

**Rangeworthy CEVC School**  
Minutes of a meeting of the Full Governing Body  
held on Tuesday 21st June 2016 in the School at 7.00pm

No	Item	Action
1	<p><b>Present: Janet Dickson, Emma Pattullo, Jenny Eastment, ,Sarah Hoptroff (Acting Chair), David Russell and Liz Edmunds</b></p> <p><b>MINUTES TAKEN BY JENNY EASTMENT IN SARAH FLETCHER'S ABSENCE</b></p>	
2	<p><b>Apologies were received and accepted from: Jeanette Mullen, Anita Ackerman, Susan Warnock</b></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>Minutes of the previous meeting: (held 10-5-16)</b> Were agreed as an accurate record. Proposed by JE, seconded by EE, agreed by all and signed by the SH as acting Chair.</p>	
5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Gazebo update</b> – The grant funding was unsuccessful. JD obtained 3 quotes (Pentagon Play £7010, Creative Play £7590, Playforce £7534) JD favoured quote is Pentagon Play. These were the people who assisted with the grant bid and had added some services such as removal and dispersal FoC. It is bigger than what we have at the moment and may well necessitate the removal of the fort which is at the end of its life. It is made of non-slip wood but green anti-slip play surface can be added later <ul style="list-style-type: none"> <li><b>Q – how will it be funded?</b> JD explained that £4000 of the £5939.77 currently held in the Devolved Capital will be used. School will investigate donations from The Rotary Club and The Jubilee Committee. The School Association have received a donation of £1000 and will fund any short fall.</li> <li><b>Q – do we have a timeline?</b> JD explained not as of yet. Once she has officially accepted the quote she will organise with the contractors but obviously over the summer holidays would be ideal. The spending of the devolved capital was agreed.</li> </ul> </li> <li>• <b>Unofficial Fund Audit</b> DR has asked David McKewan and he is happy to continue as the auditor of the Unofficial Fund. Proposed by EP, seconded by DR</li> </ul>	
6	<p><b>Headteacher's report – <i>circulated prior to meeting apologies for late sending</i></b></p> <p><b>Attendance</b> <b>Q – what would our attendance be if the 2 exceptional cases were removed?</b> HT – she did not know the answer but in future was happy to add that to the figures in the future. Last year we had one of the highest attendance rates in the county, this year we will be lower, but so long as no more exceptional cases, our rate will improve again next year.</p> <p><b>Admissions and Changes</b></p>	

	<p><b>Q – what happens if we do not hear from the child who is meant to be starting in September?</b> HT – we have now heard from all so have 12 starting, There is an extra child who was not one of our original 14 and there is another family visiting shortly so we are likely to have 13 and possibly 14.</p> <p><b>Q – does the increase in number starting mean we need to re-evaluate the proposed class structure for next year?</b> HT – No as it is the best for the make-up of the mixed class and as Class 2 is smaller, school has the flexibility to move Y2 in to there in the afternoons etc</p> <p><b>Q – do we have an induction for new children joining mid-year and are there any patterns for the children who are leaving?</b> HT – There is no formal induction but JD ensures that she talks to the children and family at the end of the first few days and weeks. There is no real pattern for the children leaving – some have moved house out of the area, some have moved into the area, some are reasons beyond schools control such as friendship/personality issues, numbers of specific genders in a year group. Some of the reasons given are very frustrating as they are things beyond school’s control.</p> <p><b>Staffing –</b> JD informed the Governors that Mrs. Tarplee is off following an operation on a detached retina in one eye and partial detachment in the other. School have received a sick note for 5 weeks taking us up to the end of term. Mrs. Tarplee has said she will be back before then. Miss. Morris has been appointed and will be in the class until the end of term offering continuity. JD will be holding a meeting after school on 22<sup>nd</sup> June to keep the parents informed, A letter will be sent out to all parents to inform those who could not attend. The trip will be going ahead led by JD and supported by Miss Morris, Mrs. Guest and a parent helper. There had been a couple of issues but these were due to the information in Mrs. Tarplee’s head. It was agreed by all Governors that Mrs. Tarplee cannot and will not be rushed back to work.</p> <p><b>SDP - Circulated prior to meeting</b> JD said it had been updated but these elements will be the basis for the 2016-2017 SDP. The main focuses have come from the school review. These are embedding Literary and Numeracy across the creative curriculum and challenging more able children. There will also be objectives from Shahne Vickery’s visit. The diocese have a new Scheme of Work for embedding the values of Christianity. JD will attend training in the new academic year</p> <p><b>SEF</b> Not updated as waiting for the assessment data.</p>	
7	<p><b>LA Review</b> School have still not received a written report. Helena Hughes has informed JD that she is holding on to the report until our data is published to make it a complete report. JD was advised not to worry as it is a positive report. School is a secure good and working towards outstanding.</p> <p><b>Q – when will the data be in?</b> EYFS and Phonics deadline is 24<sup>th</sup> June but ours is already completed and in. Phonics screen is complete but the pass threshold has not been released yet.KS1 and KS2 assessments needed to be in by the end of the week but the deadline is the 30<sup>th</sup> June. There were 2 actions from the</p>	

	review. The embedding of Literary and Numeracy across the creative curriculum and extending high attaining children.	
8	<p><b>Governing Body Business</b></p> <ul style="list-style-type: none"> <li>• <b>Skills Audit</b> – SH shared the skills audit based on the one Governors have used previously. If you have any alteration you wish to make, please send to SH. The audit will be sent out and needs to be completed and returned to SH by 15<sup>th</sup> July. Can be completed online or on paper</li> <li>• <b>Review of Membership and review of subject Governors</b> – These need to be answered after the skills audit so moved to the September meeting.</li> <li>• <b>Role of link Governors and committee structure</b> – After discussion it was agreed that link governors were needed to ensure the Governing Body has a member to keep up to date with curriculum areas that are not on the SDP. “Link Governors will continue to maintain a broad overview of their curriculum area, keep up to date with changes in curriculum, attend appropriate training and ensure a smooth transition between subject leads”</li> <li>• <b>Succession Planning</b> It was agreed to set up shadows and pairs to allow skills and information to be cascaded. Complete in September meeting</li> <li>• <b>Annual Report</b> This is to report on the Governors work in the school year. AA took action on the Governor’s Action Plan</li> <li>• <b>Training</b> This will be reviewed in September as the training booklet has not yet been released.</li> <li>• <b>New Governor Booklet</b> JE has created a document containing or sign posting new governors to useful information. If Governors have any thoughts send to JE. JE will add meeting dates and then share with before September meeting.</li> <li>• <b>Action Planning</b> – Action Plan to be brought to September meeting and reviewed to reflect the skills audit and changes in structure etc.</li> <li>• <b>Governor Portal Update</b> – EP shared her finding regarding the Governors having a secure area to store documents. South Gloucestershire IT provide a suitable service. Cost are £630 one off fee followed but £250 annual charge. LA have advised us that our current procedures are not adequate. The Governors accepted this but this is not a cost effective solution. It was agreed to look into using the Microsoft office encrypting software which means documents are sent as attachments as usual but a password is required to open them.</li> </ul>	<p>All Governors and SH</p> <p>All Governors in September Meeting</p> <p>All Governors in September Meeting</p> <p>All Governors in September Meeting</p> <p>AA</p> <p>All Governors in September Meeting</p> <p>JE</p> <p>All Governors in September Meeting</p> <p>SH</p>
9	<p><b>Pupil Premium Update</b></p> <p>No change as Mrs. Tarplee has been absent. All of the money for 2015-16 has been spent and the remaining funds for 2016-17 has been budgeted for.</p>	
10	<p><b>Committee Reports - Curriculum Committee – 7-6-2016</b></p> <p>Minutes circulated prior to meeting</p> <p>Two items brought to FGB attention were</p> <ul style="list-style-type: none"> <li>- Curriculum Committee have ensured that monitoring visits have</li> </ul>	

	<p>happened or been scheduled for all of their responsibility areas on the SDP</p> <ul style="list-style-type: none"> <li>- RSE policy was reviewed and altered to reflect the work and staff meeting lead by DR on diversity</li> </ul>	
11	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Equalities</b> – EqIA statement added and signed by SH in role as acting Chair</li> <li>• <b>SEN</b> – <ul style="list-style-type: none"> <li><b>Q – Does school complete home visits for new reception children?</b> JD explained that historically they have not been carried out to allow the children the start school with a clean slate and so teachers hold no preconceptions. All pre-school settings are visited</li> <li><b>Q – what if children do not attend a preschool?</b> In that case a visit would be organised in some form. It was agreed that the SEN policy should not be agreed until Mrs. Tarplee, as SENCO, and the rest of the staff have had an opportunity to review the policy and amended if necessary. Small alterations were made to remove the reference to PV and JM. Policy to make reference to SEN Governor and Chair so policy does not need to be altered if roles change.</li> <li>• <b>Critical Incident Policy</b> The safeguarding audit highlighted this policy needed updating to reflect possible threats to school. The school now have a clear plan to get everyone in or everyone out as necessary. <b>Q – how has this been shared with the children in order not to cause anxiety or stress?</b> Fortunately there has been a number of occasion where there has been sudden and very heavy rain. So children know if they hear 3 loud blasts on whistle they stop and walk in sensibly. Practices have occurred at different times including lunch time and when in the hall. <b>Q – do you have any concerns about the successful implementation of this policy if supply teachers were in school?</b> Problems were not envisaged as there would always be regular staff members in both buildings Agreed and signed by SH as acting chair</li> </ul> </li> </ul>	All staff
12	<p><b>Governor Training and Visits</b></p> <p><b>Visit reports</b></p> <p>Assessment – Jenny Eastment - no questions raised. Diversity – Jenny Eastment – no questions raised Collective Worship – Jenny Eastment – no questions asked EP has written up reports regarding E-safety/Quality of Teaching/Y6 Leavers Cathedral Visit. She will send to JD after meeting SH – has written up SAT monitoring visit She will send to JD after meeting</p>	EP SH
13	<p><b>Correspondence:</b></p> <p>None</p>	
14	<p><b>Any other Business</b></p> <p>JD is going to take out a 3 year contract with a company that supplies other South Glos school to remove the sanitary bins. This company charge £8 a</p>	

	year when previous supplier charged £150. Agreed by Governors	
15	<b>Date of next meetings</b> <b>Tuesday 13<sup>th</sup> September 2016</b> <b>Tuesday 15<sup>th</sup> November 2016</b> <b>Tuesday 17<sup>th</sup> January 2017</b> <b>Tuesday 7<sup>th</sup> March 2017</b> <b>Tuesday 9<sup>th</sup> May 2017</b> <b>Tuesday 20<sup>th</sup> June 2017</b>  <b>All meetings at school at 7pm</b>	