



College Town Primary School

Full Governing Body Meeting

Monday 25th March 2019

Minutes

Present	
Rita Carvosso (RC)	Chair of Governors
Trudi Sammons (TS)	Headteacher
Jenny Hipkin (JH)	Vice Chair & Co-opted Governor
Jo Plant (JP)	Co-opted Governor
Cheryl Bentley (CB)	Co-opted Governor
Katherine Middlemiss (KM)	Co-opted Governor
Tony Whiddett (TW)	Co-opted Governor
In attendance	
Cath Wadsworth (CW)	Business Manager
Apologies	
Toni Barton (TB)	Parent Governor
Emma Batten (EB)	Staff Governor
David Spence (DS)	Co-opted Governor
Gemma Yates (GY)	Clerk

Minute No.	Details	Action by
1.0	Apologies: Toni Barton, Emma Batten, David Spence, Gemma Yates	
2.0	Minutes of Previous Meeting: RC went through the previous minutes from the meeting held 4 th February 2019 by page and asked the GB if there were any issues, or comments. The GB all agreed the minutes were accurate and true and RC signed a copy of the minutes	
2.1	Matters Arising from Previous Minutes: RC went through each action point from the previous meeting, 4 February 19 and asked whether it had been completed. <ol style="list-style-type: none"> 1. H&S walk around, date to be confirmed for the summer term 2. DS has submitted short bio for Governors page. 3. CB is meeting with Helen Collin on 3 April 4. JP has been in touch with Gov Services and will now prepare a training log for Governors for the Governors Zone 5. GY has confirmed to Gov Services that JP is Development Gov 6. TS to distribute STEP report to Gobs 7. CW has updated GIAS governor information 8. GY has sent Gobs the Prevent link for online training 9. CW has emailed the Behaviour Policy to all staff 10. RC to sign off minutes from CTJS 	DS/TW Completed CB /HC JP Completed TS Completed Completed Completed CW / RC

3.0	Declaration of Pecuniary Interests and Business Interests: Nil	
4.0	Headteachers Report: The report was issued prior to the meeting for Governors to review. Attendance Current attendance is marginally below target Exclusions There have been no exclusions, despite some challenging children. A significant contributor to the lack of exclusions has been supportive parents. Alternative provision Of 2 particularly challenging children one is on an alternative timetable to 1300hrs each day and one starts a new placement elsewhere after the Easter holidays. Vertical classes 2019 – 2020 Further to the conversations in the previous FGB meeting, TS advised that this is no longer being considered an option for the 2019/20 academic year Targets Targets for Year 1 dropped last year, they are now slightly raised Year 6 – it was widely acknowledged that these targets were aspirational. TS advised that she will be satisfied to achieve 65%, currently at 55% RC asked how this year's likely SATS results will compare to the previous year's. TS said that they are likely to be lower and won't achieve national targets. There is a possibility that will trigger an OFSTED inspection. RC asked if everything was being done for these children that the school possibly can. TS advised said, absolutely. Readers have already been applied for for quite a lot of tests. TS advised that the school's Standards and Effectiveness Partner, Sharon Jones, is due to visit on Thursday 28 March. RC will attend and update the Curriculum Committee at the meeting on 29 March.	RC
5.0	Chairs Briefing: TS attended the meeting on behalf of RC and has uploaded the powerpoint slides into the Governors Zone. Of particular interests were discussions on Ofsted, placement planning and the falling birth rate. SLAs were also discussed.	
6.0	GB Monitoring Programme: JP and JH have sent proformas to Gemma following recent school visits. RC confirmed that previously discussed monitoring will take place on Friday (29 March). GY has brought to RC's attention Survey Monkey who could allow the school to manage questionnaire's differently. RC has asked GY to investigate further.	RC / KM / JP GY
8.0	Curriculum Committee Update: No meeting since last FGB meeting.	
9.0	SFVS: Although the drafted SFVS has been discussed as part of the Staffing, Finance and Sites Committee meeting earlier this evening, it formally needs to be approved by the Full Governing Body. Proposed by RC	

	Seconded by TW Approved by all other Governors.	
10.0	Part 2 These will not be circulated and will be retained within the school to adhere to data protection requirements.	
11.0	AOB: None	
12.0	Date of Next Meeting: Monday 20th May 2019, 7pm at College Town Primary School	

APPROVAL OF FINAL MINUTES

Name:

Signature:

Position:

Date:

Actions arising from FGB meeting on 25 March 2019

Ref	Action	Date	Owner	Status	Comments
Action 1	H&S walk around. Date within the summer term to be confirmed.	TBC	DS/TW	Ongoing	
Action 2	CB to arrange to meet with Elaine Collins regarding safeguarding.	ASAP	CB	Ongoing	Meeting on 3/4/19. NB Helen Collin, not Elaine Collins
Action 3	RC to update curriculum meeting on STEP visit	29 March	RC		
Action 4	Forward questionnaires services information to chair.	By next meeting	GY		