



Tutshill C of E School

Full Governing Body Minutes of meeting, G3 7th February 2017 at 4.30pm

Chair of Governors: Mr Riordan
Clerk to Governors: Ms Linden

Present:

Miss Lane (Headteacher), Dr Evans (Vice Chair), Ms Henderson, Mrs Clarke, Dr Rowe, Mrs Dursley and Mrs Cooper.

1. **Opening prayer** – Dr Evans.

2. **Apologies for absence**

Apologies were received and accepted from Mr Riordan, Mrs Fryer, Mrs Watson and Rev'd Treharne.

3. **To agree items of Any Other Business previously notified**

No items of any other business were notified.

4. **Approve minutes of last meeting**

The minutes of the last meetings from 7th Dec (G2) and 3rd Oct (G3) 2016 were approved subject to minor amendments.

Action: Clerk to circulate final amended versions.

5. **Matters arising from minutes** (not covered by the agenda)

The Annual Declaration of Interest forms were still outstanding.

Action: Clerk to circulate the form and governors to return to the school office as soon as possible.

6. **Communication Strategy**

The Full Governing Body (FGB) discussed the Communication Strategy and the different types of communication relevant to various stakeholders and what, when and how the information should be shared. The parent questionnaire was highlighted as a current priority and the FGB were asked to consider how to take this forward. The FGB agreed it should be conducted after the spring parental consultations and that it needed to be quantifiable with an additional comments box. The Headteacher recommended that this should be on the agenda for further discussion at the next meeting. She confirmed that the strategy had been incorporated into the school calendar. The following actions were agreed:

Action: Marilyn Henderson to identify the Parochial Church Council contact;
The Chair of the FGB to invite the Chair of the Parent Teachers Association (PTA) to attend a FGB meeting;
The Chair to attend a School Council meeting;
The Headteacher to circulate the draft parent questionnaire for discussion at the next meeting.



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7. National Funding Formula

The Headteacher gave a report on the recently changed National Funding Formula. The base funding had been changed to ensure every child should have the same minimum funding but with more “top up” elements introduced for specific children and their circumstances. This will mean the school are potentially looking at a budget reduction. There may only be a small number, if any available for additional top up funding. The changes will have a “soft” impact initially. It is important for the school to maintain a budget surplus of between 5% and 8% to be able to absorb the cuts in the 18/19 budget year. It will also be important for the school to look at how to further raise its income for example, more focus on bid funding.

8. Annual Governor’s Report

The Annual Governor’s Report had been approved by the Chair and sent out to parents by the school office. The Headteacher also circulated hard copies of the report for information.

9. School’s Financial Values Statement

The School’s Financial Values Statement had been completed by the School Business Manager (as required to demonstrate best practice). The Statement showed the school had ensured value for money and had been previously approved by the Finance and Resources Committee. A governor asked if the school’s surplus can be invested? The Headteacher confirmed that this is not allowed and that the money is effectively held by Gloucestershire County Council and drawn down when necessary. The FGB approved the SFVS.

Action: The SBM to return the signed document to GCC.

10. School Evaluation Form

The Headteacher circulated the current version of the School Evaluation Form and highlighted current progress. The document is used to monitor the school’s progress and identifies areas for improvement and how this is expected to happen. The SEF is broken down into Ofsted focus points. Subject leaders and the Senior Leadership Team identify the documents to support the section. The evidence shows that we are a “good” school with “outstanding” elements in place.

Dr Rowe left the meeting at 5.50pm.

11. Governor Visits

The Headteacher reported back on the changes proposed to governor visits to the school. The guidance and forms had been revised by the Teaching and Learning Committee and these were circulated for information. The Headteacher also reported that the guidance and forms had been trialled by the Teaching and Learning Committee and they had worked well with the focus of their visit linked into the School Development Plan (SDP). A new list of who was responsible for



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what subject area and a revised reporting timetable had been devised by the Headteacher. One governor still needed to be allocated to SEN.

Action: Headteacher and Clerk to circulate the updated guidance and list of governor visits and responsibilities.

12. Safeguarding

The Headteacher reported that there had been no Child Protection or other agency meetings. One teacher had to attend the Accident and Emergency Department after a child had pulled back their thumb. The teacher felt that the situation arose out of frustration and was not pre-meditated.

13. Parents views/communication

The Headteacher had received a complaint from a parent. The situation had been investigated and the parent now felt the issue had improved.

Another parent had raised concerns and this situation was still being looked into. The parent had expressed their intention to pursue a formal complaint if they were not happy with the how the situation was resolved.

Action: Headteacher to follow up the situation.

14. Chair's comments & correspondence

There were no further comments or correspondence to report from the Chair.

15. Committee reports

Personnel

The Personnel Committee reported back on the following main points from their meetings:

- Several policies had been reviewed;
- A Dementia Awareness booklet aimed at Yrs 5 and 6 was being considered as a teaching aid.

Finance and Resources

The Finance and Resources Committee reported back on the following main points from their meetings:

- The impact of the Fair Funding Formula changes;
- The H & S Audit had been carried out;
- The Schools Financial Values Standard form had been completed;
- The new build had been completed;
- The Senior Business Manager was currently setting the school budget to bring to a future meeting.

Teaching and Learning

The Teaching and Learning Committee reported back on the following main points from their meetings:

- The Committee were devising the programme for the Learning Walks
- The Committee were also writing the new notes / reporting forms.

16. Any Other Business



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No items of any other business were received.

17. Date & Time of next meeting

The date and time of the next meeting was **Monday 20th March 2017** at 6pm.