

SIMMONDLEY PRIMARY SCHOOL

FULL GOVERNING BODY

Tuesday 11th October 2016 6.30pm at school

	Governors present and apologies	
	<p>Present: Mr R Jenkins (Co-opted) Mr K Clark (parent) Mr P Winterbottom (Co-opted) Mrs D Greaves (Headteacher) Mrs G Ellison (Staff), Mrs C Wood (parent)</p> <p>Attended by Mrs A Williams (Clerk to Governors), Mrs J Haigh Business Manager</p>	
	<p>Apologies: B Billson, L Acton Apologies accepted</p>	
1.10/16	<p>Welcome Chandra Wood as acting Chair welcomed everybody to the meeting. Julian Gordon, whose term of office expired in August, had stepped down as Chair.</p>	
2.10/16	Governing Board Matters	
.1	<p>Membership FGB has membership of 12 but at present has 4 vacancies Governors <i>remarked</i> that we need to fill these vacancies, Options are to advertise and seek help from Governor Support</p>	AW
.2	<p>Review ‘Working Together’ – Code of Practice Governors were previously sent this document to be read and signed. Clerk to chase up those not present Code of Practice <i>adopted</i> by all governors</p>	
.3	<p>Declaration of Business Interests All reports collected in. (Clerk to chase up o/s reports from LA & BB) G.E declared an interest in an item in the agenda</p>	
.4	<p>Operating Guidelines The Governing Board <i>discussed and agreed</i> that the work of the FGB would be divided over 6 FGB meetings during 16/17 academic year. Committees would be formed for Finance, PP&C and Curriculum but they would only run as and when required.</p>	
3.10/16	<p>A.O.U.B None</p>	
4.10/16	<p>Minutes of previous meeting</p> <p>.1 Minutes were agreed as true with Part 2 confidential removed. All agreed Minutes then to be forwarded to Mike Tomlinson to be put on the website</p> <p>.2 Matters Arising - None</p>	AW
5.10/16	<p>Election of Chair/Vice Chair During the summer, Chair Julian Gordon’s term of office expired. Thanks go to Julian for all his hard work for the Governing Body as Chair over the last very busy year and for the support given to the Headteacher, Debbie Greaves. Governors were all in agreement that Co Chair Chandra Wood takes over as Chair. Paul Winterbottom and Ken Clark agreed to share the Vice Chair role.</p>	

	All agreed	
6.10/16	Delegated Responsibilities	
.1	Reports received - N/A	
.2	Membership of the FGB and committees, terms of reference and powers of delegation will remain the same. All agreed	
.3	Link governors remain the same as 15/16. apart from:- KC to replace J. Gordon as Science link PW to replace J. Gordon as P.E link LA to replace J Gordon as Governor training link New lists to be distributed by clerk	AW
7.10/16	Headteachers Report To be reviewed Nov 2016	
8.10/16	Curriculum and Achievement	
.1	a) Review National Test Results Mixed view on Data – against a national picture	
.2	KS1 – school slightly below on reading School slightly below on writing School slightly below on Maths KS2 – All above national levels except writing 38%/73 This is a secure fit – not best fit. DG reported that teachers followed guidance given. There had been an outcry across the country. The leadership was very happy with the teaching of writing in Simmondley school. DG said she had asked for a moderator to come in. School had met floor standards for progress but not attainment. Only half of the country’s children met the floor standards. 85% for Grammar and spelling DG said’ teachers are still awaiting government to produce an effective assessment system’. b) Review School Improvement Plan Writing, spelling, assessment system & moderation. Application of maths, outdoor environment, growth & fixed mindset. CW asked ‘Are we putting any interventions in place regarding writing?’ DG said no because we have good writing. We need a better assessment system. We need to stick to the rules, but where other schools are not moderated they may have reached 70% CW suggested publishing text based results but not writing results on the website. We are actually in a good position, just does not stack up against results.	
9.10/16	Safeguarding Report and Audit Deferred until Nov 2016	
10.10/16	Financial Matters Julie Haigh reporting	
	a) Monitoring budget Part 2 Confidential Breakfast Club Part 2 Confidential	JH

	<p>b) School fund – deferred until Nov 16.</p> <p>c) Supply Expenditure Part 2 Confidential</p> <p>d) Completing asset management plan Needs checking. JH says it is a work in progress. Could school buy someone in to check it (maybe a member of staff)</p>	JH
11.10/16	Staffing	
Min no. 11.1.10/16	<p>a) Teachers review Part 2 Confidential</p> <p>b) Headteacher Appraisal Part 2 Confidential</p>	LA/BB
12.10/16 Min no. 12.1.10/16 Min no. 12.2.10/16	<p>Policies</p> <p>a) Behaviour Policy Policy previously circulated with 1 amendment. Supervision area seems to be working. Governors agreed</p> <p>b) Safeguarding Policy Documents previously circulated to governors. All agreed and signed</p>	
13.10./16	<p>School Website</p> <p>a) Website compliance – A possible new governor could bring PR skills to this job; Most information is on the website. SK completes class pages. DG completes newsletter. MT completes more complicated jobs. DG to meet with MT to go through the website to see what is required Governors suggested that perhaps MT would like to be an Associate governor</p>	DG/MT
14.10/16	<p>1)DCC Child Sufficiency Service Part 2 Confidential</p> <p style="text-align: right;">KC left the meeting</p> <p>2) Net capacity of the school – deferred until Nov meeting</p>	
15.10/16	<p>Governors' Visits into school Governors encouraged to make visits and report to November meeting</p>	
16.10/16	<p>Governor Training Governors encouraged to attend training events – schedules have been issued.</p>	
	Meeting closed at 8.40pm	

ACTION LOG		
Register of Business Interests/ code of Conduct sheets Clerk to chase up outstanding forms.	AW	
Link Governor list to be distributed	AW	
Debt Letter in Extended services policy to be amended to reference Breakfast Club	JH	

Asset management plan Someone to help complete the check list	JH/DG	
Preparation for Headteacher Appraisal	LA/BB	
Website Compliance/update	DG/MT	