

# CHANDAG INFANTS' SCHOOL FULL GOVERNING BODY MEETING

WEDNESDAY 5<sup>th</sup> JULY 2017

**Present:** Amanda Haskins (Chair), Trish Nethercott, Joy Mounter, Catherine Phillips, Andrew Muncer, , Claire Langley, Stuart Mcmanus, Emma Arblaster Annie Smart (Headteacher), , Joanna Sammons (Clerk)

**Apologies:** Simon Butler

**Absent:** None

	MINUTES
1.0	<p><b><u>WELCOME AND APOLOGIES</u></b> Apologies and absences were noted and agreed as above.</p>
2.0	<p><b><u>PECUNIARY INTEREST</u></b> There were no pecuniary interests declared at this meeting.</p>
3.0	<p><b><u>MINUTES OF PREVIOUS MEETING</u></b> The Chair has completed the Safer Recruitment training. This has been added to the training record.  CL is to complete the safeguarding training. CP is to forward her NHS certificate of completion.  The minutes of the previous meeting were approved and signed.</p>
4.0	<p><b><u>COMMITTEE MINUTES</u></b></p>
4a	<p><i>Standards and Curriculum 30<sup>th</sup> November</i> The minutes were agreed and signed  <i>Standards and Curriculum 26<sup>th</sup> June</i> CP to complete minutes ASAP. Minutes to be signed at September FGB meeting.  Governors were informed the Wellbeing Team requests had been reviewed; an update will be provided in September. JM to produce data summary to go with minutes.</p>
4b	<p><i>Finance, Buildings and Personnel 17<sup>th</sup> May</i> Minutes to be signed at September meeting  <i>Finance, Buildings and Personnel 5<sup>th</sup> July</i> Governors were informed the MAT will be responsible for the drainage of the outside classroom.  Interviews for the campus site manager will be taking place; Ray Randall will stay as the caretaker.  B&amp;NES are to undertake the false ceiling work in the school holidays.  The internal fire doors are up to a 20 minute standard.  The Headteacher informed Governors an up to date fire risk assessment had been requested. The school had been notified by B&amp;NES that it is now a MAT responsibility.  Notice has been served on the cleaners as the MAT cleaners will now be used.</p>

	<p>Most of the hall floor money had been received.</p> <p>A finance officer from the MAT is now in place – Governors were informed that any spend above £2.5k needs MAT approval as opposed to Headteacher approval. The MAT CEO reviews each school's budget line by line. The Headteacher has asked for a breakdown of spend for the £25k schools conversion grant.</p> <p>The pension deficit should now be cost neutral – more information on this will be provided for the next meeting.</p> <p>Governors were informed TA appointments had been made. The headteacher explained the role of HLTAs in relation to the class teacher.</p> <p>Governors were informed AS plans to be full time in September.</p> <p>In September a list of MAT policies to be adopted and a list of those the school is responsible for will be available. The Headteacher felt the code of conduct for staff was not fit for purpose and so this will be taken to the next MELT meeting.</p> <p>Thanks were given to JM for her work on this committee.</p>
4c	<p><i>Health and Safety 20<sup>th</sup> June</i> AM to complete minutes ASAP.</p>
4d	<p><i>Working Party to review committee structure</i> Conversion date for academisation was 1<sup>st</sup> July. The MAT are ratifying finances.</p> <p>Governors were informed a curriculum as well as health and safety committee will still be needed. September to December committee meeting dates will be set and then revised as necessary for January onwards depending on what are needed.</p> <p>AH, AS and CP will be the working party. The Chair is to issue proposed meeting dates.</p>
5.0	<p><b><u>Matters for discussion / approval</u></b></p>
5a.	<p><i>Governors Day</i> The Chair is to provide notes from Governors Day.</p> <p>Governor's felt the child led curriculum is having a positive impact on the children. Pre-teaching had been reviewed but there is a cost impact from lesson study. Pupil Voice showed a positive attitude – the pupils to do this had been identified from pupil data. There had been a significant impact on girl's maths. If every class did pre-teach additional TAs would be required. Governors felt it was important to keep the pre-teach as it had a positive impact.</p> <p>Governors asked if mindfulness strategies are available for parents to use and were informed the mindfulness element of the SDP next year may involve a workshop. JM felt staff had found Governors Day a positive experience. Governors expressed their thanks to Julie and Cat Hayes on their Governors Day work.</p>
5b.	<p><i>Governor Vacancies</i> There are two vacancies at the moment. Additional Governors maybe be appointed in September – a new staff governor will be required to replace JM. The Chair and Clerk to liaise with Sue Holdaway regarding what to do.</p>
6.0	<p><b><u>Subject Leader Reports</u></b> These will be deferred until the September meeting.</p>

7	<p><b><u>SDP Review</u></b></p> <p>Working towards the Bristol standard and need to be ready to submit in September. Governors were informed year 2 spelling is reaching the required standard. Spelling has a knock on effect to boys writing as a focus for next year.</p> <p>Governors felt it would be useful for parents to know how much they can encourage children – there will be maths workshops for parents in the week beginning 10<sup>th</sup> July.</p> <p>Thanks were given to AS and team with the progress that has been made in the school.</p>
8	<p><b><u>ACADEMISATION – Academy Order announcement</u></b></p> <p>SH was welcomed to the meeting and explained her role within the MAT. Governors raised a number of questions as follows: -</p> <p>What will happen with the Chair’s committee? SH suggested a skills audit is undertaken. The HR committee will review and fill in the gaps. SH to forward proforma skills audit to Clerk for circulation.</p> <p>Policies There will be a suite of common policies and some will have sections to be completed by the school.</p> <p>A governors virtual office (GVO) will be available and this can store common documents as well as school specific documents</p> <p>Clerk to pass Governor email addresses to SH to get access to this. Historical information can also be stored. Minutes will have to be signed so a paper file will still be required. Governors were given a summary of the virtual office.</p> <p>Governors questioned whether committees will stay the same? SH replied that other schools have reduced or removed committees and some have changed the terms of reference. Others meet on an ad-hoc basis as a working group. The Chair suggested FGB meetings were longer to include items covered by committee. A minutes and agenda template are to be provided to the clerk. SH to send through examples of what other schools have done. Governors were informed there is an annual conference in October for staff; some governors will be invited.</p> <p>Governor Vacancies Governors were informed there may be changes in September. Whilst there are vacancies on the governing body it was felt a good idea to wait and see what happens in September after a review of numbers and structure. SH explained the governor’s terms of office within the MAT.</p> <p>Governors were reminded the constitution no longer exists and were remind the current number to ensure quoracy at FGB meetings is 5. It was suggested a skills audit is undertaken and additional Governor requirements are based on the results of that. SH was thanked for answering Governors questions.</p>
9	<p><b><u>POLICY RECOMMENDATIONS</u></b></p> <p>The Management of Stress Policy is to be deferred to September. Governors ratified the decision of committees on the following policies: -</p> <ul style="list-style-type: none"> <li>• Science</li> <li>• History</li> <li>• Early Years</li> </ul>
10	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>New email addresses are to be used going forwards. Contact list is to be updated.</p>

11	<p>Governors gave thanks to JM for all her work at the school &amp; wished her well in her new job.</p> <p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The date of the next FGB meeting is Wednesday 27<sup>th</sup> September 2017 with a 6.30pm start.</p> <p>The meeting closed at 8.20pm.</p> <p>Signed Approved: ..... Date: .....</p>
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**Items for the next Agenda:**

- Governor Vacancies
- Roles and Responsibilities update following GS resignation
- Committee Structure post academisation
- Policy review following academisation
- Competency Framework
- Toolkit for reviewing governance