

Gilmorton Chandler C of E (Aided) Primary School

Minutes of a meeting of the Full Governing Body held at the school on 29 September 2015 at 7pm.

PRESENT

Mrs H Christie (Chair)	Mrs M Sandford (Headteacher)
Mr A Shields	Dr L Gillies
Revd E Davies	Mr J Bone
Mrs K Morgan	Mrs D Hone
Mr N Robbins	Mrs D Moore
Mrs J Smith	Mrs S Baigent
Mr P Bell	

In attendance: Gordon Grimes (Clerk to Governors).

1	<p>Welcome and Prayer</p> <p>Rev Emma Davies opened the meeting in prayer.</p>	
2	<p>Apologies</p> <p>No apologies were received. Mr G Read was not in attendance.</p>	
3	<p>Declarations of Interests re agenda items</p> <p>Governors were asked to make a declaration of any personal interests in any of the items that were on the agenda for discussion. There were no interests declared.</p>	
4	<p>Election of Chair and Vice Chair</p> <p>Mrs Christie was proposed as Chair by Mrs Morgan, seconded by Mr Bone and was unanimously elected as Chair of the Governing Body.</p> <p>Mr Bone was proposed as Vice Chair by Mrs Christie, seconded by Mr Shields and was unanimously elected as Vice Chair of the Governing Body.</p> <p>Mrs Christie then took the Chair for the meeting.</p> <p>Succession planning was discussed and Governors were asked to consider if they wished to take on the role of Chair or Vice Chair in future and to contact Mrs Christie.</p>	Action: Governors
5	<p>Confirmation of Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 8 July 2015 were confirmed as a true record of the meeting and were signed by the Chair.</p>	

6	<p>Matters arising from the minutes</p> <p>Item 12, page 157: The Health and Safety Audit took place on 17 September 2015.</p>	
7	<p>Headteacher's Report</p> <p>The Headteacher's comprehensive report had previously been circulated to all Governors.</p> <p>The Headteacher highlighted the following points:</p> <ul style="list-style-type: none"> • The NOR was 211. Details were shown of the breakdown of boys and girls and year groups in the report. 2 appeals were received but one had now been withdrawn. • The attendance last year was to exceed 98.2%. One child was causing concern and action was being taken. • There were no alleged racist or bullying incidents and no exclusions. • The 2014/15 assessment report was circulated to Governors ahead of the meeting and was fully discussed. The new assessment systems were also discussed. • The independent school review report undertaken by Heather Osgood had been circulated to Governors. The Ofsted outcomes were shown as Outstanding. Actions had been put in place to deal with some issues raised. <p>Governors recorded their thanks to the Headteacher for her report and for the excellent work being undertaken in the school.</p>	
8	<p>Working Committee/Group Reports and Decisions:-</p> <p>Business Management Committee</p> <p>The committee met on 15 September 2015. Mrs Baigent will circulate the draft minutes to all Governors. The school has received a number of applications for the Premises Officer vacancy and in the interim a temporary cleaner has been engaged. The committee also considered the school budget.</p> <p>Learning and Teaching Committee</p> <p>The committee met in September 2015 and the minutes have been circulated to all Governors. The committee looked at the 2015 assessment and the use of the pupil premium.</p> <p>The Complaints and Exclusions Committee and Head Teacher Performance Management Committee had not met since the last Full Governing Body meeting. There was nothing to report for SEN at this stage in the school year.</p>	<p>Action: Mrs Baigent</p>

9	<p>Strategic Development Plan</p> <p>The Strategic School Development Plan for the period from Autumn 2014 to Summer 2019 was issued to Governors ahead of the meeting.</p> <p>The hall had been refurbished and was now looking very good. Grants will be obtained to upgrade the staff toilets.</p> <p>The cost of the Parent Partnership Award was just under £1000 and the award had been put on hold at the present time.</p>	
10	<p>Operational Raising Attainment and Progress Plan</p> <p>The operational plan for raising attainment and progress for the period from Autumn 2015 to Summer 2016 was issued to all Governors ahead of the meeting. The plan detailed the 3 priorities as shown on page 3. The targets for the coming year were challenging.</p> <p>Governors fully discussed the plan and noted that the milestones and summary were useful tools for Governors.</p>	
11	<p>School Self Evaluation</p> <p>The self evaluation document was updated in September 2015 and was circulated to Governors ahead of the meeting. The purpose of the document was to give an overview to Governors of what was being done by the school to demonstrate to Ofsted that the school remained outstanding. Governors were happy with the document and thanked the Headteacher for the clear information and demonstration of achievements.</p>	
12	<p>Committee Chairs, Members, Clerks and Terms of Reference</p> <p>Governors agreed that the membership of the committees would remain the same and that each committee would review their terms of references and appoint Chairs and Clerks of the committees at the next committee meetings.</p> <p>Trustees Report</p> <p>The draft Trustees Report was issued to Governors ahead of the meeting and was ratified. The accounts will be presented at the next meeting of the Business Management Committee.</p>	<p>Action: Committees</p>
13	<p>Governing Body Vacancies</p> <p>There were currently no vacancies on the Governing Body.</p>	

<p>14</p>	<p>Governor Visits</p> <p>Following her attendance at the Chairs of Governors briefing, Mrs Christie reported that the new Ofsted framework was discussed and the focus would now be on progress rather than attainment. All aspects of the curriculum will be looked at and in the light of this Governors agreed that their responsibilities would be enhanced.</p> <p>Governor responsibilities were agreed as shown below:</p> <p>Computing: Mr Read and Mrs Moore. EYFS: Mrs Smith and Mr Shields. RE and Collective Worship: Rev Emma Davies. History and Geography: Mrs Morgan. Maths: Mr Bone. Science: Mrs Moore. French: Mrs Christie. PHSE: Mrs Christie. Art and Music: Dr Gillies. Literacy: Dr Gillies and Mr Bell.</p> <p>Mrs Christie will e-mail details to all Governors and set up a timetable for visits.</p> <p>The following ad hoc working groups will meet as appropriate:-</p> <p>School Travel Plan: Mrs Christie, Mrs Baigent, Dr Gillies, Mrs Hone and Rev Emma Davies.</p> <p>PRP Appeal Committee: Mrs Christie, Mrs Smith and one further member (not on the Business Management Committee).</p> <p>Academy Futures Group: Mr Bone, Mrs Baigent, Dr Gillies, Mrs Christie and Rev Emma Davies.</p> <p>Fundraising: Mrs Baigent, Mrs Morgan and Dr Gillies.</p> <p>Governors agreed that they would focus on SEN children within their subject areas and that teachers would have a box on the Governors' visit report form for their comments.</p>	<p>Action: Mrs Christie</p>
<p>15</p>	<p>Governor Learning and Development Opportunities</p> <p>Governors agreed to regularly discuss what had been learned at training and development events.</p> <p>Governors will be attending the Strategic Governance training event to be held on 9 March 2016 at Market Harborough.</p>	

16	<p>Documents received by the Chair of Governors</p> <p>The Chair had received a Governor training prospectus from the Diocese which was made available for Governors.</p>	
17	<p>Date and time of next meeting</p> <p>Tuesday 15 December 2015 at 7pm.</p>	

With there being no further business to discuss the meeting closed at 8.30pm.

Signed _____ Chair of Governors

Date _____