

Rangeworthy CEVC School
Minutes of a meeting of the Full Governing Body
held on Tuesday 10th May 2016 in the School at 6.30pm

No	Item	Action
1	<p>Present: Janet Dickson, Jeanette Mullen (Chair), Jenny Eastment, Sarah Hoptroff, David Russell, Susan Warnock, Liz Edmunds</p> <p>In attendance: Sarah Fletcher (Clerk)</p>	
2	<p>Apologies were received and accepted from: Emma Pattullo (childcare), Anita Ackerman (holiday)</p>	
3	<p>Declaration of Interests: No governor had any pecuniary interest to declare in relation to agenda items.</p>	
4	<p>Governing Body Business</p> <ul style="list-style-type: none"> • Co-opt new governor – Jeanette Mullen proposed that Liz Edmunds; a helper at the school with the desirable skills and experience needed, is co-opted to the GB. This was seconded by Janet Dickson and agreed by all. Liz was welcomed to the Governing Body. • Vice Chair – no nominations received, carry forward until 09/16 • Governor Responsibilities – Jeanette Mullen and David Russell agreed to takeover responsibility for Safeguarding. Jenny Eastment agreed to take over responsibility for SEN and Pupil Premium. 	<p>SF to advise LA</p> <p>Agenda Term 1 2016/17 SF to update responsibilities list</p>
5	<p>Minutes of the previous meeting: (held 1-3-16) Were agreed as an accurate record. Proposed by SH, seconded by JD, agreed by all and signed by the Chair. There were no questions raised from Appendix 1.</p>	
6	<p>Matters Arising Staff Sickness Insurance – following a thorough investigation the Finance committee had agreed that the school should continue with Integra. To be reviewed again in 2016/17.</p>	
7	<p>Headteacher's report – <i>circulated prior to meeting</i></p> <p>Admissions Q – how many of the 14 application have been accepted? HT – 12 have been accepted and the school is also gaining 2 new pupils in Years 1 and 4.</p> <p>Training Q – was the phonics training attended by Mrs Welsby just for EYFS? HT – no it was all phonics</p> <p>Mastery and Mindset – new characters have been developed and this will be launched in 09/16. The GB was shown examples.</p> <p>Teaching Q – How will the release time be funded? HT – it has been agreed by the LA that they will fund this</p> <p>Breakfast Club update – Mrs Pumford will be the leader from 09/16, one of the assistant positions had been filled and there is another vacant position for 2 mornings per week.</p>	

	<p>Attendance Q – has any action been taken following the analysis? HT – reasons for absence were looked at and parents spoken to. All actions have been logged and there are no concerns following the analysis. SDP <i>Circulated prior to meeting</i> The HT reported that it had been updated and there are no major changes. The GB discussed Safeguarding monitoring and it was agreed that the HT would meet with JM and DR. Safeguarding training will be investigated. SEF <i>Circulated prior to meeting</i> The HT had rewritten this so that it was only 4 pages in length. The GB felt that it was a very concise and helpful document.</p>	JD, JM, DR
8	<p>LA Review Another review is taking place on 26-5-16 and governors were asked to attend at 8am if they could. JM and SH confirmed that they would be able to attend.</p>	JM, SH
9	<p>Website Governors discussed the website content and agreed that more information is needed to promote the GB. Governor profiles need to be updated and governors were asked to send updated information to the HT.</p>	All governors
10	<p>Action Plan Governors had met to produce an action plan and this had been circulated prior to the meeting. It was agreed that actions should be added to the agenda planner. SH will be carrying out a governor skills audit. A 'Reflection' item will be added to the end of FGB meeting agendas.</p>	SF to update planner
11	<p>Pupil Premium update Detailed costings had been put together in a report by Mrs Tarplee. The HT explained how pupil premium is funded. The report will be shared with JE who has taken over the role of Pupil Premium link governor.</p>	JD, JE
12	<p>Committee Reports: Finance and Resources Committee meeting held 25-4-16 Minutes circulated prior to meeting. Budget 2016/17 – the HT, SH and the Finance Officer had worked very hard to avoid a deficit in this year's budget. There had only been 55 pupils on roll when the census was carried out in January but by September there will be 64. Decisions had been made regarding the classes for next year, Class 1 will include EYFS and Years 1 and 2. As this class will be large it was agreed that 2 teachers will be needed each morning and the HT will be teaching the class on 4 afternoons per week. A new TA structure will also be put in place. The new staffing structure will be communicated to all parents once the budget has been submitted at the end of the month. Predicted budget surplus: 2016/17 – £19</p>	JD

	<p>2017/18 - £11,278 2018/19 - £15,320</p> <p>SH looks at monthly budget summaries and reports to the Finance committee. The budget was approved by the GB, proposed by JM, seconded by DR and agreed by all.</p> <p>Statement of Internal Control – agreed and signed by the Chair. Ethos Committee meeting held 7-3-16 <i>Minutes circulated prior to meeting</i></p> <p>Q – have the reflection zones been set up? HT – Classes 1 and 2 have their own areas set up and Class 3 will be having a mural.</p>	
13	<p>Policies – all policies circulated prior to meeting</p> <ol style="list-style-type: none"> 1. Data Protection – LA model policy agreed and signed. 2. Exclusion of Pupils – LA Behaviour handbook agreed and signed. The HT confirmed that the exclusion procedure in the handbook had been followed in practice recently. 3. Risk – new policy agreed and signed. 4. School meals provision – new policy agreed and signed. The GB discussed issues with collecting money in advance and it was agreed that email reminders would be sent. 	
14	<p>Governor Training and Visits Visit reports SEN – Paul Vosper - no questions raised. EYFS – Jeanette Mullen – the work that has gone into phonics planning is very complex but very efficient. Maths – Sarah Hoptroff - very detailed report JE had recently met with SW to discuss assessment. SW thanked governors who had invigilated this week’s SATS tests.</p>	
15	<p>Correspondence: None</p>	
16	<p>Any other Business Gazebo – a £10,000 lottery bid has been submitted by a company on the school’s behalf, to fund a new gazebo. The project will not proceed if the bid is unsuccessful.</p>	To update in Term 6
17	<p>Date of next meeting Tuesday 21st June – 7.00pm</p> <p>Meeting ended at 8.55pm</p>	