the FGB prior to the meeting for comment. The external audit will be conducted free of charge as it forms part of the HCC SLA.

Personnel Committee

This was the first meeting that BB had led on. She has restructured the agenda and set dates.

10 **Policies**

The Admissions, Anti-bullying and Health and Safety policies were shared with the FGB prior to the meeting for comment. All the policies had been ratified through the relevant committee. The policies were noted as ratified.

11 **Chair's Report**

JH had shared a written report on the agenda with members prior to the meeting.

JW attended a consultation meeting at Bishop's Waltham Infant/Junior School where they discussed the proposal to move to 3 form entry in 2018/2019. There is lots of building work happening locally which will mean the catchment area will increase and BW is in need of additional primary school places. However it was considered that this will have a potential impact on Swanmore Primary School NOR.

12 **Governor Training Update**

CY will put together a summary page of training attended by Governors to present to next FGB. CY

AOB

TC wanted to remind governors about the school gate rota which had been circulated to all. SC mentioned a Prayer, Bake, Read event she attended led by the Diocese– please contact SC if you want to be mentioned in prayers. The idea is that there are stronger links between the church and the school and so members of the congregation are being encouraged to offer their time to the school to hear children read. Any volunteers from the church have been told to contact foundation governors or go direct to the school office. Member of the congregation have also been baking cakes for staff which has been very well received.

Meeting closed at 21:15

Date of next meeting:

Thursday 23rd March 2017.

Appendix 1 – Actions

Action Required	By Whom	Date of Completion
1. Marketing Group to include setting up a risk register will form from the Strategic Working Group.	Judy Hillier	May 2017
2. Numicon maths curriculum briefing for parents	John Paterson	Complete - 4 th April 17
3. Governors newsletter to be created	Jill Phipps/Tanya Clay	Next edition a work in progress
4. Behaviour Policy to be reviewed by the Curriculum and Standards Committee	Ian Wollam– Chair Curriculum and Standards Committee	March 17
5. Develop a plan to refresh School Values to include review of school Vision, Ethos and Mission. FD to bring proposal to FGB	Jill Phipps	March 17
6. Develop a plan for a pastoral care system for staff and governors	Jill Phipps	June 2017
7. Meeting regarding homework – John, Chris Newhouse, Judy and Andy.	John Paterson, Chris Newhouse, Judy Hillier and Andy Vincent. AV to lead	asap
8. Proposals to spend Pupil Premium monies to be taken to F&B Committee	John Paterson	on agenda
9. All Governors to undertake e-learning course on Safeguarding https://www3.hants.gov.uk/governor-login	FGB	CY

