

St Benedict's C of E VA Junior School, Glastonbury

Minutes of the Full Governing Board Meeting

Held on Thursday 16th November 2017 in Leopard classroom

Present: Jo Boughen-Hunt (Vice Chair- VC), Mike Derbidge (Diocese Education- DE Governor), Steve Gumm (Head Teacher- HT), Gemma Hazlehurst (Elected Parent- EP Governor), David MacGeoch (Ex Officio) [*left at 7:03pm*], Piers Ranger (Elected Teacher- ET Governor), Helen Roper (Chair), Natasha Wardle (Diocese Education-DE Governor), Paul Winter (Diocese Education-DE Governor), Sue Wootton (Foundation PCC Governor).

Also present: Sarah Hamlet (Clerk).

The meeting started at 5:31pm.

	Agenda Item		Action
1.	Welcome and Opening Prayer	<ul style="list-style-type: none"> Ex Officio led reflection of the current situation in Zimbabwe (especially for schools), and prayer for St Ben's pupils. 	
2.	Apologies for absence	<ul style="list-style-type: none"> Absence- Louise Fairbrother, Ann and Roger Parsons. Early departure from this meeting and sabbatical absence from 1st December 2017 to 4th March 2018- David MacGeoch. All accepted. 	
3.	Meetings Preparation	<ul style="list-style-type: none"> Chair proposed that future agendas be 'slimmer' to enable more focussed discussion. This will be assisted by use of the '48-hour availability' rule for any documents for discussion at meetings. Items not adhering to this would not be included at the meetings. Governors agreed to this proposal. VC requested that Cost Centre data be available before Finance & Premises (F&P) meetings. Chair will speak to the Finance Officer (FO), adding thanks to FO for producing Month 6 data for last F&P meeting. HT highlighted that some school issues could impact on this action, requesting greater depth of governor discussion in meetings about school issues. 	<i>Chair to see FO re: Cost Centre data availability.</i>
4.	Declaration of Interest in any agenda item.	<ul style="list-style-type: none"> None. 	
5.	Agree and sign amended minutes of Full Governing Board meeting of 21 st September 2017.	<ul style="list-style-type: none"> Agreed by governors and signed by Chair. 	
6.	Matters arising from minutes of Full Governing Board meeting of 21 st September 2017	<p><u>Item 1</u> <u>Paul Winter's Governor Post renewal</u></p> <ul style="list-style-type: none"> Clerk reported that this is now completed. Governors welcomed and approved Paul Winter's re-appointment as a Foundation Governor. Ex-Officio requested that Clerk contact the Diocese re: possibility for Foundation Governor renewal reminders. 	<i>Clerk to contact Diocese re: F. Gov. Office renewal reminders</i>

		<u>Item 6</u> <u>Standing Orders amends</u> <ul style="list-style-type: none"> Completed. <u>Item 7</u> <u>Terms of References amends</u> <ul style="list-style-type: none"> Completed. <u>Item 13</u> <u>Child Protection & Safeguarding Policy amends</u> <ul style="list-style-type: none"> Completed. 	
7.	Agree and sign confidential item of Full Governing Board meeting of 21 st September 2017	<ul style="list-style-type: none"> Agreed by governors present at meeting of 21st September 2017, and signed by Chair. 	
8.	Matters arising from confidential item of Full Governing Board meeting of 21 st September 2017	<ul style="list-style-type: none"> No particular matters arising requiring confidential consideration; however, governors continued further discussion as a Confidential Item, to be recorded and filed separately. 	
9.	<p>School Development Plan (SDP)</p> <p>Meeting suspended at 6:07pm. HT left room at 6:07pm. Ex Officio left room at 6:09pm. ET Governor left room at 6:10pm. HT, Ex Officio and ET Governor returned at 6:15pm. Meeting re-convened at 6:17pm.</p>	<ul style="list-style-type: none"> HT informed that there has been a difficult start to the school year, thus some aspects have not been set up as early as usual. Highlighting Ofsted Development Points, HT circulated draft SDP copies to governors for reading. These have been produced in a new format, using staged success criteria. The document was presented in 3 sections: - <u>Personal Development, Behaviour and Welfare</u> Chair invited initial comments. HT confirmed that milestones were half-termly and clarified governors' queries. It was agreed to set evaluation as per previous SDP Monitoring Calendar; evaluation questions to be created later. It is hoped that governor monitoring will begin in Term 3. <ul style="list-style-type: none"> HT referred to the 1st Target of Personal Development, Behaviour & Welfare. Attendance issues continue to be challenged. 2nd Target continues to be reactive to high level of pupil need. 3rd Target continues use of ELLI to support independent learning. Increased PE funds will support healthy lifestyle and wellbeing. Golden Boot (online initiative) inter-class competition re: 'healthy' travel to school. To start in Summer Term. Further target re: PE Plan to be added. <u>Effectiveness of Leadership & Management</u> HT read out and clarified targets. Costings will be sourced from Cost 	

		<p>Centres and budgets.</p> <ul style="list-style-type: none"> • There was general agreement to Ex Officio's proposal to invite Amelia Kirby (new SENDCo) to attend a governors' meeting, to inform re: her role and new Year 3 intake. Date to be arranged. HT informed re: some new processes she has introduced. • <u>Quality of Teaching & Learning</u> • Ofsted Development Points have been used to aid compilation. HT clarified queries re: targets. • The use of Pupil Passports has been positive. • 9% of pupils at St Ben's are EAL and are doing well. • The ET Governor spoke re: introduction of a new spelling system. Spelling remains a weak area, though with some improvement. • A new writing framework is being embedded, using 'working towards/ at/ greater depth' categories. • Interventions for Year 5 & 6 pupils falling behind in reading and spelling are taking place; these may be adapted next year if needed. • St Ben's has invested in more quality literature to retain pupil interest and enthusiasm. • Ross Montgomery (author) has worked with Year 6 this week. • Tony Walsh (poet) has worked with Year 5. • A theatre group is visiting in January 2018; a 'whole experience' trip to a theatre is envisaged. Ex Officio has contact with Graham Savage in Bath and will investigate re: workshop, meeting actors etc. • A St Ben's Glastonbury newspaper is planned. A DE Governor has contacts- she will investigate and liaise with ET Governor. • Chair informed re: a pupil's accurate explanation of a fronted adverbial during today's Open Morning. • HT requested governors to allot cover for SDP monitoring areas. There was general agreement to a DE Governor's proposal to combine English and Behaviour. Areas were decided as follows: Sue Wootton and Helen Roper (SEND), Natasha Wardle and Paul Winter (English and Behaviour), Gemma Hazlehurst and Mike Derbidge (Maths), Jo Boughen-Hunt and Natasha Wardle [temporarily] (Leadership). It is aimed to begin monitoring in January. 	<p><i>Ex Officio to contact Graham Savage re: theatre visit.</i></p> <p><i>DE Governor to investigate newspaper contact.</i></p>
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10.	MATS & Academisation David MacGeoch left at 7:03pm.	<ul style="list-style-type: none"> It was agreed to discuss this as a Confidential Item, to be recorded and filed separately. 	
11.	Achievement update	<ul style="list-style-type: none"> HT reported that there was no further update from that presented at the Curriculum meeting on 2nd November 2017. 	
12.	Pay Policy	<ul style="list-style-type: none"> A copy has been sent to staff, but more staff comments are required. Chair highlighted the importance of staff consultation. It was agreed to carry this item forward to the Full Governing Board meeting on 26th January 2018. 	<i>Clerk to add Pay Policy to next FGB.</i>
13.	Exclusion Panel	<ul style="list-style-type: none"> Chair informed that there is Exclusion Panel training at Willowdown on 29th November; she is to attend. It was agreed to defer this item to the Full Governing Board meeting on 26th January 2018. 	<i>Clerk to add Exclusions Panel to next FGB.</i>
14.	Pupil Premium (PP) Governor	<ul style="list-style-type: none"> Chair highlighted good practice of having a PP Governor, for overseeing spending and impact of the PP Grant. There was a general discussion re: PP Grant impact and progression. Natasha Wardle will take up this role. 	
15.	Any other urgent business	<ul style="list-style-type: none"> Governors agreed with Chair's proposal to attend a meal after the meetings of 12th December, to give formal thanks to Mellie Leggett (previous Chair). Governors to inform Clerk or Chair if they can attend. It was agreed to start the F & P meeting at the earlier time of 5:00pm on 12th December. 	<i>Governors to inform Clerk/ Chair re: meal attendance. ET Governor to book table.</i>
16.	Date and time of next meetings:	<ul style="list-style-type: none"> Finance & Premises- Tuesday 12th December 2017 at 5:00pm Curriculum- Tuesday 12th December 2017 at 6:00pm FGB- Tuesday 16th January 2018 at 5:30pm. 	

The meeting closed at 7:29pm.