



Cheriton Primary School
Minutes of the Full Governing Body Meeting
5th July 2017

Present:

Clare Cholerton (Chair)	Simon Murfitt
Andrew Goldsworthy (Headteacher)	Paul Debont
Nicholas Parmley	Brenna Weston Bell
Elizabeth Brett	Graham Bowkett
Jacob Leadley	Francis Lawrence
Ben Ward	Andrew Flett <i>[arr 705pm, item 4]</i>

In attendance:

Fiona Greenwood – Clerk

The meeting commenced at 7.00pm

Item	Subject	Action
1	Welcome by the Chair and Apologies	
	Governors were welcomed to the meeting. No apologies received but Andrew Flett indicated he may be late. The Chair introduced new Clerk Fiona Greenwood to the Governing Body.	
2	Correspondence and Request for AOB	
	The Chair informed the Governors of a letter received from a parent who was withdrawing their two children due to moving away. The letter praised the school.	
3	Declarations of Percuniary Interest	
	No interests declared.	
4	Minutes from Previous Meeting	

Signed by chair..... Date.....

	<p>The minutes from 17th May 2017 were reviewed and agreed as correct. <i>[Andrew Flett arr 7.05pm]</i> The School name was incorrect in the footer of minutes and this will be removed and minutes signed at next meeting.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Policy schedule – completed • Pupil behaviour policy to be redone in September • Staff surveys been received - HT to collate and report to FGB. • Park and Go System – Initial report are positive that drop off seems calmer and as a result there has been less reports from neighbours. Also visits from local police at drop off/pick up times has helped. Message to be re-iterated in Autumn term as parking issues always ease slightly in summer term. <p>Q – Are new parents made aware of parking restrictions? A – Yes on paperwork that is given to new parents but can ask staff to explain further during home visits.</p>	HT
5	Policies for approval	
	<p>3 policies approved at committee.</p> <p><u>Child Protection Policy</u> Various amendments made – it is a Hampshire led policy with gaps to fill in to personalise who has responsibility within the school. A September update will be required as two members of staff named in policy are leaving. The Governors attention was drawn to the Safeguarding section and the importance of them being aware of their role. Suggestion accepted to customise the reporting form to include signature and date. Q – States that staff will be trained – can we evidence how and what courses? A – Staff safeguarding training done on three year rolling plan. Two years training done within school and third year outside training. Details kept with CPD folders. Details don't need to be included within policy. Q – What if HT not at school? A – Two deputy DSLs named. POLICY AGREED WITH CHANGE REQUESTED TO FORM.</p> <p><u>Governor Visits Policy</u> After discussion it felt that the tone of the policy was wrong and had a negative impact. Also that was too long and repetitive. Q – HT questioned whether any feedback from staff on Governor visits. A – Visits with link Governors are found useful.</p> <p>It was agreed an annual program of visits would be useful.</p>	AG

Signed by chair.....

	<p>Q- Where should visit questions come from? A – Use the SIP and inform the teacher beforehand of visit focus area. Q –Would a meeting with link governors and staff be useful so tha everyone is aware of reasons and direction? A – Yes could be good. Staff are already aware that Ofsted have a requirement for governor knowledge. POLICY NOT APPROVED. Redraft to be brought to next meeting.</p>	SM and PD
6	Headteacher’s Written Report	
	<p>The Governors were informed that Safeguarding has been a focus and reminded it is important governor role to challenge the information provided by HT. Q – The statement ‘Safeguarding is our core business’ – where did this originate? A – A main government statement Q – Are governors considered visitors? A – Yes but two categories of visitors – casual and DBS visitors. Visitor passes will be different colours to reflect. It was useful for Ross Irvine LLP, to evaluate policy with his experience.</p> <p>Reception procedures have been tightened up and positive feedback has been received from parents regarding this. Q – What is procedure for a lost child? A – There is a cut off after morning registration and if a child is absent without notice a call would be made home. Q – If a child left the premises when would governors get involved? A – HT would call police and inform safeguarding governor. A serious incident plan is in place. Q – As a result of discussion with Ross Irvine - is more governor training required? A – Yes possibly as governors do have safeguarding responsibilities. A governor provided feedback that a good e-learning on Governor Intranet on safeguarding. Useful for all governors to complete Safeguarding Governor Role and Dealing with Child Protection e-learning.</p> <p>Pupil numbers All governors reminded that admissions are handled centrally by County. School are now working with county and waiting lists. Currently 6 on waiting list with one to be offered a place from child who is not taking their place due to moving away.</p> <p>SATs KS1 – varied group ability wise which has impacted results. Greater depth at 44% is very positive. KS2 – reading data at 64% greater depth which is a really good</p>	All governors

Signed by chair.....

	<p>result and reflects the children reading very well.</p> <p>Q – Was this expected results?</p> <p>A – The challenging targets that were set were exceeded in most cases.</p> <p>Specific issues can have impact – issues with spelling could impact on grammar and spelling test results resulting in fail in English. Interventions are now being utilised earlier to prevent future issues.</p> <p>Q – Writing – can handwriting have an impact?</p> <p>A – Technical skill can have an impact but those that missed on achieving greater depth were for other reasons this time.</p>	
7	SIP	
	The progress on the SIP has been impacted by staff moving on so many areas will be continued into next year with a focus on developing subject leaders. This will always be a focus for a small school and complicated as NQT cannot be subject leader.	
8	Review of Governing Body impact for last school year	
	<p>Link governors involved directly in monitoring school and supporting extra activities like science week.</p> <p>Engagement at parents evening.</p> <p>Easing parking issues – governors involved with school, parents and community to find a solution.</p> <p>Financial responsibilities – approving budget, staff restructure and redundancy.</p> <p>Areas to improve:</p> <ul style="list-style-type: none"> • Link governors could be more effective • Governor liaison with Friends • Staff governor required • Improve attendance rates at committees sometime struggle to be quorate 	
9	Dates for FGB and Committee meeting 2017/18	
	Dates for FGB and committees agreed for 2017/18 with timing all at 7pm.	
10	Link Governor Visits and Reports from Governors with Specific Responsibilities	
	<p>English link governor summarised their visit. Talked with children and looked at their books to discuss progress with them. Offsite visits inspire writing though focus is often Science or History.</p> <p>Science leader is leaving so hard to make future plans currently. Will refocus on this next year. But particular events discussed have been implemented including science week and CPD training. This was shared with other schools to split the cost.</p> <p>Health and Safety – only issue to report is slight uneven surface in playground that will be addressed.</p>	

Signed by chair.....

	<p>Governor Training and Development: 7 skills audits have been returned and 4 more needed. Evaluation begun and gaps identified. The Governor induction information circulated and opinions invited. Generally felt it was a very useful document and suggested a list of abbreviations commonly used also be included. Will be updated annually.</p> <p>Training: Using the skills audit possible subject could be Governors and Ofsted for whole Governing Body training. October suggested and potential dates will be got from Governor services.</p>	
11	Summer Holiday Building Works	
	<p>Upstairs Toilet refurb Contacted several companies for quotes and received two quotes of £5000 and £7000. Lower quote did previous work. Q – How is the cost being covered? A- Have capital budget allocated for work. AGREED to use lower cost quote.</p> <p>Repainting of library Alresford company possibly completing work free of charge as community project. Would need to purchase the paint and help might be required to clear library.</p> <p>Squash Court Quote of £5180 received. Would have two fixed walls and one folding wall. Approval from County is required. Q – New governor questioned why squash had been chosen as focus? A – It is hard for small school to promote sports that require teams so something unique was chosen that involves physical exercise and skill. Also utilises large wall in playground. Q – Were the children involved? A – Yes</p> <p>Emergency key holder cover will be required during holidays when HT not available. Details to be circulated.</p>	HT
12	Questions Arising from Resources and Learning Committee minutes	
	<p>Sugar tax money has not been confirmed so will need to be discussed again at committee. No questions from Learning committee minutes. Resources – highlighted that change of staff has had a positive effect on budget and 3 year plan. Teachers and HT to draw up wish list for items and training and then impact will be evaluated.</p>	
13	Any other business	
	The governors discussed the teachers that were leaving at end of	

Signed by chair.....

	term as one been here for 32 years. Agreed a present from the governors would be appropriate and suggestion to be circulated. HT – reported that last day of summer term 2018 is a Monday and requested approval for this to be an INSET day in return for 3 twilight teacher training sessions which will be aggregated time to allow staff to have the day off too. . AGREED	BW
14	Date of next meeting	
	27 th September 2017	

The meeting was concluded at 9pm and quorate at all times.

ACTION SUMMARY		
Item	Action	Who
4	Collate results from staff survey	HT
5	Redraft Governor Visit Policy	SM and PD
5	Change form on child protection policy	AG
6	Complete Safeguarding e-learning by next meeting	All governors
11	Emergency key holder cover for summer	HT
13	Email suggested leaving present to all Governors	BW

Signed by chair.....