

**Minutes of the Full Governing Body meeting
held on Thursday 14th May 2015 7pm at the school.**

Present:

Mrs Crawford Usher	Headteacher
Mr Clark (Chair)	Foundation Governor
Mr Dunn	Foundation Governor
Mrs Rowlinson	Foundation Governor
Mrs Stockham (from 7.10pm)	Foundation Governor
Mr Wright (until 8.10pm)	Foundation Governor
Mrs Evans	Parent Governor
Mr Smith (from 7.20pm)	Parent Governor
Mrs Ward	Staff Governor

In attendance:

Mrs Isted	Associate member
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Clerk:

Mrs S Wallis.

	ACTION
<p>1. Opening Prayer. The meeting commenced after prayer.</p>	
<p>2. Apologies for Absence. Apologies were received and accepted from Rev. Brown.</p>	
<p>3. Declaration of business interests. None.</p>	
<p>4. Minutes of the previous meeting. The Minutes of the meeting of 26th March 2015 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p>Matters arising. ACTION 1: Gift Aid forms are to be looked at by Mrs Evans, Mr Clark and the Headteacher.</p> <p>Action 5 idea for a parent homework committee is to be suspended. There is not a pressing need for it at the moment. There has been a great response to the maths homework books. Q Is homework checked on?</p>	<p>Mr Clark Mrs Evans HT</p>

<p>A: Yes, homework is checked with teachers.</p> <p>ACTION 2: The Governor profile on the website needs to be updated. Governors to return their updates to Mr Smith.</p>	<p>Coms Committee</p>
<p>5. Headteacher's Report.</p> <p><u>Quality of teaching:</u> There will be joint 'formal' observations in the next 2 weeks; the first since the Ofsted inspection. Data will be looked at on Monday.</p> <p><u>Trips</u> The Isle of Wight trip costings were £1400 down. Next year the School will cost on the higher side. Q Is it worth trying to bring back a savings scheme? A yes, we will need to. Governors agreed the transition to KS2 would be a good time to introduce parents to the idea.</p>	
<p>6. Monitoring, Learning and Curriculum. The Committee last met on the 20th April 2015. The terms of reference (TOR) was reviewed and agreed. Spotlights were amended. The SIAMS preparation was discussed (due 2016). ACTION 3: All the Governor visits need to be collated to determine which subject visits are still outstanding. A Governor pointed out that for each subject each year group needs to be observed. The Headteacher felt that it was sufficient to get an idea of the teaching in Key Stage 1 (KS1) and then observe a couple of classes in KS2.</p> <p>The Headteacher checked that Governors were getting access to classes. Most were but some were finding it difficult to book the right visits. The Headteacher was going to talk to these subject leaders.</p> <p>It was suggested that Governors could have access to subject leader reports. Governors felt there was no substitute for being in the classroom.</p> <p>In light of the upcoming SIAMS inspection the RE subject was a large subject matter, too big for one Governor to cover. ACTION 4: RE monitoring needs an overhaul. ACTION 5: SIAMS is to be a separate agenda item at every FGB. Governor subject roles will be reviewed in September.</p>	<p>MLC Committee</p> <p>MLC Committee</p> <p>Clerk</p>

<p>7. Personnel There was a joint meeting with Finance. Minutes were distributed to Governors prior to the meeting.</p>	
<p>8. Communication. The annual staff survey will take place at the end of June this year. The Website is up-to-date but needs a facelift which will be discussed at the next Committee meeting. Mr Evans (IT Manager) will also attend. It was felt the Chairs of each Committee should be responsible for making sure all their relevant policies are up-to-date. ACTION 6: Clerk/Chair to review the Policy Review document and delegate each Policy to a Committee. Parent elections will be organised for next term. The letter needs to be put together to make it clear what is involved and what skills are required. ACTION 7: Parent election letter to be organised.</p>	<p>Clerk/Chair</p> <p>Clerk/Chair/ Com. Committee</p>
<p>9. Finance. The School has a carry forward amount of just under £30,000 this year which reflects a much better control on the finances and resources. The budgets for future years are predicted to be far tighter and this carry over will act as a contingency. The budget is being submitted in June. Governors agreed to delegate authority to Finance Committee to approve the budget at their meeting this month.</p>	
<p>10. Premises. Minutes from the meeting held on 20th March were distributed prior to the meeting. The LCVAP bid for funding to convert the boilers from oil to gas has been successful (£27,000). However the pipes may not be big enough for gas. The Diocese surveyor needs to return to investigate. <i>Mr Wright left the meeting</i> The driveway needs repairing, Classcare are to be contacted. Quotes are needed for the EY area development. ACTION 8: Mr Clark agreed to inspect the driveway. The Premises Development Plan has been linked to learning and the School Development Plan. Areas to concentrate on are:</p>	<p>Mr Clark</p>

<p>Wildlife area EY area Break out areas for interventions Ergonomic chairs The Committee plan to see what projects are affordable and will monitor the impact once they have been implemented.</p> <p>Governors wished to thank Mr Isted for help with jobs around the School. The Governors thanked Mrs Isted for her help in obtaining the Grant of £3000 for the EY area.</p> <p>There will be a Health and Safety inspection on the 5th June.</p>	
<p>11. Chairs actions/Correspondence. See confidential.</p>	
<p>12. Any Other business. The Admissions Policy was amended to bring in line with the updated Admissions Code. The Headteacher highlighted the amendments to the Governors. Governors approved the policy.</p> <p>Governors were reminded about the upcoming Governors IT conference.</p>	
<p>13. Confidential matters. See attached.</p>	

The meeting closed at 8.55pm

Date of next meetings: 15th July 2015 (Data / staffing meeting)
4pm

Signed _____ (Chair) Date _____