

Swimbridge Church of England Primary School Governing Body

Meeting – Full Governor Meeting					
Date/Time	Monday 5 th February 2018 - 7:00 pm	Location Swimbridge C. of E. Primary School		Inventors Classroom	
Attendees	Initials	Attendees	Initials	Attendees	Initials
Sandra Tibbles	ST	Colin Wadsworth	CW		
Dave Wyeth	DW	Linda French	LF		
Ed Bond	EB	Amy McLaughlin	AM		
Kate Sloman	KS				
Subhani Waterfall	SW				

Absences (see minutes)	Initials
Sarah Smith	SS
Rev Shaun O'Rourke	SO
Sam Matthews	SM

In Attendance	Initials	

Ref	Report	Action
1.2. 17/18	DW welcomed all governors and introduced KS as the new Clerk.	
2.2. 17/18	Sanctioned absences - Sarah Smith and Sam Matthews (apologies received). Non-sanctioned absences - Rev Shaun O'Rourke (no apology received).	
3.2. 17/18	Declarations of interest – checked and signed by all those present.	
4.2. 17/18	Minutes of previous FGB meeting – agreed by all and signed by DW.	
5.2. 17/18	<u>Matters brought forward from previous meeting</u> <ul style="list-style-type: none"> All policies now go through a sub-committee before being recommended to FGB. Babcock advised that any policies on their checklist without a review date can be put on a 4 year cycle so we have adopted this and up-dated the TOR's accordingly. 	

Swimbridge Church of England Primary School Governing Body

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	<ul style="list-style-type: none"> • Triad School visit and CCSP – report forwarded to DW and CW. Feedback was excellent and any small areas questioned were constructive. As a result of this report, the marking policy has been reviewed and it was decided that the School needs to focus on reducing workload and moving children on. • ST feels it would be beneficial to buy in to the joint governing board scheme that is being offered for second committees should we have any grievance procedures. • DW briefly explained GDPR to the board and announced that ST and KS are attending a course in Tiverton on 7th February. He also advised that there is a free session in Bideford in March should anyone else wish to attend. • ST confirmed that the School is already in a good position in terms of GDPR as they are signed up to Office 365, which means everything is encrypted. • ST is currently working her way through all the data protection procedures so if any affect the governing board, she will advise them. 	<p>DW to sign the relevant form in order to become part of the joint governing board.</p> <p>Governors to let KS know if they would like to attend the March GDPR training session.</p>

Swimbridge Church of England Primary School Governing Body

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6.2. 17/18	<p><u>Head Teachers report (linked with SIP)</u> – read by all governors prior to the meeting.</p> <p>ST explained that she is currently looking at the progress of the children we have in School and an assessment will be undertaken in the Autumn term, which will provide projected percentages. It will highlight which children are on track compared to the national averages and allow the teaching staff to focus on those pupils who aren't quite there and give them the support they need.</p> <p>Changes are coming in for early years in terms of numbers and literacy.</p> <p>The CSI committee looked at the key stage 2 results in more detail with ST and confirmed that there is a full breakdown of their findings in their recent meeting minutes. NB, these have not yet been circulated due to the close proximity to this meeting.</p> <p>Teacher assessments are in line with the new SATS.</p> <p>Explanation to be given at parent/Teacher meetings of “working towards”, “expected” and “greater depth” and URL to be added to the bottom of all future School reports referring parents to the School website for further information.</p> <p>ST and her team are currently working on maths progression.</p>	<p>ST to continue looking at the progress of children in time for the assessment in the Autumn term.</p> <p>CW to forward DW and KS a copy of the most recent CSI minutes once typed.</p> <p>ST to add the School website URL to the bottom of future reports.</p>

Swimbridge Church of England Primary School Governing Body

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7.2. 17/18	<p><u>School improvement plan</u> - reviewed and matched against committees.</p> <p>B&F – just about coming in on budget. School Emergency and Finance policies - approved. Discussion held around the difficulties of benchmarking. As a result, ST has completed her own benchmarking process and has put a plan in place to move things forward with the help of the governing body.</p> <p>Personnel – the committee feel ST has a stable team around her and everything is going well. Staff are becoming reflective and working together in order to plan ahead and support each other. The existing insurance policy for Teachers makes it difficult to come back part time on a phased return. LW looked at alternatives but it's not cost effective. Policies approved at recent meeting – Passive Intervention and Code Of Conduct. No safeguarding issues.</p> <p>CSI – ST has put a lot of time and effort in to up-dating the TOR's.</p> <p>The committee would like to add governor visits to the next FGB agenda to make sure they are fit for purpose.</p> <p>ST explained to teaching staff the role of the governing board/TOR's at a recent staff meeting so that they feel part of what's going on. DW suggested a coffee/chat between governors and staff at the next inset day.</p> <p>The committee looked at the home school agreement as ST wanted to review the consultation period. Note went out in this week's newsletter to parents.</p> <p>Maths progression to be added to next newsletter.</p> <p>LW or SB to carry out an audit on School reports.</p> <p>SEND, Safe and Equality – committee name has been changed to include "equality." SEND, Equality and Child Protection and Safeguarding policies have been approved/recommended to the FGB. Online safety minutes have been reviewed. Single central register has been reviewed and it has highlighted that some governors haven't informed SB that they have read all the policies.</p>	<p>All governors to give DW feedback prior to next meeting.</p> <p>ST/DW to make arrangements for next inset day.</p> <p>ST to consult with shareholders re consultation period.</p> <p>ST to add maths progression to next newsletter.</p> <p>CW to liaise with LW/SB re a report audit.</p> <p>All governors to check with SB that they have recorded all the policies they have read.</p>
8.2. 17/18	<p><u>Budget</u> – benchmarking has come through and figures came in this afternoon for next year's budget. Full Governors budget ratification meeting will be held at 6:30 pm on Tuesday 27th March.</p>	

Swimbridge Church of England Primary School Governing Body

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9.2. 17/18	<p><u>Policies and procedures</u> – the following were agreed and recommended by their respective committee's and signed at today's meeting by DW:-</p> <p>Child protection and safeguarding. SEND. Equality.</p>	
10.2. 17/18	<p><u>Premises</u> - building works are on-going due to issues with the drains, water and corridors but will be completed in the Easter holidays.</p> <p>Final accounts have been received and overspend will go in to the next financial year. ST wanted to mention that the Diocese have been brilliant and have met all extra costs.</p> <p>ST confirmed we have received one of three quotes for the fence. The idea is to keep people out and it will be 6ft high all the way to the gate.</p> <p>Signage is on order to improve safeguarding and will take approximately 12 days to manufacture. Everything will match and footprints will be painted on the floor so people know how to get to the office.</p>	
11.2. 17/18	<p><u>Ethos Group</u> – this committee meet every term to discuss Christian distinctiveness. New visions and values are in action around the School and SIAMS will be visiting this term. The committee looked through the self-evaluation document to highlight areas of improvement that SIAMS felt needed to be put in place. They talked about development of prayer space, which will be finished this weekend and there is now an area on the website linked to scripture/values and how they are talked about in the bible.</p> <p>The new behaviour policy was introduced to the children in an assembly this week and was well received.</p> <p>ST has produced RE and SMSC policies.</p>	
12.2. 17/18	Safeguarding – no issues.	
13.2. 17/18	<p><u>Training</u> - 5 governors have completed the skills matrix and it has highlighted that we are lacking previous governor experience as well as HR, curriculum and Finance on the FGB so ideally CW's replacement will have at least some of these skills. As the vacancy is for a foundation governor, the Diocese will need to be involved in the recruitment process.</p> <p>Training – DW needs a record of everyone's training for 2017.</p>	<p>Governors to return skills matrix to KS if they haven't already done so. ST to advertise governor role on website and in both School and village newsletters.</p> <p>KS to gather data from skills matrix and forward to DW.</p>

Swimbridge Church of England Primary School Governing Body

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14.2. 17/18	Succession planning – DW started his one to one conversations on Friday and will continue with these phone calls over the coming weeks.	DW to finish one to one conversations with governors.
15.2. 17/18	Health & safety – no issues.	
16.2. 17/18	<u>Impact of this meeting on outcome for pupils</u> - system needed in order to link TOR's to minuted decisions electronically in order to record impact.	CW to arrange a meeting with DW/KS to discuss the best way of implementing this.
17.2. 17/18	<u>Part 2 minutes from previous meeting</u> – N/A.	

Detail of next meeting			
Date/Time	Full Governors budget ratification meeting - Tuesday 27 th March at 6.30pm	Location	Class 4

These minutes are as agreed by those present as being a true record.

Signed
(Chair of Governors)

Date: