

**Rangeworthy CEVC School**  
Minutes of a meeting of the Full Governing Body  
held on Tuesday 12<sup>th</sup> May 2015 in the School at 7.30pm

No	Item	Action
1	<b>Present: Janet Dickson, Jeanette Mullen (Chair), Emma Pattullo, Jenny Eastment, Anita Ackerman, Sarah Hoptroff, David Russell, Paul Vosper, Sue Warnock</b> <b>In attendance: Sarah Fletcher (Clerk)</b>	
2	<b>Apologies: all governors were present at the meeting</b>	
3	<b>Declaration of Interests:</b> No governor had any pecuniary interest to declare in relation to agenda items	
4	<b>Minutes of the previous meeting: (held 3-3-15)</b> Proposed as an accurate record by Jenny Eastment, seconded by Emma Pattullo, agreed by all and signed by the Chair.	
5	<b>Matters arising from those minutes not otherwise on the agenda:</b> <b>1. Governor Vacancies</b> – Paul Vosper said that he would like to apply for the role of LA Governor, the clerk was asked to send him the relevant form for completion. This would mean that there will be 2 Co-opted governor vacancies and the GB discussed ways of attracting new recruits. It was agreed that the Chair would put an advertisement in the Parish Newsletter after contacting Governor Services for advice. <b>2. Marketing update</b> – The HT advised that there had been no progress made yet with the new Prospectus and she would like to get this sorted as soon as possible. A governor asked if there was any useful feedback from the questionnaires completed at the Parents Evenings. The HT said that most of their reasons for choosing the school were based on the size and location. There weren't many comments about the website that could be keyed into to help plan marketing. She added that there have been 7 offers for places in EYFS from 09/15 and that more parents who may be moving to the village have recently looked around the school. A governor asked if the school had responded to the questionnaires and the HT said that this hadn't happened yet.	SF  JM Update at next meeting.  Update at next meeting.
6	<b>Head teacher's Report</b> – <i>Report circulated prior to meeting</i> The HT confirmed that the new staffing structure from 09/15 had been advised to parents. There had been 1 application for the role of cleaner/caretaker and they would be interviewed this week. If not deemed to be suitable, the position would be re-advertised. <b>Attainment</b> – SW is attending a course on the 'Assessment Without Levels' system for Reading in July. The school will continue to use the APP system until it is in place. A governor asked about Learnpads. The HT said that they work really well and that she would like to place an order. <b>SDP</b> – The HT advised that this had been thinned out considerably with	

	<p>actions that had been completed removed from the plan and new ones added. More actions will be added following the Inset Day.</p> <p>Governors felt that it would be good to have kept the actions that have been completed on there as a record.</p> <p>The Chair reminded governors that they need to refer to the SDP when making visits to school.</p>	
7	<p><b>Disqualification by Association</b></p> <p>The HT explained this legal requirement for all staff who have contact with young children at the school to declare if they live with anyone who is disqualified from working with children. Letters have been written to all staff and volunteers concerned.</p>	
8	<p><b>ICT, Library and Class 1 changes</b></p> <p>The HT proposed the project to remove the computers from the ICT suite and relocate them in classrooms and the library. The ICT suite would then be used for storage and the library area currently located at the back of Class 1 would be removed to make that classroom larger. The new library would then be separate with a quiet working area for groups.</p> <p>The expected total cost would be £8,736.</p> <p>Breakdown:</p> <p>£1,700 – relocating the existing computers  £2,500 – new software and Learnpads  £2,700 – furniture  £500 – flooring  £200 – decorating  £100 – lighting  £1,000 extra furniture for Class 1</p> <p>£4,000 funding could be allocated from the Capital Devolved budget. The School Association has offered to donate money to purchase the Learnpads.</p> <p>SW asked that 2 new tables are purchased for Class 3 as she will have more pupils in September – agreed.</p> <p>The FGB discussed the project and agreed the spend.</p>	
9	<p><b>Ethos Committee</b></p> <p>A meeting between the HT, DR and AA had taken place. They reported that they would like to set up an Ethos Committee which would have its own Terms of Reference, hold 3 meetings per year and report back to the FGB so that it is within everyone's sights.</p> <p>Meetings would be held at the beginning of each old term and tie in with an assembly. The GB discussed the proposal and suggested that it might be a good idea to include another committee member, possibly from outside the GB. DR and AA will speak to people within the PCC about becoming an Associate Member of the GB.</p> <p>The clerk advised that the GB would need to vote the Associate member in at the next meeting.</p>	<p>TOR and Committee members to be agreed at next meeting.  AA, DR</p>
10	<p><b>Committee Reports:</b></p> <p><b>Curriculum and Standards Committee meeting held 16-4-15</b></p> <p>Minutes circulated at the meeting. The GB discussed Visit Reports and</p>	

	<p>agreed that from now on they would all be sent to the Curriculum committee.</p> <p><b>Finance and Resources Committee – meetings held 17-3-15 and 5-5-15</b> The SFVS had been carried out and a copy of the report had been circulated with the minutes.</p> <p><b>Budget 12015/16</b> The HT advised that the carry forward from last year's budget was £12,453. This increased figure was down to staffing changes and good budgeting. Governors asked about the pupil premium carry forward amount and the HT explained how this money is allocated within the budget codes and the ways that governors can monitor it. Anonymous records of how each eligible child has a set amount and how that was spent. Outcomes can be tracked using data. Quotes are being obtained for leasing a photocopier rather than purchasing a new one. The budget was approved by governors and a copy signed by the chair.</p>	
11	<p><b>Policies</b> – all policies circulated prior to meeting</p> <ol style="list-style-type: none"> <li>1. <b>Statement of Internal Control</b> – agreed and signed.</li> <li>2. <b>Schedule of Delegated Authority</b> – agreed and signed.</li> <li>3. <b>Behaviour Policy</b> – Policy reviewed by HT and governors had been asked for comments prior to the meeting. Policy agreed and signed.</li> </ol>	
12	<p><b>Governor Training and Visits</b> <b>Visits</b> Visit reports for Assessment and EYFS had been circulated – no questions were raised.</p>	
13	<p><b>SEF</b> A new SEF had been created and the first draft had been circulated prior to the meeting. The SIA had advised the HT to focus on context as a new SEF will need to be put in place in 09/15 in line with the new ofsted structure. Governors asked if in the achievement data, the percentage that one child represents is added as this would help to make the figures clearer. The HT agreed to do this as the SEF is only shared with governors.</p>	Term 6 agenda
14	<p><b>Correspondence:</b> None</p>	
15	<p><b>Any other Business</b> Applications have been received for the TA role and shortlisting will take place on 2<sup>nd</sup> June, with interviews on 8<sup>th</sup> June. DR offered to help with this.</p>	DR
16	<p><b>Date of next meeting</b> <b>Tuesday 23<sup>rd</sup> June 2015 – 7.30pm</b> Meeting ended at 9pm</p>	