



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
7.00pm Wednesday 10th July 2019
CHRISTIAN VALUES FOR YEAR 2018-19: Friendship, Forgiveness, Hope**

*Readers need to be aware that the minutes of a Governor's meeting detail the main aspects of discussion, but do not attempt to record, verbatim, who said what.
Minutes are written to aid recall of the factual aspects of the meeting. They may indicate decisions made, but it is often not possible to infer significance – or lack of significance – on different items from this factual record.*

Item		Action
	<p>Present: Sue Bradley-Jones (SBJ, Chair), Julie Collins (JC) Paul Batchelor (PB) (HT), Peter Hall (PH), Emma Frith (EF), Abbie Lewis (AL) (formerly known as Abbie Parker) , Fiona Yarrow (FY), Mary Blogg (MB), Charlotte Parker (CP), Judith Saunderson (JS) and Chris Huxley-Reynard (CHR) Absent: Nadim Hussain (NH):</p> <p>In Attendance: Mrs Anne C Robinson (Clerk to the Governors) (ACR).</p>	
18/19/88	<p><u>Confidentiality Reminder:</u></p> <p>Governors were reminded that the proceedings of the Governing Body are confidential until unrestricted Minutes of the meeting are formally approved.</p>	
18/19/89	<p><u>Prayers</u></p> <p>Peter Hall opened the meeting with a prayer.</p>	
18/19/90	<p><u>Apologies</u></p> <p>The absence of Nadim Hussain (NH) was recorded and the Governors consented to the absentee mentioned above and a copy of the Minutes will be passed to him.</p>	
18/19/91	<p><u>Declaration of Interest/AOB</u></p> <p>The Book of Pecuniary interests was circulated and signed by all Governors present: CHR declared an interest in item under AOB.</p> <p>In addition, Governors recognised the good practice of recording details of Governors whose children attended the School and declared the following: -</p>	



<u>Governor</u>	<u>Year Groups of Children in School</u>
Judith Saunderson	1, 4 and 6
Chris Huxley-Reynard	Reception, 3 and 5
Fiona Yarrow	2 and 4
Mary Blogg	3
Charlotte Parker	Reception
Nadim Hussein	1

Change in Governor details: None was raised. Governors were advised to keep any Governor distribution lists under review.

AOB: Admission into Reception September 2019

The Admissions Panel had met to consider an application for admission into Reception in September 2019 under the school's Protocol for Admission over PAN (Published Admission Number). In coming to their decision to recommend to FGB the admission of one child over PAN in Reception in 2019, the Admissions Panel had used the agreed protocol, viz. to consider the capacity of the school to meet the needs of the currently admitted and one extra.. The admission would bring the number of children coming into Reception in September to 16. The Panel had taken into account views of staff and the needs of the child.

Governors discussed the following: -

- the effect on the total numbers of pupils in the class;
- the fact that historically, pupils have frequently left the school by the end of Key Stage 1;
- the pressures on staff in terms of work/life balance;
- pupil numbers in subsequent years;

Q. What is the class burden?

A. (HT) There will be **no** extra TA (Teaching Assistant) help provided as a result of the extra child.

- whether 16 is an acceptable number of pupils in a Reception class;

Q. Do they live in the village?

A. (HT) No they do not - they live in Dursley.

- the issues considered by the Admissions Panel;
- the effect of such an admission on any further applications for admission into Reception, Year 1 and Year 2;
- the value of extra resources in terms of TA help;
- the implications for any future applications by children moving **into** the village;
- the applicants' reasons for choosing North Nibley Primary;
- the school's capacity in terms of physical space and the impact on pupils and staff;
- the impact of the extra classroom on pupil numbers;



	<ul style="list-style-type: none"> – past decisions on admissions into Reception; – financial implications for the school; – public perception of the advantages of small schools and small classes; – implications of perception that a school is difficult to gain admission into; – the fact that parents can appeal to the Local Authority; <p>Staff and CHR abstained from decision-making.</p> <p>Decision: To allow the admission of one child into Reception class, over the school's PAN, in September 2019.</p> <p>See Confidential Minute</p>	
<p>IMPACT: <i>Governors undertaking decisions as Admissions Authority</i></p>		
<p>18/19/92</p>	<p><u>Approval of Minutes of Governing Body meetings</u></p> <p>All Minutes of the Governing Body Meeting held on the 15th May 2019, were approved and signed and dated by the Chair of the meeting subject to clarification that all documentation relating to the School Budget is deemed confidential and that any mention of Abbie Parker related to Abbie Lewis as she now is.</p>	
<p>18/19/93</p>	<p><u>Matters Arising (not on the Agenda)</u></p> <p><u>Detailed Budget breakdown:</u> action not complete and is carried over: <u>Health and Safety Walk:</u> action not completed. PB will liaise with PH before the next Full Governing Body meeting. <u>JC attending a Book Look:</u> this event has not yet occurred, and the action is therefore closed. <u>Safeguarding:</u> action not completed by all Governors and is carried over to the next meeting for those Governors who have not completed the action. <u>Year Group Governors:</u> this is to be considered in readiness for the first Full Governing Body meeting of the next academic year and is still pending <u>Terms of Reference:</u> action completed <u>Safeguarding visit:</u> action completed <u>Clerk action:</u> action completed</p> <p>Action: PB to arrange a Health and Safety Walk around the School before the next Full Governing Body meeting, with PH.</p> <p>Action: Finance and Premises committee Chair to provide a detailed finance breakdown to Governors.</p> <p>Action: those Governors who have not done so to record they have read the “Keeping Children Safe in Education” document at the next Governing Body meeting.</p> <p>Action: MB and PB to prepare a schedule of Governor Year Group assignment by September 2019.</p>	<p>PB/PH</p> <p>JS</p> <p>SBJ, FY and EF</p> <p>MB/PB</p>



	IMPACT: <i>Governors following up/closing actions as appropriate</i>	
18/19/94	<p>Safeguarding</p> <p>Nothing to report.</p>	
18/19/95	<p>Head teacher's Report (Written)</p> <p>PB presented his written Report which had been previously circulated to Governors. Governors agreed that the Head teacher's Report and the discussion thereof should be minuted confidentially. and invited questions and comments from Governor.</p> <p>See Confidential Minute</p>	
18/19/96	<p>SIAMs</p> <p>Governors requested that their appreciation of the SIAMs Report be formally minuted. PB relayed a comment from the Inspector that had the school been inspected under the previous framework, they would have achieved an "outstanding" grade.</p> <p>Q. Is there an outstanding grade? A. (HT) No: the top grade is excellent, and the Report outlines why the school did not achieve this grade. Governors discussed: -</p> <ul style="list-style-type: none"> - the issues raised in the report including the challenge around theological concepts; - the concentration on spirituality; - children's ability to articulate their spiritual journey; - how to plan for continuous spiritual development; - the need to provide evidence; - the need to create age-appropriate vocabulary. <p>Q. Have you contacted the Diocese with feedback from the Inspection? A. (HT) Not yet – I am waiting to do so.</p> <ul style="list-style-type: none"> - the need to feedback to the Diocese the pressure placed on staff in regard to the Inspection; - the positive comments made in the Report about the Governing Body. <p>Q. Is there anything we can discuss now? A. (HT) There is insufficient time in this meeting, but the framework will not be changed before the next Inspection and I am pleased with what was said in the Report.</p>	
	IMPACT: <i>Governors cognizant of performance as a Voluntary Aided School.</i>	



18/19/97	<p><u>Finance and Premises update</u></p> <p>The Chair of the committee highlighted the following: -</p> <ul style="list-style-type: none"> – the current position in respect of the Budget; – the decision to ask for parental contribution to kitchen charges from September and possible consequences of this request; – the current relationship with FONNS and Governors _ representatives from FONNS will be invited to attend two F and P committee meetings per year so that they have a better understanding of the school Budget; – the list of priorities drawn up with staff input, which has been shared with FONNS in respect of expenditure comprising; <ul style="list-style-type: none"> • Priority 1 – furniture for the new build; • Priority 2 – reading books and schemes; • Priority 3 – an IT (information technology) strategy. <p>The Chair of the committee further highlighted that the new build will start on 29th July and JS and FY will represent the Governing Body in respect of oversight of the scheme although a Project Manager will also be present.</p> <p>There are outstanding savings accounts but there are currently none of the signatories for these accounts on the Governing Body.</p> <p>Decision: To authorise JS and FY to oversee the winding up of any outstanding accounts where current signatories are no longer contactable or not part of the Governing Body.</p> <p>Action: JS and FY to action savings account closures as appropriate.</p>	JS/FY
18/19/98	<p><u>Leadership and Management committee</u></p> <p>The meeting had been inquorate, and no decisions had been made.</p>	
18/19/99	<p><u>Teaching and Learning</u></p> <p>The committee Chair indicated that the committee had not met since the last Full Governing Body meeting but were due to meet to discuss pupil performance data before the end of Term 6.</p>	
18/19/100	<p>Review of 2018-19 SIP (School Improvement Plan)</p> <p>See attached Confidential document. See Confidential Minute</p> <p>20.57 JS returned to the meeting</p>	



	<p>Body and presented him with a small token of Governors' appreciation. A similar presentation will be made to NH by the Chair of Governors.</p> <p>Action: Chair of Governors to conduct an exit interview with NH.</p>	Ch
	<p>IMPACT: <i>Governors undertaking their responsibility in regard to their own governance and staff welfare</i></p>	
18/19/103	<p><u>Self-Evaluation of the Governing Body</u></p> <p>The Chair of Governors and FY (as Strategy Group Lead) have prepared draft reports on Governor impact which will be distributed before the end of Term 6. Chairs of the other two committees will prepare similar summaries of Governor impact within their relevant committees.</p> <p>Action: Governor Impact Reports to be prepared and distributed to Governors before the end of the academic year</p> <p>The last Strategy Group meeting had discussed the issue of parental engagement and there are several topics to be worked up.</p>	Ch/FY/ JS/EF
18/19/104	<p><u>Governor Visit Reports</u></p> <p>These had been circulated to Governors prior to the meeting. No further questions were raised save to confirm that the queries raised in the Superstars Visit will be addressed.</p>	
18/19/105	<p><u>Governor Training</u></p> <p>There is some Department for Education sponsored training which Governors have been invited to attend.</p>	
18/19/106	<p><u>Chair's matters</u></p> <p><u>Meeting dates for Full Governing Body Meetings 2019-20</u></p> <p>The dates had previously been circulated: no further questions were raised.</p> <p>Decision: To agree the Full Governing Body meeting dates for 2019-20 as follows</p> <p>Term 1 - 18th September Term 2 - 6th November</p>	



	<p>Term 3 - 8th January</p> <p>Term 4 - 18th March</p> <p>Term 5 - 13th May</p> <p>Term 6 - 15th July</p> <p>Governors agreed that the confidential agenda item be carried over to the next meeting.</p>	
18/19/107	<p><u>Next Meeting Date</u></p> <p>The next meeting date will be Wednesday 18th September 2019</p> <p>The Chair of Governors thanked staff and Governors for their valuable contributions to the work of the School and the Governing Body during this academic year and Governors were invited to attend part of the INSET day on 2nd September.</p>	
	The meeting closed with Grace at 21.30	
	Signed by the Chair as being a true record of the meeting	Date

North Nibley C of E Primary School

Meeting of the Governors of North Nibley C of E Primary School

7:00 pm 10th July 2019

AGENDA

	ITEM	LEAD	TIME
1	Confidentiality reminder	CHAIR	7.00
2	Opening prayer	PH	7.00
3	Apologies	CLERK	7.00
4	Declarations of Interest/ Changes in Governor details /AOB	CHAIR	7.10-7.15



5	Approval of Minutes of the meeting held on 15 th May 2019	CHAIR	7.15
6	Matters arising (not on Agenda)	CHAIR	7.15-7.25
7	Safeguarding	PB	7.25-7.30
8	The Head Teacher's Report (Written report including Bishop's Visitor Letter and Equality Objectives)	PB	7.30-7.40
8a	SIAM's inspection		
9	Finance & Premises Chair's Updates and questions arising from the minutes of the last meeting	COMM.CHAIR	7.40-7.45
10	Leadership & Management: Chair's Updates and questions arising from the minutes of the last meeting	COMM.CHAIR	7.45-7.50
11	Teaching & Learning - Chair's Updates and questions arising from the minutes of the last meeting: Pupil achievement	COMM.CHAIR	7.50-8.10
12	Review of 2018-19 SIP	CHAIR/HT	8.10-8.20
13	Policy review Accessibility Plan Pupils with Medical Conditions Complaints Procedure (NEW)	CHAIR	8.20-8.25
14	Governance : Proposed committee structure 2019-20 Governor resignation and appointment	CHAIR	8.25-8.30



15	Strategy meeting: Parental Engagement: Governor self-evaluation reporting	FY/CHAIR	8.30-8.35
16	Governor visit reports (circulated prior to meeting)	HT/CHAIR	8.35-8.40
17	1 Governor Training opportunities	CHAIR	8.40-8.45
18	2 Chair Matters: a) Proposed FGB meeting dates 2019-20 b) Admissions request	CHAIR	8.45-8.55
19	Next meeting date: TBC	CHAIR	8.55
19	Confidential Agenda item	CHAIR	8.55-9.00
	Close with prayer		
	Head teacher Presentation: EYFS		

3 The meeting will close at 9.00 pm

Attachments: Head teacher's report, Governor Visit Reports: proposed FGB meeting dates 2019-20, draft policies