

Haslingfield School
Meeting of the Governing Body
Tuesday 16th January 2018 at 6.30pm

Present: - Cheryl Farrell (CF) Chair, Anna Cusano (AC), Rebecca Gilbert(RG), Sandra Lee (SL), Graeme McLeod HT, Victoria Petty(VP), Paula Durrant (PD), Jenny Reavell (JNR) and Janet Reinemann (JR)

In attendance: Debbie Collins, Clerk

No.	Item	Time
1.	Apologies and approval absences Apologies were received and accepted from Gregory Horobin (GH)	
2	Conflict of interest that may arise during the meeting Governors were reminded of the need to declare a conflict of interest, pecuniary or other, relating to items on the agenda. There were none. Jenny Reavell initials will change to JNR.	Clerk
3	Notice of any other business There were none.	
4	Minutes of 3rd October 2017 and 8th November 2017 to consider any matters arising from those minutes The minutes had previously been circulated and were agreed as a true and accurate account of the meeting and duly signed by the Chair.	
5	Committee reports Standard and Attainment Committee – 10 th October 2017 – there was no meeting as Ofsted contacted the school that day. Resource Committee – 8 th November 2017 The minutes were unavailable for the meeting. They will be distributed once GH approves them and agrees that they can be distributed before the next Resources meeting. Next meeting – governors will look at the budget model and sign it off.	GH
6	Headteacher's report The report was circulated at the meeting. Ofsted The HT thanked governors for their support during the inspection. Ofsted stated that :- 1.children thoroughly enjoy school and behave well 2.the curriculum also includes numerous opportunities for pupils to develop their creativity 3.and that pupils talked readily about their work and were keen to learn Roll – 161 – this has reduced from 174 last year. KS1 – 25 children in the smallest class. KS2 – 33 children are in the largest class. The HT had reviewed pupil numbers with a view to creating another class. 34 pupils is the maximum number allowed in a class, which is the figure agreed and used by county when looking to place a child in a school.	

	<p>The HT informed governors that he has reviewed pupil numbers.</p> <p>Governors agreed, in principle, for the resources committee to look at the schools' finances to ascertain if the extra class is financially viable and on agreement, advertise the teacher vacancy.</p> <p><i>-RG left the room</i></p> <p>Attendance – the school will provide County with details of all unauthorised absences as and when they occur.</p> <p>Staffing – the school is fully staffed.</p> <p>Records of Incidents Registered On-line First-aid (referred to external practitioner) is zero, however, there are several to go on the system.</p> <p>Monitoring of Schools Systems – Related to Safeguarding Monitoring report – There are issues that have been written up in the report for staff to action.</p> <p>GDPR – The HT circulated information on the changes to data protection law which will apply from May 2018. It will affect the way that schools process people's personal data.</p>	Resources
7	<p>Analysing School Performance (ASP) The HT will send the ASP data to governors.</p> <p>Governors noted that the target tracker data will link to the Priority Point Development Plan (PPDP).</p> <p>It was noted that the standards committee discussed in detail, Year 6 progress.</p> <p>-Pupil Premium Budget – the following budgets were circulated to governors:- 2016-17 -expenditure plan and the impact 2017-18 -expenditure plan with planned provision for the current year.</p>	HT-
8	<p>Safeguarding Update A Safeguarding visit has taken place. CF will look at the last report and table it for the next meeting.</p>	CF
9	<p>GDPR Update – General Data Protection Regulations This was discussed at item 6.</p>	
10	<p>Post Ofsted Plan (Priority Point Development Plan – PPDP) The PPDP was circulated to governors</p> <p>The document will be worked on further by the SLT and the governors are to look at the impact and the best way to evidence the PPDP.</p> <p>A Planned Governor Monitoring schedule for January 18 – July 18 was circulated.</p> <p>The following visits were agreed :-</p> <ol style="list-style-type: none"> 1. Boys writing – observe a writing lesson in the Summer term. JNR will visit Year 2 on 18.6.18 and JR will visit Year 3 on 25.6.18. 2. Accelerated progress – AA will meet with the SENCO 3. Talking to group of children about their writing – 	<p>ALL</p> <p>JNR/JR</p> <p>AA</p>

	<p>AA and SL will visit a group of children on 23.3.in the afternoon. CF will attend a book scrutiny with SLT on 23.3 in the morning. PD will meet with the SLT on the progress of more able children in Year 2/3.</p> <p>Some governor terms of office are expiring this year and succession planning will need to be addressed. There will be vacancies for the position of Chair of governors, Chair of committees and a SENCO governor.</p> <p>SL will complete the visit diary and send to governors.</p> <p>Governors will look at the posts and CF will look at filling the forthcoming vacancies.</p>	<p>AA CF PD SL ALL/CF</p>
11	<p>Governor update Recruitment – CF to pursue with the HT. Training – SL attended Exclusion training. Safeguarding – PD will attend training. CF will obtain the governor training log and bring to the next FGB meeting. Governor Induction – JNR had attended the training.</p>	<p>CF PD CF</p>
12	<p>Policy update Schedule of financial delegation – Governors were satisfied that the resources committee had reviewed the schedule. It will be tabled for the next extra ordinary FGB meeting for ratification.</p>	<p>HT/CF</p>
13	<p>Chair's action To report any urgent action taken by the Chair (Vice Chair) in accordance with the provisions of Paragraph 8 of The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013</p> <p>There were none.</p>	
14	<p>Any Other Business</p> <p>There were none.</p>	
15	<p>Date(s) of future meeting(s).</p> <p>FGB – 1.5.18 at 6.30pm Standards committee – 15.5.18 at 6pm Resources committee – GH set the date.</p> <p>Close :- 20.25</p>	<p>GH</p>