

STICKLAND'S CE VA PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting (AGM)
held on Monday 23 September 19 at 5.30pm in school

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| 19/249 | <p>Present: Kathy McCann Headteacher Richard Campbell Foundation Governor/Chair Jodie Carter Foundation Governor/ex officio Suzie Mutch Foundation Governor Kevin Roberts Local Authority Governor Katharine Singleton-Smith Associate Governor Louisa Spearing Parent Governor</p> <p>In Attendance: Lisa Cracknell Clerk</p> <p>Apologies: Ruth Adler (Childcare) Jacqueline Comyn (Out of the country) Reverend Daniel Ingles Linda Potter (Other engagement) Sadie Watson (Childcare) Apologies accepted</p> | Action |
| 19/250 | <p>Election of Chair and Vice Chair:</p> <ul style="list-style-type: none"> • RC agreed to be Chair for another year and this was unanimously agreed by all Governors. • KR stood down as Vice Chair and SM was nominated by LS, Seconded by KR and voted in unanimously. The governors thanked KR for his work as Vice Chair. | |
| 19/251 | <p>Committees:</p> <p>a) Agree committees and terms of reference</p> <ul style="list-style-type: none"> • It was proposed that the Terms of Reference should be changed to reflect that the P&S committee meets half termly and that the Steering Group should be removed. This was unanimously agreed. <p>KSS joined the meeting at 5.42pm</p> <ul style="list-style-type: none"> • RC explained the committees to JC and suggested new governors should attend all meetings so that they can see what they do so that they can make an informed decision when deciding which committees to join. Everyone felt this was a good idea. • KR/LS agreed to be a mentor to both new governors • Committee membership were agreed and are see appendix one <p>b) Membership Sarah Matthews has resigned LC to take over. Staffing will be restructured to provide office cover allowing LC time for clerking. This will assist with the budget as we will not be employing anyone extra for the role of clerk.</p> <p>c) Appoint Governors for the Headteacher's performance management and confirm the arrangements for the review process KMc to approach Mike Randall to arrange dates for her performance management meeting and then liaise with RC, SM and KR to finalise the meeting.</p> | LC |

Signed.....Dated.....

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| 19/252 | <p>Individual Governor responsibilities and subject allocations:</p> <p>a) Visiting Arrangements : It was agreed that it was important to visit the school and these dates would be decided at the P & S Committee</p> <p>b) Subject Allocations Please see appendix one</p> | P&S |
| 19/253 | <p>Annual approval of statutory documents and annual financial approvals:</p> <p>a) standing orders: this is a DCC policy - Agreed</p> <p>b) Code of Conduct: Signed by those present. LC to ask remaining governors to sign when they are next in school.</p> <p>c) Register of Interests: As above. Governors queried how parents should declare an interest in their child's education. LC to check with Governor Services however, in the meantime Parent Governors should declare their interest at the beginning of meetings if items may be of personal interest.</p> <p>d) Delegated powers: Agreed (up to £5,000 HT, up to £10,000 F&P Committee and any amount over that needs to be agreed by the FGB)</p> <p>e) Virements: Agreed (up to £10,000 at committee, any amount over that needs to be agreed by the FGB)</p> | LC LC |
| 19/254 | <p>Dates of meetings for the year and review of the Year Planner: 1 October 2019 - P & S Committee has been moved to 1.00pm and the Buildings Committee needs to be rescheduled by KMc. LC to advise governors.</p> | LC KM |
| 19/255 | <p>Parent Governor Vacancies We had two vacancies and two parents came forward therefore, there was no need for a ballot. We are pleased to welcome Jodie Carter and Linda Potter to the Governing Body.</p> | |
| 19/256 | <p>Labour Market Increments (LMI) LC explained that only one member of staff was effected by DCC's proposals regarding LMIs. She advised that it would be advisable to accept their proposals and stay in line with DCC's pay policies to ensure the school is following correct procedures.</p> | |
| 19/257 | <p>School Email Addresses – Governors are struggling with their new school email addresses. LC suggested that they download the Microsoft Outlook app on their phones as this will notify them when they receive an email. Please let LC know if you are having difficulties.</p> | |
| 19/258 | <p>Minutes of meeting of 15 July 2019 and matters arising: Approved and signed by RC.</p> <ul style="list-style-type: none"> • 19/233 Bell tower and future ideas/impact. To be added to the next buildings agenda before discussion at FGB • 19/234 Impact of PIE Corbett training which was paid for by DCC. AL Rhyme of the Week, story making sessions are being used to raise attainment. Trialling mixed ability groups in years 1 and 2, teaching to the top, raising expectations. Governors queried how differentiation would work. KMc advised that if it is seen not to be working teachers would end the trial. Governors queried the length of the trial, KMc confirmed that if teachers felt there was no benefit they would make the decision very quickly. Labelling of children is not so apparent which benefits the children. Professional judgement will be used to determine if it is working. 4 line books are now being used and as it is an additional expense governors requested sight of the books to see any improvement in handwriting. • 19/236 As Gary Bartelings has lived outside of the UK in the last 5 years it was going to be difficult to obtain a DBS check. Gary has said that he would be interested in applying again in the next few years if a position became available. | |

Signed.....Dated.....

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| | <ul style="list-style-type: none"> 19/241 Monitoring cycle is on Eschools in the 2018-1, FGB Folder, July 19 19/234 Can a child be excluded from attendance data? KMc has not had time to investigate this and as this would not make a difference to OFSTED it was felt that her time would be better spent elsewhere. 19/242 Open invite to LS to attend the P&S committee as a guest as she is unable to attend regularly. | |
| 19/259 | School Action Plan – KMc has not completed this. The P&S section will be finished in time for the P&S committee. The rest will be completed by the next FGB meeting. | KMc |
| 19/260 | Any other business: <ul style="list-style-type: none"> Governors discussed the cost of Diocese courses and the fact that the school is struggling to fund them. JCa mentioned that there were grants available from the PCC and it may be worth making an application for help with the cost of courses. LC to speak to JCa about this. Fossa to send bank account details to Corscombe Fete (Henry Lovegrove) if this has not already been done. KR queried if LC would be attending all meetings. KMc advised that LC would not be taking the minutes for committees. KR suggested a minute taker was nominated for each committee. H & S audit Monday 7 October 2019. Mike Randall is continuing as our SEP. | LC LS |
| | Meeting closed at 7.10pm | |

Date of next Meeting : Monday 9 December at 5.30pm

Signed.....Dated.....

Committees

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| Headteacher's Performance Management | Richard, Suzie & Kevin |
| Finance & Personnel (5) | Kathy, Richard, Linda, Jax, Suzie |
| Performance & Standards (6) | Kathy, Richard, Kevin, Ruth, Katharine, Suzie |
| Buildings (5) | Kathy, Katharine, Daniel, Sadie, Richard |

Subjects

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| English/Writing | JC Coordinator - AL |
| Safeguarding | LS |
| RE | LW Coordinator - CH |
| Admissions | DCC handle our appeals |
| Science | To be appointed as need Coordinator - KW |
| SEND | KR Coordinator – RA |
| Numeracy | RC Coordinator - MS |
| Pupil Premium Governor | DI |
| EYFS | LW |
| Pupil Discipline | JC & KM |
| Health & Safety | SW to be checked with DCC that a staff member can be responsible if not LS has offered to replace her |
| Governing Body Development | RC & SM |

Signed.....Dated.....