College Town Primary School



**Full Governing Body Meeting**

**Monday 24th September 2018, 7pm**

**DRAFT - Minutes**

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

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Welcome:**  RC welcomed new Governors JP and CB and the new clerk GY.  **Apologies:**  Jenny Hipkin |  |
| 2.0 | **Annual Review of Declaration of Pecuniary Interests and Business Interests:**  RC stated that GY had emailed the form and covering letter to all Governors for completion and return as soon as possible.  TB and CB requested a hard copy to be left in the school office.  TB stated that she is a Bracknell Forest supply teacher. | All Govs  GY |
| 3.0 | **Conduct election of Chair and Vice Chair:**  GY contacted all Governors prior to the meeting to ask if anyone else would like to step up to go forward for either position.  RC and JH agreed to stand for the same positions again.  RC left the room and a discussion was had between the remaining Governors and TS. It was agreed that they both are invaluable members of the Governing Body.  **TS Proposed**  **All agreed** |  |
| 4.0  4.1  4.2 | **Decide Committee Structure and Terms of Reference:**  No change to the structure.  Staff and Finance Terms of Reference – to be agreed at the next meeting (24 Sept 18)  Curriculum Terms of Reference – to be agreed at the next meeting |  |
| 5.0 | **Elect Chairs of Committees:**  TW standing again for Staff & Finance Committee Chair  JH standing again for Curriculum Chair  **RC proposed**  **All agreed** |  |
| 6.0 | **Minutes of Previous Meeting:**  The GB agreed the FGB minutes from 2 July 2018 were accurate and true, once the date of 21 May 2018 had been added on item 3.  **Action:** JP informed that the previous minutes had her surname incorrect in item 10 and requested that it is changed from Clark to Plant. | GY |
| 7.0 | **Matters Arising from Previous Minutes:**  None  **Action log:**   1. TS confirmed action complete. 2. The H&S walk around is ongoing due to building works and should be complete in September. 3. Action complete. 4. Action complete. 5. RC confirmed action complete. 6. Not yet complete. Governors are to check the public Governors section on the website and inform TS if correct, or provide a paragraph of text about themselves if missing. | TW/DS/Pete  TS and Gov’s |
| 8.0 | **Review of Relevant Policies:**  A separate policy review list and policies were sent to all Governors to review before the meeting.  CW informed the GB that policies have either been adopted directly from Bracknell Forest or adapted by the school because although the policy is from BF it requires an appendix with a name or details relating to our school.  CW stated that there are no changes to the policies from last year except for Finance - we now have a Finance Assistant and the Lettings policy – an extra line in the policy to allow adult exercise classes charged at £20 per hour.  KM reported that the attendance policy still names the Infant School. CW to change.  KM requested that in the dress code 'common sense' was changed to 'professional judgment'. CW to amend.  KM asked if KS2 pupils were aware of the House Point system that is stated in the Policy for the Development of Personal Responsibility and Behaviour and if pupils knew what house they were in. TS replied that although it had not been a priority due to the amalgamation is it continuing to run and all classrooms have displays with information regarding HP.  All policies approved once changes made.  **GB approved all amendments** | CW  CW |
| 9.0 | **Headteachers Report:**  The report was issued prior to the meeting for Governors to review.  Year 6 Data   * TS reported that there are 32 pp pupils in the school with 11 of those in year 6, which has a cohort of 56. * Last year, year 5 had a very difficult year due to staffing issues and therefore the data for year 6 is very poor. RC asked what strategies will be put in place and if Governor focus and support was required. TS replied that there have been some staff changes made already and the school are addressing the issues. TS has employed a teacher on a temporary basis and is looking at splitting the year group into 3, if this proved to work TS would look at keeping it going after Christmas. TB asked if the baseline would be set against the SATs. TS said that they have had standardised scores already. * TB asked about the pupils data that are not PP. TS reported that in that year group it was all bad. No evidence that Science has been assessed but that the school has a new Science lead who is providing a quick assessment for end of year exp for all Year groups 4, 5 & 6 so they have a bit of a baseline. * TB asked if the behaviour in year 6 was particularly problematic. TS said that behaviour in not an issue. * CB asked if the school would receive extra funding for that year group to assist with interventions. TS reported no extra funding is available, only the normal pp budget.   Summer build/IT programme   * Started 2 weeks later than agreed. * INSET day was a success despite being held in a marquee as works had not finished. * The wifi is now working, but the delayed did cause problems with the start of term and the normal admin procedures not being as smooth.   Website   * The new website is a work in progress but much more user friendly, especially for use on a mobile device. The calendar is up and running. TS welcomed Governor feedback on the new website.   CPD   * The new NQTs have had a great start and really appreciate the support from Anne Duncan. TS suggested that Governors may want to produce a questionnaire for new NQTs to review the support and induction they receive. * Following the poor Maths results Barbara Carr will start to work with the school to improve Maths across the school. * There were some concerns with the 2 schools merging but it has been really good. Staff now all sign in/out in the same place and there are new staff notice boards up with information.   Vulnerable Children   * The new learning hub has been very useful for pupils who require extra support and a calming environment. This will be used as alternative provision for pupils who are anxious about classrooms settings. * TB asked about a pupil who absconded from school at the start of term and if the school breeched the safeguarding procedure. TS replied that there was not a breech of safeguarding and that the school followed procedures thoroughly.   Staffing   * 2 teachers currently on maternity leave. 1 teacher who is currently on maternity leave has requested to come back part time. Unfortunately, this cannot be accommodated. TB asked why part time could not be accommodated. TS stated that due to a high staff turnover last year the school requires teachers who are on site daily so the pupils have consistent learning.   Safeguarding   * New staff have been booked on the course. * CB reported that she has booked training and JP will book. * CW informed all that training can be done online if preferred. * The updated policy is on the website.   School Standards Partner Visit   * TS met with the SIP and although the meeting went well TS is aware that a lot of progress is required to be made. |  |
| 10.0 | **Clerks Briefing:**  GY informed that the briefing had taken place on 20 September and as a new clerk she was not aware of the process of distributing the information from the briefing.  GY reported that the briefing papers were uploaded to the Governors Zone prior to the meeting for Governors to review and stated that Governors should email her if any further information was required. |  |
| 11.0 | **Chairs Briefing:**  RC informed the GB that the Chairs briefing will take place on 8 November and that she will report on that at the next meeting. |  |
| 12.0 | **Confirm Dates of Meetings for the Academic Year:**  GY has published a table of dates for the academic year on the Governors Zone.  DS questioned if the time for the meeting would remain at 7pm. After a brief discussion the GB agreed to meet at 7pm for all FGB meetings  RC asked the GB if the dates were agreed.  **GB Agreed** |  |
| 13.0 | **Official School Opening:**  TS informed the GB that the plan is to hold an official school opening after the school building works have been signed off and local dignitaries will be invited to attend.  TS requested that the GB take the task of organising this on.  RC stated that she was happy to meet with other willing Governors to form a working party. KM, JP and CB all volunteered to help. RC to arrange a planning meeting.  Date for the official opening was suggested as 23 November 2018. Further details will be shared after the planning meeting. | RC |
| 14.0 | **AOB:**  JP requested a walk around or tour of the new building works. TS suggested that the next Curriculum meeting would be an ideal time but if it wasn’t convenient Governors should email TS to arrange a tour after half term. |  |
| 15.0 | **Date of Next Meeting:**  Monday 19 November 2018, 7pm at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from FGB meeting on 24 September 2018**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Governors to complete and return Declaratuion of Pecuniary Interests form | ASAP | **All Govs** |  |  |
| **Action 2** | Hard copy of Declaration of Pecuniary Interests to be left at the school office. | ASAP | **GY** |  |  |
| **Action 3** | Add the date of 21 May 2018 to item 3 on the FGB minutes dated 2 Jul 18 | ASAP | **GY** |  |  |
| **Action 4** | Amend minutes from 2 Jul 18, item 10 - incorrect surname. Change Clark to Plant. | ASAP | **GY** |  |  |
| **Action 5** | Confirm date of H&S walk around with site controller | Once works are signed off | **DS/TW** |  |  |
| **Action 6** | Check Governors public section on website and if missing, send TS a paragraph of text about themselves. | ASAP | **All Govs** |  |  |
| **Action 7** | Attendance policy - update heading to CTPS. | ASAP | **CW** |  |  |
| **Action 8** | Staff dress code – change 'common sense' to 'professional judgment'. | ASAP | **CW** |  |  |
| **Action 9** | Arrange an official school opening planning meeting. | Before next meeting | **RC** |  |  |