



Sandhills Community Primary School
Terrett Avenue, Sandhills, Headington, Oxford, OX3 8FN
 Tel: (01865) 433000, Facsimile (01865) 433001
Headteacher: Jane Settle
Chair of Governors: Saskia Jamieson

Minutes of the meeting of the Full Governing Body (FGB)
held on Wednesday 27th September 2017 @ 6.30pm at the School

<p>Present: Saskia Jamieson (SJ) – Co-Opted Sam Lyle (SL) – Parent Stephanie Marr (SMar) – Staff Marion Palmer (MP) – Co-Opted</p>	<p>Kathryn Seys (KS) – Co-Opted Keith Taylor (KT) – Parent – until 9 pm Jane Settle (JS) – Head Sue Mantell (SMan) – Associate</p>
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Apologies: None – all Governors were present and the meeting was quorate.

In Attendance: **Lorraine Jones (LJ)** – Clerk

The meeting was quorate.

		ACTION
001/17	WELCOME AND APOLOGIES FOR ABSENCE: SJ welcomed Governors to the meeting. All Governors were present and there were no apologies. The meeting was quorate.	
002/17	<p>ELECTION OF CHAIR, VICE-CHAIR & COMMITTEES</p> <p>There had been no nominations for Chair of Governors. SJ agreed to stand for one further year, and asked for support from Governors to share the workload if elected. Governors discussed the nomination and unanimously voted SJ as Chair of Governors for one year.</p> <p>There had been no nominations for Vice-Chair of Governors. KS said that she would take on the role. Governors discussed the nomination and unanimously voted KS as Vice-Chair for one year.</p> <p>Committee membership and Governors responsibilities were discussed and agreed.</p> <p>MP tendered her resignation as Governor which was regretfully accepted.</p>	
003/17	DECLARATIONS OF INTEREST: None were received for the meeting. Governors were asked to complete the annual declaration of pecuniary and interest so that this information can be publishes. All Governors returned form to the clerk.	
004/17	NOTIFICATION OF ANY OTHER BUSINESS: No items were raised.	
005/17	ADOPTION OF MINUTES OF FGB MEETINGS HELD ON 10TH MAY 2017 & 12TH JULY 2017: Both sets of minutes were approved. Governors discussed and agreed the publication of non-confidential minutes on the school website. The September minutes will be published as soon as they are approved at the next meeting.	

006/17	<p>MATTERS ARISING:</p> <p>i) SGOSS – MP had identified 5 potential candidates with financial and other skills sought for the Governing Body. MP will liaise with SJ & KS to follow up their interest and arrange to meet the candidates.</p> <p>ii) Equality Policy – SL confirmed the amendments have been completed.</p>	SJ/KS
007/17	<p>CHAIR'S UPDATE/REPORT</p> <p>Governor Code of Practice - the NGA code of practice had been previously circulated. Governors discussed this and agreed to adopt this for Sandhills Community Primary School. The clerk will put this on school letterhead, for all Governors to sign.</p> <p>Governor Skills Audit – Governors discussed the areas where skills were needed from the skills audit exercise which are principally finance and risk management. SJ will upload the results to Governor Hub. All new Governors will be asked to complete the skills audit once they are appointed to the FGB.</p> <p>Timings of Meetings – SJ asked committee chairs to update the meetings' schedule for the year with their committee dates. The organisation of FGB meetings was discussed so that meeting will last a maximum of two hours and agenda items having a time allocation so that the responsibilities and work of the Governing Body is completed.</p> <p>Annual Schedule of Business 2017/18 – Chairs of committees were asked to ensure the relevant areas were covered in their meetings.</p>	<p>LJ</p> <p>SJ</p> <p>Agenda</p>
008/18	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>Governors thanked JS on the presentation of this year's SDP which was easier to read and understand. It was agreed that the SDP will be discussed in detail at each committee meeting and reported back at the next FGB.</p> <p>Governors asked about attendance and which children are in several bands, for example pupil premium, SEND and EAL. JS said that the teachers have information on which children this applies to. Governors asked for further information on late arrivals and how this affected the attendance figures. JS explained that arrivals after school has started, but before 9am are marked in the register as late, unless the late arrival is for a medical appointment, which is marked separately. The late sign-in register has been introduced and all children arriving after 8.45 am are signed in on this and recorded as late on the register by the school office. There has been a positive impact in the number of late arrivals since the introduction of this. Governors discussed the unauthorised absence cut-off time and whether extending the time until 9.15am would impact unauthorised attendance. After discussion it was agreed that the 9 am cut-off time should remain. Governors discussed at length awarding 100% certificates following feedback from a parent on their child's disappointment at not receiving a certificate. It was agreed that much work had been put into the current policy and it should remain unchanged, however, attendance will be rewarded through the achievement card scheme at the end of each full term. This will be communicated to parents.</p> <p>JS said that once the SDP is approved, the priorities will be published on the school website and parents given periodic updates on progress. Monitoring of the SDP priorities will be done within the T&L Committee.</p>	JS

009/18	<p>HEADTEACHER'S UPDATE</p> <p>SEF – Governors asked that the SEF be reviewed as the report did not highlight how much progress the school had made and what had been achieved since JS took over as headteacher. It was agreed that JS & SM will review the report to ensure it is an accurate reflection of the school position and progress achieved.</p>	JS/SM
010/17	<p>COMMITTEE UPDATES:</p> <p>Teaching, Assessment & Learning Committee – meeting to be arranged.</p> <p>Staffing Committee – KS gave an overview of the meeting held in September. KS has arranged to visit the school for the Governors' Annual Safeguarding Report. A staff well-being survey is being planned.</p> <p>Finance, Premises & H&S Committee: KS gave an overview of the meeting held in September. The school budget and budget monitoring was discussed and the arrangement of the next health & safety Governor visit.</p>	
011/17	<p>SAFEGUARDING:</p> <p>The updated Safeguarding Policy and Keeping Children Safe in Education guidance had been circulated to Governors. Each Governor confirmed that they had read and understood the policy and parts 1 and 2 of the guidance.</p> <p>JS said that staff had been given an annual update on safeguarding at the September inset and an activity had been carried out to ensure staff fully understood safeguarding and had read the documentation. She has arranged catch up training for staff who were absent on the inset day.</p> <p>JS confirmed that all staff had completed the early years disqualification declaration.</p> <p>A training session was given to all Governors on safeguarding. During the training, JS gave details on how concerns are raised by staff and the toolkits available to staff to refer to, if they have concerns about a child.</p> <p>Governors discussed organising a training session for parents in Year 6 on social media and sexting. SL suggested parents be invited to be involved in peer to peer training and agreed to look at this initiative.</p>	SL
012/17	<p>HEALTH & SAFETY</p> <p>Discussed under committee reports.</p>	
013/17	<p>PUPIL VOICE</p> <p>SL will upload the report from meetings held in the summer term on Governor Hub for information. Governors discussed the excellent homework children are now doing and asked JS to ensure that it is being marked by teachers.</p>	
014/17	<p>GOVERNOR TRAINING:</p> <p>Skills Audit: discussed under Chair's Update</p> <p>Governor Training – SL has completed 120 hours of training with Oxfordshire Sexual Abuse & Rape Crisis Centre.</p>	
015/17	<p>GOVERNOR APPOINTMENTS:</p> <p>MP was thanked for her work as a Governor over the past years and will be much missed on the Governing Body.</p> <p>Staff Elections: Governors discussed the Staff Governor vacancy as there has been no interest.</p>	

	<p>Reconstitution: Governors agreed for a working party to progress this further after discussion. SL, SJ, SMar volunteered to take this on and make a recommendation for approval at the next Governing Body. An extraordinary meeting will be held if needed, so that the Governing Body can recruit new members with the right skills. It was agreed to postpone the Parent Governor election until later in the year after the reconstitution has been approved.</p>	
016/17	<p>CORRESPONDENCE SJ reported that she had met with the former headteacher in the summer and the query had been resolved.</p>	
017/17	<p>AOB: Comms in event of disaster –the T&L Committee will discuss this further. Delegation Planner – SJ will review this. Annual Headteacher Appraisal – SJ confirmed that this has now been completed</p>	SJ
	<p>The meeting closed at 9.00 pm DATE OF NEXT MEETING: Wednesday 29TH NOVEMBER at 6.30PM.</p>	