

Rangeworthy CEVC School

Minutes of a meeting of the Full Governing Body
held on 6th December 2016 in the School at 7.00pm

No	Item	Action
1	<p>Present: Janet Dickson, Jeanette Mullen (Chair), Susan Warnock, Jenny Eastment, Anita Ackerman, Sarah Hoptroff, Emma Pattullo, Liz Edmunds In attendance: Sarah Fletcher (Clerk)</p>	
2	<p>Apologies were received and accepted from: David Russell (work)</p>	
3	<p>Declaration of Interests: Jenny Eastment declared an interest in potential discussions concerning the breakfast club and her TA position.</p>	
4	<p>Minutes of the previous meeting: (held 15th September 2016) The minutes were proposed as an accurate record by Sarah Hoptroff, seconded by Emma Pattullo and agreed by all present.</p>	
5	<p>Matters Arising from those minutes not otherwise on the agenda: Item 4 – Vice Chair – after a discussion about the role Sarah Hoptroff nominated herself for the position, this was seconded by Emma Pattullo and agreed by all. Item 7 – Health and Safety sub-committee membership – the HT confirmed that Mrs Tarplee had agreed to join the sub-committee. Item 9 - Gazebo – the HT reported that this had now been completed.</p>	<p>SF to inform Governor Services</p>
6	<p>Headteacher’s report Circulated prior to meeting. The following areas were discussed: Admissions and Changes The HT advised that since writing her report, 1 child had left in Year 2 and another had joined Year 4. She also advised that the percentage of SEN pupils had increased this year. Teaching – see confidential minutes Staffing Lunchbreak supervisors have now been appointed. Attainment Raise online data had been emailed to governors, the HT advised that the next round of assessments had been carried out and progress was looking good. Governors felt that the data dashboard document was useful and made the information much clearer. Attendance Q – what does EWO refer to? HT – this is an Education Welfare Officer and is an external service provider that we have bought in to. Q – How does attendance compare for pupils qualifying for the pupil premium? HT – attendance is lower and broken weeks are increasing. Attendance is not as good as we would like it to be at the school and we have introduced some incentives. An attendance dog is awarded to the class with the best weekly attendance record on Fridays, and classes are awarded an incentive termly for best attendance.</p>	

	<p>Q – what are the reasons for most unauthorized absences? HT – they are mainly holidays. The HT was thanked for her report.</p>	
7	<p>School Development Plan Updated in October 2016 and circulated prior to meeting. The HT advised that staff would be updating the SDP at the next Inset day on 3rd January 2017, and raise online data would be added.</p> <p>Premises The HT described heating and drainage issues in the old building. Underfloor heating in the new hall keeps tripping off and some of the storage heaters are breaking. She has contacted the LA to ask for funding for a new heating system at the school.</p> <p>Q – does the school keep records of the temperature in classrooms? HT – not at the moment, if the heaters don't work we use fan heaters. A governor suggested using a data logger and as the school possesses one of these it was agreed that it would be used. The GB discussed some of the actions in the SDP that are outstanding. The HT confirmed that many of them had been completed since the SDP was last updated. Raising Attainment Plans (RAPS) for Terms 3 and 4 will be planned to reflect actions in the SDP.</p>	Update at next meeting.
8	<p>Committee Reports:</p> <p>Finance and Resources Committee meeting held 31-10-16 Minutes circulated prior to meeting. Unofficial Funds Audit – these had been independently audited and top sheets were circulated. The Finance ctte will look at the full accounts at their next meeting. The GB approved the audit. Revised Budget – contingency of £248, information included in the minutes. The GB discussed problems with invoicing for school dinners, and the decision to run the breakfast club at a loss for the time being as it is an incentive for new parents. The breakfast club will be promoted again to parents in the newsletter. The GB were satisfied that all savings have been made where possible and approved the revised budget.</p> <p>Curriculum and Standards Committee meeting held 1-11-16 Minutes circulated prior to meeting, the committee chair highlighted the main points. Governors were asked to send copies of visit reports to the chair. The GB agreed an amendment to the committee terms of reference.</p> <p>Ethos Committee meeting held 19-9-16 Minutes circulated prior to meeting, no questions were raised.</p>	EP to send revised TOR to SF
9	<p>SEF Updated version as at October 2016 circulated prior to meeting. The HT said that it will be further updated with raise online data. The HT was asked to highlight any changes she makes.</p>	JD
10	<p>Reports: all circulated prior to meeting. Mrs Tarplee was thanked for putting together the following reports: Looked After Children Pupil Premium report and strategy statement SEND All relevant information will be uploaded to the website.</p>	

	<p>Sports Premium spending reports Governors discussed sports coaching and the Bronze sports award that had been achieved.</p> <p>Q – are numbers of pupils attending after school sports clubs monitored? SW – yes there is a tracking document as part of the sports award.</p>	
11	<p>Action Impact Report – <i>circulated prior to meeting.</i> AA was thanked for putting this together. The GB agreed that it was very useful and provided a good picture of what the GB had achieved over the past year. It was agreed that this would be used as the annual report and uploaded to the governor page on the website. One further action was added to the document to reflect monitoring of vulnerable groups.</p>	SW/JD
12	<p>Governor Business Audit – SH will send out again for comments. Annual Report – see Action Impact report. Action Plan – reviewed by JE and circulated prior to meeting. Nothing urgently outstanding. It was agreed that the Parents Survey would be added. Parents Survey – the HT proposed that this is carried out again with the same ofsted style questions as last year so that any concerns can be addressed. It was suggested and agreed that questions about the breakfast should be included and a request for parent skills. The survey will come from the GB and be issued in Term 3 as paper copies with the option to complete it online via Survey monkey. Code of Conduct – new NGA version agreed and signed by all governors present. Decision Planner – new NGA version agreed and signed.</p>	SH JD/EP DR to sign
13	<p>Policies – all policies circulated prior to meeting</p> <ul style="list-style-type: none"> • Accessibility Plan – updated document agreed and signed. • Pay and Conditions – agreed and signed. • Appraisal and Capability – agreed and signed. • Attendance – 1 minor amendment agreed. Policy signed. • Allegations of Abuse – agreed and signed. • School Fund Policy – agreed and signed. • Governor Visits – agreed and signed. 	
14	<p>Governor Training and Visits JM spoke about the Safeguarding course she had attended. JE has attended SEND and Pupil Premium training and has joined a Pupil Premium network with the HT. SH has attended 2 Maths workshops for parents. LE is attending New Governor Induction training and EP asked the clerk to book her a place on the E Safety course The HT asked that a governor takes on responsibility for monitoring PSHE. AA agreed to do this.</p>	SF SF to update documents

15	Correspondence: None	
16	Any other Business – see confidential minutes	
17	Date of next meeting Tuesday 17th January 2017 – 7.00pm Meeting ended at 9.00pm	