

# Draft **Minutes of Full Governing Body Meeting**

**Held at 6.00pm on Monday 8<sup>th</sup> October 2018 at Newcroft Primary Academy**

Present: Mrs E Walshe (Chair of Governors)  
Mr D Brown (Vice Chair)  
Mr A Smythe (Executive Head Teacher)  
Mrs S Hattersley  
Mrs S Newton-Shilliam  
Mr G Darch  
Mrs S Curtis  
Mrs S Smith  
Mrs J Stevens  
Mrs S Hanna

In Attendance: Mrs E Hallam (Head of School), Mrs D Lane (Business Manager)

Clerk to the Meeting: Mrs V Webb

## **1) Welcome & Apologies for Absence**

Apologies are received and accepted from: Miss L Ogle and Mr L Robinson. Resignation received from Mrs J Hylton. Thanks to JH for all her efforts and support as a governor.

## **2) Declaration of Business and Pecuniary Interests**

There were no declarations of interest in the business for this meeting. Governors update their declaration forms and hand back to DL.

## **3) Election of Chair and Vice Chair**

EW (Chair of Governors) and DB (Vice Chair) are unanimously elected as Chair and Vice Chair

## **4) Terms of reference**

Agreed and adopted by the local governing body.

## **5) Code of Conduct**

Governors agree and adopt the code of conduct.

## **6) Minutes of the previous meeting**

2<sup>nd</sup> July 2018 – The minutes were agreed to be a true and accurate record of the meeting and signed by the chair of governors.

## **7) Matters arising**

- AS has updated the front page of the Headteacher report.
- DL gives a finance update to governors.

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## **8) MAT updates**

Some structure issues and pay concerns for some leadership roles currently.  
Governors agree that it would be helpful to have a termly update from the MAT.

## **9) Risk Register**

DL – no GDPR issues to report.

No. 2 – DL updates governors on the risks and how these have reduced with the appointment of a DPO and training. AS updates the changed fields.

No.17 – no changes required.

No.18 – EH updates governors on the recent changes they have made in school re. Ofsted inspections: 3 days of monitoring of teaching and learning; the feedback from these observations was very positive. AS updates the register.

## **10) Policies**

Accessibility Plan

Work Experience (AS to remove Walkman!)

Safeguarding (including PREVENT) 5.6 typo suggested.

**Governor ratify the above LGB policies**

### **SLT Policies:**

Asbestos

Complaints

Exclusions

Pay

Risk Management

Safer recruitment

**Governors adopt the above SLT policies.**

**The SLT will continue to update policies and add them to the website. Governors are requested to view the website.**

## **11) School Improvement plan**

AS update governors on the SIP incorporating the core strategic plan and the leadership team/structure, including governor roles. AS to update the governor roles (typo and removal of JH). SSmith to move from the T&L to Finance. EW talks through the governor sections and what is required from governors. Governors are requested to read the Pupil Premium plan. EW advises using some areas of the SIP for their focused monitoring visits. **AS will email the SIP to all governors.**

## **12) KS2 SATs results**

Unvalidated data is available, AS updates governors on the summary and the positive results achieved. Reading is as expected and is being addressed and monitored closely. Governors give thanks and congratulations on the excellent results this year.

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## **13) Governor Monitoring visits**

AS will email details of the (governor fortnight) visit, with a template for completion, governors are then invited to make contact with their subject leaders to arrange a convenient time to make a monitoring visit.

## **14) Governor skills audit**

Governors are requested to complete the forms and return to EW and DL. **Action all.**

## **15) Governor training**

- Pay committee and performance management training EW and SSmith
- AS provided Data training
- EW, DB and SSmith are to complete the Safer Recruitment training.
- SH has completed the SEN training.
- Governors are requested to read section one of the KCSiE updated document.

## **16) Governance programme of work and structure**

The updated programme of work has been emailed to governors. AS asks governors to arrange a date for their learning walk as soon as possible, looking at the strategic aims of the school. DB offers support to any new governors when arranging a learning walk.

SEN - SH  
Inclusion - SNS  
Finance – EW/SSmith  
H&S - GD  
Safeguarding – DB/SC  
Pre-School - JS  
Performance management  
Pay and personnel – JS/EW  
T&L – DB/SHanna/SS  
EYFS/Phonics/SENCo – SH  
English – SS/GD  
Maths/PSHE/Healthy Schools – SHanna  
More Able – DB  
Science – SC/EW  
Pupil Premium/Inclusion – ??  
Computing - SN

## **17) Any other business**

- Guidance tips from the DfE are discussed.
- Projections of numbering coming in to reception data: remains fairly consistent.

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**18) Date and time of the next meeting**

**10<sup>th</sup> December 2018 at 6pm**

**Copies of all the documents will be filed with these minutes.**

Signed \_\_\_\_\_ Chair

Dated \_\_\_\_\_

The meeting closed at 8.25pm