



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
Wednesday 12 July 2017 3.30 pm

Present :

- Governors :**
- Mrs J Baber (JB)
 - Mrs S Gibson (SG) Head
 - Mrs R Kilcoyne (BK) (from 3.45 pm)
 - Mr J Spedding (JS)
 - Mrs L Thurston (LT) Chair
 - Mrs C Wilkes (CW)

In Attendance :

- Mrs D Gregori (Deputy Head Teacher)
- Mrs E Kerr (EK) – (SENCO and Deputy Safeguarding Lead) agenda item 4 only
- Mrs A Price (Clerk to Governors)

Before the start of the meeting, governors noted that this was SG's last meeting as Headteacher. Governors were encouraged to attend some of the events planned for the following week to celebrate SG's time at the school. SG presented governors with a gift.

1.	Apologies for absence	<ul style="list-style-type: none"> i. Governors : Apologies for absence were received and accepted from Mark Alder, Julie O'Toole, Sarah Patmore and Lena Townsend. ii. Associate Governors : Apologies were received and accepted from Andy Catford and Kate Philpot. 	
2.	Declarations of Interest	<ul style="list-style-type: none"> • There were no declarations of interest. • Updated forms were received from Jess Baber, Lena Townsend and John Spedding. 	
3.	Constitution of Governing Body	<ul style="list-style-type: none"> i. Parent Governors (2) – There is one vacancy, the election process will take place in the Autumn term. ii. Co-opted Governors (8) – There is one vacancy, analysis of the Skills Audit will enable a more precise person specification to be drawn up to balance the governing body skill set. 	

Signed Chair

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4.	<p>SEND EK presented her Inclusion report for the Summer term (copy in Minute book). Over the year, there has been an increase in the numbers of pupils on the SEN register; emotional, social and anxiety are now recorded as SEN. A focus on early identification and use of diagnostic tools has increased staff confidence in delivering specific interventions to support the children, and monitoring and reporting on their impact. Outside professionals, including Speech and Language Therapists, Occupational Therapists, Play and Art Therapists and Educational Psychologists who work with specific children comment on the caring and positive atmosphere and the value placed on children's well-being and academic progress. The priorities for the coming year are to build on the excellent SEN provision with the Inclusion Leader and SLCN Teachers spending more time in class modelling and monitoring teacher-led interventions.</p>	
5.	<p>Minutes of the FGB meeting held on 22 May 2017 The minutes of the meeting were agreed to be a true and accurate record of the meeting and were signed by the Chair.</p>	
6.	<p>Matters arising from Minutes There were no matters arising.</p>	
7.	<p>Chair's Actions There were none.</p>	
8.	<p>Resolutions i. Managing Changing Staff Needs Policy ii. 2017-2018 Budget Following local electronic confirmation, the Managing Changing Staffing Needs Policy and the 2017-2018 budget were approved at the Trust Board meeting on 4 July 2017.</p>	
9.	<p>Performance Data update Governors had received a summary document ahead of the meeting. KS2 SATs – small cohort of 25 children; each child represents 4%. All measures were equal to or better than national, some significantly so with 76% meeting in reading, writing and maths against 61% national. The impact of small focussed writing groups was evidenced by 32% working at greater depth. Progress was good across the board and particularly strong in Maths. In reading, progress appears in line with national, but two children, for whom there are sound reasons for an apparent lack of progress, had a huge negative impact on this score due to the way it is calculated by the DfE; if these two scores are removed, the data rises to well above national on this measure also. KS1 SATs – A third of the cohort have EHCPs or are on School Support and YR outcomes for the cohort were low. There will be a focus on accelerating progress for this cohort going forward for children for whom it is possible. Phonics check – 61% of Y1 pupils met the standard and 33% of the Y2 pupils re-sit met the standard. The Y2 pupils who did not meet the standard have significant learning or language barriers and all children showed good progress across the course of the year. Reception – 66% achieved their GLD (Good Level of Development). The number of pupils expected or exceeding in writing is in line with reading (both 20%) and is evidence of the impact of talk for writing, shape coding and the changes to the teaching of phonics and spelling. Governors were also presented with the internal attainment and progress tracking report for the other year groups in the school. A fuller report on attainment and progress for this term will be presented by the</p>	

Signed Chair

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	Acting Head Teacher during the autumn term when a fuller analysis has been carried out.	
10.	<p>Head Teacher's report (copy in the Minutes file) All governors had received and read this document in advance of the meeting. SG responded to governors' questions: Attendance – a replacement attendance officer has been recruited for September. A labelling system has been introduced to easily identify the work of pupils with less than 90% attendance to enable more effective monitoring of the impact of attendance on attainment and progress. Right to Roam – SG explained that Right to Roam, an initiative where Y6 pupils can earn the right to risk assess and safely explore more of the field during break and lunch times, came from last year's Y6 class enjoying the freedom of exploring the grounds of Ringsfield Hall during their residential trip. This has been a great success. DHT Outstanding Teaching Project – DH explained that the use of specific diagnostic tools had led to early identification of the need for intervention. From September, the Inclusion team will review the way in which these interventions are delivered to ensure maximum impact. Governors thanked SG for the very full, informative and interesting Headteacher reports she had written over the past ten years, covering all aspects of school life. Governors wished her every success and happiness for the future.</p>	
11.	<p>Premises update</p> <ul style="list-style-type: none"> (a) Automatic gates – Thakeham (builders) may assist with funding. (subsequent to the meeting, Thakeham (builders) have finished work in Godstone which means funding from them may be in doubt, which is very disappointing, given their apparent interest in supporting the school.) (b) Car Park Barrier – JB is liaising with supplier to resolve this ongoing issue. (c) Outdoor Learning – awaiting SCC confirmation and quotes for the outdoor learning shelters. (d) Office Extension – due to the high quotes received for carrying out the planned extension, governors agreed that enlarging the office by removing two internal walls would be better value for money. Fitted storage in line with the classroom furniture will streamline working and maximise the space. Work to be completed over summer holidays within the costs originally agreed by the governing body. (e) Minibus – new minibus has been delivered and will be stored in the locked garage. The old one is being retained and will be parked alongside the security camera. (f) Telephone system – this has been installed and is fully functioning. <p>Value for money for these and other projects has been evaluated as part of the 2017 – 2018 School development Plan.</p>	
12.	<p>Financial matters</p> <ul style="list-style-type: none"> i. Reserves Policy – Governors agreed the bottom line reserves carried forward figure to be £100K. ii. Bank Mandates – Governors approved the addition of DG and EK as signatories on the School Fund bank account from September 2017 iii. Skills Audit – CW had circulated the new format skills audit, introduced by the National Governors Association, on 11 July. Governors to complete and return as soon as possible. <p>CW informed governors that the first two Academy Financial Year month end accounts have been completed; FMRs to be shared with governors in the Autumn Term.</p>	

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13.	<p>Outstanding governor monitoring visits SG stressed the need for the agreed timetable for monitoring visits to be adhered to, to tie in with the termly SIP priorities. LT reported that completion of monitoring visits was one of the outstanding items on the School Self Evaluation (SSE) form.</p> <ul style="list-style-type: none"> i. Maths : JB has completed and is awaiting clarification on minor points. ii. Science: LeT completed on Scintillating Science Day on 22 June, awaiting report; English (LT), and Sports (MA) – deferred iii. Geography: completed, report awaiting clearance from subject leader. <p>Some governors had undertaken class visits and accompanied classes on school trips. Governors were encouraged to complete their Summer Term class data visit before the end of term (JB's Y5 data visit completed in May)</p>	
14.	<p>Safeguarding LT reported that she had undertaken the termly Safeguarding visit, joining the SLT meeting on 21 June. SG is confirming the wording of the mobile phone policy with Ian McGraw at SCC. LT checked the electronic Single Central Record with CW; CW confirming with TLT which, if any, members of staff should appear on the MAT's SCR.</p> <p>LT reported that governor Safeguarding training was one of the outstanding items on the SSE. Governors were reminded that the staff and governor annual Safeguarding training will be delivered at the INSET day on 4 September. Whilst some governors receive this training every year, either at the INSET day or as part of their professional roles, it is important that all governors undertake Safeguarding training relevant to their governor role. There is also a need for a couple of governors to undertake/renew Safer Recruitment training. CW to research logistics of governors accessing the online training remotely.</p>	CW
15.	<p>Academy status update</p> <ul style="list-style-type: none"> i. JS will circulate a confidential summary report of the recent Trust Board meeting together with other relevant documents. ii. The Trust Board had requested a volunteer from the governing body (not one already on the Trust Board) to participate in a specific Income Generation group, for consideration by all before the next meeting. 	JS ALL
16.	<p>School Development plan A review and evaluation of the 2016-2017 plan will inform the preparation of the 2017-2018 plan. This is work in progress and will continue over the summer for presentation to governors in the Autumn term.</p>	
17.	<p>Health & Safety The H&S committee had met and the minutes, when completed, will be circulated and uploaded to Dropbox. No unforeseen issues had arisen. The Committee agreed to follow Surrey County Council's new guidance on responding to serious incidents, most of which is already in place. The document is in the H and S dropbox folder.</p>	
18.	<p>Policies</p> <ul style="list-style-type: none"> i. SEN Policy -approved by governors ii. H&S policy – approved by governors following minor changes e.g. school name and logo; personnel/titles; right to roam. 	
19.	<p>Part Two Business Governors agreed there were no Part Two items.</p>	

Signed

Chair

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20.	<p>Review of meeting Governors acknowledged that, with the academy conversion and impending changes to the school leadership, this had been an exceptionally busy academic year. Governors agreed that this had been a helpful and informative meeting with an optimistic outlook for the next academic year.</p>	
21.	<p>Date for first Autumn term meeting <u>Thursday 14 September</u> , all governors to email LT with preferred time.</p>	ALL

The meeting closed at 6 pm

Signed Chair

Date