

**Rangeworthy CEVC School**  
 Minutes of a meeting of the Full Governing Body  
 held on Tuesday 16th September 2014 in the School at 7.30pm

No	Item	Action
1	<p><b>Present: Janet Dickson (Head), Jeanette Mullen (Chair), Susan Warnock, Paul Vosper, Emma Pattullo, Valerie Knowles, David Russell, Anita Ackerman, Jenny Eastment, Sarah Hoptroff</b>  <b>In attendance: Sarah Fletcher (Clerk).</b></p> <p>The new Head teacher Janet Dickson was welcomed and all governors introduced themselves.</p>	
2	<p><b>Apologies:</b> none – all governors were present at the meeting</p>	
3	<p><b>Declaration of Interests:</b> No governor had any pecuniary interest to declare in relation to agenda items.</p>	
4	<p><b>Elections:</b>            Jeanette Mullen was nominated as <b>Chair</b> by Sue Warnock, seconded by Emma Pattullo. No other nominations. All agreed.            Paul Vosper was nominated as <b>Vice-chair</b> by Jeanette Mullen, seconded by Sue Warnock. No other nominations. All agreed.            Sarah Fletcher was voted in as Clerk to the Governing Body.</p>	
5	<p><b>Minutes of the previous meeting: (held 24th June 2014)</b>            Were agreed without amendment and signed by the Chair.</p>	
6	<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Website Update</b> – Pupil Premium and SEN information had been uploaded to the site. SW asked that governors send updated profiles to her as many are out of date. The HT said that sports funding information will also be added to the site in the coming weeks.</li> <li>• <b>SEN Report</b> – there were no questions raised concerning the report that was sent to governors after the last meeting.</li> </ul>	
7	<p><b>SDP</b>            The HT stressed that this new version of the SDP was very much a draft and that changes may be made to it once she had been at the school for a longer period of time. She added that updated versions would be issued prior to each FGB meeting and that she welcomed input from the governors.            Governors thanked the HT and stated that they were very pleased with the new format and said that it was very clear.            The HT said that the English and Maths sections would be influenced by the school profile which had just been received.            She would like to have a Creative Curriculum at the school that is skills based so that clear progression can be seen, and she explained how topics could be taught in this way.            A governor asked if this would comply with the new national curriculum and the HT assured them that this would be woven in.</p>	

	<p>Another governor asked if assessment will be linked to these new skills levels and the HT replied that it would and should therefore be easier to monitor. There wouldn't be a massive shift from what is done already at the school, it would just be more formalised.</p> <p>Governors asked how they could be involved and the HT said that she would like them to monitor and feedback to the SDP.</p> <p>A governor raised an issue with the school premises and asked that this is included in the premises section of the SDP. The HT said that a conditional survey of the school had recently been done and that she was waiting for the full report.</p> <p>No further questions were raised.</p>	Term 2 agenda
8	<p><b>Whole School Vision Day</b></p> <p>The HT told governors that she would like to revisit the vision of the school. An Inset day is planned for 3<sup>rd</sup> November 2014 to look at long term aims and to look back at the strengths and values of the school. She would like to have a shorter phrase that pupils could remember and for this to be displayed around the school.</p> <p>Governors were invited to attend this Inset day and the HT asked for ideas for other members of the community who might like to attend.</p> <p>Suggestions included:</p> <ul style="list-style-type: none"> <li>The Parish Council</li> <li>Women's Institute</li> <li>School Association</li> <li>Church community member</li> <li>Jenny Cox</li> <li>Ex pupils</li> <li>Preschool</li> <li>Village Hall Committee</li> <li>Community police</li> <li>Jubilee Committee</li> </ul> <p>Further details of timings will be given nearer the time.</p>	
9	<p><b>Governor Training and Visits –</b></p> <p>The new training guide is available online and governors were encouraged to take a look and consider courses that may benefit them.</p> <p>Courses already booked:</p> <ul style="list-style-type: none"> <li>EP – New Computing Curriculum</li> <li>SH – Primary Maths Curriculum</li> <li>PV – SEN – Challenging Times</li> </ul>	Courses to be booked via the clerk.
10	<p><b>Policy Reviews</b></p> <p><b>Governor Confidentiality Agreement</b></p> <p>All governors present signed the Governor Confidentiality Agreement and a vote was held as to whether meetings of the Rangeworthy Governing Body should be 'open' or 'closed'. All governors agreed that meetings should be 'closed'.</p> <p>The <b>Performance Management policy</b> and <b>Pay Policy</b> were deferred until the next meeting. The HT will be reviewing them in the meantime and assured governors that she would ensure that the new performance management procedures are followed.</p> <p><b>Committee Terms of Reference</b> – deferred until the next meeting</p>	JD Term 2 agenda

	following structure review – see AOB below.	Term 2 agenda
11	<b>Correspondence:</b> None received.	
12	<p><b>Any other Business:</b> The Chair gave details from a meeting held with governor services earlier in the year (paper attached) and a meeting held between the Chair, HT, Vice Chair and clerk prior to this meeting. She suggested various ways that the governing body could carry out its business more efficiently.</p> <ul style="list-style-type: none"> <li>• <b>Committee Structure</b> Two committees could be set up to replace the 3 already in place and could be named as follows: <ol style="list-style-type: none"> <li>1. <b>Resources, Finance and Staffing (costs)</b></li> <li>2. <b>Curriculum, Standards and Staffing (quality of teaching)</b></li> </ol> </li> </ul> <p>New Terms of Reference would outline the responsibilities of each new committee, and new link governor roles would ensure that all areas of the SDP are monitored effectively. Governors discussed this proposal and all agreed that it should go ahead. The clerk will update the Committees and Responsibilities list to reflect the changes and asked that she is notified of any agreed changes to link governors. The new committee membership was agreed as follows: <b>Resources, Finance and Staffing (costs)</b> Chair – Jeanette Mullen Clerk – David Russell Vice Chair – Sarah Hoptroff Other members – Paul Vosper, Sue Warnock and Janet Dickson Paul Vosper would still head up the <b>Health and Safety Sub-committee</b> but they would report to this committee. Sarah Hoptroff and Jenny Eastment are also members of this sub-committee. Governor Services will be asked to provide advice with regard to the expected role of this group. <b>Curriculum, Standards and Staffing (Quality of teaching)</b> Chair – Emma Pattullo Clerk – Jenny Eastment Vice Chair – Sue Warnock Other members – Val Knowles, Anita Ackerman and Janet Dickson The committees are to agree their new Terms of Reference at their first meetings and these will need to come to the Term 2 FGB meeting for ratification. The clerk will send out some samples from other schools.</p> <ul style="list-style-type: none"> <li>• <b>Agenda Planner and Policy reviews</b> An agenda planner for both the FGB meetings and the committee meetings is being created, this would also include policy review dates. Committee Chairs and clerks would be responsible for ensuring that digital copies of the reviewed policies are emailed to the clerk so that she can keep the calendar updated and keep a central file of Rangeworthy policies. She will also set up a Drop box account so that copies can be stored and accessed by invited governors. Paper copies of signed policies will still be kept at the school.</li> <li>• <b>Reconstitution</b> The Chair explained that all maintained schools are now required to be constituted under The School Governance (Constitution) (England) Regulations as amended by The School Governance (Constitution and</li> </ul>	<p>clerk</p> <p>Term 2 agenda - update</p> <p>Clerk</p> <p>Clerk</p>

	<p>Federations) (England) (Amendment) Regulations 2014 and The School Governance (Constitution and Federations) (England) (Amendment) (No.2) Regulations 2014 , by 1 September 2015.</p> <p>It is a statutory requirement that the Full Governing Body formally agree any changes to their constitution. The changes must be recorded in the minutes of the Full Governing Body and a copy of the minutes presented with the draft Instrument of Government to Governor Services for checking and obtaining formal LA approval. Any school with a Foundation or Trust must ensure that the Diocese or the Trustee have agreed to the proposed changes prior to being sent to Governor Services for checking and approval.</p> <p>Under the new regulations, schools must have at least 2 elected parent governors, 1 staff governor and 1 LA governor in addition to the HT. Voluntary Controlled schools must have at least 2 foundation governors. All other governors would be Co-opted and GB's must have a minimum of 7 members in total. There is no upper limit.</p> <p>The GB were asked to consider the new regulations so that a discussion and decision can be made at the Term 2 meeting.</p> <p>The clerk will send out some more details.</p> <p>The paper on potential discussions between Governor Services and Chair and Vice chair is included as it aligns clearly with HT proposals and acts as aide memoire for skills audit.</p> <p><b>Lettings</b></p> <p>The HT said that she felt the school should have a lettings agreement for the new hall. Governors discussed the possibility of letting the hall and agreed that a policy should be put in place. It was agreed that the HT will send out a draft for consideration.</p> <p><b>Acoustic Panels</b></p> <p>Noise has been a constant issue in the new hall and the HT has obtained quotes from 3 companies that provide and fit acoustic panels. Details were shown to the GB and the options were discussed fully. It was agreed that Acoustafom should be given the contract as they were the only company to have done a site inspection, their quote was the cheapest and there was a 12 month guarantee.</p> <p>A governor asked what success the company anticipates. The HT replied that they thought that expect the reverberation time of sound to be reduced from 3.3 to 1.1 seconds after fitting. It was agreed that only 30% of the cost would be paid up front with the balance paid on successful completion of the project. The work will be carried out over a weekend.</p> <p>A governor asked that the company provides Risk Assessments and Method Statements prior to starting work.</p> <p>The School Association have agreed to fund this.</p>	<p>Term 2 agenda clerk</p> <p>clerk</p> <p>JD and clerk</p> <p>Term 2 agenda - update</p>
13	<p><b>Dates of next FGB meetings – all starting at 7.30pm</b></p> <p>Term 2 – Tuesday 18<sup>th</sup> November 2014</p> <p>Term 3 – Tuesday 20<sup>th</sup> January 2015</p> <p>Term 4 – Tuesday 3<sup>rd</sup> March 2015</p> <p>Term 5 – Tuesday 12<sup>th</sup> May 2015</p> <p>Term 6 – Tuesday 23<sup>rd</sup> June 2015</p> <p><b>Committee Meetings:</b></p> <p><b>Resources</b> – 13<sup>th</sup> October 2014 – 9am</p> <p><b>Curriculum</b> – 9<sup>th</sup> October 2014 – 3.15pm</p>	

	Meeting ended at 9.15pm	
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