



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

Tuesday 15 November 2016 at 4 pm

Present :

Governors : Mr M Alder (MA)
 Mrs J Baber (JB)
 Mrs S Gibson (SG) (Head)
 Mrs R Kilcoyne (BK)
 Miss S Patmore (SP)
 Mr M Phillips (MP)
 Mr J Spedding (JS)
 Mrs L Thurston (LT) (Chair)
 Mrs L Townsend (LeT)
 Mrs C Wilkes (CW)

In attendance :

Mrs D Gregori (DH) (Deputy Head)
 Mrs E Kerr (EK) (Assistant Head, Inclusion) to Item 11 only

Meeting objectives : Governors agreed the objective *To gain a clear shared understanding of the vision for the strategic future of the school.* The second objective that had been sent with the agenda was for a more Finance based meeting and was agreed to be inappropriate for this meeting.

1.	<p>Apologies for Absence None. MA and LeT had advised they may arrive late. Angela Price was unable to clerk the meeting; minutes were taken by LT.</p>	
2.	<p>Register of Business Interests/Declarations of interest There were no declarations of interest for this meeting.</p>	
	<p>4.05pm MA joined the meeting</p>	
3.	<p>Constitution of the Governing Body</p> <ul style="list-style-type: none"> • Co-opted Governor Vacancy LT proposed that, following a successful informal interview with a small group of governors, Sarah Patmore be appointed as a Co-opted Governor with immediate effect. Governors agreed. SP joined the meeting at 4.10pm and all introduced themselves. • Local Authority Governor Vacancy JS proposed that, following a successful informal interview with a small group of governors, Julie O’Toole’s application be submitted to the Local Authority Governor Nomination Panel. Governors agreed. JS to pursue references and submit the completed paperwork for consideration at the Panel meeting on 1 December. 	JS

	<ul style="list-style-type: none"> Parent Governor Vacancy LT advised that as no nominations had been received in the recent election process, governors could appoint a parent to fill the vacancy. Some parents have been approached; SG meeting a potential candidate next week. JS also advised governors that he and a small group of governors are meeting two potential Associate Members on 18 November. Governors agreed, subject to successful informal interview, that both candidates should be appointed. <p>It was agreed to change the running order of the agenda</p>	SG
11	<p>SEND Report (paper in Minutes file) EK alerted governors of the impact that the opening of a new primary SLCN centre in West Ewell could have on pupil numbers and funding for existing SLCN centres. Governors were updated on the positive impact of EASEL training on early identification and the improvements made to the Provision Management Tool and the recording of interventions. CPD and cross school working has enabled TAs to become more reflective and confident in delivering interventions. Investment in the resource Bsquared has enabled the SLCN team to accurately monitor the progress and set targets for individual pupils. EK's involvement with Surrey's SALT sub-group has enabled her to input and feedback on any proposed changes to the way provision is delivered. EK and JS attended the Inclusive Values at the Heart of School Improvement Strategy and SG advised governors that BVPS have applied to take part in the Achievement for All survey. At the end of this initial process, the school would be randomly selected as either a "control" school or an "intervention" school. Governors thanked EK for her report (electronic copy to be sent to governors).</p> <p><i>4.40pm EK left the meeting</i></p>	
4.	<p>Minutes of the FGB meeting held on 13 October 2016 The minutes of the meeting were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>	
5.	<p>Matters Arising</p> <ul style="list-style-type: none"> Uniform – LT informed governors that, to try to establish the reasons why some pupils are not wearing the correct uniform, teachers have been approaching parents and recording data that will be submitted to SG at the end of this week. Governors agreed that there should be a zero-tolerance approach to all policies to ensure consistency and equality. Governors will discuss sanctions at the next FGB meeting. Parental Behaviour – LT fed back to governors that the local GP practice send firm letters to patients after an incident of 'unacceptable behaviour' warning that a recurrence of the behaviour, may lead to the patient being removed from the practice. SG has amended the words of the safe school statement on the posters displayed on the school noticeboards. SP to provide templates of letters/posters used by NHS staff. Staff need to have a level of confidence and assertiveness to be able to stop a conversation or meeting at the point that they feel uncomfortable. Governors agreed that sending out warning letters can inflame situations. MA to research frontline training on conflict management and de-escalation for staff. Governors agreed that governor involvement with parents following an incident may be a good way forward. 	SP MA

	<ul style="list-style-type: none"> Other matters arising – update on the reserves expenditure covered under Item 9: Financial general update. 	
6.	<p>Chairman's urgent actions There were none.</p>	
7.	<p>Safeguarding SG referred governors to the Safeguarding section of her Headteacher's report. The annual Surrey Safeguarding Children's Board audit has a new format this year. There has been a delay to the release of the online version – SG and LT to complete the audit before the deadline of the end of February.</p>	SG/LT
8.	<p>Health and Safety The Health and Safety Committee had met the day prior to the FGB meeting. There were no concerns or issues to report. The minutes are available for governors to read.</p>	
9.	<p>Financial</p> <ul style="list-style-type: none"> FMR – CW explained that due to the early scheduling of the meeting, the FMR will be added to Dropbox for governors' consideration. Draft Budget – the draft budget had been sent to LT and SG prior to the meeting and will be added to Dropbox for all governors' consideration. General Update – see Part Two. 	CW/Govs CW/Govs
10.	<p>Head Teacher's Report including data review and RAISE Online Governors had received the Head Teacher's report ahead of the meeting. LT suggested that governors should welcome SG's offer of a workshop session with SG and DG to analyse the RAISE Online data. It was agreed that a less formal FGB meeting take place before the end of term; governors to find a mutually acceptable date for this session. DG presented an overview analysis of the data. BVPS has moved from 54 to 42 on the 1-100 Fisher Family Trust scale. 2015/16 data is recorded as the new scaled scores so there is NO comparable data to previous years making it impossible to identify trends. Governors requested that anonymised versions of the school's own data analysis, for each year group be made available for them. LT reminded governors that monitoring of data should be in line with the priorities identified in the SDP. SG and DR suggested that they should bring data that is relevant to the SDP areas rather than trying to cover all the data. Due to time constraints, it was agreed that governors should submit any other questions to SG by email. It was agreed to change the running order of the meeting.</p>	All gov/DG
11.	<p>Brought forward - See above</p>	
15	<p>Academy Update See Part Two.</p>	
	<p>6.25pm JS and LeT left the meeting to attend a Shadow Board meeting at Warlingham School</p>	
12.	<p>School Development Plan SDP priorities are progressing and are monitored through strategic visits and</p>	

	data review.	
13.	<p>Governing Body Development</p> <ul style="list-style-type: none"> • Strategic monitoring visits – LT to send suggested schedule of visits to governors electronically (subsequently emailed, copy in Minutes file). • Training – governors to have a workshop style RAISE Online session (see Item 10) before the end of the Autumn Term. Governors to access the free Antbullying Alliance online training (see Item 14). 	LT
14.	<p>Policies</p> <p>Governors considered the following policies for approval:</p> <ul style="list-style-type: none"> • RE- in response to governors’ questions, SG explained that the two strands by which progress in RE is measured are learning about religion and learning from religion. Pupils learn the facts about the religions during the termly RE days and then time is spent later reflecting on the spiritual aspects and bigger questions of what they have learned; governors approved the policy. • Collective Worship – in response to governors’ questions, SG confirmed that there is one Practice Makes Perfect assembly each academic year; governors approved the policy. • Attendance – SG explained that this policy has been updated to include the recommendations of the school’s new Welfare and Safeguarding Assistant; governors approved the policy. • Educational Visits – as had already been confirmed earlier in the meeting, the second minibus has been ordered. Sarah Jowitt, the Educational Visits Co-ordinator has completed training for this role. SJ will undertake a post-training review of the policy; governors approved the policy subject to there being no significant changes. <p>Governors were updated on the revision of the following policies:</p> <ul style="list-style-type: none"> • Anti-Bullying – SG confirmed that she will work with the school council to write the child-friendly anti-bullying ‘friendship’ statement. Once completed the statement will be shared with governors. SG had undertaken free online anti-bullying alliance training; it is recommended that governors also do this training http://www.anti-bullyingalliance.org.uk/resources/online-training/ <p>Governors received the following policies for information:</p> <ul style="list-style-type: none"> • Induction of new pupils – SG explained that the policy and procedures had been revised following a Reception parent’s comments on her experience compared to those of her friends’ experiences at other local schools. 	All gobs
15.	Brought forward – see above	
16.	<p>Review of Meeting</p> <p>Governors acknowledged that although the meeting had extended beyond the recommended 2 hours, the discussions had been robust, relevant and necessary.</p>	
17.	<p>Date of Next Meeting</p> <p>Governors to co-ordinate diaries to be able to attend Academy information sessions and a less formal FGB meeting before the end of term to discuss the Raise Online data.</p>	All

The meeting closed at 6.55 pm

Date of Next meeting : TBC