

**WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING FINAL MINUTES  
TUESDAY 12<sup>TH</sup> JULY 2016 AT 6:00PM**

**PART 1**

Present: Mr J Roulstone (Chair), Mr C Mackman, Mrs A Flack, Mrs I Hooper, Mrs V Cook, Ms T Barton, Mrs M Roffe  
Also present: Mrs S Rix (Minutes),

*Meeting started at 5:50pm*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
Welcome and Apologies		Apologies received from Mrs N Jennings, Rev'd B Hutchinson, Mrs E Adie, Mrs S Roberts	
Declaration of Interest		There were no declarations of interest in any items on the agenda.	
Minutes of the meeting held on 9 <sup>th</sup> March 2016		There were no matters arising from the minutes. Minutes were approved and signed as a true record by Mr J Roulstone	
Extraordinary Minutes of the meetings held on 15 <sup>th</sup> April and 2 <sup>nd</sup> June 2016		Minutes were signed as a true record by Mr J Roulstone	
Committee Minutes for Information	Resources  Curriculum and Standards	Mr Mackman briefed governors on matters relating to the Resources committee. We are starting to get clarity in the accounts moving forward from Agresso and are starting to focus back on other projects rather than issues with finances. The provisional finance report has been submitted but is not fully confirmed due to the carry forward figure not being confirmed. <b>Q. When will the carry forward figure be received? (JR)</b> A. September. Lincs CC have requested payroll data be checked before the end of term but this will not be checked until August. Mr Roulstone said that the Curriculum and Standards committee was as per the minutes. Data will be talked about in the Head Teacher' report.	

<p>Head Teacher's Report</p>		<p>Mrs Flack talked governors through the report. All targets for priority target 1 have been met through the year. There is now a big focus on reading within school and priorities for 2016/17 are reading, spelling and grammar. There will be a 'mastery in maths' project starting in September.</p> <p>Mrs Roberts in currently undertaking Forest School training.  <b>Q. What is Forest Schools? (TB)</b>  A. It is learning outside using fires, sticks, tools and problem solving using the environment. It is about pastoral care and builds self-esteem and confidence.  <b>Q. Do we need to update risk assessments? (JR)</b>  Only the risk assessments for trips out of school. Evolve is being used for risk assessments, so staff will need to complete risk assessments much earlier for trips. It will be useful for parents and carers to have a plan of trips throughout the year so that payment can be spread. Mrs Cook suggested using ParentPay so parents can pay on a weekly/monthly basis.  <b>Q. How are risk assessments going to change? (JR)</b>  A. Teachers will have to plan and book trips much further in advance. It was discussed that risk assessments will have to go to governor committee meetings to be signed off.</p> <p>Mrs Flack invited governors to school development meetings on Wednesdays.  Mrs Roffe stated that she enjoyed the whole school development meeting; governors agreed it was a very positive meeting.  Mr Mackman commented how nice it was to hear Pat Claxton say how well the school is doing. Leadership and management governors are to be more visible, all governors need to be more visible throughout school.</p> <p>Mrs Flack informed governors that as there is no longer CfBT, the collaborative partnership has agreed to buy into a School Improvement Education Consultant. The consultant is very good, supportive and is also an Ofsted inspector. Mrs Cook and Ms Barton expressed that they would like some advice from the consultant in relation to leadership monitoring. School has also become part of the Connect Teaching Alliance.</p>	<p>Clerk to add risk assessments as a standing item on all agendas.</p> <p>Clerk to send out notes from whole school development meeting to governors.</p>
------------------------------	--	---	--

		School attendance is currently at 96.5% and there are now 201 pupils on role. Q. Has there been confirmation on the increase of PAN? (JR) A. Yes, this has been confirmed.	
Monitoring		Governors discussed and confirmed the monitoring groups for 2016/17. Governors are to set their own monitoring timetables.  Governors agreed the classes they will 'buddy' in 2016/17.	Clerk to email out monitoring and buddy clarification to all governors. Clerk to add monitoring as a standing item to all governor meeting agendas.
Do the Board of Governors Recognise That They are Employers?		Mr Roulstone reminded governors that as a Governing Body they are employers. This would especially come into force if school ever became an academy. Mr Roulstone asked governors to consult The Key website and the NGA website.	
Provisional Meeting Dates 2016/17		Governors agreed the 2016/17 meeting dates	Clerk to send out updated list of meeting dates to all governors
Correspondence		There was no correspondence.  Mrs Hooper mentioned that the seat in the community garden outside school looks directly into school. Mrs Flack said staff are aware and do monitor the situation, trees have been planted to act as a screen in the future.	

The meeting closed at 7.35pm

Signed: \_\_\_\_\_ Chair of Committee                      Date: \_\_\_\_\_