

Brunswick House School Full Governing Body Meeting
Minutes of the Full Governing Body Meeting
Held on 8th December 2014 3.45 – 6.00pm

Present: Mr R Jeffery (Acting Chair); Mrs W Skinner (HT); Miss J Hogan; Mrs S Jones;
 Mr J Bateson-Cooper; Mr F Murghal; Miss E Dunnet; Mrs R Barnsby;
 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"> • New Governors were welcomed to meeting and introductions were made. • SJ put her name forward to be nominated for Chair. All agreed to the election. • SJ took over the meeting as Chair. • It was agreed that election of Vice-Chair be held at January meeting. • Mission statement for the school was approved. • Governor action plan was discussed. It was agreed to find schools to link with to enable the Governing body to visit with theirs, also to find local schools with 'Governormark'. • It was agreed that training should be highlighted and for Governors to share the load. 	
4.	Minutes of previous meeting	The minutes were considered and agreed they were an accurate record of the meeting and were signed by the chair.	
School Improvement			
5.	Headteachers Report	WS went through the report, explaining it to new Governors. <ul style="list-style-type: none"> • Training continually updated • Phonics/reading recovery – update to Governors in February • Governors asked if G&T was applied to FS – difficult to label when they are so young • It was agreed that SEND policy should be 	

		delegated to monitoring Governors for approval. 5.00pm RJ left the meeting with all Governors thanking him for his contribution as a Governor for the past 4 years.	
6.	Governor Monitoring (SDP)	New governors pairings: EYFS – ED & JH Finance & Personnel – ED, FM & JBC Quality of Teaching – SJ & RB Achievement – RB & JBC Maths – JBC & FM Computing – SJ & JH Humanities – LF & SJ CLL – LF & JH Behaviour & Safety – ED & LF Creative – JH & LF Science – JBC & JR Leadership & Management – SJ & JH	
7.	Governor Training	JBC attend SEND training and will provide link for course notes.	
8.	Review Policies	<ul style="list-style-type: none"> • Health and Safety Policy • Complaints Policy No changes to LA adopted policies it was agreed to adopt them.	
Other			
9.	Chairs Actions/ Correspondence	None	
10	Any Other Urgent Business	WS outlined 3 proposed stages for safety in the staff carpark. Closing of gates at start & finish of school day, one way system & automated gates. All Governor agreed to the proposals.	
11	Confidentiality	AOB item	