

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

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

The meeting was opened with a prayer.

		ACTION
701	<p><b>Apologies and Attendance</b></p> <p>There was full attendance at the meeting.</p>	
702	<p><b>Governing Body Matters</b></p> <p><b>a) Membership</b></p> <p>Mr Mason has taken a sabbatical from the school and as such, Mrs K Cooke has been voted as the interim staff governor. Mrs Cooke was welcomed to the meeting.</p> <p>The school continues to seek a suitable candidate for the co-opted governor vacancy.</p> <p><b>b) Confidentiality</b></p> <p>Governors were reminded to continue to respect their duty to remain confidential regarding all governing body matters.</p> <p><b>c) Register of Business Interests</b></p> <p>Governors were asked to update their business/pecuniary interest declarations for academic year 2018-19. All governors completed these at the meeting.</p> <p><b>Resolved:</b> that the Clerk update the website and the completed forms be kept in school.</p> <p><b>d) 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><b>e) Code of Conduct</b></p> <p>A new code of conduct has been produced with reference to GDPR. Governors reviewed the new code of conduct.</p> <p><b>Resolved:</b> the master agreement for the code of conduct is complete and will be kept in school.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
703	<p><b>Minutes from the previous meeting</b></p> <p><b>Resolved:</b> that the minutes of the full governing body meeting held on 20<sup>th</sup> June 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>	

704	<p><b>Matters arising not on the agenda</b></p> <p>Governors gave feedback on the recent changes to the website including the secure area for governors. Governors commended the headteacher.</p> <p>There were no other matters arising not on the agenda</p>	
705	<p><b>Review of Committees / Link Governors</b></p> <p>The Chair has reviewed the skills of governors and membership was discussed.</p> <p><b>Resolved:</b> that Mr Harrison join the resources and strategic committee and becomes the link governor for e-safety.</p> <p>There are still link governor vacancies for music, art &amp; DT.</p>	Clerk
706	<p><b>Reports</b></p> <p><b>a) Chair's and Vice-Chair's Actions</b></p> <p>The Chair reported that she had approved the safeguarding policy to ensure that the school was compliant in September.</p> <p><b>Resolved:</b> that governors accepted the action taken.</p> <p><b>b) Committee Reports</b></p> <p><b>Resources</b></p> <p>The minutes of the meeting which took place on 3<sup>rd</sup> October 2018 were circulated with the agenda papers.</p> <p><b>Resolved:</b> that the FGB accepted the minutes presented.</p> <p><b>Strategic</b></p> <p>The minutes of the meeting which took place on 1<sup>st</sup> October 2018 were circulated with the agenda papers.</p> <p><b>Resolved:</b> that the FGB accepted the minutes presented.</p> <p><b>Pay</b></p> <p>A verbal report of the meeting which took place on 25<sup>th</sup> October was provided by the Chair. All staff have concluded the performance management cycle in line with the teacher appraisal policy and whole school pay policy.</p> <p><b>Resolved:</b> that the FGB accepted the verbal report.</p> <p><b>Standards</b></p> <p>The minutes of the meeting which took place on 16<sup>th</sup> July 2018 were circulated with the agenda papers.</p> <p>The Chair reported that governors would review ASP at their meeting in November, as the data was not accessible at the previous meeting. A literacy meeting has been held and an action plan scrutinised. The link governor will report back at the next meeting.</p> <p><b>Resolved:</b> that the literacy link governor will produce a report for the spring term meeting.</p> <p><b>Resolved:</b> that the FGB accepted the minutes presented.</p>	RW

707	<p><b>Vision &amp; values</b></p> <p>Governors noted that during INSET 1 &amp; 2 the headteacher led sessions on reviewing the school's vision and values. The four Christian values remain at the heart of the school and are noted in the vision of the school.</p> <p>Staff, and governors in attendance, identified four school values, these have been linked to performance management objectives for 2018/19 and they can be seen embedded around the classroom. Staff, during INSET and students through lessons, have identified what associated behaviours should be expected within the four values.</p> <p>Governors were reminded that following the last two FGB meetings, members had left feeling that they were compliant with statutory requirements but there was little discussion regarding the strategic direction of the school.</p> <p>Governors took part in an activity to identify what behaviours they would should be demonstrating as governors to support the values of the school.</p> <p><b>Resolved:</b> that the CoG, chair of the strategic committee and headteacher will meet to consolidate the outcomes from the activity and produce a document that can be shared with staff and other key stakeholders.</p> <p>As tentative next steps, it was agreed that governors would have a table at the next parents evening to share some of their ideas and to support with any questions.</p> <p><b>Resolved:</b> that the CoG coordinate governor attendance at the next parents evening.</p> <p>It was proposed that a similar activity will hosted with members of the community. The library was suggested as a venue.</p> <p>Governors were thanked for their input.</p>	<p>KM/CG/GH</p> <p>CB</p>
708	<p><b>Headteacher report</b></p> <p>Governors thanked the headteacher for the new reporting format. It was agreed that the report would contain information on the current term.</p> <p>Governors were invited to review the report page by page.</p> <p>There was a discussion regarding the attendance target (96.4%) and if it was aspirational enough. The headteacher highlighted to governors that medical issues are on the rise and students who are PA always have a medical reason. Attendance is being rewarded differently this year, whole classes are rewarded in celebration assemblies for attendance over 98% and a free trip is granted for students with the most attendance certificates at the end of the year. Students are very motivated. The attendance target was approved, it is above national and an increase on last year.</p> <p>Governors noted the fixed term exclusions. The subsequent discussion was identified as a <b>confidential</b> item.</p> <p>Governors acknowledged the number of clubs and education visits on offer to students.</p> <p>Governors enquired about how the new staff were settling into school life. The headteacher and staff representative assured governors that everyone had settled beautifully.</p>	<p>Clerk</p>

Part 1 minutes

709	<p><b>SDP – English Writing Focus</b></p> <p>Mrs Cooke tabled a document which covered literacy developments to date, the action plan and a number of appendices with data and evidence.</p> <p>Two key initiatives have been introduced to support literacy across the school – writer of the week. (A student from each class is nominated by teaching staff and an overall winner is selected by the headteacher) and the reading milestones award.</p> <p>Governors noted the impact of the ‘pink for think’ and ‘green for seen’ in the short space of time since Mrs Cooke was appointed. The children are fully engaged in the self-editing and self-marking of work. An example of the editing stations was given and highly commended by governors. The link governor for English reported that he had seen evidence of the new systems being embedded across the school and that monitoring would continue. The targets link directly to objective 2 within the school development plan.</p> <p>The headteacher thanked Mrs Cooke for her contribution and support.</p> <p><b>Resolved:</b> that maths will be reviewed and reported on next term.</p>	KM/RW
710	<p><b>Safeguarding &amp; SEN Report</b></p> <p>Governors were asked to confirm that they had read and were familiar with part 1 of KCSIE. Chair to resend to JH for his perusal.</p> <p>All governors appear on the SCR with an enhanced DBS.</p> <p>The clerk reminded governors that it is not a statutory requirement for them to have level 1 safeguarding training however, they must be satisfied that they have the knowledge to perform their functions. Governors who wish to renew their training are to notify the clerk.</p> <p>There have been two cases recently where parents have demonstrated behaviour traits towards staff that are not acceptable. The first as reported in the confidential appendix and the other during a community event. Governors asked if the school had a zero tolerance policy. A parent code of conduct has been drafted (included with the call out notice); there was a discussion about the need for parents to understand that staff should be left to resolve issues in school. Governors reviewed the parent code of conduct, it was suggested that this be published on the school website as an interim solution but that the standards committee review the contents in more detail to ensure that it protects staff as necessary.</p> <p>Governors thanked the SENCo for the annual report. It was noted that the report is GDPR compliant.</p>	<p>CB</p> <p>Governors</p> <p>Standards</p>
711	<p><b>Strategic Leadership</b></p> <p>Governors were asked if they had read the strategic minutes where a full discussion was held regarding MAT developments. Committee members recommend to the full governing body that the school would continue to explore options but not make a commitment one way or another.</p> <p><b>Resolved:</b> the FGB were in unanimous agreement to not commit to anything at this stage.</p>	
712	<p><b>People</b></p> <p>The governing body has registered with the DfE training modules via GovernorSpace. Credits have to be used by the end of March.</p>	

Part 1 minutes

	<p>Governors reviewed the course on offer and the following was agreed:</p> <p>Interactive Chair - CB Strategic Leadership for Governors – JR Accountability – KR Finance for Governors – JH/IC Essentials for Governors – ML</p> <p><b>Resolved:</b> that the Chair will review course dates and liaise directly with governors regarding their availability.</p> <p>The autumn term training scheduled from county was reviewed, governors agreed to disseminate the GovernorSpace training and look at the NGA before committing financially to anything else.</p>	<b>CB</b>
<b>713</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) Charges &amp; Remissions 2018</li> <li>ii) Safeguarding</li> <li>iii) Freedom Of Information</li> <li>iv) Mobile Phone</li> <li>v) Preventing Extremism</li> <li>vi) Anti Bullying</li> <li>vii) Confidentiality</li> <li>viii) SEND</li> <li>ix) Behaviour</li> </ul> <p><b>Resolved:</b> that the policies be made available on the school website.</p>	<b>KM</b>
<b>714</b>	<p><b>Other information</b></p> <p>The strategic committee and resources committee both reported that they had reviewed relevant items within the Entrust governor information booklet at their autumn term meeting.</p> <p><b>Resolved:</b> that the standards committee would cross reference the booklet when they meet on 27<sup>th</sup> November.</p>	<b>Standards</b>
<b>715</b>	<p><b>Any other business</b></p> <p>An audit of penpics has been carried out and a number need updating. A minority remain outstanding.</p> <p><b>Resolved:</b> that governors review the penpics and send updates to the Clerk.</p> <p>The foundation governor reported that he had attended training on 22<sup>nd</sup> October, governors were asked to familiarise themselves with the CoE Vision for Education document.</p> <p><b>Resolved:</b> that JR will visit the school to review how Christian values are embedded and report back at the next meeting.</p>	<p><b>Governors</b></p> <p><b>JR</b></p>

Part 1 minutes

<p><b>716</b></p>	<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 the fixed term exclusion discussion under item <b>708</b> be recorded as a confidential appendix.</p>	<p><b>Clerk</b></p>
<p><b>717</b></p>	<p><b>Date and time of future meetings</b></p> <p><b>FGB Meetings</b>            Spring Term 20<sup>th</sup> March 2019 9:30am            Summer Term 26<sup>th</sup> June 2019 9:30am</p> <p><b>Standards Committee</b>            Autumn Term 27<sup>th</sup> November 2018 9:15am            Spring Term 26<sup>th</sup> February 2019 9:15am            Summer Term 16<sup>th</sup> July 2019 9:15am</p> <p><b>Resources Committee</b>            Spring Term 6<sup>th</sup> February 2019 9:30am</p> <p><b>Strategic Committee</b>            Spring Term 1<sup>st</sup> April 2019 4:30pm</p>	
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CONFIDENTIAL