

Brunswick House Primary School
The Full Governing Body School Meeting The Final Minutes
Monday 25 September 2017 at 4:00 pm

Present: Wendy Skinner (Headteacher), John Bateson-Cooper (Chair), Debbie Feast, Nicola McLeish, David Stead, Ellie Dunnet, Fawad Mughal and Rhia Davis.

In Attendance: Daniel Rome (Clerk).
School Deputy Headteachers. Clare Fullagar. David Ware.

		Action
1.	<p>Welcome Plus Apologies Apologies had been received in advance of the meeting from Jill Hogan, Laurel Townend and Naomi Mercer. Governors had accepted these apologies. Rhia Davis and Debbie Feast were welcomed by Governors along with stand in Clerk Daniel Rome.</p>	
2.	<p>Business Interests Governors authorised the business interest forms as required on a yearly basis, and returned them to The Chair. There were no business interests against agenda items accordingly declared in the meeting, and Governors were subsequently reminded to declare any interests that became relevant during the course of the meeting.</p>	
3.	<p>New Governors Welcomed And The Relevant Appointment Of Co Opted Governor Debbie Feast had been welcomed following an election as the new staff Governor. She advised Governors that she was currently working in Year Five and enjoyed working with the school's theatre shows and music ensemble. Rhia Davis was co opted on a formal basis, The Chair had proposed this notion and this had been seconded accordingly by Nicola McLeish. Governors were advised that she presently worked as a family law solicitor in the local area. Fawad Mughal arrived at 4:17 pm. Email addresses for the new Governors would need to be set up.</p>	The Chair.
4.	<p>Minutes Of The Previous Meetings The Headteacher advised that previous minutes had been documented by Governors in the absence of a Clerk. Governors Membership information required amending for the school website, and formal biographies would need to be issued by Governors to Christina Whitehead. The minutes from The Full Governing Body Meeting held on 10 July 2017 were authorised by The Chair and kept to be recorded in the school office. The Headteacher acknowledged that a regular Clerk would need to be</p>	

	<p>recruited and had subsequently agreed to liaise accordingly with Sue Hill at The Clerking Service.</p> <p>Action Points</p> <p>3.2 Schedule had been uploaded on to GVO.</p> <p>4. Done by Jill Hogan.</p> <p>4. Skills Audit would be determined for Rhia Davis and Debbie Feast in the meeting.</p> <p>4. School Website, Rhia Davis and Debbie Feast would need to be added by Christina Whitehead.</p> <p>7. Annual requirement of Pay Pal done on 18.07.2017.</p> <p>8. Phase Two Leader post would be advertised for internal candidates on 02.10.2017. Governors challenged whether an extra Governor would need to be recruited also, The Headteacher confirmed that as yes.</p> <p>8. Laurel Townend had emailed Katie Brigden, Mathematics Co Ordinator.</p> <p>8. Early Years Monitoring Visits had been chased up.</p> <p>9. Health And Safety timeframes were already issued.</p> <p>13. On Line Safety Policy would be approved at Full Governing Body Meeting.</p> <p>14. Bespoke Training for managing complaints had been organised by The Headteacher for 6pm to 8pm on 01.11.2017.</p> <p>16. Complaints Policy would be suitably amended. The Headteacher advised Governors that she was concerned at the wording included and required clarity on this. Feedback from Parents required this document to be more simple to understand. It was agreed that changes would be implemented following the bespoke Governor Training.</p>	<p>HT</p> <p>School.</p>
<p>5.</p>	<p>Headteacher's Update</p> <p>Staff Development Plan 2017 - 2018</p> <p>Governors would need to agree the draft version of this once various milestones had been finalised.</p> <p>Governors challenged whether the school were confident that newly qualified teachers would deliver results that were required. The Headteacher responded that yes the school was confident, and that relevant staff would be suitably mentored. Governors also challenged whether there had been any feedback from Parents on this matter, and the school responded that no there had not been.</p> <p>Governors challenged what PPA meant. The school confirmed that this stands for Planning Preparation And Assessment.</p> <p>Safeguarding Update</p> <p>There would be relevant training from 9 am to 11 am on 13.10.2017. The documentation would be authorised at this meeting.</p> <p>Mission And Vision</p> <p>Improvement to school attendance was reported as having been a target. Governors were advised that this had improved from 93.5% to 95.3% for Pupil</p>	

	<p>Premium Pupils. It was confirmed that a Pupil Premium Meeting had been scheduled for 8 am on 18.10.2017. The meeting had been moved to 8 am to ensure Fawad Mughal was accommodated.</p> <p>A 97% target had been set for the school overall and attendance was currently reported at 96.7%. Governors were advised by the school that there were attendance incentives and prizes as rewards for individual pupils. Governors challenged the decision for confectionary to be rewarded against the healthy eating initiative that had been promoted. The Headteacher confirmed subsequently that this could be presented as being rewards which were occasional treats only for pupils who had been successful attendance wise.</p> <p>Website Plans The School confirmed that they wished to start a steering group for the creation of a new school website. Parents would be invited to see if they would like to be included.</p> <p>Parent Forum The school confirmed that letters would be subsequently issued to Parents during October 2017 to see if there was any further interest.</p> <p>School Voluntary Fund Plans Quotations for consideration with regard to the electric gates were being progressed through The Resources Committee.</p>	Governors.
6.	<p>Appraisals Pay Recommendations This particular item was deemed to be confidential and was recorded under a separate Annex.</p>	
7.	<p>School Performance The Chair agreed to chase progress for SPAG monitoring report.</p> <p>Term 5 And Term 6 Data Governors were advised that within the data, red denoted pupils that had made insufficient progress, green was reported as being good progress made by pupils and blue signified progress over and above that was required. The data issued showed the progress made within Key Stage One and Key Stage Two pupils. With regard to greater depth results, Governors asked for a progression target to be implemented.</p> <p>Learning And Development Committee Information Governors agreed that data within the school's monitoring spreadsheet would need to be updated, to ensure that reporting was accurate. A timetable of what would need to be monitored visit wise should be created also. Changes would need to be circulated.</p> <p>Fawad Mughal left the meeting at 6:10 pm.</p>	<p>The Chair.</p> <p>Chair Of Learning & Development.</p>

8.	<p>Policy Document Approval</p> <p>The On Line Safety Policy was ratified accordingly by Governors once Terms Of Reference had been checked and formatting issues addressed. It was documented that The School Behaviour Policy, Home School Agreements Policy, Anti Bullying Policy and Medical Needs Policy had already been ratified at the recent Learning And Development Meeting.</p>	
9.	<p>Resources Committee</p> <p>There was no new feedback acquired for the following Six Month Budget Monitoring Meeting had been scheduled for 12.10.2017. Also progress made with electric gates had been duly reported to Governors under Section Five.</p>	
10.	<p>Governing Body Matters</p> <p>Governance Action Plan 2017 – 2018 The document above was reported to Governors as being required to support the checking of policies, training programmes and monitoring visits. The relevant targets finalised would be aligned to The School Development Plan. Clarification on monitoring responsibilities within The Governing Body would also be required. The Headteacher confirmed that she would set dates with relevant leaders and would send The Monitoring Plan for 2017 – 2018 out to The Governing Body.</p> <p>Governors Skills Audit A particular focus on bespoke training was emphasised accordingly to Governors. The reduced number of days committed to training so far this year compared to before was reported.</p> <p>Monitoring Allocations Anti Bullying Governor was confirmed as Ellie Dunnet. Training Governor was confirmed as David Stead. SEND Governor was confirmed as Rhia Davis. Health And Safety Governor was confirmed as John Bateson – Cooper. Pupil Premium Governor was confirmed as Fawad Mughal. Other subject areas were not discussed by Governors.</p> <p>Code Of Practice The updated version was agreed and would need to be authorised by Governors. Any papers outstanding would need to be returned to Christina Whitehead accordingly by 29.09.2017.</p> <p>Parent Governor Election Fawad Mughal's three year term was reported as coming to an end. In line with protocol Governors decided to proceed with an election for the recruitment of a Parent Governor. This would be open to Parents at the school, and the term of office of the role would be for three years. Governors had agreed October 2017 was when any new nominations would need to be acquired by in order to be considered.</p>	<p>Governors.</p> <p>Fawad</p>

	<p>Co Opted Governor Ellie Dunnet was co opted unanimously by Governors for a further term of office of three years duration.</p> <p>Co Opted Vacancy This information was documented for Governors' attention.</p> <p>Governor Welfare Under the school's buddy system, it was agreed Rhia Davis would be paired with Nicola McLeish. Debbie Feast would be working with Clare Fullagar.</p> <p>Governor Training Already covered earlier on in the section.</p> <p>Managing Complaints Training Already covered under Section Four.</p>	Mughal.
11.	<p>Any Other Urgent Business None.</p>	
12.	<p>Chair's Report Nothing for discussion.</p>	
13.	<p>Confidentiality Appraisals.</p>	
14.	<p>Following Times Of Full Governing Body Meetings Agreed. Monday 11 December 2017 At 4pm. Monday 19 March 2018 At 4pm. Monday 21 May 2018 At 4pm.</p>	

Meeting closed at 6:50 pm.

Signed:

Date: