



Bowhill Primary School

Full Governing Body Meeting

Minutes

Date of meeting	24 th November 2015	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks	CB	STH	Reg Edwardson	RE	COO
Time of meeting	6:00 p.m.		Stephen Cousley	SC	COO	Debra Ward	DWd	STF
			Karen Cronin	KC	FOU	Karen Webb	KW	PAR
			Caroline Havard	CH	PAR	Ruth O'Neale	RO	PAR
			Mark Burnard	MB	FOU	Emma Walker-Brown	EW	PAR
			Julie Harris	JH	PAR	Rod Ruffle	RRe	LA
Room	Year 6/2	Apologies	Matthew Giles	MG	PAR	George Littlejohn	GL	COO
			Natalie Bracher	NB	PAR			
		In Attendance	Katie Farmer	KF	New Governor			
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> <p>Business interests</p> <p>None Declared</p>	
1	<p>Visit from Stuart Busby re Ofsted and Governing Body</p> <p>Stuart Busby briefly introduced the whole process of Ofsted Inspection, emphasizing how schools will be inspected and how schools will be judged. He also detailed the evaluation schedule and grade descriptors. The training finished at 5.50 p.m.</p>	
2	<p>To receive apologies for absence</p> <p>Apologies received as above.</p>	

3	<p>To consider the minutes from Annual General Meeting held on Tuesday 8 September 2015</p> <p>Minutes approved as accurate record of meeting and signed by RE</p>	
4	<p>To discuss matters arising from minutes</p> <p>4.1 RE stated: MG would like to be a member of P&C and Darren Wallis has resigned owing to personal reasons.</p> <p>4.2 Item 7 Terms of reference for Pay Committee were adopted by FGB.</p> <p>RE advised B&F to review Terms of Reference for B&F Committee. The Chair of B&F RRe agreed that the review will be done at the next B&F meeting held on 12 January 2016 and will be submitted for FGB to approve.</p>	RRe
5	<p>Agree term dates for occasional days</p> <p>Discretionary Days were agreed at FGB Meeting held on 24 November 2015 as follows.</p> <p style="text-align: center;">2016-2017 Academic Year</p> <p>Occasional Days: 25th & 26th July 2017</p> <p>Non Pupil Days: 1st & 2nd September 2016 ; 3rd January 2017; 20th February 2017; 24th July 2017</p> <p style="text-align: center;">2017-2018 Academic Year</p> <p>Occasional Days: 26th & 27th July 2018</p> <p>Non Pupil Days: 4th, 5th & 6th September 2017 ; 2nd January 2018; 16th April 2018;</p>	
6	<p>Appoint Governors with responsibilities + discussion re succession planning & Governors review</p> <p>6.1 Draft Governor Responsibilities and Policy Links 2015/16 were circulated prior to the meeting. With regards to Link Roles, Governors expressed different opinions.</p> <p>KW suggested:</p> <ol style="list-style-type: none"> a. Governors' link roles could be specifically detailed in order for Governors to work together with teachers further to understand expectations and to achieve higher attainment through observation, learning walk etc. ; b. We should evidence Governors and teachers' performance. <p>DW agreed and advised: We could upload the evidence of Governors' visits to the school website with photographs and brief descriptions.</p> <p>KC expressed concern: As Governors are not professionals in teaching, we might not be in the best position to provide teachers with effective advice.</p> <p>DW's suggestion: Governors could communicate with subject leaders about what the focus is.</p> <p>KC & CB proposed: We could make the best of Newsletter for parents to find out Governors' visits and what impact they have had in improving school governance.</p> <p>All Governors agreed that they will sum up their visits with a brief introduction and email the summary to Carolyn Stone (Administrator).</p> <p>RO advised: We could build up the profile for each Governor which includes their photographs and self-introduction.</p> <p>KC reminded: Regarding succession planning, Deputy Chair could take the responsibility for checking Clerks' Alert focusing on updates.</p> <p>NB would like to step down from being SEN lead.</p> <p>APMC will update Link Roles according to the discussion about specifying roles at the meeting. The revised version will be circulated to all Governors.</p> <p>It was agreed by all Governors that Governor Responsibilities and Policy Links 2015/16 were</p>	<p>Governors/ Carolyn</p> <p>APMC</p>

adopted by FGB.

Responsibility (reports to)	Governor
Pupil Premium (FGB)	Rod Ruffle Vacancy 1
Safeguarding and Children in Care (P&C)	Karen Webb Vacancy 2
SEN (P&C)	P&C Vacancy Emma Walker-Brown
Whistleblowing (FGB)	Rod Ruffle
High Attainers (P&C)	Ruth O’Neale Vacancy
Governor Training (FGB)	Caroline Havard
Behaviour & Safety SEAL (P&C)	Natalie Bracher Vacancy 3
School Lunches (SNAG) (P&C)	Stephen Cousley Caroline Havard
Sex Education (P&C)	Mark Burnard
Community Values, RE and Collective worship (P&C)	Matthew Giles
PE (FGB)	Debra Ward

Based on the changes to some Governors link roles, the training related to their responsibility and working skills need booking.

All Governors agreed that IB will help Governors who haven’t had their individual username and password with the registration at Babcock.

IB

	<p>6.2 RRe was working on succession planning.</p> <p>6.3 KC summarised: APMC is updating the Governors Action Plan in which most of the red areas have become green or amber.</p> <p>RRe asked about the drop in funding of P.P.</p> <p>CB replied: We put the application in the package form for parents to fill in. In addition, our foundation teachers will advise parents to complete the application form when they pay home visits.</p>	
7	<p>Committee Reports</p> <p><u>P&C Reports by SC</u></p> <ul style="list-style-type: none"> ● SC stated: P&C Committee has reviewed and adopted Home-school Agreement/Homework Policy, Pay Policy, Absence Policy, Safeguarding, Redundancy and Grievance Procedures, SEF/SMIP, Terms of Reference for P&C Committee, Data Protection Policy and Freedom of Information Publication Scheme. SC proposed that those policies be adopted by FGB. <p>It was agreed by all Governors that P&C’s reviewed policies were ratified by FGB.</p> <ul style="list-style-type: none"> ● SC: We suggested the amendment to ‘the frequency and nature of contact’; with regard to Nutritional Standards Policy, CH and I are rewriting the policy in the interest of pupils who could relate their knowledge to daily life. We hope to get help from charity. The first draft will be due in the new year. ● SC: Governors Calendar which is being updated by APMC will submitted to FGB for approval. <p>SC advised: There might need to be a third committee which is responsible for personnel arrangements in order to improve effectiveness of management and leadership.</p> <p><u>B&F Reports by RRe:</u></p> <ul style="list-style-type: none"> ● RRe stated: B&F Committee has reviewed and adopted Budget Monitoring Policy, Governors Expensed Policy, Safeguarding, Best Value Statement, Financial Competencies of Governors (SFVS Checklist). RRe proposed that those policies be adopted by FGB. <p>It was agreed by all Governors that B&F’s reviewed policies were ratified by FGB.</p> <ul style="list-style-type: none"> ● RRe confirmed with the Clerk that item ‘Fund Request’ should go to Part II Minutes. ● RRe proposed to agree with the Devon Minor Works’ latest quotes for seating areas to the back and side of the school. The proposal was approve by FGB. <p>CB added: This ‘Seating areas project’ should be completed by the end of this academic year.</p> <p><u>APMC Reports by KC:</u></p> <ul style="list-style-type: none"> ● APMC has held three meetings so far. The revised Governors Action Plan 2014-1015 will go to January’s meeting for approval. Our focus is to wipe off the red areas by March. <p>RO suggested: We should gather the evidence against the Governors Action Plan to show the performance of Governors and the impact of the Governing Body.</p> <ul style="list-style-type: none"> ● KC proposed to adopt the Induction Package. The Governors duly agreed and the Induction Package was approved by FGB. ● KC suggested: Code of Conduct should be circulated again for all Governors to agree upon. The Clerk was requested to email the document to all Governors who will send back their feedback to the Clerk. ● KC confirmed: Governors Calendar has been updated by CH and reviewed by all APMC Governors. The revised version will be submitted to next APMC meeting. 	<p>The Clerk</p> <p>SC/CH</p> <p>APMC</p> <p>APMC</p> <p>Governors/ The Clerk</p>

8	<p>SEF/SMIP in responses to feedback from unattached advisers</p> <p>CB explained: SEF/SMIP were redrafted.</p> <p>RO spoke highly of the new format of SEF. Other Governors agreed.</p> <p>SEF/SMIP were approved by FGB.</p> <p>The Clerk will circulate SEF again to all Governors.</p>	The Clerk
9	<p>Headteacher Report</p> <p>Headteacher Report was circulated to all Governors prior to the meeting.</p> <p>SC asked: What are your positives and your worries?</p> <p>CB replied: I have formed a clearer picture of the management and impact of middle leaders and seen the development of all subjects.</p> <p>As for my concerns, it should be the challenge to high attainers of our school.</p> <p>EW asked: Are those high attainers' parents getting involved to support teachers?</p> <p>DW added: Yes, it is for teachers to talk to the pupils' parents about how much and how they could help.</p> <p>CB said: We should concentrate on providing sufficient challenge and focus on every level.</p> <p>SC asked: How is staff morale?</p> <p>CB answered: Teacher are working under the pressure of quality work, for instance, the amount of marking is huge for them to cope with.</p> <p>DW added: Teachers are also wondering if they are on track so the timely encouragement and reassurance is crucial.</p> <p>SC wondered: What can Governors do to help enhance positive morale?</p> <p>It was agreed by all Governors that SC and other Governors who will be available would like to express their gratitude and appreciation to all teachers on behalf of the FGB for their hard work and high efficiency.</p>	SC
10	<p>Aims & Values</p> <p>MB introduced the new Clerk and new Governors to all teachers over Staff/Governor Tea. Copies of the Aims & Values were handed out to all teachers and Governors for them to have a discussion about the content. They were encouraged to write down their advice and opinions on the copies.</p> <p>CB gathered all the copies in order to revise Aims & Values accordingly based on all comments.</p>	CB
11	<p>Governors Reports and Governors Monitoring</p> <p>RRe shared his positive parents evening experience.</p> <p>RRe joined the parents evening on Monday 21st October. Parents liked having conversations with him and gave positive feedback. Parents gained a clearer idea about Governors' roles in school.</p> <p>KC observed teachers' progress meeting</p> <p>KC attended a progress meeting held by MB and his team. The tracker could provide individual pupils with feedback. The team also focused on P.P. students to improve their attainment. Some aspects of the pro forma will be completed prior to the meeting as part of the preparation by class teachers. The pro forma can then be added to during the meeting to record the agreed outcomes in reading, writing and mathematics.</p>	
	<p>To agree dates of next meetings</p>	

		FGB	12 Jan	P&C	19 Jan
	B&F			P&C	23 Feb
	B&F	FGB	15 Mar	P&C	19 April
	B&F			P&C	7 June
	B&F	FGB	28 June		
	APMC				

Attachments:

1. Governors Action Plan 2014/15
2. Governor Responsibilities and Policy Links 2015/16
3. SEF/SMIP
4. Headteacher Report
5. Devon School Term Dates; 2016-17/2017-18 Academic Year
6. Code of Conduct

There being no further items to discuss the meeting closed at 7.50 p.m.

Signed Dated.....