

Brunswick House School Full Governing Body Meeting
Minutes of the Full Governing Body Meeting
Held on 23rd March 2015 3.45 – 5.45pm

Present: Mrs S Jones (Chair); Miss J Hogan; Mr F Mughal; Miss E Dunnet; Mrs R Barnsby; Dr J Rodgers (4.00pm); Mrs W Skinner (HT); Mrs S Barnett;

Clerk: Mrs S Craig

	Item	Purpose	Action
Procedural			
1.	Apologies for absence	JR offered his apologies for arriving late. No further apologies were received. The meeting was quorate.	
2.	Declaration of Business Interest	Governors were given the opportunity to declare any business interest relating to agenda items and were reminded that they should declare any interest should it become relevant during the meeting. No changes to the register were declared.	
3.	Minutes of previous meeting	The minutes were considered and agreed they were an accurate record of the meeting and were signed by the chair. Governors discussed the layout of the minutes and it was agreed that timescales should be given to actions and that they should be highlighted in a bold font. It was also agreed that the agenda's should indicate whether items were for information, discussion or decision to maximise relevance of meetings.	Clerk
4.	Governing Body Issues	Review Governing Body Action Plan It was agreed that headings should be consistent with the school SDP and that the action plan should be a standing item on the agenda. Action plan was reviewed and agreed by the Governors. A summary to be published on the website as the school SDP.	Clerk Clerk
School Improvement			
5.	Headteacher's Report	Governors were invited to clarify any points on the report previously circulated. <ul style="list-style-type: none"> • Governors stated that job titles on the staffing summary were useful. • WS confirmed that all appeals paperwork for Year 6 were ready. • It was confirmed that pupil questionnaire would be 	

		<p>undertaken by JH on 31st March and that a summary of results will be published on the website.</p> <ul style="list-style-type: none"> • Governors expressed their congratulations to Miss Hathaway on the outstanding 'Artsmark' result. • Governors expressed their congratulations to Dr Rodgers for passing his 'NPQSL'. • Governors questioned how the school is pushing forward to achieve an Ofsted outstanding grade. WS explained this would be addressed at staff meetings and lessons would be observed on the outstanding criteria. • Governors requested that an update be given to all that signed the crossing safety petition. • Sports funding – Governors asked for clarification on what sports are being undertaken and how progress is measured, if it is physical capability alone or does it impact on other areas of academic progress. How do SEN/PP/EAL children fare, is it balanced across the community. • Governors questioned the Buildings and Grounds review and that there was no explanatory narrative for overdue items on the plan. Governors questioned how the plan is monitored and requested an updated RAG rated plan by the next meeting. • SEND report – Governors requested that a closing the gap grid be included so that the impact of initiatives can be seen to be making an impact. • Pupil Premium – It was agreed that impact figures were very helpful; the layout was better and easier to read. It was suggested that this be the model for all data to the Governors. Governors questioned the impact that Early Chicks/Birds/Homework club had, and if there was a process for identifying any impact. 	<p>JH</p> <p>SB</p>
6.	MOCKOfsted	<p>Governors were invited to clarify any points on the report previously circulated.</p> <p>WS was asked to clarify the consistency in marking and if this was a training issue. WS reported that the next staff meeting would for teachers to look at books throughout the school to ascertain the consistency and embed the schools policy on marking.</p>	
7.	Pupil Premium	<p>Governors agreed the Pupil Premium statement to be published on the website.</p>	
8.	Governor Recruitment	<p>WS confirmed that she had approached schools personnel service for a LA governor.</p>	
9.	Governing Training	<p>It was reported that Governor training remains an issue through the LA.</p> <p>New Chairs training has been cancelled and Finance training is full with no planned future dates. SJ has a place on Finance training with ED on waiting list.</p>	

		<p>It was reported that bespoke New Chairs induction had been arranged and that SJ & JH would attend with all Governors invited to attend the end of the session for 'getting Ofsted ready'.</p> <p>It was agreed that ED would carry out safeguarding training in her role as safeguarding and behaviour Governor.</p>	
10.	Review Policies	<p><u>Safeguarding Policy</u> – Governors agreed to adopt this policy.</p> <ul style="list-style-type: none"> • It was agreed that all Governors would be DBS checked, although this is not a requirement in law and that they should complete the safeguarding declaration now in place within the school. • Governors agreed that staff would not be re-checked after their initial DBS check. <p><u>Antibullying Policy</u> – Governors agreed to adopt this policy.</p> <ul style="list-style-type: none"> • Governors questioned how in practice the policy can be extended to all stakeholders and that evidence is required to support this. <p><u>Attendance Policy</u> WS requested that Governors approve/clarify the registration timings on the attendance policy.</p> <ul style="list-style-type: none"> • School starts – 9.00am • Registration – 9.15am • Late mark – 9.00 – 9.15am • Absence – after 9.15am <p>Governors agreed to the timings and that the attendance policy should reflect this.</p>	
Other			
11.	Chairs Actions/ Correspondence	None	
12.	Any Other Urgent Business	None	
13.	Confidentiality	Item from Headteacher report	