

Thongsley Fields Primary and Nursery School
Minutes of the Full Governing Body Meeting
19th December 2016 at 4:00pm

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

Governors present:

Mim Piper (MP) (Chair)
Trina Moesbauer (TM)
Lisa Moule (LM) (Acting Head)
Melica Cutbush (MC)
Rebecca Pentney (RP)

Also present:

Mary-Lou Tyler (M-LT) (Clerk)

Apologies received and accepted:

Derrick Woolf (DW)
Graham Heywood (GH)
Kerrie Tonks (KT)

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 20.9.16 were reviewed and were **agreed** to be a true and correct record and were signed by the Chair.

3) Matters Arising not covered elsewhere on Agenda

Change of dates for Head teacher appointment deadline for applications now 19.1.17 shortlisting will be on 20.1.17 with interviews being on 2.2.17 and 3.2.17

4) To receive the Head teachers report

Governors asked if the Acting Heads had been able to source cover for the reduction in hours for SF and LMills, the Acting Heads confirmed that they had been successful in securing supply cover from Randstad for the term.

The Governing Body are concerned re the cessation of SENCO support from the LA at the end of this term as this adds to the capacity concerns they already have. The Acting Heads informed the GB that they had discussed this with SB; MP also stated that she had raised this at the last LAIG meeting.

The Acting Heads informed the GB that they would need to advertise for teaching staff for Sept early next term but with the problems of recruitment generally in the county this would be difficult.

The GB liked the changed format of the report with the appendices which makes it easier to locate information – Acting Heads **agreed** to continue to use this new format.

The SIP has been updated items in green denote they have been completed and will be archived.

Governors asked about the high level of CP logs and meetings and asked if all of US's time is allocated to these. The Acting Heads confirmed that currently US is doing 28 hours per week (increased hours until end of March) and that all her time is taken with the CP needs and filing. However if the pupils are taken in to care the paperwork moves to LM as the designated LAC officer.

Parent involvement is still an area for development though LM reported that she had to stop one of the Christmas productions 3 times due to adults talking.

5) To agree and adopt terms of reference for Resources Committee

This was **agreed and adopted** and signed off by the Chair of Governors

6) To review and update Governing Body Action Plan

In the training session on 5.12.16 with Sue Bowman TM and MC were given some information about writing a GB action plan. It was **agreed** that a working party of TM/MC and MP would be set up and would meet on 9.1.17 at 3.30pm to make a start on this.

7) To receive LAIG update

See Head Teachers Report for the 5 key points from the meeting on 13.12.16.
Next meeting is 6.2.17.

8 Plan Governor monitoring visits and questions from this term's visits

Calendar for Spring term was discussed with monitoring visits added to the Governance column. It was agreed that MP would contact the Governors not present at the meeting to discuss their visits for the term.

9) Governor training needs agree training courses and feedback from courses attended

M-LT has emailed out the Spring Term training booklet Governors are requested to contact her with details of what courses they would like to attend.

10) Policy review

Pay policy for 2016-17

This is an EPM model policy, the Governing Body went through the policy however the appendices need to be written. GB **requested** that M-LT look at these and for the policy to be brought back to the GB at the next meeting.

Whistle-blowing

This is an EPM model no changes have been made since its last adoption by the GB
GB **agreed** to adopt this policy without amendment.

Governor Handbook

This was reviewed and needs to be brought up to date with the requirements for DBS checks etc.
GB **requested** that M-LT look at this and for it to be brought back to the GB at the next meeting.

Governor visits

This policy was discussed with the GB **agreeing** to adopt the policy without amendment.

Governor expenses

This policy was discussed with the GB **agreeing** to adopt the policy without amendment

Pupil Premium

This policy was discussed with the GB **agreeing** to adopt the policy without amendment

Misconduct Head power to dismiss

This is an EPM model no changes have been made since its last adoption by the GB
GB **agreed** to adopt this policy without amendment.

Eco Policy

This has been written by the Eco lead, GB were happy to **agree** and adopt this policy without amendment.

EYFS home visiting policy

This has been written by the Foundation Stage Leader, GB were happy to **agree** and adopt this policy without amendment

11) AOB

MP thanked M-LT for her work on the Head teacher application pack and advert.
Next Full Governor meeting 17.1.17 at 4.00pm.

The Acting Heads have recently attended some training on RAISEonline part of that training outlined the requirement for termly Safeguarding and Pupil Premium reports, this will need to be added to the last GB meeting of each term.

Meeting closed at 5.50pm

Accompanying Documents

Item	Document description
2	Minutes of last meeting
4	Head teachers report
5	TOR resources committee
10	Policies

Action Plan

Action	By Whom	Deadline
Pay policy appendices to be researched	M-LT	17.1.17
Training courses for spring term to be booked	ALL Governors	17.1.17
Monitoring visits to be discussed with Governors not present	MP	ASAP
Governor Handbook amendments	M-LT	17.1.17

Signed:..... Date: