

Brunswick House School Full Governing Body Meeting
Minutes of the Full Governing Body Meeting
Held on 18th May 2015 3.45 – 5.45pm

Present: Mrs S Jones (Chair); Miss J Hogan; Mr F Mughal; Miss E Dunnet; Mrs R Barnsby; Mr J Bateson-Cooper; Dr J Rodgers; Mrs S Barnett:

Clerk: Mrs S Craig

	Item	Purpose	Action
Procedural			
1.	Apologies for absence	Mrs Skinner offered her apologies which were accepted. 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 it was agreed to include additional questions presented by Governors in regard to HT report. ID for DBS checks to be supplied to Clerk. Declaration forms handed out to be completed/signed - to be returned to Clerk. Governor photo ID badges now in place. It was agreed that hard deadlines are required for actions in the minutes.	ALL 22.05.15
4.	Governing Body Issues	The Governor Summer Edition <ul style="list-style-type: none"> • Energy Savings – Bursar to report to July FGB meeting • Governors self review – July FGB meeting • Financial Planning – Finance & Personnel meeting • Pupil Premium – Update for Term 6 • EYFS Assessment – Governors questioned how this would feed into data • Website – SJ to provide examples of Governance statements • High needs funding – concern over time involved to complete process • E-learning – GEL now available, agreed to subscribe to ‘The Key’ as a useful resource • Framework for Governance – provide printed copy 	July 13 July 13 8 June July 13

		<p>for SJ/JH Data Protection – Clerk to complete confidentiality agreement</p> <p>Governor recruitment – staff election closing date 8th June 2015. JH happy to speak to staff about the role.</p>	
School Improvement			
5.	Governing Body Action Plan	Governors agreed to look at action plan and see how effective it is and report back to July meeting.	July 13
6.	SDP	Governors invited to attend June inset day, which is focusing on the SDP.	June 5
7.	Governing Body Reports	<p>It was agreed to move FGB to Tuesday 21st July 2015 so that SATS results are available. Monitoring visits to be re-arranged to also reflect this data.</p> <p>It was agreed that the Governing Body should be more disciplined about who is attending training and that google calendar be used for everything regarding governors.</p> <p>SB reported that quality of Governor monitoring was excellent.</p> <p>It was agreed that a working party should be formed to look at the school website and that the school should go out to tender for a possible new supplier. Plan of action to be agreed in term 6, looking to having a new website by Easter 2016. Parent questionnaire to go out about the website.</p>	
8.	SEF	<p>SEF (summary and full) - Governors invited to clarify any points they may have</p> <p>Attached – 76% needs to be corrected from 73%. Accredited for 1st time – needs changing</p> <p>Governors agreed that some of information in the full SEF should be in the summary i.e. teachers, as it distorts the whole picture and the history behind figures.</p> <p>Governors questioned the 2013 survey on pupils and whether there is something more up to date? This was clarified that date is confusing as this should be 2013-14 Governors requested feedback on the Book scrutiny.</p>	
9.	Review Policies	<ul style="list-style-type: none"> • Home/School agreement – SLT to amend • Parents invited to meetings in June for new End of Year Reports 	

		<ul style="list-style-type: none"> Amendment/addition to Safeguarding policy agreed by Governors 	
Other			
10.	Chairs Actions/ Correspondence	None	
11.	Any Other Urgent Business	Pupil questionnaire – JH reported. Good proportion of school questioned. Action plan to follow.	SLT
12.	Confidentiality		