



**NORTH NIBLEY CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
7.00pm Thursday 7th November 2019**

CHRISTIAN VALUES FOR YEAR 2019-20: Respect, Responsibility, Justice, Thankfulness and Generosity

*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) Judith Saunderson (JS), Peter Hall (PH),Julie Collins (JC) Paul Batchelor (PB) (HT),, Rebecca Surrige (RS) , Fiona Yarrow (FY), Mary Blogg (MB), Charlotte Parker (CP), Junior Fowlin (JF) Apologies: Emma Frith (EF Mrs Debs Lamplugh</p> <p>In Attendance: Mrs Anne C Robinson (Clerk to the Governors) (ACR). Judith Saunderson (see para 19/20/20)</p>	
19/20/20	<p>Governance.</p> <p>Governors were informed that JS's term of office as Parent Governor had elapsed.</p> <p>19:00 JS left the meeting</p> <p>Governors agreed that the skills possessed by JS were of a high calibre and vital to the Governing Body. Governors agreed that co-opting JS onto the Governing Body was an appropriate method of retaining those skills.</p> <p>Decision: To co-opt Mrs Judith Saunderson on on to the Governing Body of North Nibley Church of England Primary School with immediate effect, for a term of four years. Proposed: JC Seconded: FY Approved</p> <p>19:05 JS returned to the meeting and was informed of the Governing Body decision.</p> <p>JF and RS were welcomed to the meeting as new Foundation Governor and Staff Governor respectively.</p>	
19/20/21	<p><u>Confidentiality Reminder:</u></p>	



	Governors were reminded that the proceedings of the Governing Body are confidential until unrestricted Minutes of the meeting are formally approved.	
19/20/22	<p><u>Prayers</u></p> <p>PH opened the meeting with a prayer.</p>	
19/20/23	<p><u>Apologies</u></p> <p>Apologies were received from Emma Frith and Deborah Lamplugh (newly appointed Foundation Governor): the Governors consent to the absentees mentioned above and a copy of the Minutes will be passed to them.</p>	
19/20/24	<p><u>Declaration of Interest/AOB</u></p> <p>The Book of Pecuniary interests was circulated and signed by all Governors present:</p> <p>In addition, three Governors confirmed they had children attending the School.</p> <p>Change in Governor details: None was raised. Governors were advised to keep any Governor distribution lists under review.</p> <p><u>AOB:</u> <u>Official opening of Breakout Space:</u> this has been arranged for Saturday 23rd November and invitations sent out. The Chair of the Governing Body requested that her appreciation of the efforts of JS and FY be formally minuted. Governors were requested to confirm their attendance at the function.</p> <p>See Confidential Minutes</p> <p><u>Open Mornings 2019:</u> the next Open Morning is on 12th November and JC volunteered to attend on behalf of the Governing Body. Governors briefly discussed:-</p> <ul style="list-style-type: none"> – options around the marketing of the school; – admission application process; – the value of governors at publicity events; <p>Action: JC to attend the Open Morning on 12th November</p> <p><u>Term Dates:</u> the proposed term dates for the next academic year had been circulated to governors,</p> <p>Decision: To approve the term dates for 2020-21 as attached to these Minutes.</p> <p><u>Policies:</u> a new list of statutory policies has been produced by the Department for Education.</p> <p>Decision: All polices to be re-named as per the attached sheet</p>	JC



19/20/25	<p><u>Approval of Minutes of Governing Body meetings</u></p> <p>All Minutes of the Governing Body Meeting held on the 18th September 2019 were approved and signed and dated by the Chair.</p>	
19/20/26	<p><u>Matters Arising (not on the Agenda)</u></p> <p><u>Health and Safety Walk</u>: action not completed. This action was carried over <u>Detailed Budget breakdown</u>: action not complete and is carried over: <u>Keeping Children Safe in Education</u>: action completed by the majority of Governors and those who have not done so will complete this action before the Term 3 Full Governing Body meeting. <u>Governor Visits</u>: this is an agenda item; <u>Governor accounts</u>: action to resolve the status of these accounts is transferred to the Finance and Resources committee and is now closed. <u>Restricted Confidential Minutes</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. Action: Finance and Resources committee Chair to provide a detailed finance breakdown to Governors when practicable Action: Governors who have not done so to record they have read the updated “Keeping Children Safe in Education 2019” document before the next Full Governing Body meeting.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>IMPACT: <i>Governors following up/closing actions as appropriate</i></p> </div>	<p>PB/PH JS Govern ors</p>
19/20/27	<p><u>Safeguarding</u> <u>See confidential Minutes</u></p> <p>Governors agreed that work-shadowing the current Safeguarding Governor was appropriate and it was agreed that this function would be shared (NOT divided) between MB and JS. Governors were advised of a further presentation to be given to staff on the 11th November to which governors were also invited.</p> <p>Action: MB and JS to shadow the current Safeguarding Governor as appropriate.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>IMPACT: <i>Governors undertaking their safeguarding children responsibilities.</i></p> </div>	<p>MB/JS</p>
19/20/28	<p><u>Head teacher’s Report (Written)</u></p> <p>PB had circulated his written Report and invited questions and comments from Governors. Governors voiced their appreciation of the current format of the Head teacher’s Report</p> <p>See Confidential Minutes</p>	



19/20/29	<p><u>Governor visits</u></p> <p>Governors were reminded of their responsibility in carrying out designated Governor visits and to keep MB advised of their actions. Governors were reminded of the practical arrangements required. The schedule of Governor visits is contained within the current school improvement Plan.</p>	
19/20/30	<p><u>Finance and Resources update</u></p> <p>Governors were advised of the following:-</p> <ul style="list-style-type: none"> – there are new committee terms of Reference: <p>Decision: To approve the committee Terms of Reference subject to adding SP as an Associate member of the committee.</p> <ul style="list-style-type: none"> – a Disaster Recovery plan has been approved; – spend is in line with the Budget’; – overspend is being investigated by the Finance officer; – expenditure for the new build has now been put through the school Budget; – EHCP (Educational Health Care Plan) funding is anticipated. This remains an outstanding item and is being addressed – decisions will need to be made in respect of the STCPD (School Teachers Pay and Conditions document); – the new build costs have been revised; – there are some funds within the Governor accounts but further fundraising will be needed; – all statutory accounts have been updated; and a report will be brought to the Full Governing Body. 	PB
19/20/31	<p><u>Teaching .Learning and Community</u></p> <p>Governors were advised of the following:-</p> <ul style="list-style-type: none"> – The latest Ofsted analysis of KS2 results 2019 had been delivered – the school is significantly above national results in respect of Reading and Mathematics – Writing is better and officially ‘In Line’ with the national average (-0.6); – When higher starting points in Reading and Mathematics are taken into account, writing progress is satisfactory; – the committee had been informed of Government plans for EYFS (Early Years Foundation Stage) baseline; – the committee had been given a comprehensive report on progress against the SIP (School Improvement Plan); – CP is considering stepping in as committee Chair following EF’s wish to resign the position; 	



	<p>– committee Terms of Reference approval will have to be postponed until the following Full Governing Body meeting.</p> <p>Action: the Terms of Reference for the Teaching, Learning and Community committee to be submitted to the next Full Governing Body meeting;</p> <p>CP as SEND Governor was advised to contact the Associate Member of the committee for support as he is a former SEND Governor.</p>	Chair of TLC
19/20/32	<p>Governance :</p> <p>Decision: To appoint JF to the Finance and Resources committee subject to there being no barrier in respect of any conflict of interest.</p> <p>Action: The Clerk to ascertain the governance position of the above appointment and report back to the Chair of Governors.</p> <p>Decision: To appoint RS to the Teaching, Learning and Community committee.</p>	Clerk
19/20/33	<p><u>Strategy Group</u></p> <p>Proposed topics for discussion this year include SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis (to be discussed at the meeting on November 13th), I.T provision, Parental Engagement, Fundraising, Enrichment and Budget overview.</p> <p>Governors discussed the value of feedback from the Head teacher and staff on the effectiveness of governors and this might best constitute a future Strategy Group topic.</p> <p>Strategy meetings are open to all Governors and Governors agreed that Observers could attend such meetings</p>	
19/20/34	<p><u>Governor Visit Reports</u></p> <p>One Visit has been undertaken but the report not yet circulated.</p>	
19/20/35	<p><u>Governor Training</u></p> <p>New Governors will be invited to attend new Governor training provided by the Local Authority.</p> <p>Action: PB to arrange new Governor training as necessary.</p> <p>CP was advised of possible Local Authority training as SEND Governor - see above Minute</p>	PB
19/20/36	<p>Chair's matters</p> <p>Approval of Pay Policy: this issue is carried over to the next Full Governing Body meeting</p>	



	<p>Action: The Clerk to ensure that approval of the school Pay Policy is on the meeting agenda for Term 3.</p> <p><u>Review of Supporting. Children with Medical Needs Policy:</u> this policy had been previously circulated to Governors.</p> <p>Governors discussed:-</p> <ul style="list-style-type: none"> – whether Governor monitoring of the policy as employers was required; – whether there had been any benchmarking against other schools; – whether there is a schedule of the required actions. <p>Decision: To approve the Policy as attached to these Minutes.</p> <p>Action: The Chair of Governors to complete a list of Governor actions required under the policy</p> <p><u>Proposed Admissions Policy 2021:</u> this had been circulated to Governors.</p> <p>Decision: To approve the proposed Admissions Policy 2021 as attached to these Minutes</p> <p>Governors further discussed the proposed Admissions Panel Terms of Reference (previously circulated to governors) and agreed the same subject to an amendment as follows:- “the Admission Panel’s role is to monitor projected admissions and bring concerns about a possible fall in future Admissions to the notice of the Governors, who must then decide how to promote the school in order to attract more pupils”</p> <p><u>First Aid Policy:</u> The proposed policy had been circulated to governors.</p> <p>Q. Can we agreed that the appropriate committee for review should be the Teaching. Learning and Community committee? A.(HT) Agreed.</p> <p>Q. Do we have a specific risk assessment. A.(HT) We have a 25 page Risk Assessment Toolkit from the Local Authority.</p> <p>Q. Do we need to have 2 members of staff trained as First aiders? A.(HT) I have spoken to staff and 2 have indicated interest.</p> <p>Q. I an unsure of where the First aid points are in the school. A.(HT) I will be conducting a tour of the school with new governors and any other governor is invited to attend that tour.</p> <p>Decision: To approve the Policy as attached to these Minutes subject to an amendment clarifying that a copy of the accident report form is retained by the school and subject to biennial policy review.</p> <p><u>Newsletters:</u> JF and the Chair of Governors will produce the next newsletter.</p> <p>Action: (i) JF and DL to produce short biographies for inclusion in the next newsletter. (ii) JF and Chair of Governors to liaise on the production of the next newsletter.</p>	<p>Clerk</p> <p>SBJ</p> <p>JF/DL JF/SBJ</p>
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19/20/37	<p><u>Next Meeting Date</u></p> <p>The next meeting date is scheduled to be Wednesday 8th January 2020.</p> <p>JC tendered her apologies for that meeting.</p> <p>Action: The Clerk to record JC apologies for the Governing Body meeting in Term 3.</p>	Clerk
	The meeting closed with a prayer and Grace at 21.15	
	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 –7th November 2019

AGENDA

	ITEM	LEAD	TIME
1	Confidentiality reminder	CLERK	7.00
2	Opening prayer	PH	7.00
3	Apologies	CLERK	7.00
4	Declarations of Interest/ Changes in Governor details /AOB Signing Of Declaration of Interest Forms (annual)	CHAIR	7.10-7.15
5	Approval of Minutes of the meeting held on 18 th September 2019	CHAIR	7.15-7.20



6	Matters arising from the meeting held on 18 th September (not on Agenda)	CHAIR	7.20-7.25
7	Safeguarding	PB	7.25-7.30
8	The Head Teacher's Report (Written report)	PB	7.30-7.50
19	Finance & Resources – update including proposed Terms of Reference	COMM.CHAIR	7.50-8.00
10	Teaching & Learning - update including proposed Terms of Reference	COMM.CHAIR	8.00-8.10
11	Strategy meeting: update including future proposals:	FY	8.10-8.20
12	(i)Governor visit reports (circulated prior to meeting)	HT/CHAIR	8.20-8.30
13	1 Governor Training opportunities	CHAIR	8.30-8.35
14	2 Chair Matters: 3 a:Policy Review - Approval of Pay Policy / Supporting Children with Medical Needs b. Governor newsletters.	CHAIR	8.35-8.45
15	Next meeting date: 8th January 2020	CHAIR	8.45
	Close with prayer		

4 **The meeting will close at 9.00 pm**

Attachments: Proposed committee Terms of Reference: Draft Supporting Children with Medical Needs Policy, Pay Policy circulated separately.

List of Attachments to the Minutes of the Full Governing Body dated 18th Septem7th Novemberber 2019

Unrestricted Minutes

Term Dates 2020-21



Re-named polices

Approved terms of reference Full Governing Body

Amended Standing Orders September 2019

Governor visit reports

Acceptable Use (Code of Conduct) Policy