



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 2 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 7th Nov 2017 6.30pm	Location	Whimple Primary School
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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	HH	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	<u>Apologies</u> There were no apologies.		
2.1	<u>Business Interests</u> Nothing to declare.		Complete



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Full Governing Body Meeting Tuesday 7th November 2017

Signature of Chair



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Ref	Action or Decision	Owner/ Decision	Date Due
6.1	<p><u>Ofsted</u></p> <p>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.</p> <p>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.</p> <p>MW expressed her thanks to CS, staff, governors and all those who helped. We will discuss the report at the next meeting.</p> <p>CS will be sending the letter out to parents tomorrow.</p>		
7.1	<p><u>Head Teacher</u></p> <p>The head teachers report was circulated prior to the meeting. MW went through the report asking for questions from the governors.</p>		
7.2	<p><u>School Improvement Plan/SEF</u></p> <p>CS asked if all governors could look through the SIP and refer any questions/amendments to her prior to the next meeting.</p> <p>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.</p>		
8.1	<p><u>F&R Meeting Update</u></p> <p>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.</p> <p>It was agreed that MW and CWR will look at recruitment/retention of Meal-time Assistants (MTAs)</p>		
9.1	<p><u>Health and Safety</u></p> <p>CS is in the process of completing a fire assessment.</p> <p>The H&S assessment is now complete.</p> <p>The caretaker is to undertake Legionella and PAT training, some or all of which will be funded by NORSE</p>		
10.1	<p><u>Website</u></p> <p>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.</p>	JT	Autumn Term



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11.1	<p><u>Governor Visits</u></p> <p>KM reported that the PP visit took place a couple of weeks ago. The report to be circulated ASAP.</p> <p>GMD reported that the SEND visit was postponed due to Ofsted.</p> <p>CS reported that the H&S walk was completed in October and the Safeguarding Audit has been started.</p>		
12.1	<p><u>Policies</u></p> <p>Admissions The Admissions policy was unanimously agreed and signed by the chair.</p> <p>Teacher Appraisal The Teacher Appraisal policy was unanimously agreed and signed by the chair</p> <p>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</p> <p>Governors Allowances The Governors Allowances policy was unanimously agreed and signed by the chair</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
The meeting finished at 20.27			
Date/Time	5th December at 6.30pm	Location	Whimple Primary School