

SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 5 th December 2018				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Helen Symons	HS	Co-opted		Andrew Quayle	AQ	Chairperson	7pm
Mary-Ellen Whalley	MEW	Parent gov					
Lorraine Kennealy	LK	Parent gov					
Tom Parkin	TP	Headteacher					
Penny King	PK	Staff gov					
Rob Kelland	RK	Associate					
Chris Brown	CB	Co-opted					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk

	Agenda Item		Action
PROCEDURAL ITEMS			
1	Apologies	JW – Issues with transport. AQ – going to be late.	
2	Business Interests	None to update	
2.2	Minutes	AGM mins agreed and signed off.	
3	Actions from last meeting	Anything outstanding has been carried forward to this agenda to ensure all items are covered/discussed.	
4	Receive correspondence	TP has received an email from Dartmoor teaching regarding the trainee with have with us and what great work PK has been doing with supporting the trainee. (This item was discussed during item 10 when AQ arrived) AQ – has received a complaint from a parent – regarding members of staff. The parent contacted Ofsted, Ofsted referred to the LADDO. AQ has carried out an investigation regarding the complaint and has responded/reported back to LADDO. LADDO are happy with the investigation and the outcome (the parent is not happy with the outcome) There have been no previous complaints from this parent.	
5	Items brought forward by the chair	None	
Safeguarding			
6	Safeguarding overview	SD has sent a safeguarding report to JK – JK has shared it with governors. CB has carried out the safeguarding training recently (responsibilities of the safeguarding governor) CB has also carried out a safeguarding visit recently with TP and looked at the SCR with PH. All positive outcomes – and any previous actions are either a work in progress or have been completed.	
7	Safeguarding audit	This has been submitted. This is a DCC requirement to submit. An action plan from this audit will be drawn up in the spring term.	
8	Safeguarding policy and keeping children safe in education.	CB is happy with the changes made to the safeguarding policy by Babcock. CB had some recommendations for TP following on from the Safeguarding training – Put up child line posters around the school. Better signs on the school gates directing visitors to reception to sign in. Clearer information regarding the use of mobile phones within the school for visitors. All the governors present have read the document and signed the declaration to state they have read and understood the contents of part 1 and part 1 of the KCSIE document.	
Health and Safety			
9	Health and safety visit.	RK has carried out his termly H&S walk. CB joined the walk to see what was looked at to have a look from a safeguarding perspective. There was a hole in the hedge which backs onto the building site – RK has had this repaired (Jewsons very kindly donated the materials for the repair to the school) The stage area in the playground was identified as a potential risk due to being slippery in wet weather. RK is going to treat with anti-slip	

		<p>treatment. The forest school cover/canopy needs replacing. RK will get a price for a new tarp to do this. JK is currently in the process of applying for some funding for the outdoor learning area. The lighting down the driveway is not working correctly – this is being looked at. Drain covers outside the key stage 2 block – they have broken on some of the drains. RK is looking at prices for new cast iron covers so they will last.</p> <p>Can we organise a letter to Rob Cann to thank him for the donation of the fencing materials and add it to the newsletter.</p>	
Monitoring and accountability			
10	Head teachers report	<p>AQ – data attached – disadvantaged group – not bad, as a group. Nationally this group is lower than 'All'. Ofsted state "nothing to worrying to consider".</p> <p>AQ – Would like to see a table of data please.</p> <p>MEW – has carried out data training, this was discussed with FGB and data discussed at T&L. AQ would like to visit with PK to look at how to do data. TBA</p> <p>There is a new lunchtime routine in place; children seem to like the new system. It seems calmer, it's working well. Will get feedback from the staff.</p> <p>MEW – Will the KS2 children have more time to eat? Yes, they will have a longer time to eat.</p> <p>Yr 5 transition days to secondary school in preparation for Yr6. TP has been discussing arranging some visits to the school for the current Yr 5 children. These will be organised in the new term.</p> <p>Teachers Questionnaires – Some have been returned. There seems to be a divide in the results. The results will be considered by the SLT and an action plan created.</p> <p>TP asked if Governors would like to carry out a similar questionnaire with TP and PK?</p> <p>CB – Yes, certainly. MEW – is happy to have a go at writing one to send out to the governors for approval.</p> <p>AQ – would like to add to agendas for FGB – a short summary from each committee chair of the meetings held that term. AQ will let JK know where on the agenda this is to feature.</p>	<p>PK AQ</p> <p>TP</p> <p>MEW</p> <p>AQ</p>
11	Head teachers report	<p>This has been carried out with David Chaplin and the HT appraisal committee (AQ and CB)</p>	
12	SD tracking visit	<p>Governors agree that succession planning needs to be thought about for when SD has completed the tracking on the current group of children. There is a new baseline due to start next September so that would be a great time for someone new to take on another group from reception to year 6.</p>	
Strategic items			
13	Governor induction and feedback	<p>CB and HS had a governor induction day. CB – it had a good structure, invaluable, learned a lot. HS – got a lot from it, despite already being a parent, HS learned a lot about the school and feels proud to be a governor here.</p> <p>New governors – Have 1 potential parent interested, JK to keep on inviting and keep in touch. Possibly write to SEN parents re SEN governor vacancy? Or target some specifically skilled parents to fill vacancies?</p> <p>MEW will do a table at the Christmas fayre to try and encourage new governors. JK to send info for FGB out to parents for the next FGB meeting (January/February time)</p>	<p>JK</p> <p>JK</p>
14	Governor code of conduct	<p>The code of conduct has had the requested amendments made and has been agreed by the governors and signed.</p>	
15	Governor visits	<p>LK has visited PH and TP re the kitchen and lunchtime procedures – this was very useful. And also a separate visit to see PH re reconciliation procedure.</p> <p>MEW and CB have attended recruitment interviews.</p> <p>CB has visited for safeguarding visit and SCR and the H&S walk with RK</p> <p>RK has carried out the H&S visit.</p> <p>SD has carried out the tracking visit.</p> <p>MEW and AQ will visit for a data visit before the next T&L meeting.</p> <p>AQ will take the SEN governor post for now to cover the interim – He will organise a visit with EY in the new term.</p> <p>CB – visited the school for a hearing. Although CB has since received a letter, there is no appeal but a comment was made on the handling of the situation as a whole. HR one have responded to the letter and no further response has been received.</p> <p>The Pay and performance committee have also met recently.</p>	
16	Governor training	<p>CB has attended safeguarding training. The training notes have been circulated to FGB.</p> <p>MEW has attended data training.</p>	

		AQ – would like to attend the SEN training at the end of January (31 st) and the chairs update on 12/03/19 – JK to book these training days.	JK
17	Staff – governor activity	Governors are reminded that Thursday sees the staff governor social activity at the school – all governors are invited. Its Christmas singing and refreshments. JK to email governors all of the events they are invited to before the end of term.	JK
Policies and documents			
18	Attendance policy	Reviewed – update the dates.	
	Equality policy	Reviewed – amend that dates of the SIP included.	
	CiC attendance policy	Reviewed – MEW would like to point out that the attendance % required throughout the policy is 98% before action is taken (unlike our own policy which is 90%) this is something that just needs to be kept in mind.	
	Supporting pupils with medical conditions	Individual cases are accounted for separately with parents and children. CB had some questions regarding the policy content, he discussed these and had them clarified by TP and PK – points 9 &10. Cross ref policy to the administering medicines policy.	
Impact			
	Impact	Governors discussed the impact of today’s discussions. The governors decided that the data and progress discussed, safeguarding and health and safety all impacted and created a safe learning environment for the children.	

Meeting closed at 8.30pm.

Next meetings:
Resources Wednesday
T&L Wednesday
FGB Wednesday

Committee Membership and Governor Responsibility Review for AGM 2018

COMMITTEES	2017-18	2018-19
RESOURCES	<ol style="list-style-type: none"> 1. Chris Brown - chair 2. Andrew Quayle– V/C 3. Lorraine Kennealy 4. Helen Symons 5. 	<ol style="list-style-type: none"> 1. Lorraine Kennealy – chair 2. Andrew Quayle – VC 3. Chris Brown 4. Helen Symons

	6. Rob - associate (+ Tom)	5. Rob Kelland - Associate (+ Tom)
TEACHING & LEARNING	1. Penny King – Chair 2. Sue Davies-VC 3. Mary-Ellen Whalley 4. Jason Wragg 5. Sarah Hayward 6. Becky – associate (+ Tom)	1. Penny King – Chair 2. Mary-Ellen Whalley – VC 3. Jason Wragg 4. Sarah Hayward 5. Becky Hopkins – Associate (+Tom)
HEARING (1 st)	1. Mary-Ellen Whalley 2.	1. Chris Brown – Chair 2. Mary-Ellen Whalley 3. Helen Symons
APPEALS (2 nd)	1. Sue Davies - Chair 2. Lorraine Kennealy	1. Jason Wragg – Chair 2. Lorraine Kennealy 3. Sarah Hayward
PAY & PERFORMANCE	1. Lorraine Kennealy - chair	1. Lorraine Kennealy – Chair 2. Jason Wragg 3. Helen Symons
PAY & PERFORMANCE APPEALS		
LEAD GOVERNORS		
Training		
Headteacher's Appraisal	Sue, Mary-Ellen, Andrew.	Chris Brown, Mary-Ellen Whalley, Andrew Quayle.
SEN	Sarah	Sarah Hayward
Safeguarding	Sue	Chris Brown
EYFS		????????????
Children in Care		Becky Hopkins
Finance	Lorraine	Lorraine Kennealy
Personnel	Helen	Helen Symons
Health, Safety, Welfare	Rob	Rob Kelland
Curriculum		Penny King & Jason Wragg
Inclusion		Sarah Hayward
School Improvement		Penny King & Jason Wragg
Community & Parent Links		Mary-Ellen Whalley