

Gilmorton Chandler C of E (Aided) Primary School

Minutes of a meeting of the Full Governing Body held at the school on 15 March 2016 at 7pm.

PRESENT

Mrs H Christie (Chair)	Mrs M Sandford (Headteacher)
Mr A Shields	Mr P Bell
Mr J Bone	Mrs J Smith
Mr N Robbins	Mrs K Morgan
Mrs D Moore	Rev Emma Davies

In attendance: Gordon Grimes (Clerk to Governors).

1	Welcome and Prayer Rev Emma Davies opened the meeting in prayer.	
2	Apologies Apologies were received and accepted from Mrs D Hone, Mrs S Baigent and Mr G Read.	
3	Declarations of Interests re agenda items Governors were asked to make a declaration of any personal interests in any of the items that were on the agenda for discussion. Rev Emma Davies declared that she was a Governor at North Kilworth Primary School and Mrs Sandford declared that she was also Headteacher at Ullesthorpe Primary School. There were no other interests declared.	
4	Confirmation of Minutes of Previous Meeting The minutes of the meeting held on 15 December 2015 were confirmed as a true record of the meeting and were signed by the Chair.	
5	Matters arising from the minutes Item 11, page 167: Following advice from a solicitor, a response has been sent to the Diocese regarding the lease of the school field. No response has been received.	
6	Headteacher's Report The Headteacher's report was circulated to Governors ahead of the meeting.	

	<p>SEN provision was fully discussed, there will be a SEN child joining Year 3. Governors were assured that the record of SEN children was accurate and that all assessments were robust and would stand external scrutiny.</p> <p>Mr Bell joined the meeting at 7.15pm.</p> <p>Governors thanked Year 6 for their project to improve the environment which had raised £900.</p> <p>Governors discussed the Extra-Ordinary Full Governing Body meeting which had taken place on 19 January 2016 and which was detailed at item 5 of the Headteacher's report. The minutes of this meeting will be written up by Mr Bone. It was agreed at the EFGB meeting to form an empty Multi Academy Trust (MAT) and to invite other schools to join the MAT. Governors will be working with a consultant, Adrian Smith to develop the MAT and permission has been received from the Diocese to proceed. An application will be made to the Regional Schools Commissioner.</p> <p>Currently 10 schools have approached Gilmorton regarding membership of the MAT and there will be a meeting of interested schools hosted by Gilmorton.</p> <p>Governors fully discussed the rest of the contents of the Headteacher's report and noted the difficulties in assessing pupils where the current national arrangements make it impossible for children to achieve age related expectations in writing.</p>	<p>Action: Mr Bone</p>
<p>7</p>	<p>Working Committee/Group Reports and Decisions:-</p> <p>Business Management Committee</p> <p>The committee have not met since the last Full Governing Body meeting.</p> <p>Roles and Responsibilities</p> <p>It was agreed to discuss item 13 of the agenda at this point in the meeting. The Chair wished to remind all Governors about their roles and responsibilities. There was concern about agendas for committee meetings not being issued by the Governor responsible for clerking the meetings. There was also concern that the last meeting of the Business Management Committee could not proceed due to Governors not attending or sending apologies. Governors needed to be aware of their responsibilities and must be able to undertake visits to the school and properly discharge all of their agreed duties.</p> <p>Following the resignation of Dr Lorna Gillies as a Foundation Governor, the subsequent vacancy will be filled by the Diocese and it</p>	

<p>was agreed that the new Governor must have sufficient time available to fully undertake the duties and that the skills required were in the HR, legal of finance field.</p> <p>Learning and Teaching Committee</p> <p>The committee met on 1 March 2016 and the minutes were circulated to Governors. A better structure for Governor visits was discussed, with some Governors covering core subjects and others undertaking thematic visits.</p> <p>It was agreed that Governors would cover the following aspects:-</p> <p>Safeguarding and Behaviour - Mrs Moore and Mrs Smith. SMSC - Rev Emma Davies. SEN - Mrs Hone Pupil Premium - Mrs Baigent and Mr Robbins. English - Mr Bell Maths - Mr Bone PE - Mrs Morgan and Mrs Baigent.</p> <p>English, Maths and PE will be core subjects.</p> <p>Mrs Christie will send a pro-forma for recording visits to all Governors.</p> <p>Mr Shields demonstrated the use of Google Shared Space for Governors. This will enable agenda, minutes and other relevant information to be shared across the Governor community. Mr Shields will set up e-mail addresses for all Governors and advise them of how to use the system which is free to use.</p> <p>Admissions and Community Committee</p> <p>The committee met on 1 March 2016 and the minutes were circulated to Governors who noted the contents.</p> <p>Complaints and Pupil Exclusions Committee</p> <p>The committee have not met since the last Full Governing Body meeting.</p> <p>Headteacher's Performance Management Committee</p> <p>An interim meeting to consider the Headteacher's Performance Management took place on 14 March 2016.</p> <p>SEN Report</p> <p>In Mrs Hone's absence there was no SEN report presented to the meeting.</p>	<p>Action: Mrs Christie</p> <p>Action: Mr Shields</p>
--	---

8	<p>Strategic Development Plan</p> <p>Full information was given in the Headteacher's report to Governors and it was agreed that in future this item would no longer feature separately on the agenda.</p>	
9	<p>Raising Attainment and Progress Plan</p> <p>Full information was given in the Headteacher's report to Governors and it was agreed that in future this item would no longer feature separately on the agenda.</p>	
10	<p>School Self Evaluation</p> <p>Each of the Ofsted areas are rated as Outstanding.</p>	
11	<p>Academy Budget</p> <p>There will be a projected budget surplus of approximately £45,000 which will be needed if the numbers of pupils in Foundation Stage are low. Staff costs amount to 83% of the total budget expenditure. There may be a reduction of £23,000 in the budget in future.</p> <p>Governors discussed the impact on the budget of the formation of a MAT and also discussed the impact of possible Sec 106 monies due to new housing developments.</p> <p>Mr Bell left the meeting at 8.30pm.</p> <p>Currently 23% of the children attending the school are outside the catchment area. This will reduce if there is more housing development in the vicinity.</p>	
12	<p>Policies for Review</p> <p>The following policies were reviewed and agreed by Governors:-</p> <ul style="list-style-type: none"> • Assessment, Recording and Reporting Policy • Equality Policy • Fire Safety Policy • Educational Visits Policy 	
13	<p>Governor Visits</p> <p>Mr Bell has undertaken a visit to look at English on 11 March 2016. He will write up the notes for circulation to Governors.</p> <p>Mrs Morgan has undertaken a visit to look at PE on 18 March 2016. She will write up the notes for circulation to Governors.</p>	<p>Action: Mr Bell</p> <p>Action: Mrs Morgan</p>

	Mrs Christie asked Governors to arrange their visits before the end of the term by contacting the school office.	Action: Governors
14	<p>Governor Learning and Development Opportunities</p> <p>Governors agreed to continue to subscribe to the Governor Development Services (GDS) training and development programme and service order for 2016/17. Copies of the training and development programme are available in school and on-line for Governors. Training is also available from the Diocese and full details were given at the last Full Governing Body meeting.</p> <p>Mr Bell and Mrs Moore attended training on Governor Visits. Mrs Smith attended safeguarding training. Mrs Christie attended the Chair of Governors briefing.</p>	
15	<p>Documents received by the Chair of Governors</p> <ul style="list-style-type: none"> • The Chair has received the GDS training and development programme (see item 14 above) • The Chair has received a briefing from GDS outlining how a Co-Chair arrangement would work. She will circulate this to Governors who will need to consider succession planning for the roles of Chair and Vice Chair as a matter of urgency. 	Action: Mrs Christie Governors
16	<p>Date and time of next meeting</p> <p>Tuesday 5 July 2016 at 7pm.</p>	

With there being no further business to discuss the meeting closed at 8.50pm.

Signed _____ Chair of Governors

Date _____