

ACTIONS

Item No.	Task	Who	Target Date	Notes	Date of FGB
1	Scheme of Delegation should be updated to reflect the revised Governing Body Structure	CA	31/12/2019		28/11/2019
2	The Governing Body Annual Planner is to be updated to reflect the revised Governing Body Structure	CA	31/12/2019		28/11/2019
3	All Governing Body members should review and sign the KCSIE annual review policy.	ALL	ASAP	Please see Kim Olden in the office	28/11/2019
4	Update Strategy Wording document to ensure committee responsibility clear and no overlap	MCB	31/12/2019		28/11/2019
5	Check DBS Renewal process for Governors	CA	31/12/2019		28/11/2019
6	Confirm final costs of Phase 2 build to Governors and whether this includes finishing	JH	31/12/2019		28/11/2019
7	Appoint SEND Link Governor	CA	ASAP		28/11/2019

Minutes for Full Governing Body Meeting

Thursday 28th November 2019 17:30 – 19:45

School Improvement Key areas = 2, 3 & 4

Star Challenge: * = Question

** = Action

*** = Change in procedure/policy

Item	Minute	
1. Prayers		
2. Welcome and Apologies	Present: Chair: Michele Collier Bromelow (MCB) Headteacher: Sam Saville (SSa) Shirley Danby (SD) Nick Plummer (NP) Jon Hughes (JH) Ron Munroe (RM)	Apologies: Sam Crawford (SC) Carrie Stephenson (CS) Peter Gray (PG) Jade Smith (JS) Apologies were accepted by the Governors

	<p>David Tarr (DT) Giuseppe Vitale (GV) Meggen Cantillon (MC) Leah Perring (LP)</p> <p>In attendance Clerk: Cat Atack (CA)</p>		
3. Pecuniary interest declaration	None declared.		
4. Minutes from meeting of 25th September 2019	Minutes were circulated and approved as a true and accurate record of the meeting.		
5. Matters arising from meeting of 25/9/2019	<p>** Action - It was agreed that these should be reviewed in the context of the proposed new Governing Body structure – see Action list on front page.</p> <p>MC raised a question regarding safeguarding policies and KCSIE Signature sheet. ** CA will work with Kim Olden to complete ASAP.</p>		
6. Intro from new Clerk and summary of working priorities	CA was introduced as the new clerk, having started the role on 3/10/2019. Focus of work includes updates to Policies Tracker, Annual Planner, Scheme of Delegation and New Governing Body Structure.		
7. New GB Structure	<p>*** Change in Structure</p> <p>MCB highlighted the revised governing body structure to all governors and explained the purpose and responsibilities.</p> <p>RM had a number of questions to ensure overlap between committees was avoided and responsibilities clear. ** Action – It was agreed that Structure document wording would be updated to ensure this is the case (MCB)</p> <p>It was confirmed by the Governors that the performance review and pay review panels were independent from the committee structure.</p> <p>There was a discussion around whether ‘Experience’ can be monitored directly. It was confirmed that this is in line with OFSTED’s requirements and current educational thinking.</p> <p>The Governors approved the new structure to be implemented from January 2020 onwards. Thanks were given to the Chair for the work put into the new structure.</p>		
8. Scheme of Delegation	The Governors agreed to amend the scheme of delegation in line with the new structure. ** Action – CA to draft and confirm with Wiltshire CC.		
9. Governing Body Annual Planner	** Action - CA to update annual planner and circulate meetings to new attendees plus transfer planned meetings into new structure.		
10. Head Teacher News	The Governors thanked the Headteacher for the report and confirmed it was very useful.		

	<p>The Headteacher thanked the Governors for enabling attendance at Challenge Partners. It was confirmed that taking part in this event was and will continue to be extremely positive for the school linking in with the School Improvement Plan and new OFSTED Framework. The Governors thanked SSa for giving up personal time to attend this remote course.</p> <p>The teaching team have also been fostering links with other teachers and schools to spread best practice learning. Teaching staff both internally and externally have reacted very positively.</p>
11. Matters arising from committee reports	<p>C&M committee – The school’s performance (212=, 4th in Wiltshire) in the Sunday Times top 250 was highlighted and congratulations given by the Governors to the Teaching team.</p> <p>The committee highlighted one cohort requiring additional resources to ensure best outcomes by Year 6.</p> <p>The new OFSTED framework was highlighted. Governors were invited in to school to discuss reading with children as this is a key area for the school.</p> <p>It was highlighted that an Outstanding grade will not be possible on the first inspection underneath the new OFSTED framework.</p> <p>No updates from other committees. Minutes are available.</p>
12. Safeguarding	<p>It was highlighted that DSL responsibility will move to SSa from January and policies have been updated accordingly.</p>
13. New Build Update and Phase 2 Question	<p>It was confirmed that the building work is 8 weeks behind schedule due to planning restrictions on goods delivery between 10am and 2pm only.</p> <p>MC requested confirmation that this delay would not affect cost of building. It was confirmed that the contract is fixed cost and therefore time delays would not impact.</p> <p>There was a confidential discussion regarding Fundraising.</p> <p>It was agreed that there should be a discussion to assess whether FOAKS fundraising should be channelled towards the build.</p> <p>The Governors unanimously approved the proposal to move forward with the Phase 2 build including Learning Hub, pending final costs to be received from Rigg. **Action – JH to confirm costs once received.</p> <p>MCB thanked the fundraising committee on behalf of all the Governors.</p>
14. Policies	<p>Two policies (Health & Safety, Intimate and Invasive Care) were approved unanimously by the Governors.</p>
15. Governing Body Code of Conduct	<p>The code of conduct was approved and signed by all Governors.</p>
16. MCB Term	<p>MCB was appointed uncontested as Chair.</p>
17. Vacancies – Vice Chair, SEN Link Governor	<p>SD was appointed uncontested as Vice-Chair of Governors.</p> <p>A SEND Link Governor was confirmed as urgently required.</p> <p>**Action – CA to resend information around this role and request volunteers by 6/12/2019.</p>
18. School Calendar	<p>RM left</p>

	Governors were encouraged to attend Yoga on 17 th December and events during the Christmas period.
19. AOB	MCB highlighted that the Global Advocacy Monitoring walk was extremely positive. Children were confident in talking about the topic and showed clear awareness of impact on the world from Class R up to Class 6. LP Left
20. Date of Next Meeting	Thursday 12th March 17:30