

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

**FULL GOVERNING BODY MEETING FINAL MINUTES
WEDNESDAY 21ST SEPTEMBER 2016 AT 6:00PM**

PART 1

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

Meeting started at 6:00pm

Agenda item	Issues	Agreed Action	Responsible
Welcome and Apologies		Apologies received from Rev'd B Hutchinson There were no apologies received from Mrs N Jennings	
Declaration of Interest		Annual declarations of interest were completed and handed to the Clerk There were no declarations of interest in any items on the agenda.	Clerk to ensure annual declarations of interest are completed for absent governors
Election of Chair for the Academic Year 2016/17		Governors discussed the resignation of Mr J Roulstone from his role of Chair of Governors and from the Governing Body on 14 th September 2016. Mrs Flack talked to governors about their experience and the strength of the current Governing Body. Governors agreed for Mr C Mackman to be elected as Chair of Governors for the academic year 2016/17. Mr Mackman will review his role of Chair of Governors at Christmas.	Clerk to update Governor Support
Election of Vice Chair for the Academic Year 2016/17		Governors agreed for Mrs I Hooper to be elected as Vice Chair of Governors for the academic year 2016/17.	
Governors Committees and Responsibilities		Governors reviewed their committees and responsibilities.	Clerk to update committees and responsibilities
Minutes of the meeting held on 12 th July 2016		Q. The SATs papers sent for remarking; what was the outcome? (IH) A. Only one paper came back which gave us 3% more. Q. Have there been any further issues with the seating	

		<p>outside? (CM)</p> <p>A. There is nothing we can do about people sitting on the bench outside school. We have good procedures in school and staff are vigilant. It is about minimising the risk. We will monitor over the next few months and then readdress if there is an issue.</p> <p>Q. Did Mr Roulstone write to the NQT? (CM)</p> <p>A. Yes he did.</p> <p>Minutes were approved and signed as a true record by Mr C Mackman</p>	<p>Chair of Governors to write a letter to Mr Roulstone thanking him for his time as a governor</p>
School Improvement Plan		<p>Mrs Flack discussed the school improvement plan (SIP) with governors. There is potential that the school could receive an Ofsted inspection in July 2017.</p> <p>The percentage for coasting schools remains at 65%. As a school we are below the floor target for achievement but not for progress.</p> <p>The current SIP is work in progress and is much more rigorous, systematic and measurable than the previous SIP.</p> <p>Governors discussed the leadership and management element of the SIP and that there needs to be a higher visibility of governors within school. Governors discussed adding monitoring visits to the school website, attending parents' evenings and harvest festival as well as being on the playground so that parents know who they are and holding meet the governors coffee mornings.</p> <p>Governors were informed of the dates for the pupil progress meetings so that they can attend and see how data is interrogated and ensure all pupils make progress.</p> <p>Q. Are you still looking at getting someone to come in and talk about monitoring? (VC)</p> <p>A. Mrs Flack stated that she will do some research and get someone to come in and talk about monitoring.</p> <p>Q. Regarding staff performance management, are they linked to the school improvement plan? (VC)</p> <p>A. Yes they are, most are linked to pupil outcomes.</p>	<p>Clerk to add monitoring visit reports to the school website</p> <p>Clerk to send out list of pupil progress meeting dates to governors.</p>
Academisation		Governors discussed academisation and government views.	
Classroom Project		Governors discussed the possibility of a classroom project.	
Risk Assessments		Teachers are using the Evolve system in planning and creating risk assessments for trips. Residential trips are to be signed off by the Chair of Governors and the Local Authority; non-	

		residential trips can be signed off by Mrs Flack.	
Monitoring Feedback		Mrs Cook came into school on Thursday for monitoring, Mrs Hooper and Ms Barton are arranging a date to come in and monitor.	
Policies	<i>Schools Child Protection and Safeguarding Policy</i>	The safeguarding policy agreed in June was a draft, this is the now the official document. Governors all agreed to adopt the policy. Q. Are there Rainbow boxes in all classrooms? (IH) A. Yes there are.	Clerk to ensure all governors have a copy of the policy along with the keeping children safe document
		Mrs Flack asked governors what they would like to see before governor meetings eg pupils books, presentations. Governors agreed to see maths books before the C & S meeting, a health and safety review before the resources meeting, a presentation from Mrs Walker regarding English and grammar before the next FGB meeting. Governors agreed that future FGB meetings would be at 5.30pm	
Head Teacher Performance Management Review		The head teacher performance management review was signed off by the Chair of Governors, Mr C Mackman	
School Fund account 2015/16		The school fund account for 2015/16 was signed off by the Chair of Governors, Mr C Mackman	

The meeting closed at 8.00pm

Signed: _____ Chair of Committee

Date: _____