



**WESTERN ROAD C.P. SCHOOL**  
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**Headteacher: Garry Thompson**

## **Minutes of the Full Governing Body meeting Monday 10<sup>th</sup> December 2012 at 7.00 pm**

**Present** Maya Fender (MF)(Vice Chair), Lynn Gayford (LG), Alexis Maguire (AM), Sarah McKenna (SM), Carol Ofield (CO)(Deputy Head – associate member), Ruth O’Keeffe (ROK), Philip Rowland (PR) Debbie Ticehurst (DT) and Roy Watkinson (RW).  
Mike Madelin – Locum Clerk

**Apologies** Ken Caplan (KC)(Chair)and Garry Thompson (GT)(Head)  
Chloe Edwards (CE), Romey Sawtell (RS) and Ros Toomey (RT).

<b>Item</b>	<b>Decision</b>	<b>Action</b>
1.	<b>Opening Remarks *</b> The Chair opened the meeting at 7.03 pm by welcoming all those present.	
2.	<b>Apologies for absence *</b> Five apologies had been received.	
3.	<b>Declaration of Interest *</b> There were no declarations of interest.	
4.	<b>Previous minutes.</b> a. There were no amendments to the minutes of the 10 September 2012 meeting minutes. b. Matters arising from the minutes of the 10 September 2012 meeting not covered on the agenda: i. <u>Update on Water pump</u> The Body were advised that there were insufficient funds to complete the work on the pumps, this work has been postponed. ii. <u>Update on School website</u> The Body were briefed by CO that work on the website is progressing, however CO advised that the site is not being fully utilised by pupils or parents. The Body will be updated further at the next meeting. The minutes were <b>approved</b> by the Body.	<b>Website update to be added to next FGB agenda</b>
5.	<b>Strategic Targets</b> a. The Body looked at the unvalidated RAISEonline data which had previously been circulated. The Body were informed that work was on-going to update the assessment data reports so they could be used for target setting and monitoring.	

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	<p>b. The Body were briefed that all but one member of staff had been invited to one on one sessions to discuss provisional targets but the final staff member would be seen during this week. CO explained that substantive targets have yet to be set as the assessments are still being formulated. The delay was due to the late receipt of last year's data and the criteria on which the targets will be based. Staff Governors outlined the process and work that had been completed to date, and advised the Body on proposals to ensure the work was completed as soon as possible.</p> <p>c. CO updated the Body on KS1 and KS2 current assessments and achievement levels; outlining the targeted pupil numbers for each group. The Body discussed the impact of the achievement levels and questioned CO and Staff Governors on the breakdown of the figures. The 2014 Year 6 targets were presented to the Body.</p> <p>d. CO highlighted that the Year 5 cohort was a particularly able group that was expected to see 90% attaining level 4 or above. The Body were briefed on the plan to support those unlikely to achieve the level 4 required.</p> <p><b>ROK joined the meeting at 7:18</b></p>	
6.	<p><b>Standing Items</b></p> <p><u>Headteachers's Report</u> In the absence of a written Headteachers' Report CO gave a verbal brief to the Body:</p> <p>a. The Body were informed that the school has been promoting ICT learning skills throughout the school, focusing on the use of the Learning Platform. CO reported that there had been a significant increase in Learning Platform use especially in KS2, however more work was still needed</p> <p>b. Item recorded in Confidential Minutes.</p> <p>c. CO and SM briefed how work had progressed with phonics throughout the school since the summer. The Body were advised of the improvements in the recent results and data, and were informed of intervention measures now in place to support those not making satisfactory progress. The Body questioned how dyslexic children were taught phonics and assessed. SM/AM explained that they were taught in a slightly different way to try to work with the pupils needs.</p> <p>d. CO and MF updated the Body on the Artist and Makers Fare, advising that the school had raised in excess of £5K. The Body were advised that the feedback from the event was very positive, however a minor concern was that the event did not have any low value items for children to spend their pocket money on. Overall the Body were in favour of the format and marketing of the event.</p> <p><u>School Development Plan (SDP)</u></p>	

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	<p>Finance course and the H&amp;S course.</p> <p><u>Governor Visits</u></p> <ul style="list-style-type: none"> <li>a. The Chair reported that since the recent Ofsted visit only a few Governor visits had been undertaken, no visit reports were presented to the Body.</li> <li>b. Following confusion by some Governors who believed teachers at the school were part of the 'industrial action' being taken by some NUT and NASUWT teachers over pension scheme changes the Staff Governors explained that staff were not taking industrial action. SM highlighted that the action only affected cover for absent colleagues and not undertaking administrative tasks such as photocopying etc. It did not impact teaching or any other tasks. Staff are happy to host Governor visits if they are planned in advance so staff could be prepared and ensure pupils were aware of what was happening. SM invited all Governors to come in to the school to observe the planning and execution of the new phonics session, which could also include an insight to the intervention programme.</li> <li>c. The Body discussed options to record Governor visits and agreed to hold a Governor visit book in the school office. The idea would be that all Governors visiting the school would fill in the date, their name and aim of the visit and possibly a very short comment. There is no need to record detailed comments or outcomes, the book would not replace formal reporting but would demonstrate the frequency and purpose visits. This would be supporting evidence of Governance for future inspections. MF <b>agreed</b> to arrange for a book to be started.</li> </ul>	<p><b>Governors invited to observe phonic sessions if planned in advance</b></p> <p><b>MF to arrange for a Governor Visit Book to be started and held in the school office</b></p>
	<p><b>Reports and Recommendations from Committees</b></p> <p><u>Finance &amp; Personnel Committee</u></p> <ul style="list-style-type: none"> <li>a. RW presented the draft TORS (forwarded with the agenda prior to the meeting) for the Resources Committee to the Body for approval. The Body were informed of the minor changes incorporated to the previous TORs, the main one being the change of name of the Committee. The Body <b>approved</b> the TORs.</li> <li>b. RW briefed the Body on the revised Scheme of Delegation (SoD) which had been forwarded with the agenda prior to the meeting, detailing the changes to the previous document. Following a brief discussion the Body <b>approved</b> the SoD.</li> <li>c. Appraisal Policy – Subject to some minor re-branding of the draft model policy the Body <b>approved</b> the policy.</li> <li>d. Capability Procedure – Subject to minor amendments being incorporated the document was <b>approved</b>.</li> <li>e. RW updated the Body on recent activity with budgeting and informed the Body that things were moving forward, however he warned that pressures from additional measures being imposed on the school will impact both</li> </ul>	<p><b>Resource Committee TORs approved</b></p> <p><b>Scheme of Delegation approved</b></p> <p><b>Policy approved</b></p> <p><b>Procedure approved</b></p>

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	<p>the budget and school. RW explained that the Bursar had worked hard to balance the budget, and had managed to get the budget to a position that is much better than predicted at the beginning of this academic year. The Body were informed that County was funding all the costs for the replacement windows, roofing and possible solar panels. RW outlined the issues that remained with the drainage.</p> <p><u>Teaching and Learning Committee</u></p> <p>a. LG presented the draft TORs for the T&amp;L Committee, which were <b>approved</b>.</p> <p>b. LG expressed her thanks to the staff that had worked hard to ensure the new phonics plans and sessions had taken shape and were effectively in place.</p> <p>c. Child Protection Policy – the Body discussed and <b>approved</b> the policy.</p> <p>d. LG briefed the Body that the SRE policy was still being reviewed, and the Home School Agreement would be submitted to the FGB for approval in January.</p> <p>e. CO briefed the Body that a child protection incident had been reported, the Body would be updated at the next FGB meeting.</p>	<p><b>TORs approved</b></p> <p><b>Policy approved</b></p> <p><b>GT to update Body at next meeting</b></p>
	<p><b>Any Other Business</b></p> <p>a. The Chair reminded the Body that they currently had a vacancy for a Parent Governor. The Body discussed a previous proposal to reconstitute and the options of co-opting Governors under the new regulations. Whilst work was still ongoing with the Capacity Audit Tool it was not clear what skills the Body required at this point. The Body <b>agreed</b> that a formal proposal to reconstitute the Governing Body be included on the agenda of the extra-ordinary FGB meeting scheduled for January 2013. The Body discussed potential candidates that they could approach to join the Body should the reconstitution take place, however it was <b>agreed</b> that the candidates should be asked to prepare and submit a skills statements which outlined the qualities they would bring to the Body. Once received the Body could review the statements and select the most suitable candidate.</p> <p>b. Item recorded in Confidential Minutes.</p>	<p><b>Proposal to reconstitute to be included on the agenda of the extra ordinary meeting in January 2013</b></p> <p><b>Potential candidates to submit a skills statement ahead of selection.</b></p>
	<p><b>Date of next Meeting</b></p> <p>The next meet to be confirmed in due course.</p>	
	<p><b>Meeting closed</b></p> <p>There being no other business the meeting was closed at 9.03 pm.</p>	

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