College Town Primary School



**Full Governing Body Meeting**

**Monday 20th May 2019**

**Draft - Minutes**

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| **Present**  |
| 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 |
| Toni Barton (TB) | Parent Governor |
| Emma Batten (EB) | Staff Governor  |
| David Spence (DS) | Co-opted Governor (arrived 7.20pm) |
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| **In attendance**  |
| Cath Wadsworth (CW) | Business Manager |
| Gemma Yates (GY) | Clerk |
| **Apologies**  |  |
| Rita Carvosso (RC) | Chair of Governors |

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:** Rita Carvosso |  |
| 2.02.1 | **Minutes of Previous Meeting:**JH went through the previous minutes from the meeting held 25th March 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 JH signed a copy of the minutes**Matters Arising from Previous Minutes:**JH went through each action point from the previous meeting, 25th March 19 and asked whether it had been completed.1. H&S walk around, date to be confirmed for the summer term.2. Completed 3. Completed 4. Completed  | DS/TW |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:** TB is employed by BFC in the role of supply teacher. |  |
| 4.0 | **Headteachers Report:**The report was issued prior to the meeting for Governors to review. **Safeguarding** TS reported that CTP has had no exclusions and no child protection issues reported this half term. TS explained that there may be daily issues and/or incidents bought to the attention of staff and children’s services but as the threshold is so high on paper CTP currently have no safeguarding cases open. JP asked if the pupil who had a number of exclusions last term had now relocated.TS confirmed that the pupil had now moved. **Safeguarding audit**TS informed the GB that CTP recently undertook a safeguarding audit and the overall outcome is that the school is meeting the requirements to ensure the safety of all of our pupils. It was noted that the keeping of student files requires attention to promote best practice. TS reported that this has now been addressed and our records for all children are accurate and stored as per policy. TS reported that there was a concern with the lunchtime staff and how they communicated with some pupils. TS stated that the induction for these staff has not been thorough in terms of behaviour management and to rectify this extensive training has booked for June 3rd & 10th to support the lunchtime staff. All members of the lunchtime staff have signed up which is positive. JP asked if the training was outside of their working hours and if they would get paid for attending.TS confirmed that they would be paid to attend. TS shared with the GB the pupil outcomes from the questionnaire and letters sent to each phase/ year group and thanked CB, the GB Safeguarding lead, who joined the audit and was an active part of the process.**SRE Policy**TS informed the GB that CTP will be teaching sex and relationship education. It will be a year 5 topic and it would be taught using facts and science only. TS specified that there would be no blurred lines. TS informed the GB that from 2020 it will be statutory to teach pupils about LGBT.JP asked how will you manage parents as parents will want to know the content of what is being taught.TS replied that the school will inform pupils and parents of the content of the lessons prior to the sessions. **SATS**TS reported that the SATS were successfully delivered. The previous mock papers suggest that the combined score is unlikely to be above 52%. However, the reading demonstrated a high increase with the cohort achieving 64%. TS informed the GB that all we can do now is wait until July 10th for the results.TS gave a further breakdown of data and asked if there were any questions regarding the SATS. No questions were asked. **Trips**TS ran through trips that have taken place and that are due to happen this term.JP asked what the uptake was for the year 6 residential this year as she had heard that there had been a price increase and thought that £450 was too much for most families.CW replied that there were currently 33 pupils signed up for the trip. CW stated that CTP pay 50% of the cost for FSM pupils and families can pay in installments throughout the year.CW reported that only 5 pupils have shown interested in going next year and that to ensure CTP secure the group discount the decision of whether to go ahead and book would need to be made by Tuesday 21st May.  |  |
| 5.0 | **Clerks Briefing:**GY issued the full clerks papers and bullet points prior to the meeting for governors to review. GY forwarded information from the briefing papers to the relevant governors.GY informed the GB of the possibility of using virtual governance. This would allow members of the GB to be present at meetings ‘virtually’ by telephone or video conference. The GB asked GY to investigate further. This could benefit the GB meetings as they could be held at a more convenient time or if a governor is away on business it would allow them to be at the meeting rather than send apologies.  | GY |
| 6.0 | **GB Monitoring Programme:**JH reminded all governors to send GY monitoring forms if and when they attend school for audits or learning walks. |  |
| 7.0 | **Curriculum Committee Update:**No meeting since last FGB meeting. RC met with Sharon Jones and circulated a full report to the GB. The Curriculum Terms of Reference were circulated, discussed and adopted.**Proposed JH****Seconded KM****Approved All**  |  |
| 8.0  | **Chairs Briefing:**No briefing since last FGB meeting. |  |
| 9.0 | **Policy Review:** CW shared with the GB prior to the meeting the following policies:PSHE including SRELocal offerTB mentioned that she had noticed a couple of typos in the local offer policy. CW stated that she would amend those after the meeting.**Proposed by: TS****Seconded by: JH****Approved all governors** | CW |
| 10.0 | **Part 2**These are confidential and will not be circulated. They will be retained within the school office.  |  |
| 11.0 | **AOB:**JP requested that al governors confirm they have completed their Prevent training. | All |
| 12.0 | **Date of Next Meeting:**Monday 8th July 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** | H&S walk around. Date within the summer term to be confirmed. | TBC | DS/TW | Ongoing |  |
| **Action 2** | Investigate virtual governance  | By next meeting  | GY |  |  |
| **Action 3** | Correct typos on Local Offer policy | ASAP | CW |  |  |
| **Action 4** | Confirm to JP that online Prevent training has been completed  | By next meeting | All |  |  |