

Thongsley Fields Primary and Nursery School
Minutes of the Full Governing Body Meeting
20th September 2016 at 4:00pm

1) To record attendance and declarations of interest and to receive and accept any apologies for absence

Governors present:

Graham Heywood (GH)
Trina Moesbauer (TM)
Lisa Moule (LM) (Acting Head)
Melica Cutbush (MC)
Rebecca Pentney (RP)
Kerrie Tonks (KT)

Also present:

Mary-Lou Tyler (M-LT) (Clerk)
Sue Bowman (Primary Advisor)

Apologies received and accepted:

Mim Piper (MP) (Chair)
Derrick Woolf (DW)
Alan Hehir
Rachel Myer (Head teacher)

Attendance sheet was completed as above, no declarations of pecuniary interests were declared.
Meeting commenced at 4:00pm and was quorate.

2) To agree the minutes of the last meeting.

The minutes of the meeting held on 20.7.16 were reviewed and were **agreed** to be a true and correct record and were signed by the Vice Chair.

3) Matters Arising not covered elsewhere on Agenda

No update from LA re RCM
Alex Gordon has been appointed the school's new English Leader

4) To elect Chair, vice chair and to agree committee structure and to appoint Governors to each committee

M-LT asked for nominations for Chair
MP had informed M-LT via email that would be happy to stand there were no other candidates the GB voted unanimously to vote MP as chair for a further year.
M-LT asked for nominations for Vice Chair
GH informed the GB that he was happy to stand again there were no other candidates the GB voted unanimously to vote GH as vice chair for a further year.

There was a discussion about the number and scope of committees that the GB needed as this was highlighted at the Governance review last March.

The GB **agreed** to trial the following committee structure:
School Improvement Committee – all Governors to be members

Signed:..... Date:

Resources committee (covering HR/Finance and Premises) MP/DW/GH/Acting Heads to be members
5) Completion of pecuniary interests forms
All Governors present completed and handed in their pecuniary interest forms. Governors had also been emailed the Governor Handbook and guide to practice which they all signed to confirm that they would abide by the procedures set out in this document.
6) LA involvement with the school in 2016-17
<p>Last year the school had support from the LA in the form of:</p> <p>Sue Bowman – Primary Advisor Gary Casey – Maths Advisor Katie Mortlidge – English Advisor Lois Diamond – Early Years Advisor</p> <p>The LA have confirmed that the school will have the same personnel as above for this school year, however as the school's data is below national expectation in attainment the school will be part of a LAIG (Local Authority Implementation Group). This will involve regular meetings of the advisors, Rosemarie Sadler (Head of Service for School Intervention), the Acting Heads and Chair of Governors. This is to ensure that the support being given is having a positive impact.</p> <p>SB informed the GB that RS felt that the school should have been in a LAIG last year.</p> <p>RS has visited the school to meet with the Acting Heads and was pleasantly surprised during her tour as she saw good teaching and learning, good behaviour and well presented books. SB has seen the same but informed GB that this is not reflected in the data. Improvements and changes i.e. the SIP need time to filter through to the data and attainment. This would need to be highlighted to the inspectors during an Ofsted visit.</p> <p><i>Governors asked if there would be someone from LA in school during an Ofsted inspection, SB responded that SB would attend and given the school's current situation there may be more LA involvement.</i></p> <p>SB informed the GB that the school was in danger of an inadequate rating from Ofsted because of the lack of certainty over the leadership of the school and data, this not a reflection of the Acting Head's leadership as LA are happy that this had led to improvements within school over the last year. School should present the data for the current year 5 as well as year 6 re end of KS2 predictions.</p> <p><i>GB responded that leadership is not currently in their control and would highlight that to Ofsted if that was the case. Governors also asked what else they can do to support. Acting Heads and SB responded that GB needs to be up to date with the progress data and to undertake monitoring visits and training.</i></p> <p>It was then agreed that SB would come in on 2.11.16 to do an Ofsted preparation session with the GB SB left at this point.</p>
7) To discuss new SIP and term calendar
<p>The Acting Heads presented the New SIP and the autumn calendar the format is the same as last year. Some items are the same with different action. SIP was reviewed by SB with her advice the Acting Heads added more specific dates for actions to be completed by.</p> <p>Phase leader plans will use the SIP to assist them to write their action plans for the year.</p>
8 Plan Governor visits
There were a number of suggestions re visits and a calendar of visits was agreed (see separate form)
9) Governor training needs agree training courses
<p>PREVENT training booked for 2.11.16 at 1.00pm</p> <p>TM and MC are booked on Ofsted preparation course – KT also asked to be booked onto this.</p> <p>Termly workshops – MP and GH booked on</p>

Signed:..... Date:

Acting Heads thanked Governors for giving up their time to attend courses.

10) Policy review

Behaviour policy

This has been written with input from staff and pupils.
Policy was **agreed** and adopted by the Governing Body.

Critical incident policy

This has been written using examples and tailoring to the schools needs by Acting Heads.
Policy was **agreed** and adopted by the Governing Body.

Evacuation policy

This is a new policy that has been written using examples and tailoring to the schools needs by Acting Heads.

Policy was **agreed** and adopted by the Governing Body.

Lockdown procedures

This is a new policy that has been written using examples and tailoring to the schools needs by Acting Heads.

Policy was **agreed** and adopted by the Governing Body.

Safeguarding policy

This has been updated by CCC and has then had the sections that are tailored to school amended by Acting Heads.

Policy was **agreed** and adopted by the Governing Body.

Reading, Writing, speaking and listening at Thongsley

These were reviewed by outgoing English leader last term.
Policies were **agreed** and adopted by the Governing Body.

EYFS policy

This has been written by FS phase Leader.
Policy was **agreed** and adopted by the Governing Body.

Music policy

This has been written by the subject leader.
Policy was **agreed** and adopted by the Governing Body.

Art and design policy

This has been written by the subject leader.
Policy was **agreed** and adopted by the Governing Body.

Science policy

This has been written by the subject leader.
Policy was **agreed** and adopted by the Governing Body.

PE policy

This has been written by the subject leader.
Policy was **agreed** and adopted by the Governing Body.

Forest schools policy

This has been written by the subject leader.
Policy was **agreed** and adopted by the Governing Body.

11) AOB

Child Protection Annual Monitoring report

This is now completed on line and was completed by LM copies were handed out and LM talked through the form.

There is a new version of KCSIE – M-LT to email out to GB

Governors asked if the school had seen a rise in racist incidents after Brexit and the incidents locally to the Polish community. The Acting Heads informed the GB that there had not been a rise in incidents in school.

Meeting closed at 5.50pm

Accompanying Documents

Item	Document description
2	Minutes of last meeting
4	Examples of committee structures
5	Pecuniary interest forms
7	SIP and calendar
10	Policies

Action Plan

Action	By Whom	Deadline
KCSIE to be emailed to GB	Mary-Lou	31.10.16
Courses to be booked	Mary-Lou	ASAP

Signed:..... Date: