

Brunswick House School Full Governing Body Meeting
Minutes of the Full Governing Body Meeting
Held on 13th July 2015 3.45 – 6.30pm

Present: Mrs S Jones (Chair); Miss E Dunnet; Mr J Bateson-Cooper; Mr S Golding;
Mrs E Clarke; Mrs S Barnett;

Clerk: Mrs S Craig

	Item	Purpose	Action
Procedural			
1.	Apologies for absence	Miss Hogan, Mrs R Barnsby & Mr F Mughal 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. New declaration of Business Interest forms were handed out to Governors to complete, in order to comply with new legislation.	Information to be published on Website 31.08.15
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.	
4.	Governing Body Issues	New Governors, Mr S Golding and Mrs E Clarke were introduced and welcomed by the Chair. Governors carried out the annual self-review Governors discussed possible ways to make Monitoring Visits more effective:- <ul style="list-style-type: none"> • Carry out all monitoring on one day, enabling governors to network with each during the day and get a picture of the school throughout the day. • Carry out all monitoring during one week. • Streamline monitoring to prioritise in line with the SDP, linking to specifics. • Carry out monitoring at strategic times of the year to reflect data. • Show evidence in reports, monitoring pairs to decide how evidence is best gathered. Governors agreed that having a set week for monitoring would be a good starting point to trial in the new school year. It was agreed that meetings should be strategically chosen and as much notice as possible should be given. SG agreed to become designated Pupil Premium	Clerk to upload to GVO 24.07.15 HT/Chair/ Clerk 24.07.15

		Governor. The Governinig Body requested a Year Planner for meetings, policies, monitoring etc.	Clerk
School Improvement			
5.	Headteacher's Report + SEN Report	<p>SEND Report Mrs Bourdillon attended the meeting to present the SEND report. Governor's requested clarification on how SATs figures have changed over recent years. Governor's questioned whether there is closing the gap analysis available.</p> <p>Governors asked for clarification on the Speech and Language provision within school. Senco confirmed that this was carried out mainly in house. It was reported that the collaboration was not prepared to make a decision on sharing a Speech and Language specialist. WS agreed to keep driving the possibility with the collaboration.</p> <p>Headteacher Report WS answered Governor questions on the new staffing structure for 2015-16. WS confirmed that pen portraits of all new staff would be sent out to parents before the end of term.</p> <p>Governors agreed the wording of the new report format</p> <p>WS confirmed the consistency of teaching is across the whole school.</p> <p>WS outlined disappointing SATS results to Governors and the schools actions. Governors asked for a report of outcomes to these actions at the next Governing Body meeting in September/October.</p>	<p>Senco to provide data</p> <p>WS</p> <p>WS Term 1</p>
6.	Governing Body Reports	<p>Finance and Personnel Group JBC gave outlined meeting held on 23rd June to agree the 3 year budget plan. It was explained that the budget was tight for the next 3 years with the minimum funding guarantee, so savings in all 3 years had been made to enable submitting a credit forecast. It was noted that many schools are struggling this year with personnel cost changes. Governors agreed to ratify the 3 Year Budget Plan presented.</p>	
7.	Review Policies	Governor Allowances – Approved Home School Agreement - Approved	
Other			
8.	Chairs Actions/ Correspondence	None	
9.	Any Other Urgent Business	None	
10.	Confidentiality	Items in Headteachers report	