

CROWLE CHURCH of ENGLAND FIRST SCHOOL
Minutes of Full Governing Body Meeting

Quorum: Governors 6	Date / Time: 21 st March 2017 7:00pm
Chair: Marisa Hackett-Lee (MHL)	Clerk: Jackie Larder

Present:	
Lynn Biggs (LB) – Headteacher	Alison Roberts (AR)
James Fox (JF)	Caroline Temple-Cox (CTC)
Katie Kempson (KK)	
Apologies:	
Sharon Moore (SM)	

- 1 Apologies for Absence:**
Apologies had been received and were accepted from Sharon Moore.
- 2 Declaration of Interest:**
None stated.
- 3 Approval of Minutes of Meeting Held on 17th January 2017:**
The minutes were approved as an accurate record and duly signed by the Chair.
- 4 Matters Arising from the Meeting 17th January 2017:**
 5. Positive news story to be added to the next newsletter
 6. Broadband changeover goes ahead from tomorrow. DoWMAT IT support to facilitate this has been really valuable.
 8. Close of lane falls under contractors brief; this will be discussed at meeting later this week.
 11. New website should go live shortly; waiting for some policies to be ratified and a link to the DoWMAT website to be added.
- 5 School Development Plan**
 LB advised that Clare Saunders (CS) had completed her first monitoring visit since the school's conversion to Academy status. She will be our Academy Learning Partner (ALP); the DoWMAT had provided her with a pro forma which gives an overview of what to focus on for each termly visit. MHL had already completed a Safeguarding monitoring visit and her report was useful. A full report will follow and LB outlined some of the key points and actions discussed.
 - Safeguarding should have its own section on the website.
 - Following on from Sally Mills' Safeguarding a risk assessment will take place on any staff member who doesn't have two references on file, to demonstrate our acknowledgement of the change in requirements.
 - Seek clarification from DoWMAT on
 - What is required for the Single Central Record (e.g. should leavers be included).
 - Safeguarding policy.

➤ **Action LB: Check with CS what will be required for governance review in 16th May visit and whether governor presence will be needed.**

6 Safeguarding

LB attended Safeguarding Masterclass attended by DfE, OFSTED and head teachers. The meeting was led by Babcock Devon. Advice at times conflicted with information output by Worcestershire.

Governors agreed that Safeguarding should be a standing agenda item. LB will make governors aware of any concerns or referrals and provide an update on any relevant aspect of keeping children safe in education e.g. bikeability, pedestrian safety, cyber safety,

➤ ***Action JL/MHL: Safeguarding to be standard agenda item at FGB meetings***

7 Governance Handbook January 2017

All governors had been made aware of the new governance handbook which is available on the website. Governors agreed that it will be used as a reference document to be used as required.

8 Governing Body constitution

There is 1 x parent governor vacancy to fill and 2 x co-opted governor vacancies plus 1 x foundation governor. Diocesan advice is to fill these vacancies rather than re-constituting and reducing the governing body membership. In addition, it was noted that SM parent governor term of office ends October 2017.

Parent Governor: CS advice was to seek a parent governor with financial skills whilst not excluding others from applying.

➤ ***Action JL: Check with Diocese for latest guidance on recruiting parent governors.***

➤ ***Action LB: Send out parent governor nomination forms***

Co-Opted Governor: If the finance skills gap cannot be filled by a parent governor the SGOSS website is a source for finding potential governors with specific skills locally.

➤ ***Action JL: Explore possibilities of using SGOSS to recruit co-opted governors.***

9 Monitoring Visits – Review and Feedback

Governors talked through findings of monitoring visits which had taken place:

MHL – Safeguarding; Children were confident in their answers to questions and felt safe in school, they all understood what bullying was and were clear as to what they should do if it happened. A discussion with LB and review of the Single Central Record had also taken place. Full visit report had been made available on website prior to the meeting. Follow-up visit will take place to include internet safety.

KK – Mathematics focussing on ABACUS and homework; Children were very enthusiastic and most notably not one child said they didn't like maths. Attitudes towards ABACCUS were very positive with comments such as 'learning in a fun way'. There was a more mixed response to homework with some children reporting that they didn't complete it. The visit report was circulated at meeting.

LB confirmed that maths homework is relatively new. It is allocated by teachers linked to work completed in class, with options for completion at different difficulty levels. Staff will be revisiting homework generally at a forthcoming staff meeting

CTC – Diocesan Governors Cluster Meeting 9th March – The meeting was very well attended. A copy of the presentation had been made available on website prior to the meeting. The meeting outlined changes to RAISE Online from April 2017, key features of the new Governors Handbook and Competency Framework for Governors, and the DoWMAT.

10 AOB

Budget

Interim budget has been set for 1st March to 31st August which ensures all staff and essential bills will be paid. Owed money from WCC will be forthcoming within 16 weeks.

Headteacher Report

LB circulated and ran through the latest headteacher update report. She explained and sought approval for a move from Payment4school to ParentPay.

➤ ***Decision ALL: Governors approved unanimously the recommendation to move to ParentPay.***

Quotes for Absence Insurance policy for 2017/18 were discussed. The current company have quoted a higher sum than previous years. LB will ask them to revise quote with a view to bringing it down to the cheapest comparative quote.

➤ ***Action LB: Email final quotes for absence insurance for governor approval***

Community Village Shop

CTC circulated a request from the community owned village shop project for school's help in involving the children in the project. LB and AR agreed they should be able to engage the children in the suggested design activity.

Next FGB Meeting: Tuesday 9th May - 7:00pm

The meeting closed at 8:40 pm

Signed

Date