



Sandhills Community Primary School

Head-teacher: Mrs J Settle
 Email: office.2401@sandhills.oxon.sch.uk

Terrett Avenue Sandhills, Headington, Oxford, OX3 8FN
 Tel: Oxford (01865) 433000. Facsimile (01865) 433001

Minutes of the meeting of the Full Governing Body (FGB) Held on Wednesday 17th January 2018 @ 6.30 pm at the School

Present: **Saskia Jamieson (SJ)** – Co-Opted
Jane Settle (JS) – Headteacher
Gordon Berry (GB) – Parent
Greg Millet-Clay (GM-C) – Parent
Matthew Clarke (MC) – Parent

Kathryn Seys (KS) – Co-Opted
Keith Taylor (KT) – Parent
Stephanie Marr (SMar) – Staff
Sue Mantell (SMan) – Associate

Apologies: None received

In Attendance: Louise Hartley-Morgan (LH-M) – Clerk for the meeting, Sam Lyle (until 7.15 pm)

018/19	WELCOME, APOLOGIES FOR ABSENCE & OVERVIEW OF THE SCHOOL FOR NEW GOVERNORS The new Governors were welcomed to the meeting. All Governors were present. The meeting was quorate.	
018/20	DECLARATIONS OF INTEREST: GM-C declared his wife worked in the office. None were received for the meeting.	
018/21	SCHOOL DEVELOPMENT PLAN (SDP) JS gave an overview of the school to enable the new Governors to have an understanding of the school's context. This included information on staffing, budget and SDP priorities for development from the SDP linked to Ofsted grades. Committees monitor progress against the SDP each month against each of the 5 areas in the plan. SM & JS are working on developing the role of middle managers. SM thanked the Governors for the monitoring undertaken to date. Read, Write Inc is having a positive impact in KS1 English lessons. SM thanked the teaching assistants involved in Read, Write Inc for all the extra work and contribution they have undertaken outside of their normal work.	
018/22	ADOPTION OF MINUTES OF FGB MEETINGS HELD ON 29TH NOVEMBER 2017: The minutes were approved and will be published on the school website.	LJ
018/23	MONITORING VISIT AGAINST SDP FEEDBACK Sue M gave an overview of the monitoring visits to date and explained the purpose of these visits to new Governors. The progress against the school development plan was discussed and it was acknowledged that Governors had made numerous visits to the school monitoring the SDP.	
018/24	GOVERNOR TRAINING: Governor Training – A Governor training session on data had been undertaken at the Teaching & Learning Committee. Skills Audit - New Governors were asked to complete this and return it to the Chair.	
018/25	GOVERNOR APPOINTMENTS:	

Signed: _____ Date: _____



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	<p>New Governor Allocations</p> <p>The new Governors were allocated to the committees: Gordon Berry – Finance, Matt Clarke – T&L, Greg Millett-Clay – T&L</p> <p>SM was appointed as Co-opted Governor effective 17th January 2018.</p> <p>LH-M was appointed as Associate Governor effective 17th January 2018 for a one-year term.</p>	
018/26	<p>SAFEGUARDING</p> <p>JS undertook Safeguarding Training with the new Governors. Other Governors left the meeting.</p>	
018/27	<p>ANY OTHER BUSINESS:</p> <p>None discussed.</p>	
018/28	<p>The meeting closed at 7.30 pm</p> <p>DATE OF NEXT MEETING: Wednesday 28th February at 6.30PM.</p>	

Signed: _____ Date: _____