



Bowhill Primary School

Full Governing Body Meeting

Minutes

Date of meeting	28 th June 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category	
			Caren Brooks	CB	STH	Reg Edwardson	RE	COO	
Joanne Radford	JR		COO	Mark Burnard	MB	FOU			
Karen Cronin	KC		FOU	Rod Ruffle	RRe	LA			
Natalie Bracher	NB		PAR	Emma Walker-Brown	EW	PAR			
Ruth O'Neale	RO		PAR	Debra Ward	DWd	STF			
Lizzie Clough	LC		PAR						
Time of meeting	6:00 p.m.								
Room	Year 6/2								
			Stephen Cousley	SC	COO		Matthew Giles	MG	PAR
		Apologies	Caroline Havard	CH	PAR		George Littlejohn	GL	COO
	In Attendance	Li Wang	LW	Clerk to Governors		Nikki Denison	ND		
Minutes to	Attendees								
	Apologies								
	School Website								

Agenda Number	Details of Discussion	Actions
	<p>Fire Alarm</p> <p>RE outlined: There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground</p>	
1	<p>1.1 Welcome & Apologies</p> <p>RE welcome all Governors to attend the meeting. Apologies received as above and sanctioned.</p> <p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None Declared.</p> <p>1.3 Welcome Prospective Governor Nikki Denison</p> <p>RE welcomed Nikki Denison for attending the meeting and all Governors briefly introduced themselves.</p>	

2	<p>Approval of Minutes from the Full Governing Body Meeting held on Tuesday 15th March 2016</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as an accurate record of the meeting and signed by RE.</p>	
3	<p>To discuss matters arising from the minutes</p> <p>3.1 Approval of Admissions Policy</p> <p>Governors agreed to delegate Admissions Policy to RO. After reviewing this policy, RO will circulate it to all Governors for approval. The updated policy will be published on the school website.</p>	<p>RO 09/16</p>
4	<p>Questions to the Head teacher</p> <p>One question raised by CH in relation to Governor Training post MAT completion:</p> <p>Will we be subscribing to Babcock services or paying for each training session?</p> <p>CB replied that she was well aware of the different training budgets of maintained schools and academies. CB advised Governors to check the training courses with the Training Governor before booking them.</p> <p>According to the process of forming MAT, Governors agreed that New Academy Governor training for LC and other new Governors will be booked after this September. LC will attend this training course either on 3rd November or 30th November 2016.</p>	
5	<p>SEF</p> <p>There were no questions raised about SEF which will be updated next week after the test result of KS2 comes out.</p>	
6	<p>Formal approval of SMIP and Budget for the year</p> <p>Governors were aware that most of the Amber areas had turned Green.</p> <p>RE proposed approving SMIP and Budget for the year and this was agreed by Governors.</p>	
7	<p>Safeguarding</p> <p>Governors ratified Safeguarding which was adopted in February 2016.</p> <p>CB reminded Governors that Kate Williams was facing a challenge of heavy workloads owing to the increasing number of pupils and higher expectations from their families.</p>	
8	<p>Approve Committee Minutes</p> <p>RE advised chairs of committees to submit written reports prior to the FGB meeting to ask for questions.</p> <p>KC, on behalf of P&C committee, outlined the essential progress and improvements made by P&C Governors:</p> <ul style="list-style-type: none"> ➤ Governors had two meetings in the summer term and submitted a great number of questions prior to and at the meetings to the Head teacher and received satisfactory answers from CB; ➤ Governors have set Well-being and British Values as individual items for each meeting, discussing what they could do to help teachers manage increasing pressure. It was decided that there will be a big lunch at the beginning of September for all staff; Governors decided to choose CARE – Community, Aspiration, Responsibility, Environment - to symbolize the school's ethos/British values. ➤ SC, KC &CB had a meeting with staff for an open discussion about Staffing Structure. Considering longer-term management team and assistant headship, they obtained a good outcome from the meeting; ➤ Following the third evaluation visit, Gill Winston, Debbie Buckingham and Rebecca Cosgrave sent their Evaluation of Progress. Governors did not entirely agree with the 	

evaluation. All Governors agreed that RO would be responsible for drafting an official Governors' Response to the Evaluation of Progress. This matter was settled with Evaluation of Progress Visit Follow Up.

- Governors were aware of the changes to SMIP, in which most Amber areas had become Green;
- In order to improve the efficiency of meetings, most policies were delegated to individual Governors who reviewed policies prior to the meeting and circulated them to P&C Governors for approval afterwards.

Governors agreed:

- that JR & RO share the role of Assessment Lead and start working from September 2016;
 - that APMC will look through New Governors Induction Checklist and Guideline in order to approve them;
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APMC
18/07/16

RR, on behalf of B&F committee, introduced the main tasks B&F Governors fulfilled:

- RR advised all Governors to read carefully RO's school visit report about PP students which was an excellent summary with valuable analysis and suggestions.
- Governors met twice in the summer term and raised some concerns about Health and Safety issues, e.g. about entry gate/door and Kidz Biz children. Effective actions had been taken to solve the potential problems.
- Governors agreed to leave Asset Management as it was until the MAT structure is set up;
- Outdoor Education Policy was delegated to RR, JR and NB. RR will go through this policy with MB for final approval.

MB illustrated the arrangement of pupils' outdoor trips in summer term and confirmed that the County have received school's RAs for residential activities and over stay. MB had circulated Health and Safety Action Plan as a result of 3 yearly inspection and Health and Safety Review Report to Governors.

Governors agreed:

- that Governors will add their mobile numbers to BOWHILL GOVERNORS DISASTER PLAN TREE. They will send their updated numbers to the Clerk who is in charge of amending the form;
 - that the Chair, Head teacher and the Chair of B&F committee signed the Statement of Internal Control.
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KC, on behalf of APMC, illustrated various goals AMPC Governors achieved:

- Governors had monthly meetings. Under the Academy structure, APMC Governors might meet once every term;
- Governors had restructured P&C and B&F committees and balanced the workload between those two committees;
- CH reproduced Governors Calendar (Policy Review Cycle) and Terms of Reference for P&C, B&F and Pay committees. Working together with RE, RR and SC, CH submitted the final version of those two sets of documents;
- Governors developed Succession Planning.

RE circulated a letter to all Governors to encourage them to declare their wish to stand for the Chairs and Deputy Chairs.

SC advised that the Succession Planning should also include:

- Open Listening – listening to Governor's opinions on the Governing Body
- Feasibility Planning – how Governors are going to fulfil their roles

All
Governors/
Clerk
09/16

- Working Structure Setting – how to balance resources between two committees based on individual Governor’s skills and working experience background

Governors agreed:

- to approve **Governors Calendar and Terms of Reference for P&C Committee, B&F Committee and Pay Committee. They will be put into practice from September 2016;**
- to agree with the principle of Terms of Reference for the HT appraisal panel. The members of the panel will be appointed at the next AGM (Annual General Meeting);
- that the period for which the elected individual will hold the post of Chair or Deputy Chair is set as one year, with an annual election in September. An individual Governor should hold the position of Chair or Deputy Chair for no longer than three years. The new Terms of Office will take effect from September 2016.
- that the Chair and two new members of Pay Committee need to be confirmed at the next AGM;
- to discuss the number of Governing Board at the next APMC;

AGM
06/09/16
APMC
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The relevant reviewed policies/documents from 16th March 2016 to 28th June 2016 that the B&F Committee has adopted/reviewed:

- 1.Draft budget
- 2.Outdoor Education Policy(delegated to RR, NB &JR)
- 3.Health and Safety Policy
- 4.Disability and Equality Scheme 2015
5. Asset Management Plan-leave it until the MAT structure is set up
6. the DCC Risk Assessment
- 7.SEF
- 8.SMIP
- 9.Safeguarding
- 10.implementation of Health &Safety improvements
- 11.Disaster Planning and Business Continuity
12. Security Policy
13. Aim & Curriculum statement
14. Monitor/FRS report

The relevant reviewed policies/documents from 16th March 2016 to 28th June 2016 that the P&C Committee has adopted/reviewed:

- 1.Community Values
- 2.Well-being
3. Staff Structure
4. Class Structure
- 5.R.E. and Collective Worship Policy(delegated to MG)
- 6.DCC Equality policy and guidance(delegated to MG)
- 7.Appraisal Policy and Procedures(delegated to CH)
- 8.Shared Parental Leave Policy(delegated to CH)
- 9.Assessment Policy(delegated to CB)(2 policies)
- 10.Anti-Bullying Policy(delegated to RE&JR)
- 11.Behaviour and Discipline Policy(delegated to MB)
- 12.SEF
- 13.SMIP
- 14.Safeguarding

	<p>15. curriculum aims & statement 16. Home-school Agreement 17. Homework Policy 18. DBS Check</p> <p>The relevant reviewed policies/documents from 16th March 2016 to 28th June 2016 that the APMC has adopted/reviewed:</p> <p>1. Governors Calendar 2. Terms of Reference for P&C Committee, B&F Committee and Pay Committee 3. Terms of Reference for the HT appraisal panel</p> <hr/> <p>Governors agreed to ratify those policies reviewed and adopted by the P&C committee, the B&F committee and the APMC.</p>	
9	<p>Review Governors Monitoring</p> <p>Governors monitored EW and RO's school visit report. RR shared his positive feedback about Governors' Refresher training.</p>	
10	<p>Head teacher's Report</p> <p>There were no questions raised about the report.</p> <ul style="list-style-type: none"> ➤ CB confirmed that she will circulate the test result figures to all Governors for their information. ➤ It would be useful if governors could look again at the following link as it contains grade descriptors about changes to the inspection framework. https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015 ➤ CB explained the delayed admission: The Devon guidance to parents states 'Although the law has not changed, Devon has decided that it will agree all requests for delayed admission.' Although we do not hold places open for pupils whose parents have chosen to delay entry, there is no cut off date for the school to be informed of the decision. Mrs Carter, Mrs Nicolle and CB have all met with parents who have, or are considering, delayed admission with the aim of getting a concrete decision made as soon as possible since the delayed option will free up a space for another child. <p>RR asked who was undertaking school moderations.</p> <p>CB replied that Babcock undertake formal moderation (cross-school moderation had been set up which is helpful for us to ensure accurate standardisation.) This year we received a drop-in visit from County to check Phonics test provision.</p>	<p>CB/Clerk 07/16</p>
11	<p>Items brought forward by the Chair</p> <p>11.1. Governors approved the quote for re-decoration of 2 classrooms during the summer holiday.</p> <p>Devon Minor Works will be able to carry out the works during the first two weeks of the holidays and the school has delayed the summer clean until week beginning on 22nd August to accommodate these works.</p> <p>11.2. Malcolm Browning and MB will walk around the school to see what might need repairing or further action. They will produce a list from which they will prioritise action. RE would like to join them at 8.00 a.m. on 30th June.</p> <p>11.3 CB confirmed that:</p> <ul style="list-style-type: none"> ➤ an extraordinary meeting which will take place at 6.00 p.m. on Tuesday 12th July for a final vote. A final decision about the proposed MAT needs to be made as other schools 	<p>MB/RE 30/06/16</p>

	<p>are doing. Following the union and staff meeting which was on 24th June, a minimum of a fortnight has to be allowed.</p> <p>➤ Iris Browning school’s senior Administrator has been compiling MAT information for Tozers. Schools need to make an external appointment for Business Manager. Chairs and Heads from four schools had an open discussion about the candidates for the CEO. It was agreed that there will be shared position, 2 people working part time, to take the joint roles, one in charge of school improvement and the other of whole operational function, both of which would be seconded positions initially.</p> <p>Governors asked if there were relevant documents which could provide information about the oncoming changes.</p> <p>RE will circulate a related the draft Scheme of Delegation to all Governors.</p> <p>The process of forming MAT was held up by solving the land transfer issue of the school house.</p> <p>11.4 Clerk was requested to circulate Nikki Denison’s brief introduction to all Governors. If there is no objection, after passing the DBS check, she will be appointed officially at the next AGM as a COO Governor.</p>	<p>RE 07/16</p>
<p>12</p>	<p>Fix date for AGM and arrange dates for FGB and Committee meetings</p> <p>The next AGM will take place at 6.00 p.m. on 6th September.</p> <p>Clerk was requested to draft a list about the meeting dates for the next Academic year and circulate it prior to APMC meeting.</p>	<p>Clerk 11/07/16</p>

Attachments:

- 1.SEF 2.SMIP 3.Safeguarding 4. Governors Calendar (Final version, updated in June) 5.Terms of Reference for Committees (Final version, updated in June) 6.To approve Terms of Reference for the HT appraisal panel 7. Governor Responsibilities and Policy Links 2015/16 &Governor School Visits 8.Headteacher’s report (Summer Term 2016) 9.BOWHILL GOVERNORS DISASTER PLAN TREE 10. A letter from the Chair to all Governors

There being no further items to discuss the meeting closed at 8.02 p.m.

Signed Dated.....