

## Forsbrook C.E. (C) Primary School

## Minutes of the Meeting of the Full Governing Board held in the school on Wednesday 20<sup>th</sup> March 2019

**Present:** Mrs C. Bratt (Chair), Rev I. Coates, Mrs K Cooke, Mrs G. Hampton, Mr J. Harrison, Mrs M Lilley, Mrs K. Minor (Headteacher), Mr K. Reid, Rev J. Roberts, Mr R. Woollacott.

**Apologies:** Mrs W. Keeble

**In attendance:** Mrs N. Mitton (Clerk to the Governors)

The meeting was opened with a prayer.

		ACTION
718	<p><b>Apologies and Attendance</b></p> <p>There was full attendance at the meeting.</p>	
719	<p><b>Governing Body Matters</b></p> <p><b>a) Membership</b></p> <p>As the term of office for Mr Reid as parent governor is due to end, the Chair has reviewed the skills matrix and would like to continue to utilise the invaluable skills shared by Mr Reid. It was suggested to governors that Mr Reid moves into the vacant co-opted vacancy. The nomination was seconded and there was a unanimous vote in favour.</p> <p>As a result the school will carry out a parent governor election process.</p> <p>Mr Mason, currently on sabbatical has resigned from the school and therefore, a formal staff governor election will take place after Easter. In the meantime, Mrs Cooke will continue as interim staff governor.</p> <p><b>b) Declaration of Interest</b></p> <p>No declarations of interest were made by governors in respect of any items appearing on the agenda.</p>	<p>KM</p> <p>KM</p>
720	<p><b>Minutes from the previous meeting</b></p> <p><b>Resolved:</b> that the minutes of the full governing body meeting held on 14<sup>th</sup> November 2018 are a true and accurate record.</p> <p><b>Resolved:</b> that the minutes, agenda and all reports and other papers considered at the meeting be made available for inspection.</p>	
721	<p><b>Matters arising not on the agenda</b></p> <p>The maths link governor meeting is due to take place this week and will be reported on at the summer term meeting.</p> <p>There was a discussion about the uploading of policies on the school website. All approved policies to be emailed to the office manager in order for her to upload them as necessary.</p> <p>Dates for the full governors meeting has moved to 3<sup>rd</sup> July and the standards meeting has been amended to 18<sup>th</sup> June.</p>	<p><b>Chair/Clerk /KM</b></p>

	There were no other matters arising not on the agenda	
<b>722</b>	<p><b>Christian Distinctiveness (SIAMS)</b></p> <p>A working party has been established to review 'what it means to be a distinctively Christian school'.</p> <p>Rev Roberts, foundation governor presented alongside Mrs J Hackney, the working party is reviewing the Christian approach to education at Forsbrook and how this can be accessed and embedded across the school community. The key four strands of dignity, community, hope and wisdom were linked to the school vision.</p> <p>Governors commended the work carried out thus far. There was a discussion about what this looks like in the classroom/playground.</p> <p><b>Resolved:</b> that link governors would report on how they have seen evidence of Christian distinctiveness through learning walks around school and during meetings.</p> <p><b>Resolved:</b> that a student voice exercise is carried out to gain the views of the children.</p> <p><b>Resolved:</b> that the FGB revisit the item and progress in the autumn term.</p>	<p><b>All</b></p> <p><b>KM</b></p> <p><b>All</b></p>
<b>723</b>	<p><b>Reports</b></p> <p><b>a) Chair's and Vice-Chair's actions</b></p> <p>To support the action taken by the Chair at the autumn term meeting, governors were invited to the PREVENT training on Monday 25<sup>th</sup> March.</p> <p>Governors were also invited to attend L1 safeguarding training on 29<sup>th</sup> April 2019.</p> <p>Safer recruitment was discussed and governors expressed an interest in receiving this training.</p> <p><b>Resolved:</b> that governors notify the headteacher if they intended on attending the training on offer.</p> <p><b>Resolved:</b> that the clerk share the link for the NSPCC safer recruitment training.</p> <p><b>b) Nominated &amp; link governor reports</b></p> <p>The SEN &amp; safeguarding link governor reports were shared with the call out notice and noted.</p> <p>Link governor responsibilities were reviewed to ensure all areas of the curriculum including pastoral are covered. The role of link governor was discussed. It was agreed that some governors would shadow more experienced colleagues.</p> <p><b>Resolved:</b> Governors would link to the following areas:</p> <p>Rev Roberts – Art, Music, Drama</p> <p>Mr Harrison – Science, ICT</p> <p>Mr Reid – PREVENT</p> <p><b>Resolved:</b> RE, sports premium and early years link meetings would take place in the summer term.</p> <p><b>Resolved:</b> Mrs Lilley will shadow Mrs Hampton and Mr Reid will shadow Rev. Roberts.</p> <p><b>c) Committees</b></p>	<p><b>All</b></p> <p><b>Clerk</b></p> <p><b>JR</b></p> <p><b>JH</b></p> <p><b>KR</b></p> <p><b>JR/CB/GH</b></p> <p><b>ML/KR</b></p>

	<p><b>Resources</b></p> <p>The minutes of the meeting which took place on 6<sup>th</sup> February 2019 were circulated with the agenda papers.</p> <p><b>Resolved:</b> governors approved the SFVS</p> <p><b>Resolved:</b> governors accepted the school fund audited account.</p> <p><b>Resolved:</b> that the FGB accepted the minutes presented.</p> <p><b>Standards</b></p> <p>The minutes of the meeting which took place on 27<sup>th</sup> November 2018 and 26<sup>th</sup> February 2019 were circulated with the agenda papers.</p> <p><b>Resolved:</b> that the FGB accepted the minutes presented.</p>	
724	<p><b>Headteacher's report</b></p> <p>Governors were invited to review the report page by page.</p> <p>Governors asked how attendance compared to national and accepted that it was good. Rewards for attendance was discussed, the school celebrates in a number of ways. (Free trips, newsletter and an annual reward.)</p> <p>Outcomes from the recent pupil progress review for writing were positive, governors asked how KS1 children access the editing stations, a different strategy is used for the younger children but the process is the same in the main. The 'writer of the week' award is having a huge impact on raising standards.</p> <p>Governors asked if behaviour data included SEN children. SEN children follow a different system. Consistency was discussed, with expectations being set in the autumn term. Reporting frequency was discussed. It was noted that behaviour is good in school.</p> <p><b>Resolved:</b> that behaviour data be reported on annually.</p> <p>The headteacher shared her appreciation of the analysis senior leaders carry out to support the production of the report to governors.</p>	KM
725	<p><b>Finance</b></p> <p><b>a) SFVS</b></p> <p>Reviewed and accepted under item 723</p> <p><b>b) Anticipated budget outturn</b></p> <p>Carry forward of £9k is anticipated, however some money needs to be vired from nursery for salaries which will bring the carry forward to approximately £20k. Governors queried the carry forward and some AEN funding has been received which wasn't budgeted for and the government £10k for formula capital hadn't been budgeted.</p> <p>Governors enquired about the plans for the carry forward. Reductions have had to be made across the school and when reviewing the 5 year modeller redundancies may need to be considered in the future. The carry forward will be put into reserves for now and the resources committee will review.</p>	
726	<p><b>Strategic Leadership</b></p> <p><b>a) MAT – Memorandum of understanding</b></p>	

	<p>The strategic committee reported that they have signed the MoU with JTMAT; this will be reviewed after two years.</p> <p><b>b) Governor training &amp; succession planning</b>  <b>Resolved:</b> that the Chair resend the link for the GovernorSpace portal with JH/IC.  <b>Resolved:</b> that the strategic committee will review the governor development plan and review succession planning.</p> <p><b>c) Safer recruitment</b>  Covered under item 723a</p>	<b>CB Strat</b>
<b>726</b>	<p><b>Compliance</b></p> <p>The policies had been shared via the governor portal on the website for governor review. All policies have been approved at committee meetings.</p> <p><b>Resolved:</b> that governors ratified the policies listed below:</p> <ul style="list-style-type: none"> <li>i) Educational visits</li> <li>ii) Electrical safety</li> <li>iii) Health &amp; safety</li> <li>iv) Link governor</li> <li>v) Lone working</li> <li>vi) Pay policy</li> <li>vii) Restrictive physical intervention</li> <li>viii) Risk assessment</li> <li>ix) Safer recruitment</li> <li>x) Supervision (nursery)</li> <li>xi) Support staff PM</li> <li>xii) Working at height</li> </ul>	
<b>727</b>	<p><b>Any other business</b></p> <p>A finance audit will take place 26<sup>th</sup> – 28<sup>th</sup> March 2019.</p>	
<b>728</b>	<p><b>Confidentiality</b></p> <p>Governors were asked to identify if there were any items which need to be excluded from the agenda, minutes, reports or other papers discussed at the meeting, which would normally be made available for inspection following the meeting.</p> <p>Governors were also asked to identify any items included on the agenda which require recording in a Confidential Appendix to the minutes.</p> <p><b>Resolved:</b> that no items were identified as being confidential.</p>	
<b>729</b>	<p><b>Date and time of future meetings</b></p> <p><b>FGB Meetings</b>  Summer Term 3<sup>rd</sup> July 2019 9:30am  <b>Standards Committee</b>  Summer Term 18<sup>th</sup> June 2019 9:15am  <b>Resources Committee</b>  Spring Term 3<sup>rd</sup> April 2019 9:30am</p>	

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CONFIDENTIAL