



MEETING OF THE FULL GOVERNING BOARD ON APRIL 30TH 2019 AT 6PM IN CHESTNUT CLASSROOM

"We are a community with a lifelong passion for learning."

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Chair, Karen Jarvis (KJ), Madeline Eaton (ME), Rob Hill (RH), Ian Stewart (IS), Suzanne Bryant (SB), Ceri Goddard (CG).

In attendance: Debbie Horton (Clerk)

Minutes

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| 1 | Welcome & Apologies for Absence Laura Partridge sent her apologies. They were sanctioned. |
| 2 | Attendance & Declaration of Interest Those present signed the attendance form. There were no declarations of interest. |
| 3 | Approval of minutes of last FGB meeting on 28th March 2019. The Part 1 and Part 2 minutes were approved as correct records. |
| 3.1 | Matters arising from minutes of last FGB meeting including progress made on the actions raised 3. Parent governor election after Easter. No nominations for the position had been received. The school had received an expression of interest after the deadline had passed, which will be pursued. If the applicant's skills are relevant, then the Board will consider her appointment at the next FGB meeting. The clerk will circulate the applicant's personal statement to governors. The governors agreed that to fill the two co-opted governor vacancies, efforts should be made to recruit from the community to ensure a broad representation of interests on the governing board. CG agreed to talk to Claire Jeffery, who has links into the community. 4.1 Completion of outstanding skills audits, L2 trainings and /or return of completion certificates. RH and CG to complete. 9. MW agreed to draft a document listing the pros and cons of the various collaboration options. MW had partially completed the task, and will complete it before the next half-term. 13. HP to set up parent survey and IS and MW to screen the results. IS has completed the survey on SurveyMonkey and it is set to go before the next half-term. 15. Clerk to send skills summary to SB. As there is no further development on the last copy sent to SB, it hasn't been sent but it will be when the remaining two audits have been received. ACTION: CG to contact Claire Jeffery. MW to send CG a brief description of co-opted governor role.. ACTION: RH and CG to complete skills audit and L2 training/certificate provision. ACTION: MW to complete collaboration document before next half-term. |
| 4 | SIP and school data There was no update, as the new SIP has only been in operation since the beginning of this term. The governors had received the latest school performance data with the agenda. The governors noted that the Year 6 SATS predictions were on target but those for Year 2 were below. HP said that the particular needs in that cohort were being addressed and supported. Q: RH asked what the impact would be of the less than expected outcome A: HP said that if the results were less than the national average then the Local Authority would investigate the reasons why. For the children, their Year 6 targets would be based on their Year 2 results. Q: ME asked how other subjects were assessed. A: HP said that all other subjects apart from science were assessed by staff. |

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| 5 | <p>Budget</p> <p>The only change from the last monitor is that schools had been given a pensions grant for this year. RH suggested re-visiting expenditure. HP said that the grant was only for a year, so the savings might need to be passed onto the next year, but the position will be made clear when the next budget monitor is completed and it can be discussed then, in the Resources committee.</p> |
| 6 | <p>Safeguarding</p> <p>ME reported that there had been a safeguarding meeting last week. She will write up the visit note and send it to the clerk. HP reported two children in need meetings, and no child protection meetings. The single central record is up-to-date.</p> |
| 7 | <p>Collaboration</p> <p>New development for discussion.</p> <p>The meeting moved to Part 2 confidential minutes at 6.30pm. and back to Part 1 minutes at 6.45 pm. The governors noted that the cluster group of schools, to which the Grove School belongs, were meeting soon to discuss a plan of action and a memorandum of understanding.</p> |
| 8 | <p>Governance</p> <p>Reflections/ discussion/ideas for improvement.</p> <p>Governors had received a governance self-evaluation questionnaire, and Ofsted grade descriptors, to direct discussion.</p> <p>MW took the board through half of the self-evaluation exercise, which he had completed and graded at green or amber. The governors agreed that:</p> <ul style="list-style-type: none"> • Whilst there was no major skills deficit, the board would like to include greater representation from the community. • The strategic thinking of the board was heading in the right direction. • RH suggested greater staff input to the committees. The Teaching and Learning committee includes regular staff reports and this practice could be extended to the Resources committee. • CG suggested a greater awareness of avoiding duplication across the committees and the board. She felt that there might be more refinement at FGB level. • Succession planning for the role of Chair and Vice-Chair needed to be planned and considered, as MW is in his second two year term as Chair.. Governors agreed to talk through the role of Chair at the next FGB meeting. • As Vice-Chairs, SB and LP are tasked with responsibility for governor training. SB requested more information about what that looks like in practice. • CG said it was important to use the SIP to ensure everyone had a sense of what they were doing. • ME said she would like to go on a governor's data training course. <p>The second half of the questionnaire will be discussed at the next FGB meeting.</p> <p><u>ACTION:</u> Clerk and ME to liase about data training</p> |
| 9 | <p>Governor visits</p> <p>Visits for summer term to be planned.</p> <p>The draft governor visits plan for the term was tabled. HP reminded governors that all visits are arranged with her, so that staff can be informed. They matched to governors' lead areas and interests, and linked to the SIP.</p> <ul style="list-style-type: none"> • ME requested the addition of a GDPR visit, so that there is one a term. • RH suggested the addition of curriculum overview and development visits. HP suggested that a way of doing this would be for governors to meet with subject co-ordinators. This could become an annual event and governors could meet with a different co-ordinator each time, so that they built a picture of the whole curriculum in the school. • The following co-ordinator visits were scheduled: Music and PE - KJ, Art – ME, RE, Forest School - RH, Geography and Spanish - MW, DT and IT - IS, History - SB, PHSE – CG. • HP agreed to send round a document with examples of questions for governors to ask about the curriculum. <p><u>ACTION:</u> governor co-ordinator visits to take place in July.</p> |
| 10 | <p>Governor training</p> <p>Training for this term – any gaps in skills? None have been identified which have not been already discussed.</p> |

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| 11 | Clerk's report No report needed. |
| 12 | Correspondence None. |
| 13 | What have we done for the children? Governors had examined the performance data and asked questions. |
| 14 | Items brought forward by the Chair There were none |
| 15 | Dates & time of next meetings Resources Committee 9 th May 8.30am T&L Committee. The date and time of this meeting was changed to 20 th May at 8.30am FGB 16 th July 8.30am |

The meeting ended at 7.20pm

Summary of Actions

| Item | To do | By whom | By when |
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| 3.1 | CG to contact Claire Jeffery. MW to send CG a brief description of co-opted governor role. | Clerk/admin | Summer half-term |
| 3.1 | Completion of outstanding skills audits, L2 trainings and /or return of completion certificates. | CG, LP, RH | Next FGB |
| 3.1 | MW to complete collaboration document before next half-term. | MW | Summer half- term |
| 8 | Clerk and ME to liaise about data training | Clerk/ME | Summer half- term |
| 9 | Governor co-ordinator visits to take place in July. | Head | End of term |