

Rangeworthy CEVC School
 Minutes of a meeting of the Full Governing Body
 held on Tuesday 13th September 2016 in the School at 7.00pm

No	Item	Action
1	<p>Present: Janet Dickson (Head), Jeanette Mullen (Chair), Susan Warnock, Paul Vosper (Associate Member), Emma Pattullo, Jenny Eastment, Sarah Hoptroff, Anita Ackerman, Liz Edmunds In attendance: Sarah Fletcher (Clerk) Maggie Cook – School Improvement Advisor (until 7.30pm)</p>	
2	<p>Apologies: David Russell</p>	
3	<p>Declaration of Interests: No governor had any pecuniary interest to declare in relation to agenda items. All governors present completed new Pecuniary Interest forms.</p>	DR to complete new form
4	<p>Elections: Janet Dickson nominated Jeanette Mullen as Chair of Governors for this academic year, this was seconded by Emma Pattullo. No other nominations. All agreed.</p>	
5	<p>Report by Maggie Cook – SIA (<i>copy of PowerPoint presentation was circulated to governors after the meeting</i>). Rangeworthy Development 2015-16 Maggie Cook summarized the action that had been taken in response to last year's report and presented Early Years, KS1 and KS2 data which was much improved. Progress data was also presented and this showed that pupils are exceeding the South Glos expected standard in Reading, Writing and Maths. Governors discussed how a new Head teacher, new curriculum and new assessment system within the past 2 years had impacted results previously. The Head teacher said that the improved results were due to all staff at the school pulling together. A governor said that the LA Review had created a lot of pressure and that staff had been unable to focus on other areas because of this. MC replied that it had been a challenge but that hard work had paid off as the school was no longer considered potentially vulnerable. Maggie Cook was thanked for her report and left the meeting.</p>	
6	<p>Elections Continued No nominations were received for the role of Vice Chair so it was agreed to carry this forward to the next meeting as by law the GB needs to have a Vice Chair in place. Sarah Fletcher was voted in as Clerk to the Governing Body for this academic year. It was agreed that FGB meetings would remain closed. It was proposed by Jeanette Mullen that Dawn Hardwick becomes an Associate Member to the Governing Body with no voting rights. This proposal was seconded by Anita Ackerman and agreed by all present. Dawn Hardwick will be become a member of the Ethos Committee and won't be attending FGB meetings unless invited.</p>	Governors to consider the role of Vice Chair Term 2 agenda

7	<p>Committees and Special Responsibilities The following was agreed:</p> <p>Committees</p> <ul style="list-style-type: none"> • Curriculum, Standards and Staffing (quality of teaching) Chair – Emma Pattullo Clerk – Jenny Eastment Membership – Janet Dickson, Susan Warnock, Anita Ackerman, Liz Edmunds • Finance, Resources and Staffing (costs) Chair – Jeanette Mullen Clerk – Sarah Hoptroff Membership – Janet Dickson, Susan Warnock, David Russell, Liz Edmunds • Health and Safety sub committee Chair – Paul Vosper Clerk – Paul Vosper Membership – Janet Dickson, Sarah Hoptroff, and the HT will ask Mrs Tarplee if would like to continue on this sub committee. • Ethos Committee Chair – David Russell Clerk – Anita Ackerman Membership – Janet Dickson, Dawn Hardwick <p>Other Responsibilities Complaints – David Russell Safeguarding – Jeanette Mullen and David Russell SEN, Inclusion and Pupil Premium – Jenny Eastment Gifted and Talented - Emma Pattullo English – Anita Ackerman Maths – Sarah Hoptroff Science – Liz Edmunds Computing – Emma Pattullo PE – Sarah Hoptroff Assessment – Jenny Eastment EYFS – Jeanette Mullen Website – Liz Edmunds HT's Performance Management – Jeanette Mullen, David Russell and Emma Pattullo</p>	JD
8	<p>Minutes of the previous meeting: (held 21st June 2016) Were agreed as an accurate record. Proposed by Emma Pattullo, seconded by Sarah Hoptroff, agreed by all and signed by the Chair.</p>	
9	<p>Matters Arising: Gazebo – it had been decided at the last meeting to award the contract to Pentagon Play at a cost of £7,010. The School Association will be donating £3,000 towards this and it was proposed that £3,010 will come from the capital devolved budget (£1,000 delayed until next year). The FGB agreed this proposal. The Local Authority are happy with Pentagon Play's risk assessment procedures and work will commence next week.</p>	Update in Term 2

	<p>Q – will the company be dismantling and dispensing of the old one? HT – ye</p> <p>Q – Will the fort be going? HT – this is not included in the price but will be considered in the future as it is getting quite old.</p> <p>Q – what toilet arrangements are in place for the workers? HT – they will be bringing their own portaloo.</p>	
10	<p>Head teacher's report – <i>circulated to the GB prior to the meeting.</i> The HT said that there are now 60 pupils at the school as a child has started in Year 4. The GB discussed the current structure that included a part time teacher helping in Class 2 on a casual basis. The HT said that the teacher is happy to be flexible and is providing excellent support for SEN pupils in the afternoons. An application for funding for a child in crisis was agreed until December 2016. After that it is hoped that an Educational Healthcare Plan will be in place to provide funding for fulltime help. Interviews are being held next week for a fulltime SEN TA and governors were asked for their availability to help with this.</p> <p>Attendance The HT corrected figures shown in her report: Attendance for 2015-16 All pupils – 96.2% Pupil Premium children – 93.8% (reasons stated in the report) No further questions were raised.</p>	
11	<p>SDP and SEF – <i>updated documents circulated prior to meeting.</i> SDP: The HT drew the governors' attention to some areas that had been updated and added such as Gifted and Talented. Q – what is P4C? HT – Philosophy for Children – this is something that may be considered in future. Q – How often is the SDP updated so that we can make sure we are looking at the correct version? HT – at least termly and often monthly. I always put the date on the front of the document. Q – what are the next steps for the SDP? HT – We looked at it at the staff Inset Day at the beginning of term and will spend more time on this at staff meetings. Governors are welcome to comment on it too, it is a work in progress. SEF: Governors approved of the updated SEF and no questions were raised.</p>	
12	<p>Governing Body Business Skills Audit and Training – results from the skills audit and evaluation were circulated prior to the meeting. The GB discussed the results and any areas where training was needed. Marketing was one of the few areas where expertise was lacking, however the school had improved their website and prospectus following advice, and this had proved very successful with more families joining the school this year.</p>	Governors to book training via the clerk

	<p>PV will include South Glos Health and Safety Inspections on the agenda for the next H and S sub committee meeting, and find out what service they will be providing.</p> <p>Governors were asked to respond to the questions that may have been missed when completing the audit and this will be revisited at the next meeting.</p> <p>Review of Membership – the GB now has 2 Associate members who are involved with committees. There are still 2 vacancies on the GB.</p> <p>Succession Planning – this will be revisited when updating the Action Plan.</p> <p>Annual Report – AA will email governors for their suggestions and use information contained in the evaluation.</p> <p>New Governor Booklet – brought to the last meeting. Governors asked for the information regarding other roles and responsibilities be included and for the dates of the meetings to be removed so that the document need not be constantly updated.</p> <p>Action Plan – currently being updated by JE.</p> <p>Portal – following a discussion, it was agreed that a governor portal provided by Integra would be too expensive. Alternatives will be explored.</p>	<p>PV</p> <p>All Governors Term 2 agenda</p> <p>JE</p> <p>AA</p> <p>JE</p> <p>JE</p>
13	<p>Policy Reviews</p> <p>Governor Code of Conduct</p> <p>All governors present signed the Governor Confidentiality Agreement.</p> <p>FGB Terms of Reference – new document agreed and will be signed once the committee membership has been updated.</p> <p>SEND policy – updated policy agreed and signed with one amendment.</p> <p>Child Protection Policy – updated policy agreed and signed. The GB discussed file retention and the HT explained how information is stored and filed for child protection cases. Governors are able to view the system should they wish. Staff will review the length of time that files are kept.</p> <p>Safeguarding Policy – updated policy agreed and signed.</p> <p>Governors asked that when a large policy or document has had changes made to it, that a copy showing the changes made in a different colour is circulated so that they are able to see what edits have been made.</p>	<p>DR and DH to sign SF</p> <p>JD</p>
14	<p>Correspondence:</p> <p>None</p>	
15	<p>Any other Business:</p> <p>None</p>	
16	<p>Dates of next FGB meetings – all starting at 7.00pm</p> <p>Term 2 – Tuesday 15th November 2016</p> <p>Term 3 – Tuesday 17th January 2017</p> <p>Term 4 – Tuesday 7th March 2017</p> <p>Term 5 – Tuesday 9th May 2017</p> <p>Term 6 – Tuesday 20th June 2017</p> <p>Meeting ended at 9.00pm</p>	