

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

**FULL GOVERNING BODY MEETING FINAL MINUTES
WEDNESDAY 12TH JULY 2017 AT 5:30PM**

PART 1

Present: Mrs I Hooper (Vice Chair), Mrs V Cook, Ms T Barton, Mrs E Adie, Mrs S Roberts, Mrs K Davis, Revd B Hutchinson, Mrs M Roffe, Mr M Lunn
Also present: Mrs S Rix (Minutes)

Meeting started at 5:30pm

Agenda item	Issues	Agreed Action	Responsible
Welcome and Apologies		Apologies received and accepted from Mr C Mackman, Mrs A Flack	
Declaration of Interest		Mrs Adie & Mrs Roberts declared that there may be a declaration of interest in the agenda item 'complaint from parent', Revd Hutchinson declared that she may have a declaration of interest in the item being raised in 'any other business'.	
Minutes of: the Full Governing Body Meeting held on 15 th March 2017 the meeting regarding Weston St Mary on 27 th March 2017 the Full Governing Body meeting held on 24 th May 2017		There were no matters arising from any of the minutes. All minutes were approved and signed as a true record by Mrs I Hooper	
Committee Minutes (for information only)		Committee minutes for information only	
Head Teacher Report	Data	Mrs Adie talked governors through the head teacher report. Mrs Adie informed governors of the data for 2016/17, governors discussed the data and how good it is. Governors were	

<p><i>Mr Lunn arrived at 6.10pm</i></p>		<p>informed that it is the first time for a long while that all KS2 data is above national data. Governors asked for all staff and children to be thanked for the hard work put in and the great results. Governors were informed that Mrs Flack had received a phone call from Lincolnshire County Council (LCC) congratulating school on its data.</p>	
<p>Academisation</p>		<p>The present planned date to academise is 1st August 2017.</p>	
<p>Safeguarding</p>		<p>Mrs Adie informed governors that there have been no changes in relation to safeguarding since the curriculum and standards meeting on 5th July 2017. Mrs Hooper commented that a spot check on safeguarding records is required. Mrs Cook commented that the spot check should be completed regardless of whether Mrs Flack is present in school.</p>	
<p>Risk Assessments</p>		<p>No further risk assessments have been completed since the curriculum and standards meeting. Recent risk assessments have been completed for various sporting events and the EYFS trip to the Sealife Centre.</p>	
<p>Christian Distinctiveness</p>		<p>Mrs Adie read out a summary from a recently completed report by Debbie Barks. It was noted that the report was very good and complimentary.</p>	
<p>Proposed Meeting Dates</p>		<p>Mrs Cook asked for the following to be answered during the meeting: Q. When we become an academy there will be a different financial year end – 31 August. Therefore there will be different requirements for meetings to approve budgets. Please can Mr Lunn provide information as to when he is likely to get the indicative budget in future years and when the approved budget has to be sent through to the LAAT as this will determine when some of the meetings will need to be held. A. Mr Lunn discussed the previous meeting with Stuart Edmonds and the new LAAT Governance Office post. Mr Lunn also briefly discussed dates for setting the budget and how guidance will come from LAAT once the Governance Officer comes into post. Q. Will the 19th September meeting be irrelevant? (VC) A. We will leave it at the moment until we know academisation dates. Governors discussed the meeting dates and agreed the first 4 meeting dates of 2017/18.</p>	<p>Clerk to send out revised list of dates to governors.</p>

Complaint from Parent		Governors discussed a previously received complaint from a parent.	
Flu Jabs for Staff		Mr Lunn discussed the possibility of school funding flu jabs for staff. Governors all agreed that school should not fund flu jabs.	
Monitoring Feedback		Monitoring report for information.	
Policies	New Governor Induction Policy	Governors all agreed to adopt the policy.	
		Mrs Cook read out an email from Mr Mackman thanking staff, pupils and governors for their hard work during the past year.	
		Mrs Roffe showed governors some handouts relating to the school website following training attended.	Clerk to email out documents to all governors; governors to monitor the website at the beginning of the academic year.

The meeting closed at 7.37pm

Signed: _____ Chair of Committee

Date: _____