



THE GOVERNING BODY OF BLETCHINGLEY VILLAGE PRIMARY SCHOOL
Coneybury Bletchingley Surrey RH 4PP tel : 01881 743337

Chair : Mrs Lisa Thurston

Head Teacher : Mrs Stephanie Gibson

MINUTES OF FULL GOVERNING BODY MEETING (amended)
Thursday 14 September 2016 at 4 pm

Present :

- Governors :
- Mr M Alder (MA)
 - Mrs J Baber (JB)
 - Mrs S Gibson (SG) (Head)
 - Mrs R Kilcoyne (BK)
 - Mr J Spedding (JS)
 - Mrs L Thurston (LT) (Chair)
 - Mrs L Townsend (LeT)
 - Mrs C Wilkes (CW)
- In attendance : Mrs A Price (Clerk to Governors)

Meeting objectives :

- ◆ To establish the Governing Body as an effective vehicle for school development for the academic year 2016/2017
- ◆ To agree clear roles, responsibilities and schedule of work for the Governing Body

1.	Apologies for Absence Received and accepted from Mr Matthew Phillips (MP)	
2.	Register of Business Interests/Declarations of interest All governors present returned a completed Register of Business Interests form. Forms for completion by members of the school leadership team were handed to SG. There were no declarations of interest for this meeting.	SG
3.	Constitution of the Governing Body <ul style="list-style-type: none"> • Local Authority Governor (1) This position is vacant. JS has identified a possible candidate and informed governors of his suitability and skills. It was agreed that, as these fitted the requirements of the FGB skills audit, JS should ascertain the willingness of the person to become a governor, and if favourable contact the Governor Nomination Panel at Babcock for approval. • Parent Governors (2) There is one vacancy. An election will be held this half term. LT informed governors that, where there is an unfilled vacancy for a parent governor, elections should be held each term until a candidate is elected. • Co-opted Governors (7) One vacancy. LT informed governors of a possible candidate with 	JS LT

	<p>appropriate skills. It was agreed that LT should ascertain the willingness of the person to become a governor and report to the next FGB.</p> <p>All candidates, whether for election or co-option, will be fully briefed before putting themselves forward, and made aware of their responsibilities and commitment.</p> <p>It was agreed by all governors present that the Deputy Head should be invited to attend FGB meetings.</p>	
4.	<p>National Governors' Database – Edubase (paper in Minutes file) It was agreed that the collation of the information required on Edubase should be undertaken within the security of the school office on site. It was agreed that CW be responsible for updating the Edubase (National Governors' Database) with the required information. Governors agreed to supply CW with the additional mandatory information for uploading on to this database-</p>	<p>CW ALL</p>
5.	<p>Contact information for Governors Governors present confirmed their contact details as correct. Governors confirmed this information may be circulated to other governors, school and Babcock 4S.</p>	
6.	<p>Professional negligence, confidentiality statements and procedural protocol Governors noted the relevant pages of the School Standing Orders, approved by the FGB October 2015.</p>	
7.	<p>Chairman's urgent actions There were none.</p>	
8.	<p>Appointment of Chair of Governors The Clerk chaired the meeting for this item. There was one nomination for the position of Chair – Lisa Thurston, proposed by SG, seconded by JS. There being no other nominations, Lisa Thurston was unanimously elected Chair of Governors for the coming year.</p>	
9.	<p>Appointment of Vice Chair of Governors There being no other nominations, Jessica Baber was unanimously elected Vice Chair of Governors for the coming year.</p>	
10.	<p>Emergency procedures Governors agreed the emergency information to be sent to SCC, clerk to forward the details.</p>	<p>Clerk</p>
11.	<p>Dates for Full Governing Body meetings for 2016/2017 academic year</p> <ul style="list-style-type: none"> • Thursday 13 October 2016 4 pm • Tuesday 15 November 2016 4 pm <p>Dates for 2017 to be agreed at the November meeting.</p>	

12.	<p>Governor strategic monitoring visits 2016/2017 Outstanding visits from 2015/2016</p> <ul style="list-style-type: none"> • Literacy/Reading – LT and JB to liaise with SG with a view to timing to coincide with the reading dog. • Sports Premium/Gymnastic observation – BK to update and circulate on line. • Sports Working Party: LT to ask MP to liaise with SG on progress to date. <p>Visits for 2016/2017</p> <ul style="list-style-type: none"> • Focus and dates for these to be agreed at the next FGB meeting on 13 October 2016. 																						
20. brought forward	<p>School Development Plan 2016/2017 (copy on Dropbox)</p> <p>Not all governors had been able to access the SDP on line, for further discussion at the October FGB. Governors agreed the following responsibility across the curriculum:</p> <table data-bbox="379 719 683 954"> <tr> <td>Literacy</td> <td>English</td> <td>LT</td> </tr> <tr> <td>Maths</td> <td></td> <td>LeT</td> </tr> <tr> <td>Computing</td> <td></td> <td>JB</td> </tr> <tr> <td>Science</td> <td></td> <td>LeT</td> </tr> <tr> <td>Sports Premium</td> <td></td> <td>MP</td> </tr> <tr> <td>Pupil Premium</td> <td></td> <td>JS</td> </tr> <tr> <td>Geography</td> <td></td> <td>JS</td> </tr> </table> <p>Sports Premium: Following discussion at the July FGB on spending from reserves, it was agreed that a spend of £10K over the year be made from the reserves on a sports coach/teacher for 1.5 days a week.</p> <p>SG agreed to prepare a recommendation for the timing and focus of strategic visits for the year, ready for the October meeting.</p>	Literacy	English	LT	Maths		LeT	Computing		JB	Science		LeT	Sports Premium		MP	Pupil Premium		JS	Geography		JS	
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13.	<p>Appointment of Head's Committee Head, Chair, Vice Chair, JS, LeT</p>																						
14.	<p>Head Teacher's Performance Review Committee Chair, JS, LeT</p>																						
15.	<p>Appointment of Pay Committee, chair and terms of reference Chair, JB, LeT</p> <p>The terms of reference are laid out in the Pay Policy.</p>																						
16.	<p>Appointment of Pay Appeals Panel JS and any any two other governors not members of the Pay Committee as necessary.</p>																						

17.	<p>Appointment of nominated governors</p> <p>There was discussion on whether the role of class governor should be relinquished in favour of phase governors, ie Nursery and year 1, years 2-4, and years 5-6. However, governors felt this would lessen their contact with children and preferred to remain as class governors.</p> <p>(a) SEND <u>JS</u> (b) Child protection <u>LT</u> (c) Looked after children <u>LT</u> (d) Health & Safety <u>MA</u> (e) Link/governor development <u>CW</u> (f) Child protection allegations against head teacher <u>LT</u> (g) Pupil premium <u>JS</u> (h) Sport premium <u>MP</u> (i) Medical needs <u>BK</u> (j) After school club liaison <u>LeT</u> (k) Class governor allocation</p> <table data-bbox="475 768 1029 1037"> <tr> <td>Badger Class (Nursery)</td> <td>Corrinne Wilkes</td> </tr> <tr> <td>Otter Class (Reception)</td> <td>Lisa Thurston</td> </tr> <tr> <td>Squirrel Class (Year 1)</td> <td>Matthew Phillips</td> </tr> <tr> <td>Fox Class (Year 2)</td> <td>John Spedding</td> </tr> <tr> <td>Ruby Class (Year 3)</td> <td>Lena Townsend</td> </tr> <tr> <td>Sapphire Class (Year 4)</td> <td><i>vacancy</i></td> </tr> <tr> <td>Emerald Class (Year 5)</td> <td>Jess Baber</td> </tr> <tr> <td>Diamond Class (Year 6)</td> <td>Mark Alder</td> </tr> </table> <p>It was agreed that JB should shadow JS on the SEND and Pupil Premium responsibilities.</p>	Badger Class (Nursery)	Corrinne Wilkes	Otter Class (Reception)	Lisa Thurston	Squirrel Class (Year 1)	Matthew Phillips	Fox Class (Year 2)	John Spedding	Ruby Class (Year 3)	Lena Townsend	Sapphire Class (Year 4)	<i>vacancy</i>	Emerald Class (Year 5)	Jess Baber	Diamond Class (Year 6)	Mark Alder	
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18.	<p>Minutes of FGB meeting held on 13 July 2016 The Minutes were agreed as a correct record and signed by the Chair.</p>																	
19.	<p>Matters arising from Minutes There were no matters arising from the Minutes.</p>																	
20.	<p>School Development Plan 2016/2017 (copy in Dropbox) see above. The objectives for the current academic year were approved.</p>																	
21.	<p>School Standing Orders Review 2016/2017 All governors need to revisit the School Standing Orders, also the Code of Conduct and to sign the Code of Conduct for 2016/2017 at the next FGB meeting. These documents are on Dropbox.</p>	All																
22.	<p>School website – Governor page updating content and procedure In view of the change of name, this is work in progress, to be reviewed at the next FGB.</p>																	
23.	<p>Communications SG and LT will revisit this proposal and feedback information to the next FGB.</p>	SG LeT																
24.	<p>Policy delegation and review schedule September 2016</p> <ul style="list-style-type: none"> For consideration at the next FGB in view of the updates awaited to the 	ALL																

	<p>SCC model safeguarding and child protection policies.</p> <ul style="list-style-type: none"> • LT will email governors the "Keeping children Safe in Education" document. All governors will be required to sign this as having read whenever the legislation is updated/amended. 	
25.	Academy considerations update - Part Two Business	
26.	<p>Financial update</p> <ul style="list-style-type: none"> • CW reported no major financial concerns, all spending in line with projections. • The date for submission of the SFVS is set at 8 March 2017 – to be an agenda item at the next FGB. • Plans are in hand to modify the school office to provide better storage and security. Following a challenge from LeT on the justification for a significant capital spend on administration facilities, CW agreed to post plans of the proposed building work on Dropbox, together with the reasons and envisaged benefits behind the project. 	
27.	<p>Part Two Business Item 25 to be under Part Two Business.</p>	
28.	<p>Review of meeting Governors agreed that the meeting objectives stated at the beginning of the meeting had been met.</p>	

The meeting closed at 6 pm

Date of Next meeting : Thursday 13 October 2016, 4 pm