

Rangeworthy CEVC School
Minutes of a meeting of the Full Governing Body
held on Tuesday 18th November 2014 in the School at 7.30pm

No	Item	Action
1	Present: Janet Dickson, Jeanette Mullen (Chair), Paul Vosper, Emma Pattullo, Susan Warnock, Valerie Knowles, Jenny Eastment, Anita Ackerman, Sarah Hoptroff In attendance: Sarah Fletcher (Clerk)	
2	Apologies: David Russell had sent apologies and these were accepted by the GB.	
3	Declaration of Interests: No governor had any pecuniary interest to declare in relation to agenda items.	
4	Minutes of the previous meeting: (held 16th September 2014) Were agreed without amendment, proposed by Paul Vosper, seconded by Jenny Eastment, agreed by all and signed by the Chair.	
5	Matters arising from those minutes not otherwise on the agenda: <ol style="list-style-type: none"> 1. Website update – SW advised that work continues on the website and that it is improving all the time. The new curriculum has been added. JE was thanked for her help with updating the website. 2. School Premises Conditional Survey report – the HT said that the report had been received and even though it acknowledged that the roof of the Elliot Building was in poor repair, it didn't find a problem with the walls. The HT had emailed the LA, as they had forwarded the report, to say that there was a problem with the walls but has not as yet received a reply. It was agreed that the Health and Safety committee would explore this issue further at their meeting next week. 3. Acoustic Panels – the HT confirmed that these had now been fitted and had made a big difference. 4. SIAMS Inspection – The school had been notified today that the SIAMS inspection will be taking place on Tuesday 25th November. The HT read out the agenda for the day and asked that governors and parents attend if they could. The chair asked how governors could prepare for the visit and the HT replied that they should have a good understanding of the new school vision statement 'Growing together into everything that God wants us to be'. They should also read the RE, Collective Worship and SMSC policies sent with the agenda for this meeting so that they appreciated how they fit into the SIAMS inspection framework. A SIAMS toolkit had been completed and the HT will email this to all governors and it is anticipated that any questions will be based on the toolkit content. 	<p>Agenda Item H and S ctte. Term 2</p> <p>Action – all governors</p> <p>Action JD</p> <p>Update at next meeting</p>
6	Head teacher's Report – Report circulated prior to meeting and governors were very happy with the content, saying that it gave lots of information and showed governors where to check and challenge. Admissions and Changes – since the report was written, 2 new children are starting school and another family has visited.	

	<p>A governor asked why the 2 children had left and the HT advised that they had moved to a school that was nearer to where they lived.</p> <p>Premises – the HT confirmed that she had now received the key from the alarm company.</p> <p>Attainment – The HT, SW and JE had gone through the Raise online data with the Maggie Cook the SIA and reported that she is happy that the appropriate measures are in place.</p> <p>Breakfast Club Proposal – a paper had been circulated prior to the meeting but the numbers had been updated so a further paper was passed around at the meeting. The GB discussed the proposals and made suggestions to cost and payment methods. It was felt that £2 per pupil to include a breakfast of cereal or fruit would be appropriate if payment was made up front. Pupils could also use the club on an ad hoc bases but be charged £2.50. There is a surplus in the Free School Meals budget and the HT confirmed that the LA had agreed that the school was able to use this money for the club to cover any shortfall. The GB approved the proposal and asked the HT to cost out breakfast before going ahead.</p>	<p>Action JD</p> <p>To update in Term 3</p>
7	<p>School Development Plan</p> <p>The updated SDP had been circulated prior to the meeting.</p> <p>The HT explained that reflections from the Vision Day had been included together with detail from the SIAMs toolkit.</p> <p>Curriculum development is proceeding well and staff are starting to teach the new skills based curriculum. There are plans to move the pcs from the IT suite to the classrooms and library area so that the suite could be used as a storage area. Quotes for portable devices will also be obtained as ICT is embedded across the new curriculum and a range of devices are expected to be used. A representative from the LA will be visiting the school to discuss logistics. The chair raised issues with security.</p> <p>A governor asked whether long term maintenance costs and labour resource had been considered when planning the reflective garden. The HT replied that the School Association is funding the project and the plan is to make it low maintenance. At a governor's request she added that she would check with the LA Property Services team in CAH to establish if their permission was required as the school is their asset and there is specific guidance and processes to follow for changes to the school site. This was used for the new building and the revised play equipment.</p>	<p>Update at Term 3 meeting</p> <p>Action JD</p>
8	<p>Reconstitution</p> <p>It was agreed to postpone this item until the next meeting</p>	<p>Term 3 agenda item</p>
9	<p>Committee Reports:</p> <p>Curriculum and Standards Committee meeting held 9-10-14 Minutes circulated prior to meeting, no questions were raised.</p> <p>Terms of Reference Agreed and signed</p> <p>Finance and Resources Committee meeting held 13-10-14 Terms of Reference Agreed and signed</p> <p>Health and Safety Sub-Committee Following advice from Governor Services, the chair of the Health and Safety committee confirmed that it was appropriate for this committee to be</p>	

	<p>a separate sub-committee, reporting to the Finance and Resources committee.</p> <p>Terms of Reference</p> <p>Two minor amendments were agreed and the TOR were re-printed and signed.</p> <p>The GB discussed risk assessments and the HT explained when they take place.</p>	SW to email SF
10	<p>Policies – all policies circulated prior to meeting</p> <ol style="list-style-type: none"> 1. Attendance – the GB discussed circumstances for Traveller families to be authorised leave. The policy was agreed and signed. 2. Appraisal and Capability – Unfortunately a previous version had been circulated. The correct version was displayed on a screen and the GB agreed the policy. This will be reprinted and signed accordingly. 3. Lettings – A governor queried the South Glos manual in the wording and the HT clarified that this was the Financial procedures manual held in the school office. The GB discussed the need for users to leave the hall in a clean and tidy state. A governor asked if the building insurance would change if the Hall is let. The HT will check this but at the moment the Hall is not let commercially, at the moment it is only hired in the interest of the pupils for clubs etc. The school will bear in mind the conflict of interest with the Village Hall when considering lettings. The policy and agreement were agreed and the HT agreed to print them out for signing. 4. Pay – Review carried forward to next meeting as a new version is expected from the LA. 5. Governor Allowances – One minor amendment to name of committee. Policy agreed and signed. 6. RE - few amendments made at the meeting, agreed, reprinted and signed. 7. Collective Worship – agreed and signed. 8. SMSC – few minor amendments agreed, policy agreed, reprinted and signed. 	<p>JD to print and sign</p> <p>JD to check Building Ins</p> <p>JD to print and sign.</p> <p>Agenda Term 3</p> <p>SW to send copies of 6,7 and 8 to SF</p>
11	<p>Governor Training and Visits</p> <p>Visits - It was agreed that link governors would still be linked to subjects but that they would carry out visits to monitor in connection with the SDP. The Committees and Responsibilities list was updated.</p> <p>JE had been present at collective worship recently and has filed a report.</p> <p>Training – AA had attended training on Exploring Church Distinctiveness and suggested that an Ethos group is established, The Curriculum ctte will explore this at their next meeting.</p> <p>EP had attended Charing Committees Effectively training and the new Computer Curriculum.</p> <p>Skills Audit – results circulated prior to meeting.</p> <p>The GB had considered the results and agreed that marketing skills were lacking on the GB. A governor suggested a parent who has these skills and had expressed an interest in helping but did not feel able to commit to being a governor. This was discussed and it was agreed that he should be offered the position of Associate Member with no voting rights. PV will write to him to propose this and ask if he is able come along to the next meeting.</p>	<p>JE to email report again.</p> <p>Curriculum Ctte agenda item</p> <p>Action PV Agenda item Term 3</p>

	The GB discussed the school website and whether it would be possible to upgrade it. It was agreed to visit this again in the future as there are likely to be large cost implications.	
12	SEF The HT said that this is being updated one section at a time and that this term she had focused on SIAMs.	Agenda item at next meeting
13	Correspondence: None	
14	Any other Business The Volunteer policy was discussed and the need for DBS checks to be carried out for volunteers. The Curriculum cte will include review of this policy at their next meeting.	Agenda item Curr cte
15	Date of next meeting Tuesday 20th January 2014 – 7.30pm Meeting ended at 9.40pm	