

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

**FULL GOVERNING BODY MEETING FINAL MINUTES
TUESDAY 21ST NOVEMBER 2017 AT 5:00PM**

PART 1

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

Meeting started at 5:10pm

Agenda item	Issues	Agreed Action	Responsible
Welcome and Apologies		Mr Mackman thanked governors for allowing the meeting to be rearranged. Apologies received from Revd B Hutchinson, Mrs M Roffe and Mrs K Davis.	
Declaration of Interest		There were no declarations of interest in any item on the agenda.	
Minutes of: the Full Governing Body Meeting held on 12 th July 2017		Minutes were approved and signed as a true record by Mr C Mackman.	
the Full Governing Body Meeting held on 19 th September 2017		Minutes were approved and signed as a true record by Mr C Mackman.	
Committee Minutes (for information only)		Committee minutes for information only	
Head Teacher Report		Mrs Adie talked governors through the Head Teacher Report which is now in Lincoln Anglican Academy Trust (LAAT) format. Q. How is the persistently absent percentage worked out? (VC) A. The 7.60% persistently absent figure is worked out from the absence of all pupils of 2.66%. Overall school attendance is above national. The persistent absence percentage has reduced from the summer term.	

		Attendance data this early on in the school year is skewed; it is mostly to be closely monitored rather than to act on. Mrs Flack informed governors that she has looked into the FSM absence data. The SEF document is under the scrutiny of Stuart Edmonds at LAAT and is a constantly evolving document.	
Academisation		The present planned date to academise is 1 st December 2017. The website is being updated to go live on 1 st December to be academy compliant and with LAAT policies adopted. Q. If we academise under LAAT, do governors need to adopt the policies? (VC) A. Where there are LAAT policies they will be automatically adopted through academisation, governors only need to state that they are aware of/agree to having the policies.	Following updating of policies, Clerk to send out policy review schedule to governors.
Apple Instructor Query		Governors discussed at length the EPM response and options available.	
Safeguarding		Mrs Flack had attended a safeguarding briefing and issued governors with the slides from the meeting and will continue to do so for future briefings attended. Mrs Hooper, Safeguarding Governor and Mrs Flack have recently met and a safeguarding action plan has been issued. DBS checks will be validated going into LAAT. The Chair of Governors is to monitor section 128 checks for governors. Q. How often are Section 128 and DBS checks refreshed with LAAT? (SR) A. With LAAT every three years. Governors discussed LAAT employees registering for their own DBS checks and LAAT refunding the costs.	
Christian Distinctiveness		Harvest Festival was held in school due to the weather. Governors were informed of diary dates for the Christingle and carol services. Governors were informed of the new vicar for Whaplode. Q. Will the new vicar join the Governing Body? (SR) A. Yes as Revd Hutchinson is only standing in for Revd Timings following her resignation.	
Risk Assessments		Mrs Flack commented that the risk assessment for France was very good as it did not come back with any amendments. Mrs Hooper stated how good the France trip was.	
Monitoring 2017/18		Governors discussed the various monitoring that has taken place recently. Governors discussed the harvest festival.	

		Mr Lunn stated how good the EYFS fire station trip was and how well the children behaved.	
Governor Skills Audit		Mr Mackman briefly ran through the audit report; overall skills are evenly spread with no overall concerns.	
Governor Code of Conduct		The Clerk informed governors that due to academisation the NGA Code of Conduct was no longer relevant for adoption as LAAT have their own Code of Conduct for governors.	Clerk to distribute and collate the LAAT Code of Conduct.
Policies	SEN Policy (for minuting only) Exclusion Policy	Governors agreed to adopt the SEN policy via email previous to the meeting. Governors agreed to adopt the Exclusion policy via email previous to the meeting.	
Correspondence	Message from Bishop of Lincoln	Mr Mackman informed governors of an email received from the Bishop of Lincoln. Mr Mackman informed governors that Hilary Wells had sadly passed away.	

The meeting closed at 6.40pm

Signed: _____ Chair of Committee

Date: _____