

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

**FULL GOVERNING BODY MEETING FINAL MINUTES
WEDNESDAY 7TH DECEMBER 2016 AT 5:30PM**

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, Mr M Lunn
Also present: Mrs S Rix (Minutes), Mrs K Davis

Meeting started at 5:30pm

Presentation on English by Mrs Walker

Agenda item	Issues	Agreed Action	Responsible
Presentation on English	<i>Areas for development - Reading</i>	<p>Mrs Walker gave governors a presentation on English within school.</p> <p>Q. How are you going to spend the commission from the book fair? (CM)</p> <p>A. As the commission is from the children purchasing books, the children will choose books for their own class reading areas.</p> <p>Governors viewed some of the books purchased by school as part of the new guided reading range.</p> <p>Q. What age do the books go up to? (VC)</p> <p>A. The books go up with the children until they are free readers.</p>	
Welcome and Apologies		<p>Mrs K Davis was welcomed to the meeting and introduced to governors. Mr Mackman informed governors that Mrs Davis is interested in the co-opted governor vacancy.</p> <p>Mrs Davis introduced herself and gave her reasons for wanting to become a governor.</p> <p>Q. Do you live in the village? (VC)</p> <p>A. No, Sutton St James</p> <p>Governors all agreed for Mrs Davis to become a co-opted governor.</p>	Clerk to notify governor support and arrange

		Apologies received from Rev'd B Hutchinson and Miss K Glenkyle	induction/safeguarding documents for Mrs Davis
Declaration of Interest		Mr Mackman informed governors that Mr Lunn will sit on the curriculum and standards committee as a governor but will sit on the resources committee as school business manager. There may be a conflict of interest at times in future but this would be addressed should it arise. There were no declarations of interest in any items on the agenda.	
Minutes of the Full Governing Body meeting held on 21 st September 2016 Minutes of the Academisation meeting held on 7 th September 2016 Minutes of the Academisation meeting held on 31 st October 2016 Minutes of the Acorn Preschool meeting held on 29 th November 2016		There were no matters arising from the minutes. All minutes were approved and signed as a true record by Mr C Mackman	
Committee Minutes (for information only)		Committee minutes for governor information only.	
Head Teacher Report		Mrs Flack talked governors through the report. SLT are rigorously monitoring that all pupils make good or better progress. The NQT has successfully completed their first term, Equate Teaching Alliance has been in and quality assured us. Interventions are going well. The next round of pupil progress meetings are planned for 4 th and 6 th January. There has been a much higher visibility of governors throughout school. There have been some changes in subject leadership and planning meetings have taken place to plan connections for the next term. The maths mastery action plan is completed; it is a different way of teaching as it teaches the misconceptions. It does not	

		<p>fit Ofsted's way of differentiation.</p> <p>Q. Can it be tried with willing parents? (KD)</p> <p>A. It can but it will be difficult.</p> <p>All vulnerable groups have been reviewed across school.</p> <p>4 RTC courses have been run and Mr Copeman has been selected as a subject leader of excellence by Connect Teaching Alliance.</p> <p>There is a high focus on reading and writing throughout school.</p> <p>Q. Class 4 attendance looks low, is there a reason? (IH)</p> <p>A. Last week they had 100% attendance and have 100% so far this week so it is improving. Attendance is monitored, individuals do impact on attendance.</p> <p>Q. Do you use the EWO service? (VC)</p> <p>A. Only when required.</p>	
Safeguarding		<p>Mr Mackman asked the governors who had not completed their online safeguarding training to complete it.</p> <p>Mrs Flack informed governors of the number of safeguarding matters in school. The safeguarding audit has been completed.</p> <p>Governors are to ask pupils and their parents their views of keeping safe.</p> <p>Mrs Hooper and Ms Barton attended safeguarding for governors training. Mrs Hooper remarked that our school has done so much more compared to other schools</p>	Mrs Hooper to send notes from the training to the clerk for distribution
Academisation		Mr Mackman and Mrs Flack informed governors where the school is in relation to academisation.	
Risk Assessments		The Evolve system is now working and risk assessments have been completed using it. A risk assessment has been completed for the Read 2 dog coming into school on Thursday. Small groups of children will be working with the Read 2 dog from January. This is a free of charge service.	
Christian Distinctiveness		<p>Mrs Flack informed governors that there is a religious education board in each classroom. Each collective worship is evaluated to make sure school has the correct coverage, along with evaluations from parents and carers when they attend.</p> <p>The Christingle service will be held in school this year with the end of term service at church.</p> <p>When the Diocesan advisor visited school in June, they were impressed with how much the school has moved forwards in this area.</p>	Clerk to add Christian Distinctiveness to all FGB agendas
Review of Committees		Governors reviewed the committees and allocated the new	Clerk to update records and

		governors to committees. Mr Mackman informed governors that there is no set budget for governor training but is conscious of not overspending due to the earlier decisions in the year regarding staffing. If more than 1 governor is wanting to attend a course, then 1 governor will attend and then feed back.	the website
Monitoring Feedback		Governors discussed and allocated monitoring and buddy classes for the new governors. Governors discussed holding a Governor Awards Ceremony. Governors discussed the next governor newsletter.	Clerk to update records and send out to governors
Policies	<i>New Governor Induction Policy – Finance</i>	Governors agreed for the policy to be updated to refer to both governor committees and be brought back to the next FGB meeting	Clerk to update and bring back to the next FGB meeting
	<i>SFVS</i>	The SFVS had been reviewed and recommended to the FGB by the Resources committee. Mr Mackman signed the SFVS.	
	<i>Critical Incident Policy</i>	Clerk to change H&S Governors to Resources Committee Governor. Governors all agreed to adopt the policy subject to the amendments.	Clerk to make the amendments to the policy
	<i>Schools Child Protection and Safeguarding Policy</i>	This is the latest safeguarding policy received from LCC, updated from the September version. Governors all agreed to adopt the policy.	
Correspondence		There was no correspondence to report.	

The meeting closed at 7.43pm

Signed: _____ Chair of Committee Date: _____