



# Minutes – Full Governing Body

**Date:** 19<sup>th</sup> Sept 2018

**Time:** 7.00 – 9.00pm

**Location:** Cheriton Primary School

**Circulation:** Andrew Goldsworthy (Headteacher)  
Clare Cholerton (Chair)  
Simon Murfitt (VC) [arr 19.09 item 5]  
Elizabeth Brett  
Paul Debont  
  
Fiona Greenwood (Clerk)

Ben Ward  
Andrew Flett  
Frances Lawrence  
James Chaplin  
Nicholas Parmley  
Rebecca Haskins

	Item	Action
1	<b>Welcome by the Chair &amp; Apologies</b> Chair welcomed everyone to the meeting – SM had indicated he may be late.	
2	<b>Correspondence and request for AOB</b> No correspondence or AOB items.	
3	<b>Declarations of Pecuniary interest annual forms and governor declaration forms</b> New declaration and pecuniary interest forms issued and completed by present Governors.	
4	<b>Confirmation of Chair and Vice-Chair</b> Chair – CC stood uncontested so remain in position. Advised Governors that this will be her last year so need to consider succession planning to allow smooth handover. Vice-chair - SM believed to happy to continue so will be confirmed when present.	
5	<b>Minutes of previous meeting July 2018</b> Minutes of previous of meeting were reviewed and agreed as correct. Actions arising not covered elsewhere: <ul style="list-style-type: none"> <li>Media consent form – to be resent by school office</li> </ul>	HT

	<ul style="list-style-type: none"> <li>• SIP items</li> <li style="text-align: right;"><i>[SM arr 1909]</i></li> <li>• Suggestion to send letter of congratulation to the newly QT teacher On passing NQT.</li> <li>• Recruitment policy – been added onto headed paper and needs to ensure fully updated. FL to review and will be uploaded to website.</li> <li>• Complaints policy – on website</li> <li>• Clarity on redoing DBS checks. A Governor had shared from a course that they should be reviewed every three years. Office had checked and not necessary to redo checks as hold enhanced DBS checks.</li> </ul>	<p>Chair</p> <p>FL</p>
<p>6</p>	<p><b>Approval of Associate Staff Governor</b></p> <p>Helen Phillips on the staff has expressed interest in having input into Governor matters. It has been suggested that Helen Phillips attend the Learning Committee as an associate Governor. Can only have one staff Governor. She is in a better position to discuss Learning in whole school.</p> <p>Proposal to be appointed as Associate Governor and can delegate voting rights for Learning Committee. She can attend the FGBs but would not have voting rights on FGB on committee only. Rebecca Haskins would continue as Staff Governor for FGB Meetings. <b>Approved.</b></p> <p><b>Resignation</b></p> <p>Governors have been informed that Brenna Weston Bell has resigned due to relocation to Moscow. This now leaves a co-opted Governor vacancy. Chair to register on Governor recruitment website and put in Church magazine.</p> <p>Q - Is there a skills deficit to recognise?</p> <p>A –Yes but might put people off if they don't hold skills requested.</p>	<p>Chair</p>
<p>7</p>	<p><b>FGB and Committee Dates and times and Approval of Work Programme for FGB and Committees</b></p> <p>Chair has distributed schedule of suggested meeting dates with committees and also a program of works for FGB cycle without committees. Concern that committee attendance is low so suggested discussion on adopting the program of no committees.</p> <p>Learning committee is an in-depth meeting so could be run as sub-committee. Discussion on this and consensus is that having sub groups and no committees defeats the point. Felt positive to have the capacity to discuss items at depth. Could the resources meetings be added onto FGB when not much needing to be covered? Felt that as long as still mentioned within FGB would be sufficient. Would need to check this with constitution if decided to go on this route.</p> <p>Q – How many times have meetings not been quorate?</p> <p>A – Not happened yet but been close. Discussion on people not attending can still have input.</p> <p>After discussion agreed to continue with current work programme and running committees consecutively on same night – possibly Thursday.</p> <p>Resources at 5pm</p> <p>Learning at 6pm</p> <p>Learning committee timings want to tie in with data drops which are as follows:</p>	

	<p>26<sup>th</sup> Nov 25<sup>th</sup> Feb 27<sup>th</sup> May Suggested meetings the week after.</p> <p>Committee dates to be circulate and agreed.</p> <p>Annual planner of works discussed and agreed as correct division for committees.</p>	Chair
9	<p><b>Appoint/Confirm Governors with specific responsibilities</b></p> <p><u>Governors with specific responsibilities:</u>  Health &amp; Safety – BW  Safeguarding &amp; Child Protection - SM  Governor Training and Development - FL  Governor Forum – JC  SEN/ Inclusion/ Able – JC  Staff Governor – RH  Community/Sport - AF  Chair of Learning – LB  Learning Committee: AG, CC, PD, LB, SM, JC  Chair of Resources – NP  Resources Committee – AG, CC, NP, AF, FL, BW  Pay Committee – CC, FL, NP  HT Pay Committee – FL, CC, NP  Staff PM Auditor – FL  HT PM Review panel – SM &amp; LB</p> <p>Link Governors:  Arts - JC  English – LB  Maths – PD  Science – BW  PE – AF  Geography – SM  IT – NP</p> <p>Q – There is a few subjects missing – Geography could be covered by Humanities to incorporate History.  A – Yes could put together Geography and History. Could also include with RE since the same Teacher covers all of this. Need to match with school subject leaders.</p> <p>Staff subject leader’s documents on google docs and available for all Governors to access and utilise.  Also, Governors will be given timetable of when specific activities will be undertaken in school that would be beneficial to visit. Also based on SIP points but this would not cover all subjects.  All Governors asked to remind themselves of the conduct expected during visits as stated in policy.</p> <p>Update on safeguarding – ongoing and visit scheduled in next meet with SM and HT to complete.</p>	
10	<b>Terms of Reference</b>	

	<p><b>Approve Terms of Reference for committees:</b></p> <ul style="list-style-type: none"> <li>• Learning</li> <li>• Resources (incorporating Pupil Discipline)</li> <li>• Complaints</li> <li>• Staff Grievance</li> </ul> <p>Terms of reference in google docs to be accessed as needed. <b>Approved.</b></p>	
11	<p><b>Approval of School Improvement Plan 2018/2019</b></p> <p>Leadership and management this year will focus on developing members of staff into more senior roles to cover lack of Deputy head. Will not have scope to promote and as staff get more senior they are likely to move on. This progression allows Cheriton to get the benefit of staff as they get more experience dealing with senior leadership before they move on.</p> <p>Governor focus – Chair would like to see Governors doing audits on policies to ensure that the practice in school reflects the policy. Learning committee updated the Behaviour policy last term after Governor visits to reflect how the school is actually dealing with issues. Suggestion to be included in Governor visits to maximise effectiveness of visits. Also, a section to be added to google docs link governor section to include list of policies to be updated and validated. Safeguarding needs to be at the fore-front and included in all Governor visits.</p> <p>Writing – good results last year for Greater Depth. Focus on average children who struggle with writing. There is focus on editing their work and identifying their own mistakes.</p> <p>Spelling – Focus on spelling. Greater depth and what it looks like.</p> <p>Maths – Need to identify how are we going to get children to record their thinking and reasoning and how they answered the problems.</p> <p>STEM – Began improving IT but also links to other subjects so can incorporated with projects.</p> <p>Personal development and citizenship – need to do more citizenship. Positions of responsibility are mostly done by Year 6 so need to identify opportunities for all year groups. Also instil responsibility for jobs that need done not for reward in doing it for house points only.</p> <p>Outcome for pupils – need to keep working with SEND to ensure they reach potential and pupil premium money is spent to help meet their needs. Also need to measure progress and effectiveness.</p> <p>Early Years provision - looking at Maths and Technology this year. Costing plans for outside areas.</p> <p>SIP is clearer and more focused. Other areas of work will be added but this is headline objectives for the years.</p> <p>Q – What about the financial implications?  A – Friends have agreed to fund the technology bits for STEM. Also some training courses. No large spends except early years area.</p> <p>Discussion on including focus on Arts and whether it should be included on SIP.  Arts.  Q – Did our children help out in Beauty &amp; Beast production?  A – Yes</p> <p>County have expressed possibility of school have a funded minibus instead of taxis. Would have funding for 3 hours a day for driver.  Q – How many taxi users do we have?  A – Currently have 8 on list  Could then be used for trips and visits. Would be very beneficial to supporting the Arts in school as could be used for concerts and attending exhibitions.</p>	Chair

12	<p><b>Evaluation of governor objective for previous year and setting new objectives</b></p> <p><b>Proposed New Objectives:</b></p> <ul style="list-style-type: none"> <li>• Implementation of Policies/ review of policy to reflect practice – Audits by Governors</li> <li>• Subject Leader/ Link Governor meetings</li> <li>• Identify a new Chair of Governors – need to be kept in forefront of Governors minds to ensure smooth succession.</li> </ul>	
13	<p><b>Stakeholders:</b></p> <p>Governor Newsletter</p> <p>AF submitted a piece – Chair is going to edit lightly to remove teacher’s name. The front page was about a March parents evening, so less focus will be on this since so now too dated.</p> <p>Suggestion to include update on rec committee as provides update on link to school to community. EB on committee too so will provide update on works being undertaken.</p> <p>Leavers Questionnaire feedback</p> <p>Received five back and all very positive. They have been anonymised and uploaded to google docs as some lovely comments.</p> <p>All agreed or strongly agreed with the statements.</p> <p>Q – Is there anything we can do to get better return?</p> <p>A – Parents were chased, and it was sent out several times. Possibly can change it to online survey and send electronically. Also, could send it out earlier. Suggestion to distribute at the last Year 6 parents evening so could be completed while parents are waiting. Could also have mentioned in a Governor Newsletter in summer term with some of the comments.</p> <p>School Open Day 9.30am – 11am, 9<sup>th</sup> October 2018</p> <p>Open day for potential parents for September 2019 Year R.</p> <p>Q – Do people have to book so we know how many are coming?</p> <p>A – No they just turn up</p> <p>Let HT know if any Governors can attend.</p>	<p>EB</p> <p>All Gov</p>
14	<p><b>Policies and Instruments of Governance:</b></p> <ul style="list-style-type: none"> <li>• <b>Confirm</b> adoption of MOPP – Gov Services (GS) Website</li> <li>• <b>Confirm</b> adoption of Manual of Financial Practice and Procedure – GS Website</li> <li>• <b>Adopt</b> Hampshire Governors Good Practice Guide - GS Website</li> <li>• <b>Agree</b> GB Code of Conduct</li> </ul> <p>Confirm Governor Details (including attendance) are up to date on website</p> <p>SM left 20.50</p> <p>Email Elaine with website details</p>	<p>Clerk</p>
15	<p><b>School Trips for the Year</b></p> <p>Forest School – throughout year ongoing</p> <p>Class 2 – Fort Nelson, Florence Nightingale/History</p>	

	<p>Alresford Watercress beds  Class 3 – Ashmolean Museum in Oxford  Class 4 – Selbourne Oates Museum  Barn at Outdoor Learning Centre for indoor overnight camp and astronomy.  Subsidised trip.  Residential Minstead – New Forest 4 days. Price cheaper than Stubbington.</p> <p>Governor advised that Wisley Gardens do free school trips - worth considering for another year.</p>	
16	<p><b>Impact</b>  Set up to make impact and allowed framework to be in place to allow effective Governance.  Aligning policies and visits – ensure maximising efficiency of Governor visits.</p>	
17	<p><b>Any other business</b>  Squash court update – plan had been to build over summer but permits not arrived in time. All paperwork now complete so awaiting to find date.  Whole Governing training – need to consider what would like addressed.  Suggestion on child protection/safeguarding.  HT advised that been an update on Keep Children Safe - is on google docs.  Suggested all Governors read summary doc.</p>	All Govs
	<b>Concluded at 8.55pm and quorate at all times</b>	

ACTION SUMMARY		
Item	Action	Who
5	Resend Media forms	HT/School office
5	Letter of congratulation to NQT	Chair
5	Recruitment policy – final review	FL
6	Promote vacancy	Chair
8	Circulate committee dates	Chair
11	Add upcoming policies to google docs for validation during visits	Chair
13	Rec committee update for Governor newsletter	EB
13	Let HT know if can attend open day 9 <sup>th</sup> October	All Governors
14	Ensure Governor information is up to date on website	Clerk
17	Whole FGB training – next agenda item	Clerk
17	Keeping children safe in education update – in google docs. Please read summary document.	All Governors