

**Minutes of a Full Governing Body Meeting of the Governors of Fournalenesend Community Primary School held at the School on Tuesday 27<sup>th</sup> September 2016 at 4.00pm**

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<b>Present</b>	Mrs J Dennehy Mrs J Eason Mrs R Ginger Mr S King Miss H Marks Mrs R Norton	Chair of Governors     Headteacher
<b>Apologies</b>	Mr A Down	
<b>In Attendance</b>	Mrs S Garton	Clerk to the Governors

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**I. Welcome and Apologies**

The Chair welcomed governors to the meeting. Apologies were given by and accepted from Mr Down who was working.

Mrs Eason and the Headteacher reported that Mr Down had been given a pupil laptop in order to communicate by email as he no longer had one. Mr Down had cited this as being the reason why he had not attended any of the FGMs and committee meetings since March.

**2. Annual governance for Academic Year 2016/17:**

**a. Review governor vacancies (2 x Co-operative Governors)**

It was reported that Mrs Kelleher had stepped down as a governor although she hoped to be able to return at some future point. Thanks were given to Mrs Kelleher for her contribution and input. Governors agreed that Mrs Kelleher could be appointed as an associate member as they felt that it would help her maintain continuity and her skills and expertise would not be lost to the school. Mrs Kelleher would be asked if she was in agreement with this idea.

**ACTION: Clerk**

Governors confirmed that they wished to appoint to the two co-operative governor vacancies. The school has registered an interest on the 'Inspiring Governance' website. In addition the Chair is approaching local businesses for a suitable candidate with HR expertise and the Headteacher is approaching a suitable candidate who is a parent at the school.

**b. Review Instrument of Government**

The Instrument of Government had been previously circulated and was confirmed as being correct. Governors confirmed they did not wish to change the size or makeup of the FGB at present.

**c. Review, confirm and sign Code of Conduct**

The Code of Conduct, having been previously circulated, was 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. Completed forms were provided by those governors present. Mr Down was asked to come in to the school and sign a form as soon as possible.

**ACTION: Mr Down**

**e. Confirm Standing Orders**

The Clerk reported that small amendments were required to paragraphs 4 and 9 which she ran through at the meeting. Subject to these changes the document which had been previously circulated was agreed by Governors. A revised document will be circulated.

**ACTION: Clerk**

**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 very small changes. A revised document will be circulated.

**ACTION: Clerk**

**i. Appointments to Specific Responsibilities**

The updated Role Definitions document had been previously circulated. The specific governor responsibilities document had also been previously circulated and was reviewed and re-confirmed by governors subject to very small changes. A revised document will be circulated.

**ACTION: Clerk**

**j. Review governors' contact details**

The contact list had been previously circulated and was re-circulated to all governors at the meeting to check if it was correct or to make any required amendments.

**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 maintains the list of school policies and those for update or review come to the meetings of committees and FGMs as appropriate. The up to date policy list will be sent to the Headteacher.

**ACTION: Mrs Eason**

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

The SDP 2015/16 (evaluated) and 2016/17 (draft) had been previously circulated to governors and the Headteacher ran through the format and layout including the colour coding at the meeting. It was reported that the SDP has been developed further to make it more visual and that it is evaluated in detail on a termly basis and included in the Headteacher's Report and School Pupil Tracker Online data.

Mrs Eason confirmed that she had analysed the SDP and had pulled together a set of governor monitoring plans and governor monitoring visits report forms. These had been previously circulated to governors. Ofsted criteria has been included in the visit report forms to help ensure rigour and to focus governor understanding as well as questions to be asked.

Governors discussed the schedule of visits and asked about the regularity. Mrs Eason confirmed the regularity to aim for is one visit by every governor each half term. It was agreed that new governors may wish to carry out joint visits with other governors. Governors were asked to read through the plans and report forms that had been circulated and to come back to Mrs Eason with any queries.

**ACTION: All**

**4. Policies for approval as notified (inc. Adopt LA's Whole School Pay Policy)**

The LA's Model Whole School Pay Policy was adopted in principle by governors.

**5. Confirm dates/times of next Full Governors' and Committee Meetings**

- Full Governors Meeting: Tuesday 29<sup>th</sup> November, 9.30am
- Resources Committee: Tuesday 18<sup>th</sup> October, 9.30am
- Curriculum & Standards Committee: Tuesday 18<sup>th</sup> October, 11.00am.

Spring Term and Summer Term dates will be set at the next FGM.

**ACTION: Clerk**

**6. Any Other Business**

- Thanks were given to all governors and staff who had attended the recent Vision Day. It is important that we get the message out and this will be done via the children themselves, newsletters and on documentation. The Vision Values and Aims letter is on the school's website.
- Mrs Eason reminded governors about the NGA training programme for Cornwall that she will be delivering (email already circulated).
- The Clerk reported that the NGA had issued a publication entitled Maintained School websites – what you need to publish'.
- The Headteacher had previously circulated a letter that had been sent to her from the Mount Edgcumbe Estate concerning the lease of the field adjoining the school. This was discussed by governors who felt the huge increase in rent to be unjustifiable and agreed that this would be challenged.

**ACTION: Headteacher**

*The meeting finished at 5.05pm (Following the meeting Ofsted Preparation training was held for governors at the school.)*

**CHAIR:**

**DATE:**