



## Minutes of the Whole Governing Body Meeting

Wednesday 19th September 2018 @ 5.30pm

Present: Ros Bass (RB)  
Debbie Henrys (DH)  
Caroline Tomlinson (CT)  
Sandra Williams (SW)  
Sally Lewis (SL)  
Sarah Dabill (SD)  
Nicki Bass (NB)  
Ian Hickman (HeadTeacher) (IH)

Apologies: Charlotte Roper (CR)  
Adrian Havelock (AH)

In Attendance: Paula Chandler (clerk)  
Jim Cuniffe (JC)  
Ayo Adesina (AA)

The meeting was quorate. Meeting commenced at 17.40pm.

Challenge is recorded in red. Support is recorded in green. Actions are in blue.

Item		
1.	<b>Welcome and Apologies.</b>	
	The Vice chair RB welcomed everybody to the meeting and gave the apologies of CR and AH.	
2.	<b>Election of Chair and WGB structure.</b>	
	<p>Nicki Bass (NB) put herself forward for the role of Chairperson. The Clerk asked if NB could step out of the room whilst this was discussed with the governors. It was unanimously agreed. IH asked if full training can be provided so that the chair can support the school fully - RB assured that this would be taken care of. Proposed by SL and seconded by CT. The Clerk then asked NB to rejoin the meeting.</p> <p>NB then continued the meeting from this point. RB stepped down as vice chair and nominated Debbie Henrys (DH) who agreed to take this role. Proposed by RB and seconded by SW.</p> <p>WGB structure:</p> <p><b>Training Liaison Governor:</b> SL is happy to continue in this role, anybody interested in training should contact SL. This is particularly recommended for new governors, there is also lots of training on the Hants Governor website available.</p>	



	<p><b>Health and Safety Governor:</b> AH is away for the next 6 months so JC has volunteered to cover this role once formally appointed as a foundation governor.</p> <p><b>Safer Recruitment Governor:</b> SL is happy to continue.</p> <p><b>Finance Governor:</b> DH is happy to continue.</p> <p><b>Special Educational Needs:</b> RB current governor CT to shadow then take over.</p> <p><b>Safeguarding Governor: RB with CR to be deputy (once formal appointment as LA governor complete).</b></p> <p><b>Data Protection Governor:</b> currently vacant. This role is mainly ensuring that the school is compliant in this area. CR has been suggested - NB to follow up.  <a href="#">Nicki will pursue this after the meeting.</a></p> <p><b>Designated Teacher for looked after children:</b> Headteacher IH will continue.</p> <p><b>Admissions Panel:</b> NB, DH and IH.</p> <p><b>Discipline:</b> RB, NB, SL and AA.</p> <p><b>Headteacher Review Panel:</b> RB, SL and SW.</p> <p><b>Pay Committee:</b> NB, DH CT and IH.</p> <p><b>Policy Review Governor:</b> SL to continue.</p> <p><b>Website Governor:</b> AA has volunteered to fill this role (once formally appointed as foundation governor).</p> <p>NB leaves the meeting 18.05, DH took over chairing the meeting.</p>	
3.	<b>Pecuniary Interest Forms:</b>	
	These were handed out and filled in by the governors. Those not present will do this as soon as possible - NB & CR.	
4.& 5.	<b>minutes of last meeting and matters arising.</b>	
	<p>Minutes of School Improvement Committee were agreed and signed by SL as a true recording of the proceedings.                  (Confidential minute)</p> <p>Resources Minutes: <b>An amendment to the start time - meeting started at 4.40pm not 5.40pm.</b></p> <p>Matters arising: IH confirmed that a 16th place was offered and accepted for Year R this year.</p> <p>The Diocese has refused funding for the extension to the canopy outside Maple &amp; Oak classes.</p> <p>A GDPR officer has been appointed - Jo Trace (Admin Assistant).</p>	



	<p>These minutes were then agreed and signed by DH as a true recording of proceedings.</p> <p>Whole Governing Body Minutes: These were approved and signed by RB as a true recording.</p>	
<b>6.</b>	<b>Policies Calendar</b>	
	<p>IH/SD offered to go through the policies and schedule them into the appropriate WGB meeting - spreading them across the year where they best fit.</p> <p>There is a meeting next week for NB, DH, IH and RB to discuss the content of agendas for the year's meetings to ensure everything gets covered at the appropriate time.</p>	
<b>7.</b>	<b>Admissions Policy.</b>	
	<p>DH has volunteered to review and circulate to the diocese and LA for comment prior to approval at the November WGB.</p>	
<b>8.</b>	<b>SafeGuarding Audit and related Policies.</b>	
	<p>IH prepared the audit, shared and discussed with RB who agreed the action points with him. It was then circulated to governors and a couple more comments received which were added to the audit.</p> <p>Governors agreed they were happy for IH to submit the safeguarding audit.</p> <p>Action points agreed are:</p> <p>To tighten up on how visitors and volunteers are trained.</p> <p>Procedures for visitors are now laminated and located at the front desk.</p> <p>Governors to be made more aware of issues around safeguarding: IH has suggested that governors can have a special session, perhaps an evening, to focus on safeguarding &amp; IH will make sure resources are made available to governors (eg documents "Working together to safeguard children" &amp; "Keeping children safe in education").</p> <p>There are also quizzes on the governors intranet available to help the governors.</p> <p>Child Protection Policy &amp; Safeguarding Policy had also been circulated to governors prior to the meeting: Child Protection</p>	

	was approved but IH is awaiting a new Hampshire model policy for Safeguarding. Not too many changes expected - IH to look into this.																	
<b>9.</b>	<b>Training.</b>																	
	<p>This has been brought forward as SL has to leave the meeting shortly.</p> <p>SL is to continue with this. E learning has been updated and more added in governor services.</p> <p>WGB training had been agreed to be on "Holding Leaders to Account". SL has contacted Chris Slater who will propose some possible dates this term and then meet with SL/NB to discuss tailoring the course to our specific requirements.</p>																	
<b>10.</b>	<b>End of Key Stage Results.</b>																	
	<p>The Progress score for Key Stage 2 is worked out based on an average point score in Key stage 1.</p> <p>Progress scores for 2016-2018 are:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>Reading</th> <th>Maths</th> <th>Writing</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>0.2</td> <td>2.4</td> <td>-3.3</td> </tr> <tr> <td>2017</td> <td>-1.8</td> <td>-1.5</td> <td>-2.1</td> </tr> <tr> <td>2018</td> <td>3.3</td> <td>1.1</td> <td>-2.3</td> </tr> </tbody> </table> <p>2018 scores are based on a cohort of 9. The national average score is set as 0 - our scores are not significantly different from the national average.</p> <p>The school has made positive movements forward particularly in reading and maths, writing is slowly moving forward.</p> <p>Governors commented that the scores for 2018 were very good - the children had done really well.</p>		Reading	Maths	Writing	2016	0.2	2.4	-3.3	2017	-1.8	-1.5	-2.1	2018	3.3	1.1	-2.3	
	Reading	Maths	Writing															
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	SL leaves the meeting 19.07pm.																	
<b>11.</b>	<b>Terms of Reference and Code of Conduct.</b>																	
	<p>DH had updated the WGB TOR to reflect the new flat structure of the governing body (ie no longer having School Improvement and Resources committees). This and the TORs for Admission Panel, Discipline Panel, HT Review Panel and Pay Committee had been circulated prior to the meeting.</p> <p>DH pointed out that there needs to be a minimum of 50% attendance from the governors for the meetings to be considered quorate, so early notification of apologies would be required.</p> <p>All TORs were agreed and then signed by DH (Vice chair).</p>																	

	Chairs for these sub-committees & panels need to be agreed. Code of Conduct: <a href="#">can this please be read by all governors, this can be found on google drive.</a>	
<b>12.</b>	<b>Safeguarding and Prevent.</b>	
	RB confirmed there is one case ongoing.	
<b>13.</b>	<b>SEND.</b>	
	RB needs to meet up with Julia (SENCo) this term.	
<b>14.</b>	<b>Year 6 Charter.</b>	
	<p>IH had shared this with governors. This charter has been put together by a number of headteachers, with the support of Winchester University, who share the view that SATs are not the best way of assessing children and want this to change. It is to be discussed at a larger meeting of heads next week to, hopefully, gain further support.</p> <p>Currently, SATs tests do not benefit the children at all, only the school.</p> <p>Ofsted's latest focus is on the curriculum rather than testing. The school is continuing to work on the breadth of the curriculum which will have positive results throughout the children's education.</p> <p><b>This charter has the full support of the Governors.</b></p>	
<b>15.</b>	<b>Governor self evaluation, skills and audit.</b>	
	<p>Forms have been shared with all governors - please complete before the next meeting 17 Oct 18.</p> <p>Apologies given from JC for next meeting.</p>	

Meeting Closed at 19.47pm.

**Actions**

	Date	Actions from Sept 2018	By whom	By when	Completed
1	19/9	Update Statutory Info re governors on website	AA	ASAP	
2	19/9	Info for action 1 to be forwarded	IH	ASAP	
3	19/9	Working party for school fence		ongoing	
4	19/9	Pecuniary interest forms to be completed	NB/CR	ASAP	



5	19/9	Sports premium funding being updated	IH and SD	ASAP	
6	19/9	Inventory of equipment in school (this is needed for Insurance)	SD and Jo	Ongoing	
7	19/9	Parent questionnaire results to be put on website	IH	ASAP	
8	19/9	Tick list of relevant Governor information to be put together and circulated to governors	IH	ASAP	
9	19/9	Chairs of Panels to be added Complete Self-evaluation and skills audit Agree Code of Conduct & Good Practice Guide Discuss with other HTs how to rehearse emergency procedures	NB All All IH	Oct 10	

Agreed by Governors to be a true and complete record of the meeting and signed by the Chair.

Chair:

Dated: