

Meeting 2 – Full Governing Body - Part I Minutes					
Date/Time	Tuesday 7th Nov 2017 6.30pm	Location	Whimple Primary School		

Attendees	Initials	Category
Maria Wallis	MW	Co-opted (Chair)
Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent
Caroline Ward Reece	CWR	Co-opted
Richard Green	RG	Associate

Attendees	Initials	Category
Kate Mackay	KM	Parent
James Terrett	JT	Parent
Carole Shilston	CS	Acting Head teacher
Matt Brown	MB	Staff
Helena Hastie	НН	Co-opted
9		

Apologies	Initials	Category - Reason

Absent without Apology	Initials

In Attendance	Initials	
Cathy Culshaw	CC	Clerk
Gill Seeley	GS	Potential LEA Gov

Minutes to
Attendees
Apologies
School Notice board
School website

	Agenda	Led by
1	Apologies	MW
2	Business Interests	
3	Minutes of the last meeting – Tuesday 19th Sept 2017	MW
4	Matters Arising	MW
5	Staff/Governor update	MW/CS
6	Ofsted	MW/CS
7	Headteacher's Report and School Improvement Plan/SEF	CS
8	F&R meeting update	KM
9	Health and Safety	CS
10	Website	KM
11	Governor Visits	MW
12	Policies	CS

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	Apologies		
	There were no apologies.		
2.1	Business Interests		
	Nothing to declare.		Complete



Ref	Action or Decision	Owner/ Decision	Date Due
3.1	Minutes Of The Last Meeting - Tuesday 18th July		
	The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		Complete
4.1	Matters Arising		
	4.1 - In light of the recent Ofsted inspection it is felt that Ofsted training is no longer required.	Decision	
	5.1 - MW thanked governors for attending Mrs Jessop's leaving assembly and to FoWS for organising cakes.		
	6.1- JT is in the process of completing the Head teachers Appraisal	JT	ASAP
	6.1 - The Funding Consultation event was on the same date as the Ofsted Inspection so apologies were given. The consequences for next year's budget are still not clear, a paper will go to Devon Education Forum soon and we should know in February what money will be available from April.		
	7.1 - KM reported that the PP visit has taken place. All pupils are at their expected target.		Complete
	8.1 - MW was not able to attend the staff meeting - more discussion under SIP.		
	8.1 - The SEND meeting was postponed due to the Ofsted Inspection.		
	9.1 - Meeting Dates. CS to confirm dates and feedback to CC who will inform Governors.	cs	ASAP
	9.1 0 Skills audits: Some governors are still to complete this. CC to resend form.	СС	ASAP
5.1	Staff/Government Update		
	Governor Update MW welcomed Gill Seeley (GS) who has put herself forward as a potential new governor. MW read a statement from GS and followed up by expressing her feelings that GS offers valuable skills that would benefit the GB and allow GS to sit on the T&L committee. MW proposed GS to become a full governor in the vacant role of LEA governor. Unanimously agreed, subject to agreement from the LEA. CC to arrange induction pack/training.	СС	ASAP
	MW also welcome ex co-opted governor Richard Green (RG) who has agreed to join the GB as an associate until next March to support the F&R committee. Proposed by MW, unanimously agreed.		
	Staff Update CS handed out the new staffing structure information that was discussed at the last F&R meeting. This is for information for governors not on the F&R committee.		
	The meeting moved to Part 2		



Ref	Action or Decision	Owner/ Decision	Date Due
6.1	<u>Ofsted</u>		
	As governors are aware the school received a call on 17th October from Ofsted to inform them that an inspection would take place on 18th October. MW thanked CS, the staff and governors who worked extra hours to get the school ready. On the day MW, KM and LB attended and all agreed it was challenging. All staff and governors involved worked hard. From the governors position they felt well enough informed and able to answer the inspectors questions, there were no surprises.		
	The report has been sent today and was issued to the governors. The overall result is very positive and the school continues to be GOOD.		
	MW expressed her thanks to CS, staff, governors and all those who helped. We will discuss the report at the next meeting.		
	CS will be sending the letter out to parents tomorrow.		
7.1	<u>Head Teacher</u>		
	The head teachers report was circulated prior to the meeting. MW went through the report asking for questions from the governors.		
7.2	School Improvement Plan/SEF		
	CS asked if all governors could look through the SIP and refer any questions/amendments to her prior to the next meeting.		
	MW would like all governors to get a bit more involved in the SIP/SEF. It will be discussed at next meeting along with the strategic plan.		
8.1	F&R Meeting Update		
	The F&R meeting looked at the budget forecasts and KM can report that we are still looking at 3 years of balanced budget but there are a lot of future unknowns.		
	It was agreed that MW and CWR will look at recruitment/retention of Meal-time Assistants (MTAs)		
9.1	Health and Safety		
	CS is in the process of completing a fire assessment. The H&S assessment is now complete. The caretaker is to undertake Legionella and PAT training, some or all of which will be funded by NORSE		
10.1	Website		
	MW reported that although we have done a lot of work to update the website, Ofsted preparation highlighted still some areas are out of date. MW feels that to ensure we keep on top of it we should appoint a governor each term to review the website. JT will take this on for this term.	JΤ	Autumn Term



Ref	Action or Decision			Owner/ Decision	Date Due
11.1	Governor Visits				
	KM reported that the PP visit took place a couple of we circulated ASAP.	eks ago. The re	port to be		
	GMD reported that the SEND visit was postponed due t	o Ofsted.			
	CS reported that the H&S walk was completed in Octob been started.	er and the Safe	guarding Audit has		
12.1	<u>Policies</u>				
	Admissions				
	The Admissions policy was unanimously agreed and sig	ned by the chai	r.	Decision	Complete
	Teacher Appraisal				
	The Teacher Appraisal policy was unanimously agreed a	and signed by t	he chair	Decision	Complete
	Teachers Pay and Conditions				
	This policy was reviewed at F&R and a recommendation was made to change the wording on one section from option A to B as option B offers more flexibility re: pay portability. From this recommendation it was unanimously agreed to use option B and the policy was signed by chair			Decision	Complete
	Governors Allowances The Governors Allowances policy was unanimously agreed and signed by the chair				Complete
	The meeting finished at 20.27				
Date/T	Date/Time 5th December at 6.30pm Location Whimple				ıl