

Minutes of a Full Governing Body Meeting of the Governors of Fourlanesend Community Primary School held at the School on Thursday 21st September 2017 at 9.30am

Present	Mr A Battley Mrs R Ginger Mrs R Norton Mr R Wilde	Vice Chair Headteacher
Apologies	Mr C Chappell, Mrs J Eason, Mr S King (Chair of Governors)	
In Attendance	Mrs S Garton	Clerk to the Governors

1. Welcome and Apologies for Absence

The Clerk welcomed governors to the meeting. Apologies were given by and accepted from Mr Chappell, Mrs Eason and Mr King.

2. Elections for Academic Year 2017/18:

The Clerk had contacted all governors seeking nominations for the positions of Chair and Vice Chair in her letter dated 11th September.

- a. **Chair** – The Clerk informed governors that a nomination had been received for Mr King. No other nominations had been received. Mr King had already confirmed he was happy to stand again and the appointment was confirmed by FGB.
- b. **Vice Chair** - The Clerk informed governors that a nomination had been received for Miss Marks but her term as a governor had expired on 16th September. The Clerk asked for nominations at the meeting and it was agreed that Mrs Ginger would take up the appointment for the first two terms and Mr Battley would take over for the final term of the academic year as part of a succession planning process. This was agreed by FGB.

3. Annual governance for Academic Year 2017/18:

a. Review governor vacancies (1 x Parent Governor, 1 x Co-operative Governor)

The Headteacher will advertise to fill the parent governor vacancy. Requisite skills were discussed.

ACTION: Headteacher

Governors discussed the need to increase the size of FGB by one additional co-opted governor. Requisite skills were discussed. The Headteacher will advertise to fill the two co-operative governor vacancies.

ACTION: Headteacher

b. Review Instrument of Government

The Instrument of Government had been previously circulated and was confirmed as being correct. It was agreed that the Instrument of Government will be increased by one co-opted governor at its next FGB meeting (once the recruitment process has been completed).

ACTION: Clerk

c. Review, confirm and sign Code of Conduct

The Clerk read out all the changes that had been made to the 2017 NGA model Code of Conduct. The Code of Conduct, having been previously circulated, was circulated as a hard copy and signed by all governors present.

d. Sign Declaration of Pecuniary and Business Interests Form

The Declaration of Pecuniary and Business Interests form had been previously circulated. The Clerk reported that like last year it was for each governor to individually sign and return the form to the school to keep on record. All governors were asked to print, complete and provide a copy to the school by the end of the month and the Chair of Governors will be asked to countersign them.

ACTION: All

e. Review and confirm Standing Orders

The Clerk reported that small amendments had been made to paragraphs 7 and 9 to ensure the word 'committee' or 'panel' was included as necessary and these had already been included in the Standing Orders document that had been previously circulated. FGB agreed the document.

f. Review and confirm Governing Body Delegation Planner

The document (NGA model) which had been previously circulated was reviewed and confirmed by Governors.

g. Review and confirm Committees' Terms of Reference

The document (NGA model) which had been previously circulated was reviewed and confirmed by governors.

h. Appointments to Committees

The committees' governor appointments document had been previously circulated and was reviewed and re-confirmed by governors subject to the following additions:

- Mr Chappell and Mr Wilde will join Resources Committee.
- Mr Battley will join Headteacher's Performance Management Review Committee.

A revised document will be circulated.

ACTION: Clerk

i. Appointments to Specific Responsibilities

Governors have previously been provided with the Role Definitions document. The specific governor responsibilities document had been previously circulated and was reviewed and re-confirmed by governors subject to the following updates:

- Pupil Premium/Disadvantaged pupils – Mr Wilde.
- Sports Premium – Mrs Eason.
- Data Protection – Mr King (See also item 5 below).

A revised document will be circulated.

ACTION: Clerk

j. Review governors' contact details

The contact list had been previously circulated and was re-circulated as a hard copy to all governors at the meeting and confirmed as being correct.

k. Re-confirm DBS checks have been completed for all governors

It was re-confirmed by the Headteacher that all governors have completed a DBS check.

l. Review current Policy list

It was confirmed that Mrs Eason continues to maintain the list of school policies and those for update or review come to the meetings of committees and FGB meetings as appropriate. The Headteacher will ask Mrs Eason to send her the up to date policy list.

ACTION: Headteacher

4. School Development Plan (SDP) and Self Evaluation Form (SEF) update

Data taken from SEF Autumn 2017 and Year 6 Data 2017 had both been previously circulated to governors together with the Headteacher's Interim Report to Governors.

It was confirmed that the SDP is almost complete in its development and will be completed once staff targets have been set (around half term). The SDP data had been analysed during the staff meeting which had taken place on the previous day. Governors discussed why the school is lower performing for EYFS reading, writing and numbers as well as shape, space and measures and Mr Wilde confirmed that the majority of children achieved better than expected progress but entered the school with a low baseline which reduced overall levels of achievement. In addition, the small cohort was dramatically affected by the loss of one very bright child. This was discussed again when the Headteacher rejoined the meeting.

The Headteacher informed governors about the following:

- FAST (Families And Schools Together) is a parenting programme which has £2,800 available funding and focuses on ensuring schools are doing all they can to help children to succeed, which includes getting parents involved. The school is one teacher down in its resources so getting parents to help support children is key. Staff have received the relevant training.
- The 'Toot toot' pupil voice trial which is in place.
- The religious and sex education curriculum is being updated and is a focus.
- Changes to Data Protection law (see Item 3i above and Item 5 below).
- Critical incidents planning. This was discussed further with the Headteacher including the need for governors to be involved in discussions with staff.

ACTION: Headteacher

- The fact that governors will receive more teach-ins at FGB meetings instead of just receiving reports.
- The SEF is being evaluated and copies will be provided to governors when this process is complete.

Mr Battley requested a separate meeting to discuss data with the Headteacher so he can better understand the detail.

ACTION: Headteacher/Mr Battley

5. Data protection

The Headteacher briefed governors on the changes and confirmed she is now the school's data protection officer and will train Mr King and another governor once she has received her training.

ACTION: Headteacher/Mr King

The Headteacher asked that Data Protection/security is now a standing item on FGB agendas as this is now statutory.

ACTION: Clerk

The Headteacher informed governors that they will each receive a copy of the Data Protection Policy and will be asked to sign to confirm they have read and understood it.

ACTION: Headteacher

6. Research into a FLE nursery

As already discussed in Item 4, above, there is a need to improve the baseline level of attainment of pupils who enter the school in Year 1 as this is worsening year on year. The Headteacher has already spoken to Sue Molloy as part of looking the knock-on effect on local businesses and she is supportive. The Headteacher informed governors that the school is considering opening a nursery for three and four year olds and would like a Governor Working Party to look at this in detail including funding, set-up, best site, optimal size, management, resources, logistics etc. Governors discussed this in more detail with the Headteacher. £20k Devolved Capital Funding is available.

Mrs Ginger offered to be part of the Working Party. The Headteacher will look into setting up the working party as soon as possible.

ACTION Headteacher

7. Policies for approval as notified (inc. LA's Whole School Pay Policy, Equality & Diversity Policy, Accessibility Policy)

The LA's Model Whole School Pay Policy was not available from the LA but will be adopted by governors at the next FGB meeting when it will have been circulated.

ACTION: Clerk

The Equality & Diversity Policy and Accessibility Policy had been previously circulated to governors and were agreed by FGB.

8. Governor training and development

The Clerk had previously re-circulated the Governor Handbook 2017 and Governor Competency Framework. Discussions on this item were postponed to the next FGB meeting when more governors are in attendance.

9. Mount Edgcumbe update

The Headteacher briefed governors on the latest letter received by the solicitors (Michelmores Hughes) acting on behalf of the estate (dated 24th August and previously circulated to governors). The rent adjustment which is to be applied from 24th June 2018 was discussed and agreed and the Headteacher was asked to speak to the solicitors to try and seek this reduction for 2017 also.

ACTION: Headteacher

The Headteacher briefed governors on two further letters from the solicitors (both dated 7th September) regarding the sewer easement and air raid shelter. Both letters request an increase in rent from £10 pa to £20pa. These were agreed by FGB.

10. Set dates/times for next Full Governors' Meetings

- Thursday 25th January 2018, 9.30am.
- Thursday 3rd May 2018, 9.30am.
- (NB - Also an additional FGB on Thursday 23rd November 2017, 9.30am).

Governors were asked to note.

ACTION: All

The next Resources Committee meeting had already been scheduled for Thursday 9th November at 9.30am and Curriculum & Standards Committee meeting is on Thursday 9th November at 10.30am. Spring Term and Summer Term committee dates will be set at the end of the next round of meetings.

ACTION: Clerk

11. Any Other Business

There was none.

The meeting finished at 11.00am.

CHAIR:

DATE: