

Burnham Copse Primary School
Minutes of Full Governing Board Meeting
Tuesday 11th October 2016

Present:

Ali Armstrong - Headteacher	Jason Miles - Chairman
David Read	Helen Follett
Natalie Stuart	Lewis Ambler
Jo Hunter	Laura Fairs
Tracey Tatam	Gill Keightley

Apologies: Careyanne Williams

In attendance: Lisa Philpott - Clerk

The meeting commenced at 6.30pm.

Item	Subject	Action
1. 1.1 1.2	<u>Welcome, Apologies and Disclosure of Interests</u> Apologies for absence were received and accepted from C Williams. Governors re-signed their declaration of interest forms and made changes where necessary.	
2. 2.1 2.2	<u>Items to be raised under AOB</u> Forest School information - circulated by L Fairs Recognition of P Waterfield's contribution to the GB	
3. 3.1 3.2	<u>Minutes of the FGB meeting held on 13 July 2016</u> To approve and sign: The minutes were circulated before the meeting and were confirmed as a true and accurate record. The minutes were then signed by the Chairman and passed to the clerk for filing. <u>Matters arising:</u> Due to time constraints it was agreed that matters arising would be dealt with at the meeting in November.	
4.	<u>Strategic School Development Plan</u> The headteacher explained that before the end of year results were announced last term the school was considered a medium priority school. Since then and following discussions with the LLP and the District Manager, it has been agreed that the school needs less external support. This means there will be fewer support days for English, Maths and SEN. The headteacher and deputy headteacher would like to attend a strategic course run by the LLP entitled "Maintaining momentum of good". This will be part of the LLP time offered in the support package. ACTION: Headteacher to circulate letter from District Manager confirming level of school support. The SSDP was circulated at the meeting and AA provided a verbal summary of the new layout. The main priorities for 2016-17 are: <ul style="list-style-type: none"> ▪ To raise % of pupils securing Age Related Expectations (ARE) ▪ To raise % of pupils with SEND securing ARE ▪ To raise % of children working at greater depth/exceeding ARE ▪ To improve attainment and progress in reading ▪ To develop the outdoor learning environment 	AA

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	<p>Committee terms of reference state that the committee is responsible for the performance management process for the headteacher. Following recent training, a governor advised that the headteacher's performance management panel should be made up of three governors (not the chair of governors) who have ideally received the recommended training. One of these governors will then update the Pay Committee with any recommendations (but will abstain from any votes). It was agreed that:</p> <ul style="list-style-type: none"> ▪ N Stuart, J Miles and D Read will complete the HT performance management process for last year. ▪ N Stuart, T Tatam and C Williams will carry out the HT performance management process for the new year (all three governors have received performance management training). ▪ The Pay Committee will consist of J Miles, D Read and N Stuart. One additional governor is required to ensure quorum when the headteacher's performance is being discussed. <p>ACTION: Clerk to obtain advice from Governor Services on committee membership.</p>	<p>All LP</p>
5.2	<p><u>Finance & Facilities - 4 October 2016</u> The minutes were circulated before the meeting and a verbal summary was provided by JM.</p>	
5.2.1	<p><u>Election of Chairman</u> - There were no nominations for the position of chairman. NS was approved as vice-chairman but is currently unable to take on the role of chairman due to work pressures. JM has agreed that he will continue as chairman as a temporary measure. This is against best practice and not in line with the terms of reference.</p>	
5.2.2	<p><u>Approve Terms of Reference</u> - The Terms of Reference were circulated before the meeting and a discussion took place. It was agreed that they should be temporarily changed to allow for the chair of governors to remain as chair of the committee as an interim measure. Subject to this, the terms of reference were approved.</p>	
5.2.3	<p><u>Approve Business Timetable</u> - The Business Timetable was circulated before the meeting and was approved.</p>	
5.2.4	<p><u>Approve Child Protection & Safeguarding Policies</u> - these were circulated before the meeting and have been amended following recent updated guidance on Keeping Children Safe in Education. Both policies were approved.</p>	
6.	<p><u>Keeping Children Safe in Education - updated guidance</u></p>	
6.1	<p><u>Receive part 1 information for all school staff</u> The updated guidance has been sent to all governors. Hard copies are available on request. Governors are to sign to confirm they have read it.</p>	All
6.2	<p><u>Safeguarding Audit</u> This will be completed by the headteacher and the safeguarding governor at a meeting later this week and will be submitted online by 31 October 2016.</p>	AA/JM
7.	<p><u>Governor Vacancies</u></p>	
7.1	<p><u>LA Governor</u> - The local councillor, Warwick Lovegrove, has recommended Jason Miles as the local authority governor. This was approved by the GB and will take effect from today's meeting.</p>	
7.2	<p><u>Co-opted Governor Nomination</u> - Nick Hicks, a family support worker for Hampshire CC, has expressed an interest in becoming a co-opted governor.</p>	

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7.3	<p>A discussion on his skills and suitability for the role took place and there was unanimous approval for his appointment. This will leave one other co-opted governor vacancy.</p> <p>ACTION: Clerk to confirm appointment process.</p> <p><u>Parent Governor</u> - A new election process will start after half term as there has been no interest so far.</p>	<p>LP/AA</p> <p>AA</p>
8. 8.1	<p>Training</p> <p>Whole GB training session - A discussion on training topics took place and it was agreed that a session on 'Holding school leaders to account' would be beneficial.</p> <p>ACTION: JM to arrange and confirm date.</p>	<p>JM</p>
9. 9.1 9.2	<p>Any other business</p> <p><u>Forest School Information</u> - A governor provided information on Forest School and the accreditation process. A member of staff has recently attended a Forest School introductory course and it was agreed that the next steps would be for the governor to discuss this with the member of staff.</p> <p>ACTION: LF to meet with V Donovan and provide feedback at next Children's meeting.</p> <p><u>P Waterfield</u> - To acknowledge Penny's contribution to the school, she will be invited to formally open the new building.</p> <p>ACTION: Donations to be given to JM.</p>	<p>LF/ Children's</p> <p>All</p>
10.	<p><u>Date of next meeting:</u> Tuesday 22 November 2016 at 6.30pm</p>	

The meeting closed at 8.30pm.

Signed: Date:

Name: