

Meeting of the Full Governing Body

With Finance and Curriculum

Tuesday 31st January 2017

4.00pm

PRESENT	PRESENT	APOLOGIES
Mrs Verona Hall <i>Chair</i>	Mr Max Harwood Co-opted Governor	Father Edward Doyle Ex Officio
Mrs Stephanie Garwood Staff Governor ARRIVED 5pm	Mr Matthew Wright <i>Vice Chair ARRIVED</i> 4.40pm	Mr Joe Bowman Parent Governor
Ms Amy O'Toole Head Teacher	Mr Max Harwood <i>Co-opted Governor</i>	Mr Chris Hawker <i>Associate</i> Governor
Mr Neil Ryder Co-opted Governor	Mrs Rita Roach Foundation Governor	
Mrs Hannah Pasfield Parent Gov		
(NO APOLOGIES)		
Mrs Louise Stevenson LA Governor		
Mrs Fiona Dix Associate Governor		

IN ATTENDANCE

Sarah McCarthy LA Clerk

ITEM		MINUTES		ACTION
1	The meeting opened at 4.20pm with a prayer by the Chair. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Father Edward Doyle, Mr Joe Bowman			
	and Mr Chris Hawker.			
2	There were no details of pecuniar	y interests declared.		
3	MINUTES OF THE PREVIOUS MEE	TING AND ACTIONS		
	3- 29.11.16 policies should also be	e informed by the Christian values of the school (COMPLETED	
	4 - 29.11.16 <i>SBM and MH to look</i>	at the previous year's invoicing to create a Sport	s Premium	
	report. This has not yet been com	pleted. ON	GOING	
	11 -5.12.16 external review report	<u>ts to be put on GVO</u> one report had not been ser	nt from the	
	reviewer.		COMPLETED	
	7a-5.12.16 MW to work with the	T support company to ensure filtering is robust.	COMPLETED	
	7c-5.12.16 Staff handbook and co	de of conduct to be completed	COMPLETED	
	9-5.12.16 Pupil medical needs to l	be displayed in classrooms	COMPLETED	
	7b-5.12.16 CH DBS check to be co	<u>mpleted</u>	COMPLETED	
	HT DBS check to be co	mpleted	ONGOING	
	4 <u>HT to draw up emergency</u>	ı plan and RA's for London trip	COMPLETED	
	7 Sex and Relationship cont	<u>inue to be updated</u>	ONGOING	
	7b <u>Accessibility Plan to have</u>	<u>dates for review added</u>	COMPLETED	
	7b <u>Anonymised pupil progres</u>	ss review meeting minutes to be added to GVO	ONGOING	
	7b <u>Sport and Forest Schools in </u>	to be added to Accessibility plan	COMPLETED	
	8 <u>Governors to arrange to a</u>	attend Parent workshops	COMPLETED	
		ence where policies should also be informed by		ACTION
		ngreed that pending the above change the minute g and they were duly signed by the chair.	les were an	CLERK

Signed	d	Date
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4 REVIEW MEETING FEEDBACK

The Chair summarised details of the meeting with the Local Authority Interim Head of Support and Intervention and the school's link advisor, Simon Lockwood. Mr Lockwood's report had been received by the HT who will add it to the GVO website for all governors to access. Some general conclusions were that the school was now functioning well and Governors were holding the school to account. External support had been offered from West Sussex in the form of a Maths advisor. The Chair also noted that Christine Jones would also be available to carry out a general review of the school, date to be confirmed. Susie Williams would also be attending to review the EYFS provision.

ACTION HT

Q Can we afford to pay for an advisor to review SEND provision in the school?

A This would be something to look at in the new financial year.

The Chair had also drafted a letter for parents giving them an update on recent events at the school. Governors would also be available after the parent workshops to speak to parents:

ICT 15.02.17 Mr Ryder

Reading and Phonics 08.03.17 Mr Ryder/Mr Harwood SAT's 02.03.17 Mr Ryder/Mrs Hall

Writing 22.03.17 Mr Ryder

The HT invited the Governors to attend the moderation of books on 01.03.17 for reading and writing and Maths on 15.03.17 at 3.30pm. Mr Ryder agreed to attend.

The HT also welcomed Governor visits to the school to carry out formal monitoring visits, in relation to their allotted responsibility. This will then enable the Governing Body to fulfil their statutory duties and responsibilities, to be able to make an informed contribution to the strategic work of the school, to gain a better understanding of particular areas of school provision, to be better informed about the implementation of the school's policies, to get to know staff better, to talk to the staff and pupils about their experiences in school and to listen to the voice of the child. Clerk to ensure Governor Monitoring Visit form available on the GVO.

ACTION CLERK

ACTION

HT

5 HT VERBAL REPORT

The HT explained to the Governors that she had completed the necessary risk assessments and emergency plan for the trip to London. Governors had the following questions:

Q Are all children attending the trip?

A Yes, except one in Squirrels.

Q Is there a communication tree/plan that will specify the chain of communication in the event of an emergency?

A Yes it will be the same as the school's emergency plan. HT to add.

Q What happens in the event of a coach crash?

A HT to add contingency plan for this eventuality.

Q Who will be in charge of the school?

Signed

A Ms McCarthy as the School Business Manager and Ms McAuley will be the Lead teacher.

Governors thanked the HT for her work and had no further questions.

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6	BUDGET UPDATE	
	CONFIDENTIAL MINUTE	
7	PREMISES REPORT Mr Harwood gave an overview of the meeting with Denise Cormack, the WSCC Area Building Surveyor. Ms Cormack had informed the school that there was funding available to replace the school hall windows. This would need to be completed by the end of the financial year, March 31 st . The school would need to be liable for 5% of the total bill and all governors agreed to this being paid. The next step was for the school to obtain three quotes and then the project could move forward. After a long and in depth discussion governors agreed that this would be a valuable improvement to the school. The SBM was also in the process of obtaining quotes as was Mr Harwood. These were to be uploaded to the GVO as soon as they were received. This will now be an agenda item for the next meeting.	AGENDA ITEM
8	AOB Due to the meeting overrunning it was agreed that all other agenda items to be on the next meeting agenda.	
	The Chair thanked everyone for attending and the meeting closed at 6.20pm DATE OF NEXT MEETING Tuesday 7 th January 2017, 4pm.	

Signed	l		Date
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 $\label{eq:meeting of the Full Governing Body} \end{substitute}$

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TABLE OF ACTIONS

ITEM/MEETING DATE			DUE DATE
4	HT and MH agreed to meet to look at the previous year's	HT/MH	07.02.17
29.11.16	invoicing to create a sport's premium report.		
7b 5.12.16	HT DBS check to be completed	HT /SBM	07.02.17
7	Sex and Relationship continue to be updated	SG/RHR/ED/HP	07.02.17
09.01.17			
7b	Anonymised pupil progress review meeting minutes to be added	HT	07.02.17
09.01.17	to GVO		
4	HT to add Review Meeting Report to GVO	HT	ASAP
31.01.17			
4	Governor Monitoring Visit form to be added to GVO	Clerk	ASAP
31.01.17			
5	Coach crash contingency to be added to London visit emergency	HT	ASAP
31.01.17	plan		
6	List of SLA's to be added to the GVO	SBM	ASAP
31.01.17			

Signed		Date
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