

Brunswick House School
Minutes of the Full Governing Body Meeting
Held on Monday 20 March 2017 at 3.45pm

Present: John Bateson-Cooper (Co-Chair), Wendy Skinner (Head), Liz Clarke (Staff Governor), Ellie Dunnet (Co-opted), Dilys Foster (Co-opted), Jill Hogan (Vice Chair), Fawad Mughal (Parent Governor), David Stead (Co-opted), Laurel Townend (Co-opted), Nicola McLeish (Parent Governor) and Naomi Mercer (LA Governor).

In attendance: Stephanie Thurkle (KCC Clerking Service) and Clare Fullagar (DHT), for Item 6: Katie Brigden (Maths Leader), Emma Bourdillon (SENCO), Mel Hawks (English Leader) and Katy Foy (FS Leader).

Meeting started at 15:50.

Although some items were discussed out of sequence, minutes reflect agenda running order.

| | | Action | | | | | | | | | | | | |
|-------|---|--------|---|------|--|-----|---|-------|--|----|---|-----|---|---|
| 1. | <p>Welcome and apologies for absence</p> <p>The Co-Chair welcomed governors to the meeting including Nicola McLeish the recently elected Parent Governor and Naomi Mercer the LA Governor whose appointment will be confirmed under Item 4.1. At the request of the Chair introductions were made all those present at the meeting.</p> <p>Apologies from Julia Baxter (childcare), Governors agreed that the meeting was quorate.</p> | | | | | | | | | | | | | |
| 2. | <p>Declaration of Business Interest</p> <p>There were no declarations of business interest relating to items on the agenda.</p> | | | | | | | | | | | | | |
| 3. | <p>Minutes of previous meeting</p> | | | | | | | | | | | | | |
| 3.1 | <p>The minutes of the meeting held on Monday 6 February 2017 were received and signed by the Co-Chair as a true copy, subject to one manual amendment. Governors discussed with the Clerk how their questions were included in the minutes.</p> <p>ACTION: To place a signed copy of the minutes (Part A and Part B) on the file in the school.</p> | Clerk | | | | | | | | | | | | |
| 3.2 | <p>Update on agreed actions</p> <p>The following actions remain outstanding:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 10%;">5. a</td> <td>The Single Central Record to be viewed in Term 4.</td> </tr> <tr> <td>5. b</td> <td>Governors to collect Safeguarding folder from school to read and then sign to confirm this has been completed.</td> </tr> <tr> <td>6.2</td> <td>LT to update the monitoring timetable 2016/17 and Clerk to share via GVO.</td> </tr> <tr> <td>6.3 b</td> <td>Enterprise week – JH/DS to lead with input from the new DHT from Term 5.</td> </tr> <tr> <td>9.</td> <td>HT and new DHT to set up Parents afternoon.</td> </tr> <tr> <td>10.</td> <td>Agreement to be drawn up with ABC Primary School as a partner to hear complaints.</td> </tr> </tbody> </table> <p>The following updates were given:</p> <p>Item 4.5 – The Chair advised that he had met with the Senco and that there was still more work to be completed as gaps in the monitoring of interventions and the results had been highlighted. Case studies to be set up as anonymous studies. A Governor asked: Do you want to continue to monitor SEND? The Chair confirmed that his intention was to continue. He advised that he had not seen the data to drill down on individual pupils. He also shared information about the interventions his daughter received.</p> <p>The incoming DHT whose role will include the SENCO responsibility, will have training to and complete the relevant recommended SENCO qualification. A Governor asked: Will the incoming DHT make an immediate difference and have enough support? Governors were advised by the HT that the incoming DHT had no previous SENCO experience and there will be a lag as time was required to bed in practice. All background information needs to be shared by the outgoing SENCO including the data input onto SIMS. All handover</p> | 5. a | The Single Central Record to be viewed in Term 4. | 5. b | Governors to collect Safeguarding folder from school to read and then sign to confirm this has been completed. | 6.2 | LT to update the monitoring timetable 2016/17 and Clerk to share via GVO. | 6.3 b | Enterprise week – JH/DS to lead with input from the new DHT from Term 5. | 9. | HT and new DHT to set up Parents afternoon. | 10. | Agreement to be drawn up with ABC Primary School as a partner to hear complaints. | <p>DF All</p> <p>LT/Clerk</p> <p>JH/DS/new DHT HT/new DH GB/ABC</p> |
| 5. a | The Single Central Record to be viewed in Term 4. | | | | | | | | | | | | | |
| 5. b | Governors to collect Safeguarding folder from school to read and then sign to confirm this has been completed. | | | | | | | | | | | | | |
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| 9. | HT and new DHT to set up Parents afternoon. | | | | | | | | | | | | | |
| 10. | Agreement to be drawn up with ABC Primary School as a partner to hear complaints. | | | | | | | | | | | | | |

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| | <p>meetings will be attended by the HT and DHT (CF). There will be two transition days and going forward the HT and two DHT's will work as a team of three.</p> <p>Item 4. H – DHT to send reference document to the clerk to upload to GVO - to be completed.</p> <p>Item 5. a – DF confirmed that the visit to check the Single Central Record will take place on 27 March 2017.</p> <p>Item 5. b – Governors were advised that the Safeguarding folder was in the school office.</p> <p>Item 6.2 – LT advised that the conversation about the monitoring timetable with the HT had started and the L&D Committee Meeting was due to be held on 24 March 2017.</p> <p>Item 6.3 a – The 3-year budget will be agreed at the FGB meeting on 15 May 2017.</p> <p>Item 8.2 – The Terms of Reference to be completed and uploaded to GVO by 2 May 2017. Safeguarding part of the strategic responsibilities. To be agreed at the next FGB meeting.</p> <p>Item 10 – The Joint Governor Panel standing order to be shared with Archbishop Courtenay Primary School for agreement by their governing body.</p> | |
| 3.3 | <p>Matters arising not covered by this agenda None.</p> | |
| 4. | Elections and Membership | |
| 4.1 | <p><u>Local Authority Governor</u></p> <p>The governing body were advised that the Local Authority had accepted the nomination of Naomi Mercer as the LA governor for Brunswick House Primary School on the 7 February 2017. The Clerk advised that they were required to discuss and vote, to formally elect NM as their LA governor.</p> <p>NM left the room at the request of the governing body.</p> <p>After discussion governors unanimously AGREED the appointment of NM as the LA governor for Brunswick House Primary School.</p> <p>Actions:</p> <p>a. NM to complete a) Governor appointment and legal declaration form, b) Governors' register of business interests and c) Brunswick House Primary school – Code of Practice, then return to the Clerk.</p> <p>b. Clerk to register the appointment of NM on CPD and log receipt of completed paperwork.</p> <p>c. NM to notify Leadership and Governance of the appointment date – 20 March 17.</p> <p>NM returned to the room and was welcomed as a new governor.</p> | <p>NM</p> <p>Clerk</p> <p>NM</p> |
| 4.2 | <p><u>Parent Governor</u></p> <p>The governing body was advised that the Parent Governor ballot papers had been counted on Friday 17 March following the Parent Ballot process as recommended by the Local Authority. Mrs Nicola McLeish was appointed a Parent Governor from the date of the ballot.</p> <p>Actions:</p> <p>a. NMcL to complete a) Governor appointment and legal declaration form, b) Governors' register of business interests and c) Brunswick House Primary school – Code of Practice, then return to the Clerk.</p> <p>b. Clerk to register the appointment of NMcL on CPD and log receipt of completed paperwork.</p> <p>Governors discussed the Parent ballot process as a challenge had been placed about the voting process. A governor commented: Could find out what other schools do when they were asking Parents to take part in Parent governor ballot. Parents had communicated that they expect the process to be made easy for them and the ballot papers should be available in school for their use. Governors agreed that Parents should be consulted before another Parent election takes place.</p> | <p>NMcL</p> <p>Clerk</p> |
| 5. | <p>Headteacher's Report</p> <p>The Headteacher's Report dated March 2017 (confidential report) had previously been shared with the members of the governing body. The following questions had been submitted before the meeting:</p> | |

Q: Have the parental concerns raised in Year 5 regarding the turnover of staff and lack of communication settled down? Have staff tested the temperature - especially in Deal? Will the new teacher be briefed on the issues so she's able to make a positive start with parents/guardians? A: No issues had been raised since the departure of the previous Year 5 teacher. The new Year 5 teacher has been into school for two days' transition and will receive a full handover as with all new staff. Lots of positive feedback has been received as the new teacher had communicate well. Feedback was shared by the new Parent governor who explained that the parents want to be engaged with by the school.

Q: Was there any evidence - i.e. in a written format - of the recent external SPAG moderation that governors can see please? SPAG monitoring had been completed before the FGB meeting and it wasn't mentioned, which was probably an omission but the governing body will want to see the evidence. A: The SPAG moderation will be available to view at the FGB meeting and afterwards in school time.

Q: Given the feedback on simplifying the internal assessment data from the SIA visit - can governors have a sense of when the new internal data format will be implemented across the school and when governors will be able to start using this format consistently in our internal monitoring? A: Term 4 assessments will be completed by the end of the week commencing 27 March 2017. It will take at least a week to evaluate once all the results have been input to SIMS. During the second or third week, back after Easter will be a good time for a Governor data monitoring visit.

Action: All governors to attend data training on Monday 15 May at 3pm in the ICT data suite. Governors to confirm attendance (DF unable to attend).

A governor commented: Finally, re PP attendance, I reiterate the point I made in my feedback re the proposed building/demolition works in Buckland Hill and the impact this will have on PP children's attendance, if the recent bridge works impact was anything to go by. Governors really should be registering their concerns as a school. I hope other governors agree. I agree with raising governor concern over building works - needs to be done by Friday 17 March 2017.

The response to the planning application reference number 17/500403/OUT had been submitted on 17 March 2017.

The governing body discussed the HT's report and the following information was shared:

a. Quality of Teaching, Learning and Assessment

A governor asked: What criteria was used during an inspection? The HT advised that the new Ofsted criteria was used as this does not give a grade but will list all the evidence. The SEF must use the grades and triangulation for teacher observations. Teachers need to be encouraged to be consistently good. Two-way feedback given as teachers were encouraged to unpick their own teaching.

Pupil Premium

A governor asked: Has the attendance of Pupil Premium pupils improved? LC had completed an Attendance monitoring visit on 9 March 2017. The content of the report was shared with the governing body and will be filed with the minutes.

The attendance of the 69 pupil premium pupils currently stands at 95.6% with the target being 96.1% or above. Analysis of reasons for absence available on SIMS. **A governor asked: Could a report be compiled taking out medical leave? Confirmation was given that this had been done and was expected by Ofsted. The question was then asked: On the response to absence form could holiday be removed? Confirmation was given that this action had been completed last week.**

b. Parent Consultations and ballot

Governors discussed the difference in interest that parents had in consultations and the parent ballot. There had not been a lot of interest in the ballot as the motivation was not there when compared to parent consultations. The PTA was mostly made up of parents from Years 1 and 5. A governor commented that the new Parent Forums will help to motivate parents to become more involved. **A Governor asked: What information goes to parents and how was it shared? Parents receive information by ParentMail, which will include regular newsletters and communications from the Headteacher.**

All
Governors

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| | <p><i>c. Pupil Voice</i></p> <ul style="list-style-type: none"> • An Instead was being organised to involve the pupils in an internal inspection. • The Head pupils has spoken about inducting the new head students properly for the coming year. | |
| 5.1 | <p><u>Staff Update including absence monitoring</u></p> <p>The following had been shared:</p> <ul style="list-style-type: none"> • New Deputy Headteacher was due to start on Tuesday 18 April 2017. • New Year 5 Teacher (Deal) was due to start in April 2017. • SENCo leaves at the end of Term 4. • Staff absence update included in the HT report. • One Teaching Assistant had resigned. | |
| 5.2 | <p><u>Health and Safety update</u></p> <p>The Health and Safety Inspection report for the Spring Term 2017 had previously been shared with the governing body and will be filed with the minutes.</p> | |
| 6. | <p>Leaders' reports</p> <p>Katie Brigden, Emma Bourdillon, Mel Hawks and Katy Foy joined the meeting at 17:00.</p> | |
| 6.1 | <p><u>Maths Summary – Term 4</u></p> <p>The Maths Summary – Term 4, 2017 had previously been shared with the governing body to submit questions.</p> <p>The governing body was advised that it had been acknowledged that not enough extension for Higher Achievers (HA) had been included in planning. A Higher Achiever column had now been included with their progress being reported on SIMS.</p> <p>The following actions had been shared:</p> <ul style="list-style-type: none"> • Change how moderation was completed between year groups to ensure high standards and good practice was shared more widely across the school. Moderation between years 1 and 2, 3 and 5 and 4 and 6. • Liaise with SENCo and class teachers to complete a gap analysis of SEN and PP pupils, ensure interventions were put in place to support these gaps to enable pupils to have a more secure knowledge of number. • Track the attainment of middle achievers in maths to ensure they were on track to reach expected levels of attainment at the end of Key Stage 1 and 2, this will be monitored at Pupil Progress Meetings (PPMs) and interventions put in place if required. • Ensure reasoning was evident in every Maths lesson and was clear in books especially in HA books. • Introduce whole school approach to develop fluency of key number facts in each year group. <p>Subject Leaders reports should go to the Learning and Development committee for discussion before being shared with the full governing body.</p> | |
| 6.2 | <p><u>SEND Report – March 17</u></p> <p>The SEND Governor Report March 2017 had previously been shared with the governing body.</p> <p>The Senco and the Co-Chair (JBC) had previously met and discussed the pupils working below year group expectations. Using SIMS made it easier to show the progress of the pupils who had an intervention in place. A whole year intervention plan was in place. The Co-Chair advised that Value for Money (VFM) can be shown. The provision maps do explain why there was a gap in progress.</p> | |
| 6.3 | <p><u>English Review – Term 4</u></p> <p>The English report had previously been shared with the governing body.</p> <p>A governor commented that when she had monitored SPaG there had been no clear link to English. It was agreed that SPaG should be embedded in all lessons.</p> | |

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| | <p>The following actions had been shared:</p> <ul style="list-style-type: none"> • Ensure that all PP children receive some TA provision during the week and this was clearly indicated in their books- addressed in a TA meeting. • Marking comments need to be more specific, avoid 'well done,' SPAG needs to form the basis of pink comments and ensure correct vocabulary was being used and modelled. • Where children have had more than one teacher, consistency needs to be achieved in the handover of books • English Leader to lead staff meetings to address SPAG terminology misconceptions amongst staff. • English Leader to collate evidence for quality of teaching in English • Presentation expectations front page to be created for KS1 and KS2 books to display a WAGOLL to ensure consistency across the whole school • Term 4 High ability writing portfolio to be updated <p>Subject Leaders reports should go to the Learning and Development committee for discussion before being shared with the full governing body.</p> | |
| 6.4 | <p><u>Sport Review – Term 4</u></p> <p>The Sports funding – Term 4, 2017 report had previously been shared with the governing body. The report gave an update about the introduction of Sports Ambassadors, New equipment, tournaments, Premier Sport and clubs.</p> <p>The following actions had been shared:</p> <ul style="list-style-type: none"> • To ensure PP pupils were attending sports clubs. • Continue to develop links with local secondary schools, ensuring the children were given the option to use their facilities. • Contact local schools to organise Football and Netball matches for pupils who attend clubs. • Attend cross county at Sutton Valence in Term 5. <p>Subject Leaders reports should go to the Learning and Development committee for discussion before being shared with the full governing body.</p> | |
| 6.5 | <p><u>Middle Leader training evaluation</u></p> <p>The Middle Leaders Training 2017 report had previously been shared with the governing body. The report explained the work of the Middle Leader team giving an update of twilight sessions, training sessions, the impact of Middle Leader Training and Middle Leaders Staff Meetings.</p> <p>Middle leaders had contributed to the Staff Training Day in Term 3 when each subject Leader gave a review of the year so far, highlights, points for development and information about upcoming initiatives planned for their subject. Co-opted governors (JH and DS) had attended the INSET morning and provided a monitoring report for the governing body.</p> | |
| 7 | <p>Pre-inspection Briefing</p> <p>The pre-inspection Briefing had taken place on 10 March 2017. The School Improvement Adviser had observed 12 teachers with no teaching being found to be less than GOOD. Strong teaching was observed in most years. Senior staff had provided secure judgements on the quality of teaching that matched the SIA team's evaluations. Strengths and areas for development were correctly identified.</p> <p>The Headteacher shared the SIA visit development points with the governing body. Governors to share their development points.</p> <p>The Head gave the governing body an overview of the feedback given by the SIA's in the above list. The main point was that the school needs to sell itself in a positive way. A governor asked: Will the dates and names be completed? It was agreed that a governor/committee column will be added then the columns completed by Friday 31 March then shared with Governors.</p> <p>Action: SIA Visit Development points – columns to be completed by 31 March 2017 and shared with the governing body.</p> | HT |

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| | <p>A governor asked: Any major points? The Head replied that Pupil Premium Strategy had too much depth. Pie charts and data need to be included. Governors discussed the complicated and conflicting reporting advice given by KCC.</p> <p>Now being advised to go back to basics as the priority was the attainment and progress of the pupils. The school needs to report on the impact of the teachers on the pupils and to evaluate the spend for Value for Money (VFM).</p> <p>A governor asked: When Ofsted do come, how do you know we are doing the right thing? The Head advised: The school needs to take ownership of their own monitoring and data to tell the same story.</p> | |
| 8. | School Development Plan (SDP) and Self-evaluation form (SEF) review | |
| 8.1 | <p><u>School Development Plan (SDP)</u></p> <p>The Head advised the governing body that the data included at the end of the SDP was being redone as the school had moved back to SIMS to report the pupil data.</p> <p>The SDP had been discussed with the School Improvement Advisers during the review on the 10 March 2017.</p> | |
| 8.2 | <p><u>Self-evaluation form (SEF) review</u></p> <p>The SEF had previously been shared with the governing body. The Head advised that the content was a true reflection containing sound judgements.</p> <p>A governor asked: How do you know? The Head replied that reports had been received and governors had completed monitoring visits.</p> | |
| 8.3 | <p><u>Governance Action Plan</u></p> <p>DS advised that he had discussed the new look Governor Action Plan with the Co-Chair and HT, and shared his initial observations as listed below:</p> <ul style="list-style-type: none"> • New Governor Programme highlighting the requirement for an induction for new governors, time allocated with the Chair/Vice Chair/Head Teacher, Strategic Plan/Ofsted report, basic understanding of 'school language', training programmes and being allocated a 'Buddy'. • Full Governing Body highlighting how the agenda needs to breakdown activities, the need to understand items for 'decision' and other for 'information', evaluation of FGB, evaluation of HT performance, the need for more challenge and questioning, and actions to be summarised with dates for completion. • Governor Virtual Office (GVO) highlighting the need for structure, ownership and responsibility. • Roles highlighting the need to focus on strategic direction, monitoring, reviewing and evaluating, accountability of the HT, ensuring financial probity, clear roles for the Chair, Vice Chair, Committee Leaders and Clerk. • General Points including lots of good processes, great commitment and good skills profile. <p>The Plan includes the following:</p> <ul style="list-style-type: none"> • Specific Action, Lead, Milestones/due dates, Success Criteria, Monitoring, actions still to do and Status. • Attendance for meetings (Held by Clerk from attendance registers for the FGB meetings) • Governor Action Plan – targets setting out the target % for meetings both FGB and Committees, Monitoring meetings and other visits. • Governor Action Plan – Next Steps includes the governor action plan schedule, attendance, the proposed targets to be circulated and principles. <p>ED and LC left at 18:00.</p> <p>Governors discussed:</p> <ol style="list-style-type: none"> 1. The initial plan as one page. 2. Committees setting the number of visits and reporting back 3. Reasonable dates to be used 4. Relieve DS of monitoring duties <p>A governor commented that the grid can be used on a quarterly basis with milestones as a dashboard.</p> <p>The governing body AGREED the Governor Action Plan.</p> | |
| 9 | Governor monitoring visits | |

| 9.1 | <p>Monitoring Grid</p> <p>After discussion governors made the following changes to the monitoring focus:</p> <table border="1" data-bbox="212 241 1142 719"> <thead> <tr> <th>Governor</th> <th>Monitoring focus</th> </tr> </thead> <tbody> <tr> <td>John Bateson-Cooper</td> <td>Maths change to Science</td> </tr> <tr> <td>Julia Baxter</td> <td>Leadership and Management change to Sport</td> </tr> <tr> <td>Liz Clarke</td> <td>Humanities change to Attendance</td> </tr> <tr> <td>Naomi Mercer</td> <td>Pupil Outcomes Pupil Premium governor Higher Achievers</td> </tr> <tr> <td>Fawad Mughal</td> <td>Maths to include reasoning Remove science Add Website audit</td> </tr> <tr> <td>David Stead</td> <td>Remove Pupil Outcomes Remove Pupil Premium Keep Governor Action Plan as the focus</td> </tr> <tr> <td>Laurel Townend</td> <td>Higher Achievers change to Middle Leaders</td> </tr> <tr> <td>Nicola McLeish</td> <td>Data</td> </tr> </tbody> </table> <p>Governors AGREED the amendments to governors focus in the monitoring timetable.</p> <p>Action: Governor Monitoring Timetable 2016/17 to be updated. NM left the meeting at 18:15.</p> | Governor | Monitoring focus | John Bateson-Cooper | Maths change to Science | Julia Baxter | Leadership and Management change to Sport | Liz Clarke | Humanities change to Attendance | Naomi Mercer | Pupil Outcomes Pupil Premium governor Higher Achievers | Fawad Mughal | Maths to include reasoning Remove science Add Website audit | David Stead | Remove Pupil Outcomes Remove Pupil Premium Keep Governor Action Plan as the focus | Laurel Townend | Higher Achievers change to Middle Leaders | Nicola McLeish | Data | HT/LT |
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| Governor | Monitoring focus | | | | | | | | | | | | | | | | | | | |
| John Bateson-Cooper | Maths change to Science | | | | | | | | | | | | | | | | | | | |
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| Laurel Townend | Higher Achievers change to Middle Leaders | | | | | | | | | | | | | | | | | | | |
| Nicola McLeish | Data | | | | | | | | | | | | | | | | | | | |
| 9.2 | <p><u>Monitoring visit reports</u></p> <p>The following monitoring visit reports had previously been shared with the governing body:</p> <ol style="list-style-type: none"> <p>Purpose of the Visit: To evaluate how attendance was addressed, particularly with PP children and get an overview of improvements and effectiveness with interventions used.</p> <p>Governor: Liz Clarke Date: 9 March 2017 Agreed Actions: Investigate impact of new incentive in Term 6. Receive monthly updates on attendance statistics.</p> <p>Purpose of the Visit: First monitoring visit to school Inset day</p> <p>Governor: David Stead Date: 10 February 2017 Agreed Actions: Various actions captured for each working party which must be summarised in the minutes of the meeting.</p> <p>Purpose of the Visit: Humanities Working Party – to discuss the action plans for the coming year.</p> <p>Governor: Liz Clarke Date: 4 January 2017. Agreed Actions: Action plans for 2016-17 were available.</p> | | | | | | | | | | | | | | | | | | | |
| 9.3 | <p><u>Website compliance Check</u></p> <p>The website had been checked to make sure it was compliant on 28 February 2017 and the checklist had previously been shared with the governing body.</p> <p>Action:</p> <ol style="list-style-type: none"> Website compliance check to be completed in each large term. Governors' information on the website to be updated to reflect the governor appointments. | FM Clerk/Govs | | | | | | | | | | | | | | | | | | |
| 10. | <p>Budget and Finance</p> <p>The next Resources Committee meeting will take place on 20 April 2017 to discuss year end and the 3-year budget.</p> <p>The updated standing order for the Resources Committee had been shared with the governing body to be included in the Terms of Reference for the school.</p> | | | | | | | | | | | | | | | | | | | |

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| 10.1 | <p><u>Voluntary Fund</u></p> <p>The Chair of the Resources Committee advised that she had looked on line for wording to send in a letter to the bank.</p> <p>Action: ED to send wording referring to the voluntary fund to the HT to be used in a letter to the bank.</p> | ED/HT |
| 11. | <p>Safeguarding</p> <p>Single Central Record covered in Item 3.2.</p> | |
| 12. | <p>Policy/Document Approval</p> <p>The following policies had been shared with the governing body:</p> <ul style="list-style-type: none"> • Arts Policy • Assessment Policy • Staff code of conduct Policy • Educational Visits Policy • Pupil Premium Policy <p>Governors agreed that the L&D Committee will look at the above policies and feedback at the next FGB meeting. Governors must remember that some policies were still the responsibility of the Full Governing Body.</p> <p>Action: L&D Committee to check who was responsible for the above policies and allocate to the relevant person/committee.</p> | L&D Committee |
| 13. | <p>Governor Training</p> <p>The training courses available to governors in terms 4, 5 and 6 had previously been shared with the governing body. Leadership and Governance had emailed the list to governors and clerks.</p> <p>Action: Governors encouraged to attend training.</p> | Governors |
| 14. | <p>Governing Body (GB) matters</p> | |
| 14.1 | <p><u>Terms of Reference – Two Teams model</u></p> <p>The Co-chair advised that he liaise with JB to finalise the Terms of Reference – two teams to submit at the FGB meeting in Term 5 for agreement.</p> <p>Action: Terms of Reference to be finalised and submitted for FGB meeting Term 5 for agreement.</p> | JBC/JB |
| 15. | <p>Co-Chairs Report</p> <p>The Chair advised that he had no correspondence or actions to share.</p> | |
| 16. | <p>Any other Urgent business</p> <ol style="list-style-type: none"> 1. Head Boy and Girl Update – the update to governors by the current Head Students dated 20 March 2017 was shared with the governing body at the meeting. Governors asked the HT to thank the students for report. <p>Action: HT to thank the Head Students for their hard work.</p> <ol style="list-style-type: none"> 2. Governor Briefing Notes – were shared with the governing body with governance actions for Spring Term 2017. 3. School Business Manager – A confidential item to be minuted separately. | HT |
| 17. | <p>Confidentiality</p> <p>The Governing Body agreed that the Headteacher's Report and item 16.3 will be treated as confidential and minuted separately.</p> | |
| 18. | <p>Date of next meeting</p> <ul style="list-style-type: none"> • Term 5 – 15 May 2017 • Term 6 – 10 July 2017 | |

Meeting finished at 18:30.

Signed _____ Dated _____
Chair of Governors

Initials _____

| Action summary | | | |
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| 3.1 | To place a signed copy of the minutes (Part A and Part B) on the file in the school. | | Clerk |
| 3.2 | 5. a | The Single Central Record to be viewed in Term 4. | DF All LT/Clerk JH/DS/new DHT HT/new DHT GB/ABC |
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| | 9. | HT and new DHT to set up Parents afternoon. | |
| | 10. | Agreement to be drawn up with ABC Primary School as a partner to hear complaints. | |
| 4.1 | a. NM to complete a) Governor appointment and legal declaration form, b) Governors' register of business interests and c) Brunswick House Primary school – Code of Practice, then return to the Clerk. | | NM |
| | b. Clerk to register the appointment of NM on CPD and log receipt of completed paperwork. | | Clerk |
| | c. NM to notify Leadership and Governance of the appointment date – 20 March 17. | | NM |
| 4.2 | a. NMcL to complete a) Governor appointment and legal declaration form, b) Governors' register of business interests and c) Brunswick House Primary school – Code of Practice, then return to the Clerk. | | NMcL |
| | b. Clerk to register the appointment of NMcL on CPD and log receipt of completed paperwork. | | Clerk |
| 5 | All governors to attend data training on Monday 15 May at 3pm in the ICT data suite. Governors to confirm attendance (DF unable to attend). | | All governors |
| 7 | SIA Visit Development points – columns to be completed by 31 March 2017 and shared with the governing body. | | HT |
| 9.1 | Governor Monitoring Timetable 2016/17 to be updated. | | HT/LT |
| 9.3 | a. Website compliance check to be completed in each large term. | | FM Clerk/Govs |
| | b. Governors' information on the website to be updated to reflect the governor appointments. | | |
| 10.1 | ED to send wording referring to the voluntary fund to the HT to be used in a letter to the bank. | | ED/HT |
| 12. | L&D Committee to check who was responsible for the above policies and allocate to the relevant person/committee. | | L&D Committee |
| 13. | Governors encouraged to attend training. | | All |
| 14.1 | Terms of Reference to be finalised and submitted for FGB meeting Term 5 for agreement. | | JBC/JB |
| 16. a | HT to thank the Head Students for their hard work. | | HT |