



Tutshill C of E School

Full Governing Body Minutes of meeting, G4 20th March 2017 at 6pm

Present

Robin Riordan (Chair), Miss Lane, Dr Evans, Ms Henderson, Mrs Clarke, Mrs Watson, Mrs Dursley, Mrs Fryer, Mrs Cooper.

Ms Linden (Clerk).

1. Opening prayer – Chair.

2. Apologies for absence

Apologies were received and accepted from Rev'd Treharne and Dr Rowe.

3. To agree items of Any Other Business previously notified

One item of any other business was agreed, a parent letter.

4. Approve minutes of meeting from 7th February 2017 (G3)

The minutes of the last meeting, G3, 7th February 2017, were agreed.

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

Item 11, a SEN governor was still to be allocated. Dr Rowe had volunteered, dependant on the governor's being happy with a parent taking on this role. They were.

Action: The Headteacher to notify Dr Rowe and induct her into the role.

6. Head's report

The Headteacher had previously circulated the Spring Report by email for governors to read in full and raise any questions. Hard copies were further available at the meeting. The Headteacher highlighted the following main points:

- Yr 6 had recently completed mock SATS. A percentage increase in working at and at greater depth in all subjects had been identified in relation to the results compared to the last full SATS. Two children had been disapplied and full evidence was available to justify this decision
- Termly data meetings had worked well to ensure that progress is being made for Priority 2 of the School Development Plan
- Meetings had been held with local schools after our school's advisor for Gloucestershire County Council had suggested schools come to us to see good practice
- The new kitchen area is now up and running and this area creates a very fresh and exciting feel to the school. A general phase of redecoration is improving the overall appearance of the school too.



Tutshill C of E School

One of the governors fed back on the high quality handwriting that she has observed in school and several governors commented positively on the new build and decoration.

7. New governor recruitment

The FGB reviewed the current governor vacancies and the following positions were free:

- 1 x parent;
- 1 x local authority;
- 3 x co-opted.

The Chair and Headteacher felt that in spite of the vacancies the current FGB worked well and effectively met all its commitments.

One governor suggested that people may think it is a bigger commitment than it is and she also asked how current governors are recruited.

The Headteacher felt that we were doing as much as any other school in terms of recruitment. She suggested that governors could attend the grand opening of the new kitchen area and the forthcoming parental consultations to speak to parents and try to recruit. Other ideas included contacting Governor Services to see if there is a central recruitment database and also advertising in local publications such as The Link.

Action. The Clerk to contact Governor Services regarding a central recruitment database.

8. Communication Strategy - Parent Questionnaire

The Headteacher had previously asked the FGB to consider the questions that should go into the parent questionnaire. The Headteacher had drafted a set of questions based on the different areas monitored in the Governor's Strategic Plan. These could then also be used in drafting the Headteacher's Report and the Governor's Annual Report. They included areas such as,

- Academic excellence
- Wellbeing
- Vocational development
- Social development
- Spiritual development
- Financial values
- Community cohesion

As the questionnaire was fairly substantial, it was suggested that it be split into two with the wellbeing and vocational aspects being asked in the summer term and the academic and financial aspects being asked in spring. The FGB had a general discussion on how best to rate the answers, and to advise parents how long it should take, how many questions there were, etc. It was also suggested



Tutshill C of E School

that the data be split into key stage rather than year groups to retain anonymity and whether the reception class would need tailored questions. It was agreed that the Headteacher would circulate the draft questions to the FGB for them to consider.

Action: Headteacher to collate and circulate draft questionnaire for full FGB consideration.

9. Safeguarding

The Headteacher reported that there have been two referrals made to Social Services. Both of these have been followed up with one being closed. There had been two exclusions (1 x 1.5 day and 1 x 1 day), both for the same child and GCC had been notified. The trees, wall and drains had all been raised as a Health and Safety concern and remedial work on all three had either been completed or was scheduled to take place. The Headteacher highlighted the need for a Safer Recruitment governor to be trained. The Chair volunteered to take on this role.

Action: The Clerk to re-send training information to the Chair and the Chair to undertake relevant training.

10. Parents' views/communication.

The Headteacher reported that she had received a letter from a set of parents requesting a "sabbatical" type of break from school for their child and a sibling who would be due to start reception during the same time. The family have the opportunity to live abroad for nine months and would home school the children during this period. Advice was being sought from GCC on the funding situation and there was also the possibility of the places being temporarily filled by a forces family. The FGB were happy to support the plan in principle subject to GCC approval and funding. The Headteacher suggested holding the places for one academic year and the FGB approved this suggestion.

Action: The Headteacher to continue discussions with GCC and the families and to report back.

11. Chairs comments & correspondence

There were no other comments or correspondence reported by the Chair.

12. Committee reports

Personnel Committee.

The Personnel Committee had not met since the last FGB meeting.

Teaching and Learning Committee.

The Convenor of the Teaching and Learning Committee reported that the following items had been discussed / reviewed at the last meeting,

- School Development Plan and the School Evaluation Form



Tutshill C of E School

- Monitoring and tracking
- Current progress
- How to show value for money

Finance and Resources Committee

The Convenor of the FRC reported that the following items had been discussed and reviewed at the last meeting

- The new Fairer funding Formula and its impact on the budget over the coming years
- The need to consider other funding streams to offset future budget reductions
- A governor Health and Safety audit had highlighted issues, which were awaiting remedial action

13. Any Other Business - History Project on Tidenham Parish

The Headteacher and Chair had had discussions on running a local history project in the autumn term in conjunction with the church. The Church Fundraising Committee had planned a re-ordering of the church to include new flooring, pews and PA system. It was proposed that the project, linked in with the curriculum, would include working with local historians and could finish with some sort of event / performance in the church. The FGB approved the idea and felt it would be a good link with the local community.

14. Date & Time of next meeting

The date and time of the next meeting, G5, was **Monday 22nd May 2017** at 4.30pm.

The meeting closed at 7.55 pm.