

Minutes – Full Governing Body

	Item	Action
1	<p>Welcome by the Chair & Apologies The meeting opened at 1903. The Chair welcomed everyone to the meeting and apologies received and accepted from James Chaplin.</p>	
2	<p>Correspondence and request for AOB One item of AOB. Governor attendance now on website all please check</p>	All Govs
3	<p>Declarations of Pecuniary interest No new declarations.</p>	
4	<p>Minutes of previous meeting 19th Sept 2017 Minutes of previous meeting reviewed and agreed as correct. Signed and approved. Actions arising:</p> <ul style="list-style-type: none"> ● Media forms distributed in paper form at meeting for Governors to complete. ● NQT letter has been done and NQT very pleased. ● Recruitment policy - mention of Faith school to be removed ● Policies - all up to date ● Governor details on website - been sent to office 	
5	<p>Governing Body Membership</p> <ul style="list-style-type: none"> ● Confirmation of LA Governor appointment - approval has been granted by local Cllr to support application. Approved. ● Update on co-op governor vacancy Contact has been made by someone interested to join the Governing Body. She has been Governor previously in school in London that went from Special Measures to Good in a few years so would have good experience to draw on. Sounding hopeful. 	

	<ul style="list-style-type: none"> • Parent Governor vacancy status One parent has expressed an interest. Reminder to be sent out. 	HT
6	<p>Head teacher Report</p> <p>HT gave highlights from report that was previously sent to Governors. Attendance 97.1% is whole school average currently which is very good.</p> <p>Q - What is average? A - By the end of year it is 92% nationally.</p> <p>Q - How do you manage low attendance? A - Guidelines set out in policy - would talk to parent in first instance. If illness is longer term then would ask for Doctor letters to confirm.</p> <p>Q - Any requests for absence? A - Yes had requests and some exceptional which have been granted. Others have been requests for cheaper holiday which is not authorised.</p> <p>Safeguarding - with the updated version of keeping children safe in education now being available the Inset day training was on this subject. This ensured all teachers were fully up to date on this important subject. Whole school refresh training is needed on prevent - a online training is available which take 45 minutes. Link in report so Governors can do this also.</p> <p>Gilbert White Museum was very successful trip and will be repeated. Very hands on or the pupils trying on antarctic gear.</p> <p>Engaging with community and participated in village show. Involved with guy competition for fireworks evening. Class got nice book token for winning. Harvest festival was lovely event and food offerings went to night shelter in Winchester. Manager came to assembly to speak to children about their contribution.</p> <p>Readers - four from local community who read regularly with the children. Children are forming relationships with older community members which is allowing them a different learning experience. Q - Are we looking for more readers? A - Could never have too many but problem may be space for them.</p> <p>Use a piece of land belonging to neighbour for Forest School Q - Is there a cost for this? A - No she insists on no payment Q - Should we do something to show gratitude? A - Yes may be nice.</p> <p>ELSA support is looking at what point they step in for one to one support and when it should be dealt with in class.</p> <p>Pupil numbers still at 99. Year R started at 17 as expected. Due to exceptional children. Q - How are incoming Year R parent with class size?</p>	Chair

A - Parents happy to have class of 17.

Q - Was it County's mistake due to catchment error?

A- The County mistake was rectified as one person did not take up place.

Premises and Grounds

Kitchen ventilation system needs to have work. County are picking up the cost but currently not got start date.

Floorboards under stair area has dry rot and support underneath needs work. Work will be done during summer holidays.

Q - Is County paying or it?

A - Yes County paying for this also.

Andy Fenner (Hampshire Property Management Surveyor), on walkround agreed play surface is no fit for purpose as uneven. On list to get this repaired at County's expense.

Q - Now it has been deemed not to be fit for purpose do we need to do anything to ensure safety?

A - Can still be used but will apply pressure to ensure it is done as soon as possible.

Anytime a child falls in playground HT will send Health and Safety report to County.

Sound system in hall is working well and benefitting hearing impairment child.

Longer term development in school grounds has been examined using architect from County with parent and pupil input. A coherent plan has been drawn up and it was a paid service but valuable advice should save money in long-term. Next steps are to agree with children and establish the order the work is to be done.

Impact statement will be available on training staff undertook on how to teach spelling.

Training has also been undertaken on attachment aware behaviour and with small inputs have seen a difference in behaviour. The message needs to get out to all staff and the behaviour policy needs to be looked to address how we deal with unwanted behaviour in terms of punishment.

Two members of staff are doing National Professional Qualification for middle leaders and National Professional Qualification for senior leaders respectively. They are getting exciting ideas from this that can be utilised in school. The surplus money has been used to fund the training.

SIP

Leadership management - getting staff members training which has started and running well.

Monitoring policies need to be agreed with Governors with timescales.

Performance management - an online tool has been used to ensure this is a more focused process with more impact.

Friends have given money to purchase kit that allows computer programming which takes computing programming out of computer and allows program of chip which run.

Q - Are you incorporating into other lessons?

A - There will be construction skills and artistic so will be multi discipline.

	<p>A gap in understanding of other religions of the UK has been identified so looking at ways to fill it. Looking at use of 'the BIG classroom' online. Can be matched and communicate with other classes to share experiences.</p> <p>Pupil premium pupils progress is being examined to ensure they are making progress and interventions are effective.</p> <p>Early Years provision is last area in SIP Maths and technology was area where children did not perform as well by end of year last year so reacted and a maths aid course has been undertaken by member staff. Making a difference already.</p> <p>Q - Are baseline assessment a test? A - Teacher assessment done in classroom. Teachers are more confident with the assessment this year.</p>	
7	<p>LLP Report summary of findings and actions and costs arising</p> <p>Report was provided to Governors with pre-meeting papers. There is a new Lead Learning Partner (LLP) again. A Governor felt the document was very strongly worded and actions dated in January are a short time scale.</p> <p>Q - Do they come back to check progress? A - No they don't come back.</p> <p>Q - What is purpose? A - The role for county is to look for liability in school system.</p> <p>Q - Is it useful? A - Yes it is very helpful and a reality check.</p> <p>Actions are doable and most were in hand and being dealt with anyway. Systems were in place but not always properly documented and clear to an outsider to ensure rigorous. Looked at SIP with LLP and practically made plans on how to address issues and systems were put in place.</p> <p>Q - What do the timescales mean? A - They are recommendations for action. Will be examined and monitored via Learning committee.</p> <p>Q - Self evaluation she has stated we have been too generous - do we need to look at this again? A - She has identified and suggested a school to link with that would have different challenges. HT has contacted and has plans to visit the school on a inset day to share their best practice.</p> <p>Q -Is there no funding for medium priorities? A - Yes but not till April. Have started action already as do not want to wait.</p> <p>Q - Is self-evaluation early? A- Is used as a working document.</p> <p>Q - IS there anything else needed from GB? A - Approving costs in resources as LLP will hopefully be used for another training day. Otherwise support and challenge.</p>	
8	Budget revision	

	<p>In year £11,871 deficit (Eleven thousand, eight hundred and seventy-one pounds) Surplus £71,920 (Seventy one thousand, nine hundred and twenty pounds) Cumulative £60,049 (Sixty thousand and forty-nine pounds) Approved. Teachers pay-rise and grant has now been added to the budget. Figures in three years do not show the extra income to cover the increase in this cost as advised.</p> <p>Discussion on timing of meetings to ensure meeting is not the day before deadline. Office manager is not on working day on submission day so is having to come in on day off. Need to ensure succession planning is in place if they leave school so it can be dealt with by other member of staff.</p>	
9	<p>Discuss Published Admissions Number (PAN) arrangements Admission number 17</p>	
10	<p>Policies for approval</p> <ul style="list-style-type: none"> • Pay policy Been looked at in resources. Approved • Child protection Approved 	
11	<p>Approval to change over all governor documents to Google Docs Issue with using word and google docs means that multiple versions of same document which can be confusion. Q - Would it be beneficial to have folders as read only? A - Yes but then one person would have work to upload everything. NP to look at again and formulate further proposals to help this problem</p>	NP
12	<p>FGB Training Reminder to all Governors of the schedules Full Governor Body Training as follows: Date: 6th February 2019 7.00 - 9.00pm Topic: Protecting Children</p>	
13	<p>Governing Body Self Evaluation Meeting Can use form from last year as a basis to evaluate what has changed. Chair to send out to all Governors for comments.</p>	Chair
14	<p>Questions from Resources and Learning Committee minutes None</p>	
15	<p>Stakeholder engagement Parents evening</p>	

	<p>Parents evening attended by a Governor. Decided to ask a specific a question to engage parents. Asked parents about e-safety and cyberbullying. Asked if they has access to appropriate resources and what they felt school role should be. A lot of parents didn't see it as a problem and dont think their children they have excess screen time.</p> <p>When children leave and go onto next school often the first time children travel on their own and many get their first mobile.</p> <p>Discussion on how to involve parents and whether parents would attend a training course. Suggested using children to teach their parents how to be online safe.</p> <p>Q - Is educating the parents going beyond remit?</p> <p>A - Educating parents to keep children safe and parental support to aid educating children. Difficult to get balance as dont want to alienate parents. Lorraine Lee does talks and very good to get to do workshop or parent evening. Can open up to wider community also.</p> <p>Open day</p> <p>Was very busy and good atmosphere children did the show arounds. HT is still being contacted for show arounds which is positive for next intake.</p>	SM & HT
16	<p>Governors with Specific Responsibilities Reports</p> <p>Template for link Governors and subject leaders on google drive - Governors reminded to visit school soon.</p>	
17	<p>Any other business</p> <p>Governor and staff get together - normally before the Christmas Carol service. Date suggested 19th December at 4.30 till 5.30pm with concert starting at 6pm.</p>	PC
19	Meeting concluded at 9pm	9.00

Item	Action	Who
2	Check attendance on website	All govs
5	Reminder about parent governor application	HT
6	Consider gesture to Forest School land owner	Chair
11	Solution to multiple documents in Google	NP
13	Self evaluation meeting	Chair
15	Take forward online safety plan	SM & HT