

Brunswick House School Full Governing Body Meeting
Minutes of the Full Governing Body Meeting
Held on 6th October 2014 3.00 – 7.00pm

Present: Mr R Jeffery (Acting Chair); Mrs W Skinner (HT); Mrs L Longley; Miss J Hogan; Mrs S Jones; Mr J Bateson-Cooper; Dr J Rodgers; Mrs S Barnett

Clerk: Mrs S Craig

	Item	Purpose	Action
Procedural			
1.	Apologies for absence	Apologies were accepted for Mrs L Felstead. 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.	Governing Body Issues	<ul style="list-style-type: none"> • Mr R Jeffery confirmed that he would be standing down when his term as Parent Governor ends in December, but was happy to remain as acting chair until that time. • It was agreed to contact Governor Services for support in the leadership of the Governing Body. • It was agreed to hold a parent election for the 2 vacancies. Clerk to send out draft invitation letter to Governors for approval. 2nd November was agreed for the closing date for nominations. • Meeting dates were agreed for the year with a new time of 3.30pm for a prompt 3.45pm start. • Governor Action Plan 2014/15 to be drafted after Governor training session. 	WS/Clerk Clerk/All
4.	Governing Body Terms of Reference	<ul style="list-style-type: none"> • It was agreed to bring the terms of reference to the December meeting for approval. • Governors requested that dates for monitoring pairs are available a term in advance. Terms of reference for monitoring pairs to be approved at December meeting along with allocation of new monitoring pairs. 	
5.	Minutes of previous meeting	The minutes were considered and it was acknowledged that a letter received from a parent regarding the Ofsted letter was not minuted. This was amended and it was agreed they were an accurate record of the meeting and were signed by the chair.	

School Improvement

6.	SDP	<p>WS invited questions on the SDP:</p> <ul style="list-style-type: none"> • Data to be amended this was agreed by SB • JR was asked how the new curriculum was being integrated in the school. JR outlined how it is going and will be in a better position to report how it is going later in the year. WS explained that the school had bought into lots of schemes to help the teachers. • Feedback was requested on how the curriculum meetings had gone with parents. They appeared to have been well received and it was suggested that a questionnaire was carried out to see what parents thought of the meetings. • Clarification on triangulation was requested, WS explained. • It was suggested that staff questionnaire was broadened to tie in with midyear reviews. • Clarification was sought over cost of point 2.5 & 3.6 was this joint or each? WS confirmed that this was a joint expenditure. • The pupil questionnaire results were questioned. WS explained that the results were distorted as only a small percentage of pupils were questioned and the actions the school had taken. The results should be available by Monday 13th October. Governor report was given on findings. It was agreed that it would be better to provide a confidential opportunity perhaps in year groups maybe through google apps. • Governors questioned how we feedback to pupils. It was agreed that the pupil questionnaire needs looking into, JR to set up. • It was suggested that perhaps the Governor newsletter should be the platform to give updates. • The staff questionnaire has a low response, it was suggested that an independent organisation is used to carry out so that staff can trust the confidentiality. • It was agreed that the 3 questionnaires would be led by different governors: <ul style="list-style-type: none"> ➢ SJ – Parent ➢ JBC – Staff ➢ JH – Pupil <p>Timetable:</p> <ul style="list-style-type: none"> ➢ Parent – November ➢ Staff – January ➢ Pupil – June <p>The SDP was accepted by the Governors</p>	
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7.	Governing Body Reports	<p>Governors reported on training that has been booked. Governors were reminded they could book themselves onto training and are requested to let LF know as training governor.</p> <p>Governors questioned how the website is maintained and a named person should have responsibility. WS agreed to take this to SLT.</p> <p>It was agreed that the next Governor newsletter should be in December.</p>	<p>WS</p> <p>All</p>
8.	Review Policies	<p>Governors questioned the number of policies that are reviewed and could they be spread out more evenly throughout the year. It was confirmed that policies brought to Governors for approval are statutory policies. In future any changes will be highlighted for Governors to consider before approval.</p> <p>A draft of the Healthy Schools will be distributed for approval with feedback by 17th October, with the policy coming into force after the half term break.</p>	<p>Clerk</p> <p>Clerk/All</p>
9.	Briefing Notes	<p>Governors were asked to consider the points highlighted in the headteacher grid.</p> <p>6.15pm SJ offered her apologies and left the meeting.</p>	All
Other			
10	Chairs Actions/ Correspondence	<p>A staff request for leave was considered.</p> <p>Chair reported the resignation of Mr M Pember from the Governing Body.</p>	
11	Any Other Urgent Business	None	
12	Confidentiality	Chairs correspondence	