

**DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY MEETING 27.09.2017 7pm**

**PRESENT:** D Ludford(Chair) I Wilkinson, D Knight, T Allen, J Thody, G Lyden, M Russell, P Cradock  
**CLERKED BY:** S A Dodson. The meeting was quorate.

**1) APOLOGIES FOR ABSENCE** Apologies received and accepted from Sarah Young. Recognition from the FGB for the outgoing chair, Tim Hutton, with a presentation and thanks conveyed by the school and the FGB for his support and direction.

**2) DECLARATIONS OF INTEREST/ELIGIBILITY** Chair queried any amendments to governor's declarations of interest /eligibility from those already held on file. None received and no declarations of interest received for any agenda items for this meeting.

**3) MINUTES OF LAST MEETING – 10.07.017**

The chair requested any queries in relation to the minutes that had been supplied in advance of the meeting. None received and therefore minutes agreed.

**4) MATTERS ARISING FROM LAST MEETING (10.07.2017)**

The head advised that the floor to the mobile was such that the mobile had been condemned and that the estates department have said that POD is best option for music and Jimmy's holiday area, I.E. A modular building. The FGB were advised that if the school applied for a grant this may be more successful than Jimmy D's applying as it could be used for the community also. The head advised that this could possibly be a large space and or two storage areas at each end of building.

- Emergency Action Plan – The head advised that this policy was to be amended during the summer after the school undertook a practice lock down procedure. **ACTION POINT: - CARRY FORWARD TO NEXT MEETING**
- Lockdown Policy - **ACTION POINT: - CARRY FORWARD TO NEXT MEETING**

**5) REVIEW OF TERMS OF OFFICE OF GOVERNORS**

We currently have the following vacancies, this includes Graham as his term of office expired on 4.6.17 as a parent governor

1 x lea governor(Phil)

2 x parent governors (Tim and Graham)

1 x co-opted governor (Sarah Young)

The FGB were advised that two nominations had been received for the current parent vacancies of T Hutton(resigned) and G Lyden (term of office expired 04.06.17 and therefore we could appoint Mrs Purdy and Mr Bradshaw as parent governors and transfer Graham Lyden to the co-opted governor vacancy and this would then leave a LEA governor vacancy only. The FGB agreed this upon review of the skill set of the prospective parent governors and therefore with effect from 27.09.17 Graham Lyden was appointed as a Co-opted Governor. The chair and head advised that they would meet with the prospective parent governors to review the skill sets and the clerk advised that Marcelle Russell's term of office expires on 28.02.18 as a staff governor.

The FGB discussed that a review of the skill set and governor membership on curriculum groups should be undertaken and it was agreed that the membership of curriculum group 1 needed to be reviewed.

**6) AGREE SUB COMMITTEE MEMBERSHIP**

Finance, Personnel and Premises Committee: - I Wilkinson, G Lyden, M Russell, P Cradock and D Knight  
Curriculum, Standards and Community Committee: I Wilkinson, D Ludford, T Allen, S Young, J Thody.

Agreed with a LEA governor vacancy and as S Young is resigning her position that she would be replaced a.s.a.p.

**7) REVIEW 2017 SATS RESULTS** EYFS 73% of pupils attained a good level of development. The head advised that some pupils just “sneaked” into the 2’s and therefore if they are not a confirmed solid 2 these pupils would not be classed as a 2 as this would effect there expected level in the KS2.

Phonics 84% above national average but the FGB were advised that this was down on last year, but that this was cohort specific. The results for year 2 were affected by 2 pupils as these effectively impacted by 10% on the results. These pupils were EAL pupil and statemented child.

The head advised that at the next headteachers briefing he is giving a talk on how the school has achieved such good progress in Maths in KS2. The FGB acknowledge the work into the analysis of the results of the sats.

**GQ Are we aware of the cluster results**

**ANS** The head advised that we were probably highest in maths and the progress scores are very good. Reading is where we thought we could have had a made a bit more progress as a couple of pupils (10%) were one or two marks away.

**8) REVIEW SEF 2017/2018**

SDP – The head advised that SILT referred to Self-motivated Independent Learning Time

**GC Do you have informal meetings with new staff as there is a lot of new staff this year.**

**ANS** The head advised that the NQT has a mentor and that he is in the classroom every week. Other staff have job share, has support from Amy and ppa time.

**GQ What are the areas of responsibility of the Assistant Headteacher**

**ANS** The head advised that the Assistant Headteacher is responsible for the Teaching Assistants and performance appraisals and maths.

The FGB were reminded that Trish Mathews is science lead and Amy does book scrutinies with Sarah.

**GC – Are we looking at the Ofsted gradings**

**ANS** The head advised that we want and work to what is best for pupils and although we know that data has an impact, it is about ensuring progression and attainment of the capabilities of each and every pupil to ensure they reach their full potential.

**9) POLICIES FOR REVIEW**

- Admission Policy – review date 01.09.2017 – The head requested that the FGB review and refer any comments by 6/10.
- Child Protection Policy/Safeguarding Policy – review date 01.09.2017 – deferred to next meeting
- Home School Agreements – review date 01.09.2017 – deferred to next meeting
- Health & Safety Policy – review date 12.11.2017 – deferred to next meeting
- Promoting British Values – review date 01.09.2017 - deferred to next meeting
- Sexting Policy – review date 01.09.2017 - deferred to next meeting
- Send Policy – review date 01.09.2017 – deferred to the CSC committee
- Staff Code of Conduct Policy – review date 12.11.17
- Staff disciplinary procedure – review date 12.11.17
- Staff grievance procedure – review date 12.11.17
- Teachers Pay Policy – review date 01.09.2017
- Supporting Pupils with Medical Conditions – review date 12.11.2016 - deferred to next meeting

Deferred to the FPP committee first for review

**10) IMPACT OF GOVERNANCE**

The FGB discussed and agreed that should change how we are recording impact of governance and that this should refer to what governors have completed and reviewed from one meeting to the next rather than challenges and queries and discussion in the meeting alone.

**11) AOB**

- Finance plan has increased by 1% on pay of teachers
- Sports Apprentice started 27.09.17. The head advised that Inspire plus are undertaking training at Stamford College as Boston College were unable to do this. He has to be involved in all year groups and have as many PE lessons as logistically possible. The head advised that he is implementing a friend's programme to inspire confidence and he could be involved in this.
- Head teachers' performance management needs to be completed by 31.12.17. The FGB were reminded that the committee was currently P Cradock, T Hutton, J Thody and T Allen. All training dates in this regard was to be supplied by the clerk to the FGB.

Meeting concluded 20.31pm

<b>SUMMARY OF ACTION POINTS 27.09.2017 FGB</b>	<b>BY WHOM</b>	<b>TIMESCALE</b>
Review Emergency Action Plan	FGB	15.11.17
Review Lockdown Policy	FGB	15.11.17
Admission Policy review	FGB	06.10.17
Child Protection Policy/Safeguarding Policy	FGB	15.11.17
Home School Agreements	FGB	15.11.17
Health & Safety Policy	IW	15.11.17
Promoting British Values	FGB	15.11.17
Sexting Policy	FGB	15.11.17
Send Policy	CSC	19.10.17
Staff Code of Conduct Policy	FPP	06.11.17
Staff disciplinary procedure	FPP	06.11.17
Staff grievance procedure	FPP	06.11.17
Teachers Pay Policy	FPP	06.11.17
Supporting Pupils with Medical Conditions	FGB	15.11.17