

**DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY MEETING 10.09.2015 7pm**

**PRESENT:** I Wilkinson, T Allen, M Russell, S Young, T Hutton, D Knight, G Lyden, J Thody,  
**CLERKED BY:** S A Dodson. The meeting was quorate.

- 1) **APOLOGIES FOR ABSENCE** T Fisk (on training course) apologies accepted. P Dilks – no apologies received therefore not accepted.
- 2) **DECLARATIONS OF INTEREST/ELIGIBILITY** – Clerk requested that all governors complete declarations of interest /eligibility for the new academic year. No declarations of interest received for any agenda items for this meeting.
- 3) **MINUTES OF LAST MEETING – 13.07.2015** – The chair requested any queries in relation to the minutes. None received and therefore minutes agreed.

4) **MATTERS ARISING FROM LAST MEETING (13.07.2015)**

- Review Website for Statutory Items & Report – G Lyden advised that he had reviewed the website during the summer break and that the Pupil Premium and Sports grant reports were to be updated for this academic year. He also advised that on some of the class pages the “doors/links” are incorrect, Ian Wilkinson advised that Ark are to complete updates to the website in the very near future.

**ACTION POINT GL: REVIEW WEBSITE ON A TERMLY BASIS.**

G Lyden also advised that with regard to the KS2 results for 2015, 2 levels of improvement were not highlighted.

**ACTION POINT IW: REVIEW/UPDATE WEBSITE RE 2015 KS2 RESULTS.**

**GC Can the website providers provide usage/hits details.**

**GC Is it time for a review of the usability of the website.**

- Agree Mission/Vision Statement – The FGB acknowledged the three most popular options ascertained from the post popular suggestions from all the stakeholders and a vote was undertaken and agreed as Inspire to learn; achieve together.

**Governors requested ease of visibility on the website and an explanation as to how this had been chosen and that all stakeholders had been contacted for their input into this.**

- Update on Interview P Craddock – The Chair advised the he and the headteacher had not yet seen Mr Craddock or spoken to him.

**ACTION POINT IW/TH: CONTACT MR CRADDOCK A.S.A.P.**

- Review SEN Report – The FGB acknowledged the report sent by J Thody on his monitoring and evaluation report on the impact of intervention. The FGB were advised that progress is good and it would appear that all information is being captured. The FGB acknowledged receipt of the new DSEND Policy. The policy was agreed with a review date of 01.09.16. The chair queried whether signed copies of policies were required to be held in school or whether the minutes were sufficient to record the date agreed. The clerk advised that she would add a summary sheet to the rear of all policies with the date that the policy was agreed its review date, the version number and signatures.

- Review amended Safeguarding Policy – The head advised that this had been updated with guidelines etc. regarding prevent. All governors acknowledged receipt. The head advised that he had undergone training and that safeguarding training was to be undertaken by staff at the end of September 2015. Policy agreed with a review date of 01.09.16

- Complete Register For Keeping Children Safe Part 1 – The FGB were advised that all staff have received, read and signed this document and also anyone who is regularly in school.

**GQ Have the staff at Jimmy D’s completed this.**

**ANS** M Russell advised that she would check that all staff had completed this.

**ACTION POINT MR: CHECK STAFF AT JIMMY D’S SIGNED REGISTER FOR KEEPING CHILDREN SAFE PART 1**

- Allocation Newsletter Articles/Dates – The chair reminded the FGB that governors had agreed to complete an article for the school newsletters. Dates were allocated as follows:- 21.10.15 J Thody, 16.12.15 M Russell , 11.02.16 S Young, 23.03.16 T Allen, 26.05.16 G Lyden, 08.07.16 D Knight.

- Complete Training On Pupil Premium – J Thody advised that he had completed this on 05.09.15

- Agree Rota For Chairs Of Sub-Committee Meetings – The FGB had acknowledged that they wanted to ensure succession planning within the FGB and therefore a rota of chairing the subcommittee meetings was agreed as: Finance 19.10.15 T Hutton, 20.01.16 T Fisk, 27.04.16 G Lyden 04.07.16 D Knight Curriculum and Standards T Allen 15.10.15, J Thody 26.11.15, P Dilks 17.03.16, S Young 18.07.16.

- Agree Peer Review Group(s) – The following were agreed as peer review pairings T Allen/J Thody, M Russell/G Lyden, S Young/D Knight, T Fisk/P Dilks, T Hutton/new governor, I Wilkinson/S Dodson.

**ACTION POINT SAD: AGENDA ITEM 12.11.15 FGB - FORMAT AND STANDARDISED QUESTIONS FOR PEER REVIEW GROUPS.** A discussion ensued as to how many meetings etc. that needs to be undertaken and it was agreed that this process had to be completed at least annually and by the end of June 2016.

**5) REVIEW and AGREE STANDING ORDERS FOR FGB** The FGB acknowledged receipt in advance of the meeting for review and unanimously agreed the standing orders for 2015/2016.

**6) REVIEW, AGREE AND COMPLETE CODE OF CONDUCT** The FGB acknowledged receipt in advance of the meeting for review and unanimously agreed the code of conduct for 2015/2016.

**7) REVIEW AND AGREE SDP** 2014/2015 was reviewed and discussed against the targets, specifically the percentages of pupils making more than 2 levels progress. Governors acknowledged that progress has been good with 93% of pupils making expected progress and 27% making more than expected progress in reading, 100% making expected progress and 63% more than expected progress in writing and 100% making expected progress and 57% more than expected progress in Maths. The FGB also acknowledged that in KS1 pupils are below national average in Maths and Reading. The FGB were advised that EYFS level development was higher than national average. The FGB were informed that the SDP was discussed with staff at beginning of term.

**ACTION POINT SAD: LOAD 2015/2016 SDP ONTO WEBSITE WITH DATE LOADED.**

**GC Does this include areas from the Ofsted Action Plan ANS** The headteacher confirmed that this is included.

**8) REVIEW AND AGREE SEF** The FGB were advised that this has been updated since issuing as various results have been further analysed and APS for school and national average has been added .

**ACTION POINT IW: ISSUE REVISED SEF TO CLERK FOR LOADING ONTO WEBSITE.**

**GC Does this get published to staff. ANS** The head advised in the contrary as it is a living document but that it would be issued to staff as requested by the FGB

**GC We are saying 2 when Ofsted gave us 3 are we secure in this judgement?**

**9) REVIEW POST OFSTED ACTION PLAN –** The head advised that reading across KS1 needs to be standardised and all areas of the Ofsted Action Plan have been incorporated into SDP 2015/2016.

**ACTION POINT IW: TO ISSUE UPDATED OFSTED ACTION PLAN TO CLERK FOR ISSUE TO GOVERNORS**

**10) REVIEW OF PROGRESS/UPDATE ON GOVERNORS ACTION PLAN**

- Update on policy review – The clerk advised that all policies would be updated with a template denoting review dates etc. to ensure ease of reference. The FGB acknowledged the receipt of the new amended and updated Behaviour Policy. Policy agreed with a review date of 01.09.16

**ACTION POINT IW: SEND INTIMATE CARE POLICY TO FGB FOR REVIEW.**

**ACTION POINT SAD: ENSURE AGENDA ITEM 12.11.15**

- Update on required training for governors – Discussion ensued regarding cluster/bespoke training and it was agreed that this would be referred by the head at the Heads and Chairs meeting on 30.9.15.

- Update on appointment of governors – see agenda item 4.3

- Update on governor’s notice board – Governors acknowledged this had been completed and was in situ.

- Update on review of Parent view – G Lyden advised that there was no changes in the numbers or comments since this was last reviewed and that there was none for this academic year, 2015/2016.

**11) IMPACT ON GOVERNANCE**

Review of SEF/Website – Ensuring appropriate development and that the website had all statutory requirements and ease of usability by parents, staff and governors.

Reviewed impact of Ofsted action plan – to ensure all targets monitored  
 Reviewed mission statement – Develop unified agreed Ethos and strategic direction of school  
 Reviewed DSEN and monitoring  
 Pupil premium training undertaken – To ensure tiered interventions were upheld and reviewed.

**12) AOB** The FGB were advised of the ongoing issues with AGRASSO and that the school business manager was aware that schools in the area are giving notice to Serco and back dating this to April 2015. The FGB were advised that the options are Mouchel or standalone. County will not support Mouchel or standalone but if the system continues it is not viable. **20.49 T Allen left.**

**GQ** If governors are in agreement can we write to Serco back dating to April advising that we wish to terminate the agreement and therefore would not be working with them from April 2016, but in the meantime use the support from the cluster to improve the service and if there is a significant improvement, retract our termination of the agreement. **ANS** YES we can do that

**GQ** Can we get copy of letter that was sent from other schools in the cluster. **ANS** The clerk advised that she would request this again from Baston Chair of Governors.

Meeting concluded 21.00.

SUMMARY OF ACTION POINTS 10.09.2015 FGB	BY WHOM	TIMESCALE
REVIEW WEBSITE ON A TERMLY BASIS FOR STATUTORY ITEMS	GL	12.11.15
REVIEW/UPDATE WEBSITE RE 2015 KS2 RESULTS	IW	A.S.A.P
CONTACT MR CRADDOCK RE CO-OPTED GOVERNOR VACANCY	IW/TH	A.S.A.P.
CHECK JIMMY D’S STAFF SIGNED REGISTER FOR KEEPING CHILDREN SAFE	MR	A.S.A.P.
FORMAT/STANDARDISED QUESTIONS FOR PEER REVIEW GROUPS.	FGB	12.11.15
LOAD 2015/2016 SDP ONTO WEBSITE	SAD	A.S.A.P.
ISSUE REVISED SEF TO CLERK FOR LOADING ONTO WEBSITE	IW	A.S.A.P.
SEND INTIMATE CARE POLICY TO FGB FOR REVIEW	IW	A.S.A.P.
AGENDA ITEM - INTIMATE CARE POLICY	SAD	12.11.15