

FGB Meeting 25 February 2020 Minutes - PART ONE

Present:

Elaine Joyce (EJ)
Adam Boshoff (ACB)
Steve Turnbull (ST)
Carol Edmans (CE)
Andrew Turner (AJT)

Victoria Abbott (VA)
Laura Edmonds (LE)
Nicola Riley (NR)
Emma Taylor (ET)
James Bingham (JB)

In attendance:

Pam Langridge (Clerk)

Apologies

Received and accepted from Aaron Twaits.

Declarations of Interest

CE declared married to ST.
ST declared married to CE.
EJ related to staff member.

Constitution

Governors welcomed Emma Taylor who has now been formally appointed as parent governor.

Acceptance of Minutes

Agreed.

Matters Arising

None.

Updates from Chair

Thank you all for attending additional FGB at short notice. The purpose of the meeting is to ensure governors continue to monitor their areas of focus within the SDP and to keep abreast of workload, in particular policies.

Governors were advised EJ has written to SCC and Andrew Smith has been instructed to chase outcomes re lease & GLP.

ACB proposed setting up a pool of template statutory policies and procedures within the GLP to be shared to standardise approach, increase efficiencies, adopt best working practise. EJ agreed to write to Chair of GLP to include on agenda for next GLP meeting.

School Documentation

Governors asked to see evaluation of last year's SDP, to identify the outcomes / actions.

Governors asked for a summary of strengths and areas of developments to headline document and for the text to be formatted to be more readable.

After a robust discussion it was agreed Governors would like one document to help monitor school effectiveness which should clearly identify school priorities.

VA identified current priorities to be

- Deep dive
- Raising attainment
- SEND
- Curriculum

A working party of ACB, NR, AJT & JB agreed to meet 16h30 16 March to prepare SDP for September.

Head Teacher Update

DBS

Governors were advised currently the school carry out DBS check on appointment and do not revisit.

Governors agreed that new members of staff should register for the Update Service and be reimbursed for the subscription cost. It was agreed this would be too costly to implement retrospectively.

Health Check

VA reported on recent Health Check. This will be carried out annually going forward. Outcome: school will benefit from a visit by Jane Oliver to evaluate differentiation of learning to support SEND pupils.

Curriculum

Governors were reminded to complete survey to help determine wording & values for curriculum web page. Survey has also been completed by parents, teachers and pupils.

Reading

Governors were advised SLT have been focusing on reading to ensure there is a standardised approach from teachers and LSA's whilst sharing reading strategies. The school have introduced a weekly 'mystery reader' and governors are encouraged to participate.

ACB suggested moving the library to the ICT suite to make best use of space and put reading at the heart of the school, the library could then be a working hub for staff.

Governors encouraged the school to evaluate current use of ICT suite and what the future looked like for ICT, will there be a move away from desktops to tablets that would allow the room's primary function to be changed.

School Activities

Governors were encouraged to attend science week w/c 9 March (see handout) and the VE Commemoration on 6 May where children will participate in a parade around the town and a singing performance.

CE asked what the school were doing to promote the event locally.

EJ asked what the learning outcomes of the event will be for the children.

Strategic Leads & SDP

JB & LE to meet to review curriculum page of school website.

CE asked if Governor Visit form could include school priorities in the template.

CE suggested Governor visits be plotted in the calendar in advance and linked to the work plan.

Clerk to recirculate work plan to all governors.

CE agreed to undertake safer recruitment training.

EJ shared questions from Hot Topics training and encouraged Governors to ensure they are confident in answers.

It was agreed there should be a link to the Public Health England website on the school website and any queries re coronavirus should be signposted to the website for continuity.

Policies

Well Being: CE to review draft. Work in Progress (WIP).

School Emergency Plan: ACB to review draft and then present to staff. WIP.

Home School Agreement: Need to add values once agreed. WIP.

Teacher Pay: Actioned.

Child Protection: to be circulated to governors for ratification. WIP.

Allegations Against Staff: to be circulated to governors for ratification. WIP.

Data Protection: VA has added retention document. Office to review draft. WIP

Complaints Policy: on hold as want to adopt shared policy with GLP.

Communications: CE to review draft. WIP.

AOB

VA advised governors she has been investigating providers and costs of a coaching / mentoring training program. There are lots of training opportunities but only one provider that offers a qualification – ILM. A level 5 course would cost £2394. [Governors were asked to consider spend and agreed to discuss with finance lead.](#)

Meeting Review

The meeting has helped alleviate workload around SDP & SEF and helped progress policy documents.

Next Meeting

1 April 2020