

Beckley C of E Primary School
Full Governing Body Meeting - Minutes
Thursday 19th September 2019 at 6.30 pm at School

Present: Kate Kelly (KK) (Chair)
Mark Szortowski (MS) (HT)
Vanessa Anderson (VA)
Siobhan Templeton (ST)

In Attendance: Sue Cox (Clerk)

Agenda Item:	Key Discussion Points:	Action:
1. Welcome	The Chair welcomed everyone to the meeting. We have received last-minute cancellations but 50% of governors were present and the meeting was quorate.	
2. Apologies	GC, CM, LC, VC	
3. Election of Chair	Agreed at the last meeting that KK would continue in post.	
4. Election of Vice Chair	Agreed at the last meeting that CM would continue in post.	
5. DOI	None.	
6. Pecuniary Interest Forms	Reminder to complete the annual declaration and return forms to the Clerk asap.	All
7. Matters for discussion under AOB	<p>Policies circulated before the meeting include latest: Keeping Children Safe in Education Whistleblowing Working Together to Safeguard Children Child Protection & Safeguarding Policy Each outlines our responsibilities and all governors must confirm that policies have been read. Governors present have signed.</p> <p>Action: JB to catch other governors as they come into school if they have not signed. If Safeguarding Link Governor is not available at any time, KK and VA will support if required. RLT recommends a Compliance Tracker on The Key. MS and JB will consider. Meanwhile JB will maintain our existing Schedule of Review for the Policies.</p>	<p>All</p> <p>JB GC LC VC CM</p> <p>JB</p>
8. Minutes of last meeting - July	The minutes were signed as a correct record by the Chair and returned to MS for the file.	
9. Matters arising and not elsewhere on agenda	<u>Environment:</u> MS shared a preliminary summary (audit) of Green actions completed in school. Governors were pleased to see the range, from curriculum to practical interventions on site and suggested keeping a Green file. Aware of MS existing strategic priorities, they asked if other staff might be interested in coordinating. The issue	MS

	<p>Current SEF is compliant with the new OFSTED framework; governor committees will continue to monitor and evaluate throughout the year. MS will work with RLT adviser Sue Grundy to keep the SEF live and accurate. <u>Evidence</u> is crucial. Both hard and soft data help to show impact. E.g. governors value data tracking as well as records of staff meetings being used systematically for professional development and team building.</p>	MS
14. School Improvement Planning and monitoring	<p>Updated annually, on the basis of evaluation. For 2019-20 our first priority (SIP1) is to <u>improve pupil progress</u> across the board, and with particular focus on disadvantaged pupils. Both committees monitor: T&L to consider impact, including tracking pupil data, etc.; Resources to consider staff development, allocation of resource, workload, quality of teaching, etc.</p> <p>Our second priority (SIP2) is to develop and <u>improve the curriculum</u>. Input and resource implications will be considered by the Resources committee; T&L will monitor planning and substance in relation to existing provision and further development thinking.</p> <p>MS does not envisage wholesale change to our current curriculum so, for example, we expect to maintain the three-year cycle of learning. Governors agreed that our starting point should be to pin down curriculum intent. MS will be consulting with staff, aiming to develop a clear succinct statement to guide future planning. In relation to the curriculum, governors asked how school enables staff to develop their specific subject knowledge.</p> <p>April 2021 is the next window for an Ofsted inspection.</p>	All All MS
15. Leadership and Governance	<p>i. <u>Governor vacancies</u> - currently three vacancies. It was suggested that VA might transfer from Parent to Foundation governor. KK will check with the Diocese, then we would need a parent election.</p> <p>Staff governor term ends soon, and will require another election. MS will email staff when LC comes back.</p> <p>CB finished his term as a Co-opted governor, leading to another vacancy. Action: Governors discussed various possible contacts in the villages and agreed the need to sound out a few people to see if they would be interested in joining the GB. Report back to December meeting. See Register of Governing Body document on the school website for end of current term dates for all governors.</p> <p>ii. <u>Improvement priority: systematic monitoring</u> - to fulfil our responsibilities and make best use of time together, governors will work with staff to determine what/how we should monitor and what reporting is required.</p> <p>Action: To be discussed with MS in committees. Consider also any suggestions for alterations to HT report format and scope, and our own visit reports.</p> <p>MS confirmed that it is valuable to have governors involved, partly because there is so little SLT capacity. Being even more systematic will enhance governors'</p>	KK MS All All

	<p>contribution to school improvement.</p> <p>All governors should check the new Ofsted Framework - very different from previous version. It helps to show what inspectors look for in governance.</p> <p>iii. <u>Code of Conduct</u> the RLT version should be available to be signed at our December meeting. Clerk to change name of document to Beckley.</p> <p>iv. <u>Links</u>: Safeguarding - ST (KK,VA in reserve) H&S - GC; SEND - VA; PP - CM</p> <p>v. <u>Policies</u> - done</p>	Clerk
16. Any Other Business	New SIAMS Inspector - Robin Sharples - working closely with school	
17. Date of next meeting	<p>Thursday 12th December 2019 at 6.30 pm - FGB</p> <p>Friday 11th October 2019 - Resources</p> <p>Monday 21st October 2019 - T&L</p> <p>Tuesday 5th November 2019 - Pay Committee</p> <p>Headteacher Appraisal - 17th October 2019</p> <p>ODGS - The Power of Three - 10th October 2019 - KK, MS and Clerk to attend</p> <p>Date of May Resources Committee will be Monday 18th May 2020 and not Wednesday (as on the Governor Meeting Dates sheet)</p>	
18. Confidentiality decision	None.	
	Meeting closed at 8.45 pm	