College Town Primary School



**Full Governing Body Meeting**

**Monday 8th July 2019**

**Draft - Minutes**

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

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  Jenny Hipkin  Jo Plant  David Spence  All apologies were accepted. |  |
| 2.0 | **Reappointment of Governors:**  This agenda item 8 has been moved to agenda item 2 to allow reappointed governors to attend the meeting.  RC informed the GB that TW and JH terms of office had come to an end and that the GB would be required to reappoint them if they wished to continue. Both TW and JH confirmed that they did wish to continue.  TW was asked to leave the room. JH was not present at the meeting.  The remaining governors discussed the skills, qualifications, knowledge and commitment of both governors and all agreed to reappoint.  **Proposed CB**  **Seconded KM**  **Approved All** |  |
| 3.0  3.1 | **Minutes of Previous Meeting:**  RC went through the previous minutes from the meeting held 20th May 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  **Matters Arising from Previous Minutes:**  RC went through each action point from the previous meeting, 20th May 19 and asked whether it had been completed.  1. H&S walk around booked for Wednesday 10th July.  2. Completed and a policy template provided.  3. Completed  4. Unable to confirm as JP was absent. Will confirm at next meeting. | JP |
| 4.0 | **Declaration of Pecuniary Interests and Business Interests:**  TB is employed by BFC in the role of supply teacher. |  |
| 5.0 | **Headteachers Report:**  TS gave a brief verbal report to the GB.  **Behaviour and Anti Bullying Policy Review**  TS stated that amendments had been made to the policy and that they were uploaded to the zone prior to the meeting with changes made in yellow.  Changes have been made to the rewards system as it felt that house points were not having much of an impact. The new system in KS2 will use precious gem rewards which pupils can gain by showing excellence in identified areas and will receive a badge when they reach the gem target number.  TS reported that an official bullying incident had be recorded recently. The pupils involved have been sanctioned and parents are aware. The secondary school has also been informed to ensure they are aware of any issues that may transfer.  TS informed the GB that she will be promoting the behaviour policy to pupils and raising parent awareness of the policy in September. The school will make it very clear to parents that bullying will not be tolerated.  KM asked if the bullying incident was cyber.  TS replied that is was not. It was verbal and physical abuse.  CB said that she thinks it is good that the secondary school has been made aware so that they can be prepared in September.  TS asked if the GB were in agreement with the changes.  **Proposed RC**  **Seconded CB**  **Approved All**  **Results**  TS informed the GB that the KS2 results would be available from 7.30am on Tuesday 9th July. CTP are not expected to meet the national average but next year are looking at 15-20% greater depth.  **Safeguarding**  TS reported that there is a new family at the school with 2 children on a CP plan.  **Exclusions**  TS reported that there had be no external exclusions and 1 1.5-day internal exclusion. The parents have been informed.  TB asked if there was an internal exclusion log.  TS replied that there was. |  |
| 6.0 | **Chairs Briefing:**  RC reported that she had attended the Chairs Briefing on 20th June and that the presentation from the meeting had been uploaded to the governors zone for the GB to read prior to the meeting.  RC briefly ran through the agenda items from the briefing and asked if there were any questions.  No questions were asked.  RC reported that she and TB had attended a presentation on the new Ofsted framework – which has also been uploaded onto the governors zone for all to access.  TS informed the GB that the school development plan will be tweaked over the summer in line with the new framework.  RC asked all governors to look at the governor training available in the autumn term and to book on courses. RC also mentioned that if a governor had a specific training need to contact governors services as they may be able to accommodate. |  |
| 7.0 | **GB Monitoring Programme:**  RC thanked the GB for a successful monitoring period and helping the school move forward.  RC reported that the school have paid for QDP online questionnaire services to assist with the parent questionnaires. |  |
| 8.0 | **Curriculum Committee Update:**  RC reported that the minutes from the curriculum meeting on the 17th June had been emailed to all governors prior to the S&F meeting on 8th July to read. RC stated that the minutes were very detailed and that governors should read and forward any questions to her ready to be discussed at the next meeting. |  |
| 9.00 | **Part 2**  None. |  |
| 10.0 | **AOB:**  The GB agreed the dates for the meetings next year which were published prior to the meeting on the governors zone. | All |
| 11.0 | **Date of Next Meeting:**  Monday 23rd September 2019, 7pm at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from FGB meeting on 20 May 2019**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Confirm to JP that online Prevent training has been completed | By next meeting | All |  |  |
| **Action 2** |  |  |  |  |  |
| **Action 3** |  |  |  |  |  |
| **Action 4** |  |  |  |  |  |