



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 29th November 2017 @ 6.30pm at the School

Present: **Saskia Jamieson (SJ)** – Co-Opted
Sam Lyle (SL) – Parent
Stephanie Marr (SMar) – Staff
Sue Mantell (SMan) – Associate

Kathryn Seys (KS) – Co-Opted
Keith Taylor (KT) – Parent

Apologies: Jane Settle (JS) Head – The meeting was quorate.

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

The meeting was quorate.

		ACTION
018/17	WELCOME AND APOLOGIES FOR ABSENCE Apologies were received and accepted for Jane Settle	
019/17	DECLARATIONS OF INTEREST: None were received for the meeting.	
020/17	NOTIFICATION OF ANY OTHER BUSINESS: One item notified, dealt with under agenda item 2017/33.	
021/17	ADOPTION OF MINUTES OF FGB MEETINGS HELD ON 27TH SEPTEMBER 2017: The minutes were approved and will be published on the school website	LJ
022/17	MATTERS ARISING: Governor Code of Practice – Governors were asked to complete this as soon as possible and return to the clerk.	All
023/17	CHAIR'S UPDATE/REPORT Governor Information -SJ asked that the Governor information is updated and published on the school website as soon as possible. The clerk was asked to check that the information on Edubase is up-to-date. Annual Schedule of Business 2017/18 – Governors reviewed the annual schedule of business provided by the LA and scheduled outstanding tasks for completion. Transfer of Control Agreement (TOCAs) – these have been completed and signed by the external providers of clubs. The TOCA for Pre-school will be reviewed.	LJ JS
024/17	SCHOOL DEVELOPMENT PLAN (SDP) SM is visiting the school monthly for support time with JS. A book scrutiny of English and Maths has been carried out as part of SDP teaching and learning monitoring. SM was satisfied with the monitoring visit and a further meeting is	

Signed:.....

Date:.....

	<p>scheduled in January with JS to discuss how this will be reported in the SDP. Governors discussed completion of the Governor section of the SDP. SJ will review this. SL reported that she has also undertaken SDP Governor monitoring.</p>	
025/18	<p>HEADTEACHER'S REPORT</p> <p>SEF –JS/SL & SM met to review the SEF and updates have been completed to reflect the transition and progress made in the school and give an accurate position of the school. Governors discussed and agreed a version control of the SEF so that the progress and school performance is clearly identifiable. SL asked that Governors discuss when the SEF is presented whether this should be put on the school website as the school has done much over the past year, and should be proud of the achievements.</p> <p>Governors discussed a joint Chair/Headteacher communication to parents in early January on the progress the school has made under JS's first year as Headteacher. SM & SL will discuss this with JS at their meeting next week. SM has a further visit planned next term and will work further with JS on SDP monitoring.</p>	
026/18	<p>COMMITTEE UPDATES:</p> <p>Teaching, Assessment & Learning Committee – Pupil Voice – SL gave an overview on the pupil voice work carried out last term which has been published on GovernorHub and will be made available to staff. Governors discussed the behavior policy and further work is needed so that pupils can see that the policy is carried out fairly and consistently. An overview of teaching and learning monitoring was given for recent classroom visits. SL said that the new Puma and Pira assessment data results provided evidence of the good work in classes. The new assessment system is providing excellent information for the analysis of pupil progress. The data will be discussed at the next performance meeting. The introduction of Forest School has been successful and will be extended to more children next term.</p> <p>Staffing Committee – KS gave an overview of two meetings held and discussed under confidential minutes.</p> <p>Finance, Premises & H&S Committee: KT gave an overview of the recent committee meeting. Governors were advised of the new General Data Protection Regulation which comes into effect on 25th May 2018. It was agreed that this must be an agenda item on FGB meetings.</p>	LJ-Agenda
027/17	<p>SAFEGUARDING:</p> <p>JS & KS met to discuss and complete the Annual Safeguarding Report and audit. The findings of the audit were that the school has developed good practice in all areas on the safeguarding audit with outstanding practice in some areas. Governors discussed the report and agreed two changes and approved the report for submission to the LA. SL agreed to review the Anti-Bullying audit.</p>	
028/17	<p>POLICIES FOR APPROVAL:</p> <p>The Safeguarding & Pay Policies had been circulated to Governors for review. Governors were advised that both policies were based on the templates provided by the Local Authority. Both policies were approved with one amendment to the safeguarding governor information on the Safeguarding Policy.</p>	

029/17	<p>HEALTH & SAFETY</p> <p>Governors were disappointed that the scheduled lockdown and fire drills did not take place due to staff absence and asked that these be carried out before the end of term.</p>	JS
030/17	<p>PUPIL VOICE</p> <p>Discussed under Committee Reports.</p>	
031/17	<p>GOVERNOR TRAINING:</p> <p>Governor Training –SJ has completed NSPCC Keeping Children Safe and Prevent Train the Trainer.</p> <p>SL has undertaken multi-agency training on dealing with disclosures and recommended the school train staff on how to handle disclosures. SL to discuss this further with JS.</p> <p>SM will attend training on moving and handling protectively and will report back to Governors at the next meeting.</p>	SM
032/17	<p>GOVERNOR APPOINTMENTS:</p> <p>SGOSS KS advised that the potential candidates have not shown further interest and made contact.</p> <p>Governor Elections: SL has resigned as Parent Governor effective 19th December. Governors thanked SL for her work and contribution to the Governing Body over the past few years. Four nominations from new candidates for the Parent Governor vacancies were received and with the resignation of SL there are now five vacancies. KT's term of office finished in November and has submitted a nomination form for re-election. The five candidates are therefore elected as Parent Governor. KT's term of office will continue and the new Parent Governors' terms of office was agreed to commence on 4th January 2017. SJ will write to the new Parent Governors welcoming them to the Governing Body and hold a welcome meeting early in the new year. Governors discussed highlighting in future elections that the school would welcome applications which reflect its diversity. KS will review the Governor Induction pack.</p> <p>Staff Elections: there is currently no vacancy, but a member of staff has shown interest in becoming an Associate Governor. This will be discussed at the next meeting.</p> <p>Reconstitution: no meeting was held to discuss this further.</p>	SJ LJ-Agenda
033/17	<p>CORRESPONDENCE</p> <p>SJ advised that correspondence had been received regarding collaborative working with schools in the Wheatley Partnership who are not academies. After discussion, it was agreed that this would not benefit the school at the moment. It was agreed to discuss academy status at the next Governing Body meeting.</p>	LJ-Agenda
017/17	<p>AOB:</p> <p>None discussed.</p>	
017/18	<p>The meeting closed at 8.40 pm</p> <p>DATE OF NEXT MEETING: Wednesday 28th February at 6.30PM.</p>	