

**WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING FINAL MINUTES  
TUESDAY 19<sup>TH</sup> SEPTEMBER 2017 AT 5:30PM**

**PART 1**

Present: Mr C Mackman (Chair), Mrs V Cook, Mrs E Adie, Mrs S Roberts, Mrs K Davis, Mrs M Roffe, Mr M Lunn, Mrs A Flack  
Also present: Mrs S Rix (Minutes)

*Meeting started at 5:45pm*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
Welcome and Apologies		Apologies received from Mrs I Hooper and Revd B Hutchinson.	
Annual Declaration of Interest		Governors present completed the annual declarations of interest.	Clerk to ensure declarations are completed for all governors
Election of Chair for the academic year 2017/18		Governors present agreed for Mr C Mackman to be elected as Chair of Governors for the academic year 2017/18.	
Election of Vice Chair for the academic year 2017/18		Due to Mrs Hooper's absence from the meeting, Mr Mackman had asked Mrs Hooper prior to the meeting of her agreement to continue as Vice Chair. Governors present agreed for Mrs I Hooper to be elected as Vice Chair of Governors for the academic year 2017/18.	
Minutes of: the Full Governing Body Meeting held on 12 <sup>th</sup> July 2017  <i>Mr Mackman arrived at 5.55pm</i>		Governors present discussed the minutes from the last meeting. Governors asked for an amendment to be made to the confidential minutes and to be brought back to the next meeting for signing.  Mr Mackman informed governors of Ms Barton's resignation from the Board of Governors.	Clerk to amend minutes and take to FGB meeting on 15 <sup>th</sup> November
Review of Governors Committees and Responsibilities		Governors reviewed and discussed committees and responsibilities. Governors discussed and agreed for Mrs M Roffe to become the Pupil Premium and Sports Grant Governor.	Clerk to send out revised listing.

Committee Minutes (for information only)		Committee minutes for information only	
School Improvement Plan		<p>Mrs Flack informed governors that the school improvement plan (SIP) is a working document and further work will be completed on it following a QA session with Mr Edmonds on Wednesday. Mrs Cook attended a meeting with staff to go through the SIP; ideas from this are to be formulated into the document. Further opportunities for raising school's profile within the community are to be added.</p> <p>Attendance and persistence absence will be monitored more closely.</p> <p>Q. On last years SIP there were very specific targets; can these be worded more 'loosely' so they do not remain in red/unachieved at the end of the academic year? (VC)</p> <p>A. Ofsted look at how measurable the targets are and the impact of them. A red, amber, green (RAG) rating may be better than leaving targets as unachieved in the plan.</p> <p>Q. Are children and teachers settling in after the summer break? (CM)</p> <p>A. Yes, everyone has settled in well.</p> <p>Q. What have the initial reactions been to new teachers/classrooms?</p> <p>A. There has been no reaction since starting back.</p>	
Academisation		The present planned date to academise is 1 <sup>st</sup> November 2017.	
Safeguarding		Mrs Flack gave governors a brief outline of the number of safeguarding cases within school.	
Christian Distinctiveness		<p>Governors received a copy of a report from Debbie Barks, Diocesan Associate School Adviser who stated that school continues to go from strength to strength.</p> <p>Governors were informed of upcoming events in school.</p>	
Risk Assessments		<p>The risk assessment for the France trip is being completed.</p> <p>Mr Lunn discussed school mobile phones with governors.</p>	
Monitoring 2017/18		Governors discussed monitoring and to plan monitoring around the SIP following its completion.	Clerk to add monitoring to the next agenda.
Governor Skills Audit		<p>Governors completed the NGA Governing Board Skills Audit, Clerk to input and report back to governors.</p> <p>Governors discussed and agreed meeting dates.</p>	<p>Clerk to input data from skills audit and report to FGB</p> <p>Clerk to send out updated meeting dates.</p>

Review of School Website		Governors reviewed the school website. Mrs Cook informed governors of her findings following a review of the website, Clerk to make amendments with website provider. <b>Q. There is no pupil premium allocation for the current academic year on the website, is this correct? (VC)</b> A. Results are required before the strategy can be reviewed.	Clerk to ask website provider to update website on findings.
Policies	Safeguarding Policy	This is an updated Lincolnshire County Council policy. Governors all agreed to adopt the policy.	
	Risk Evaluation	Mrs Flack asked governors to complete and return the Risk Evaluation form sent out.	Governors to complete and return to Mrs Flack
	Breakfast Club	<b>Q. As there has been an increase in the cost to parents of breakfast club, could it start at 8am? (MR)</b> A. This would require support staff to be in school at 7.45am which would then cause a further increase in price. Governors discussed breakfast club costs and timings. It was agreed that an assessment of school clubs should be sent out to parents to gain their opinions.	

The meeting closed at 7.55pm

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

Date: \_\_\_\_\_