

Gilmorton Chandler C of E (Aided) Primary School

Minutes of a meeting of the Full Governing Body held at the school on 16 September 2014 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 G Read	Mrs D Moore
Mrs J Smith	Mrs S Baigent

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>Apologies were received and accepted from Mrs K Campbell and Mr N Robbins.</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> <p>Declaration of Business Interests</p> <p>Governors were given a copy of the business interest document prepared by the school's accountant and were asked to complete the declaration by half term.</p>	Action: Governors
4	<p>Election of Chair and Vice Chair</p> <p>Mrs Christie was proposed as Chair by Mr Read, seconded by Mr Bone, and was unanimously elected as Chair of the Governing Body.</p> <p>Mr Bone was proposed as Vice Chair by Dr Gillies, seconded by Mrs Christie, and was unanimously elected as Vice Chair of the Governing Body.</p> <p>Mrs Christie then took the Chair for the meeting.</p>	
5	<p>Confirmation of Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 1 July 2014 were confirmed as a</p>	

	true record of the meeting and were signed by the Chair.	
6	<p>Matters arising from the minutes</p> <p>There were no matters arising.</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 216. Details were shown of the breakdown of boys and girls and year groups in the report. • The target for attendance for the coming year was to exceed 97%. • There were no alleged racist or bullying incidents and no exclusions. • Mrs Christie stated that the school had applied for emergency funding for replacement of the school wall and a decision was still awaited. • In answer to a Governor's question the Headteacher stated that there was no difference in teaching for high attainers as quality first teaching was applied to all children. • Children's attainment and learning was detailed in graph form within the report and was fully discussed by Governors. • In answer to Governors' questions about the use of the Pupil Premium and enrichment activities the Headteacher stated that the premium supported multi-sports, school trips, residential trips and music 1-2-1 tuition amongst other activities. Full details are being posted on the school website. <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>There had been no committee meetings since the date of the last Full Governing Body meeting.</p> <p>The Headteacher Performance Management Committee will meet with the Headteacher on 10 October 2014. Ann Fox will continue to act as independent advisor.</p> <p>SEN Report</p> <p>Mrs Hone updated Governors with the end of year SEN information. The Headteacher and Jane Simons will meet to discuss the LA local</p>	

	offer. Full details will be published on the school website by 31 October 2014. Governors need to keep up to date with SEN developments.	
9	<p>Strategic Development Plan</p> <p>The Strategic School Development Plan for the period from Autumn 2014 to Summer 2019 was issued to all Governors.</p> <p>Governors discussed item 5 (b) of the plan on page 5 relating to the advantages and disadvantages of being a single school academy and also discussed options that may be open to the school. Governors agreed that a working group would be set up to examine the future of the school in the context of academy status. The working group would comprise of Rev Emma Davies, Dr Gillies, Mr Bone and Mrs Baigent. The group will report back to the Full Governing Body.</p>	Action: Working Group
10	<p>Operational Raising Attainment and Progress Plan</p> <p>The operational plan for raising attainment and progress for the period from Autumn 2014 to Summer 2015 was issued to all Governors ahead of the meeting. The plan detailed the 3 priorities as shown on page 3. The Headteacher outlined the intervention process as detailed in the plan.</p> <p>Governors fully discussed the plan and noted that it was robust and that the milestones were a useful tool for Governors.</p> <p>Data for EYFS and year 2 was to be added to the plan and the Headteacher will e-mail this to Governors when available.</p>	Action: Headteacher
11	<p>School Self Evaluation</p> <p>The self evaluation document was updated in August 2014 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 the following appointments for each committee:-</p> <p>Business Management</p> <p>Chair: Mr Read. Vice Chair: Mr Bone. Clerk: Mrs Baigent/Mrs Morgan.</p>	

	<p>Teaching and Learning</p> <p>Chair: Mrs Campbell. Vice Chair: Mrs Christie. Clerk: Mrs Hone.</p> <p>Admissions and Community</p> <p>Chair: Mrs Christie. Vice Chair: Rev Emma Davies. Clerk: Dr Gillies.</p> <p>The terms of reference for each committee were circulated to Governors ahead of the meeting. It was agreed that all committees would review the terms of reference for the committee. The Business Management Committee will also act as the Pay Review Committee and Audit Committee and will determine terms of reference for these functions as well as establish terms of reference for the Pay Appeal Committee (see also item 15).</p>	<p>Action: Committees</p> <p>Action: Business Management Committee</p>
13	<p>Governing Body Vacancies</p> <p>There were currently no vacancies on the Governing Body.</p>	
14	<p>Governor Visits</p> <p>It was important for Governors to visit the school and to focus on achievement and attainment in their subject areas. Governors agreed future visits would be linked to the School Development Plan and that some Governors would work together to look at specific areas.</p> <p>Governor responsibilities were agreed as shown below:</p> <p>Safeguarding: Mr Read and Mr Robbins. Computing and Maths: Mr Bone and Mrs Moore. EYFS: Mrs Smith and Mr Shields. Collective Worship and SIAMS: Rev Emma Davies and Dr Gillies. History, Geography and PE: Mrs Morgan and Mrs Baigent. SEN: Mrs Hone.</p> <p>Audit</p> <p>Mr Read reported on a meeting with the school auditors that he, the Headteacher and the Business Manager had attended. The school has to follow the correct procurement processes and these are in place. The investment strategy will be considered by the Business Management Committee and a pensions actuary will undertake an analysis of the pensions fund. It was a legal requirement to publish salaries of trustees of the school on the school website and Governors agreed that the salary of the Headteacher will be published.</p>	
15	<p>Governor Learning and Development Opportunities</p> <p>Mrs Christie and Dr Gillies have attended performance related pay training and the role of the Pay Review Committee was discussed. It</p>	

	was agreed that the committee would meet on 28 October 2014 at 6.30pm. The Pay Appeals Committee would meet as required and Mrs Moore, Rev Emma Davies and Mrs Campbell would be members of the committee.	
16	Documents received by the Chair of Governors The Chair had received a letter of complaint from a parent which had been dealt with.	
17	Date and time of next meeting Tuesday 9 December 2014 at 7pm.	

With there being no further business to discuss the meeting closed at 9.10pm.

Signed _____ Chair of Governors

Date _____