

Rangeworthy CEVC School
Minutes of a meeting of the Full Governing Body
held on Tuesday 3rd March 2015 in the School at 7.30pm

No	Item	Action
1	Present: Janet Dickson, Jeanette Mullen (Chair), Emma Pattullo, Valerie Knowles (until 7.45pm), Jenny Eastment, Anita Ackerman, Sarah Hoptroff, David Russell, Paul Vosper In attendance: Sarah Fletcher (Clerk)	
2	Apologies: Susan Warnock	
3	Reconstitution: <ul style="list-style-type: none"> • Instrument of Government – the new Instrument of Government was proposed by Jeanette Mullen, seconded by Anita Ackerman and agreed by all. • Membership – It was agreed that Emma Pattullo and Sarah Hoptroff would remain as Parent Governors. David Russell and Anita Ackerman are Foundation Governors and Susan Warnock the Staff Governor. Jeanette Mullen, Paul Vosper and Jennifer Eastment were nominated as Co-opted governors by David Russell. This was seconded by Sarah Hoptroff and agreed by all. • Eligibility Forms – All governors completed new Eligibility forms. • Chair and Vice Chair Election – Jeanette Mullen nominated herself as Chair of the Governing Body for the rest of this academic year, this was seconded by Paul Vosper and agreed by all. Paul Vosper nominated himself as Vice-Chair for the rest of this academic year and this was seconded by Jeanette Mullen and agreed by all. • Valerie Knowles resigned from the Governing Body and she was thanked for her work over the last 4 years and wished the best for the future. Valerie Knowles left the meeting. 	<p>Clerk to inform LA of new GB membership and send Eligibility forms.</p> <p>SW to complete form</p>
4	Declaration of Interests: No governor had any pecuniary interest to declare in relation to agenda items. All governors present completed new Pecuniary Interest forms.	SW to complete form
5	Minutes of the previous meeting: (held 20-1-15) Proposed as an accurate record by Sarah Hoptroff, seconded by Jenny Eastment, agreed by all and signed by the Chair.	
6	Matters arising from those minutes not otherwise on the agenda: <ol style="list-style-type: none"> 1. Breakfast Club – The HT reported that the club has been successful so far with around 8 pupils attending each day. A governor asked how many would need to attend to break even and the HT replied that 5-6 pupils needed to attend each day. It was agreed that Mrs Guest would be paid an extra 15 minutes per day to reflect the some of the additional time she is working. 2. Marketing update – The HT, Chair and Vice Chair advised that they had met before the meeting this evening to discuss ways to take things forward in response to the marketing presentation. They have decided to speak to parents to make sure that the school is meeting their needs 	

	and in consultation with Jonathan Thomas, update the prospectus. The HT said that she had investigated other website providers and unfortunately there doesn't seem to be anything available within the school's budget at present so she had decided to stick with the existing site.	Update at next meeting.
7	<p>Head teacher's Report – Report circulated prior to meeting Attendance is slightly down this term due to sickness. A governor enquired about the water flow limiting valves and the HT confirmed that they had been fitted during half-term. A governor asked if the guitar teacher gives feedback and the HT confirmed that parents receive an end of year report but that the HT also gets an interim progress report for each pupil receiving lessons. No other questions were raised.</p>	
8	<p>School Development Plan - The updated SDP had been circulated prior to the meeting. The HT advised that that there are no big changes but many things are moving on even though they are not yet fully complete. She asked that more thought is given as to how the GB will monitor the SDP as evidence is needed to show that this has been done. It was agreed that this would be a fixed item on the committee meeting agendas.</p>	Committee meeting agenda item
9	<p>Committee Reports: Curriculum and Standards Committee meeting held 29-1-15 Minutes circulated prior to meeting. The Chair flagged up that the SRE policy had been reviewed and the need for SRE discussed fully. The committee had decided that even though it is not compulsory, SRE should still be taught as part of the curriculum. The HT added that they have a scheme in place but that this will be reviewed and resources checked to make sure they are up to date. The Committee Chair explained the content of the revised Homeschool Agreement and said that it will be shared with parents this term. No questions were raised. Finance and Resources Committee The committee had not yet met this term. The clerk advised that the school would need to carry out the SFVS before the end of March 2015. The GB agreed to delegate authority to the F and R committee to approve the audit once it had been carried out.</p>	F and R ctte to hold meeting. Copy of signed SFVS audit to be sent to clerk for circulation before next FGB meeting
10	<p>Policies – all policies circulated prior to meeting</p> <ol style="list-style-type: none"> 1. Governing Body Delegation Planner – agreed and signed. 2. NGA Code of Conduct – agreed and signed. It was agreed that the Confidentiality policy is no longer required as this is now covered by the new NGA Code of Conduct. 3. Safeguarding – agreed and signed. 4. Managing Sickness Absence – LA guidance agreed and signed. 5. Short Term Leave of Absence (with 'Time of for Dependants' Appendix) – the GB discussed difficulties that can occur when authorizing staff absence and deciding whether it is paid or unpaid. It was agreed that it would be a good idea for the HT to keep individual records of cases for transparency and fairness. It was 	Clerk to amend calendar

	<p>agreed to adopt the LA guidance and this was signed by the chair.</p> <p>6. Alcohol, Drugs and Substance misuse – LA guidance agreed and signed.</p>	JD
11	<p>Governor Training and Visits</p> <p>Training – JE had attended the Strategic Role of Governors training and said it was a good course and that Rangeworthy governors appear to be working in the right direction. She added that it would have been good to have attended with another Rangeworthy governor so that they could bounce ideas between each other.</p>	
12	<p>SEF</p> <p>The HT advised that she had set aside 26th March to start putting the new SEF together.</p>	Term 5 agenda
13	<p>Correspondence:</p> <p>None</p>	
14	<p>Any other Business</p> <p>None</p>	
15	<p>Date of next meeting</p> <p>Tuesday 12th May 2015 – 7.30pm</p> <p>Meeting ended at 8.20pm</p>	