

Swimbridge Church of England Primary School

Governing Body

Meeting – Full Governor Meeting					
Date/Time	Monday 10 th September 2018 - 7:30 pm		Location Swimbridge C. of E. Primary School		Inventors Classroom
Attendees		Initials	Attendees		Initials
Sandra Tibbles		ST	Colin Wadsworth		CW
Dave Wyeth		DW	Amy McLaughlin		AM
Ed Bond		EB	Rev Shaun O'Rourke		SO
Kate Sloman		KS	Sarah Smith		SS
Subhani Waterfall		SW			

Sanctioned absences (apologies received)	Initials
Julia Harvey	JH

Non-sanctioned absences	Initials

In Attendance	Initials

Ref	Report	Action
1.1 18/19	KS welcomed all Governors.	
2.1 18/19	Sanctioned absences – JH.	

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3.1 18/19	<p><u>Election/renewal of Chair and committee members</u></p> <p>DW agreed to stand as Chair for another year.</p> <p>SM's TOR expired at the end of August and isn't being re-newed. Form H has been sent to Babcock and DW has written a thank you letter.</p> <p>EB's TOR has also expired so he and SO have completed the appropriate renewal paperwork.</p> <p>ST/DW/KS to advertise for a replacement foundation governor in the school and village newsletters as well as on the website and in the Church. Preferably looking for someone with financial knowledge who is driven to find out about grants, fundraising opportunities etc.</p>	<p>DW to post thank you letter to SM.</p> <p>KS to forward renewal paperwork to the Diocese.</p> <p>KS to find out if Babcock or the Diocese have a template, if not, draft our own and send to ST/DW for their comments.</p>
4.1 18/19	<p><u>New Governors</u></p> <p>LF has now left so there was space for a new staff Governor. As a result of ST's advert in the staffroom/via email to all staff, Gemma Poland and Claire Nickels have both shown an interest. FGB agreed to take both on as long as this is allowed (KS to check with Babcock). One brings a wealth of experience, the other has seen the School grow as she's progressed from a pupil to staff member so they both have different viewpoints, which will be useful.</p> <p>The sub committees were confirmed as follows –</p> <p>CSI – CW, AM, ST & GP. B&F – EB, DW, ST & JH. SEND, SAFE & EQUALITY – SS, SW, ST & SO. PERSONNEL – EB, SS, ST & SO. ETHOS (Not a committee with TOR) – SS, ST & JH.</p> <p>DW suggested that everyone attends at least one meeting of another committee during the academic year to enable governors to have broader experience and expertise (succession planning)</p>	<p>KS to check with Babcock that there is no maximum number for staff governors on the board.</p> <p>KS to arrange a Form H and declaration form for both ladies.</p> <p>KS to up-date terms of reference for each sub- committee.</p> <p>All Governors to decide which meeting they'd like to attend and let DW & KS know in advance.</p>

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5.1 18/19	<p><u>Declarations of interest</u></p> <p>Checked and signed by all those present.</p>	
6.1 18/19	<p><u>Minutes of previous FGB meeting</u></p> <p>Agreed by all and signed by DW.</p>	
7.1 18/19	<p><u>Matters brought forward from previous meeting</u></p> <p>A policy for parent and visitor behaviour will be discussed at the next Personnel committee meeting.</p> <p>The times and format of the parent consultation evenings have been changed, this is not a governance issue.</p> <p>AM's induction course – KS to remind SB to re-book.</p> <p>ST to train Kate on how to edit the website so she can upload the FGB meeting minutes. In the future we will move to online information sharing, possibly via the website but this is not a priority for this year.</p> <p>Up-dated Governor contacts list distributed prior to meeting.</p>	<p>Personnel committee to discuss at next meeting.</p> <p>KS to liaise with SB.</p> <p>ST to set a date for training with KS.</p>
8.1 18/19	<p><u>Head Teachers report</u></p> <p>No official report but ST distributed a comprehensive analysis of the school's SATs results via email prior to the meeting. The SIP will be discussed with staff and in the CSI & B&F committee meetings and will be sent out to the FGB before the November meeting. We are on track with our targets for the next 3 years and are continuing with our journey of school improvement.</p> <p>Committee's need to think strategically about where the school is currently and where we are trying to take it. Each committee to review actions, support progress and report back to the FGB.</p>	<p>ST to discuss the SIP with staff and governors over the next few weeks and send copy to FGB before November.</p> <p>All sub committee's to report back to FGB before next meeting.</p>

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9.1 18/19	<p><u>Feedback from Committees</u></p> <p>N/A – new term. Reports to follow after each sub-committee meeting.</p>	All sub-committee to complete reports for next FGB meeting in November.
10.1 18/19	<p><u>Policies/procedures</u></p> <p>Lettings policy – no changes but was re-signed during meeting.</p> <p>Governor allowances policy - no changes but was re-signed during meeting.</p> <p>Child protection & safeguarding policy - already up-dated, approved and signed by DW at the beginning of September.</p> <p>Teachers pay policy – checked and signed during meeting.</p> <p>Health & safety policy - to be approved/signed at FGB meeting in November.</p>	

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11.1 18/19	<p><u>Safeguarding</u></p> <p>CP, Safeguarding, CSE and Prevent training held for staff and governors last week. There is a new Keeping Children Safe In Education (KCSIE) document and as a result there are some safeguarding priorities -ST made everyone aware of these within the meeting.</p> <p>ST explained the difference between safeguarding and child protection. The key is to protect, prevent and ensure all children are safe when with us and take the relevant action.</p> <p>Handouts distributed to all those who didn't attend the training.</p>	All Governors to read/familiarise themselves with the handout.
12.1 18/19	<p><u>Training</u></p> <p>AM completed a feedback sheet regarding the GDPR course she attended and gave KS a copy of her certificate.</p>	KS to give SB a copy of AM's certificate for her training file.
13.1 18/19	<p><u>Health & safety</u></p> <p>No accidents.</p> <p>ST is currently re-writing the health & safety policy in line with DCC/Babcock's new document and it will be ready for approval at the next FGB meeting in November.</p> <p>ST has been through all Risk Assessments and actioned areas as appropriate. They have now been signed off for this academic year (subject to any changes in legislation).</p>	ST to re-write health & safety policy in time for next FGB meeting in November.

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14.1 18/19	<p><u>AOB</u></p> <p>Raised by DW - Parent engagement</p> <p>In your committees, please come up with a list of ideas and suggestions on whether (and how) we can improve parent engagement. A lot of information goes out via newsletters so we need to keep that going and continually improve.</p> <p>Raised by DW - Governor leadership engagement</p> <p>DW signed us up as a collective to the development for Governors scheme and is currently working on a development plan for the FGB. It will cover topics such as “Where are we now?” “Where do we want the school to be long term?” “What type of school do we want to be?” “As Governors, what do we want to leave behind/be remembered for?”</p> <p>Strategic help with the school building</p> <p>ST needs strategic help with the school building.</p> <p>SIP</p> <p>Governors need to take greater ownership of the SIP.</p> <p>Up-date from CW</p> <p>CW, as chair of CSI, believes we have come a long way in our strategic approach as governors and how we evidence the impact this is having. We now need to work on questions and answers and how we provide evidence to OFSTED.</p> <p>Code of conduct</p> <p>DW distributed the code of conduct and it was read/signed by all those present.</p>	<p>Committees to come up with some ideas and report back to DW.</p> <p>DW to compile a development plan and forward to FGB.</p> <p>FGB to help ST strategically with the school building going forward.</p> <p>FGB to have an active and strategic role in SIP.</p> <p>On-going thought and consideration required by all Governors.</p> <p>KS to arrange for JH to read and sign when she’s next in the school.</p>
15.1 18/19	<p><u>Part 2 minutes from previous meeting</u></p> <p>Part 2 minutes read by all and shredded after the meeting.</p>	

Detail of next meeting

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Date/Time	Monday 19 th November – 7:00 pm	Location	Inventors classroom
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These minutes are as agreed by those present as being a true record.

Signed
(Chair of Governors)

Date: