



St Paul's C of E VC Junior School
 Minutes of the **Full Governing Body Meeting**
 Thursday 14 01 16
 6:30 pm

Colour Coding – **Red = monitoring**, **green = challenge**, **blue = strategic planning**

Item		Action
	Clerk: Lynn Crisp Present: Chris Partridge, Julian Thompson, Albert Owen, Fran Lenzi, Sally Jefferies, Laura Parfitt, Dawn Gould, David Dixon	
021	Prayer AO opened the meeting with a prayer	
022	Apologies Elliot Hill, Sue Marable, Mark Hood	
023	Pecuniary Interests No Change	
024	Agenda Item Interests None	
025	Agree FGB Meeting Minutes 004 – AM not AO DG proposed CP seconded – all agreed.	
026	Matters Arising from Minutes 007 - The Diocese do not have their own code of conduct. Governors present agreed the Somerset Code of Conduct and will amend should the Diocese produce a code of conduct. A copy will be signed at the next FGB meeting. Clerk to arrange printed copy. Agreed standing orders – Agreed. They will be signed at the next FGB meeting. Clerk to arrange printed copy.	LC LC
027	Actions Clerk updated the list.	
028	Teaching & Learning Minutes Any questions? Q: Item 009 – PP children did not do as well as anticipated as some were SEN – 1 statemented child, 11 high needs funded. Of 90 children 11 are receiving additional funding. Q: How do we justify such a high percentage, and did the SEN children come to us with SEN or was their need identified here? A: Both, lots of movement. Children move on and off the register. Agreed this could not be answered more fully at this meeting. Less % SEN children than previously at St Paul's.	
029	CONFIDENTIAL ITEM <i>The Governing Body deemed this item to be confidential. Only members present at the meeting will see it. AO will sign the confidential item at the next FGB Meeting on 17 03 16.</i>	
030	Accident Book 1 reported.	
031	Urgent Business/Correspondence HT Report Any comments/questions CP and SS are monitoring attendance. PFSA can support with attendance issues. SS meets with PFSA's re low attenders.	

Signed:
Date:

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	<p>Lesson observation outcomes – feedback from CP was welcomed. This is a positive. Learning Walk – Maths person came in and observed guided maths. Some changes will be made. Very positive outcomes. Confirmed that all feedback to staff re lessons should be perceived as supportive. 70% staff met performance management targets (last years). In some cases, adequate proof was not provided. Governors were happy that performance management is being used and implemented in the correct manner. Discussions took place.</p>	
032	<p>Training Safeguarding Raiseonline postpone until next year. SPTO Training – CP deliver training.</p> <p>Courses in Network – Governors, please book via Governor Services and inform the Training Governor.</p>	CP
033	<p>Pupil Premium Using the most experienced teacher to work with these children, together with a TA. Data is updated regularly. Can show evidence of the impact and difference being made.</p>	
034	<p>SEN Building There have been a couple of snags but on the whole the works have gone well. The automatic closing doors are an issue with manufacturer. This is being dealt with.</p>	
035	<p>Bursar Report Handed out at meeting and discussed.</p>	
036	<p>Business Manager Report Received prior to the meeting. No questions.</p>	
037	<p>Policies Behavior Policy Curriculum and Pupil Premium SJ will email these to DD for review. They will then be emailed to all Governors prior to the next FGB meeting for sign off.</p>	SJ/DD SJ/DD
038	<p>Governor School Email Queries Please would each Governor try and log on again. If there are still issues, please contact CP directly asap. If you have been successful in logging on, then please email Clerk from your new school email account asap.</p>	All/CP ALL
039	<p>Staffing PFSA advert has been placed.</p>	
040	<p>3 year strategic plan/SDP SDP – Proposal to run the SDP from March to the following April in future. This will allow for revisions and accommodate Year 3 data. Of course, the SDP will still be worked on from the September. <i>This proposal was not agreed and the GB decided to keep the dates as they are.</i> The SDP is fluid and develops throughout the year. Q: Tweaking provision</p>	

Signed:
Date:

Item		Action
	<p>on the back of assessments, could a section be added confirming in the summer term? A: Noted that it is good to run with the financial year start and end. It is updated on website and sent to Governors in October, then work begins. Historically it is always ready for Sept/Oct but the assessment levels have changed. Finance has an impact on the SDP. Agenda item – look at attaching more finance to the SDP. CP request.</p> <p>Governors have been assigned to key priorities. They are highlighted on the report.</p> <p>If governors have comments on the SDP, please email the author.</p> <p>If governors go into school, please keep key priorities in mind and look for evidence.</p> <p>Where progress is recorded in 2014 should it be 2015? i.e. pg 14. Non-contact time will be put in for authors to update their sections prior to next FGBM, to add judgments relating to 2015. Date should be July 2015 please. All reports and progress will be up to July 2015 all authors of SDP as a priority to look at the current standing of their part and update. This is the action</p> <p>Agenda item next FGB Meeting. Has this action been completed and review the updates.</p> <p>Q: Is this the main strategic document for the coming year? A: Using new assessment tool alongside. Meeting with teachers re pupil progress and the new assessment system. SLT are meeting all teachers in the next 3 months.</p> <p>Results reporting difficulties were discussed.</p> <p>The report should include the number of children getting to the expected, getting near expected or not. Governors noted that this is problematic at the moment but agreed that they do need the information. Governors would like the report to show the predicted target and the met target at the end of the year.</p> <p>CP agreed to produce a report showing which children are on track and present it at the next T&L Meeting. Then for next year, the SDP will have the numbers data/number included.</p> <p>Governors noted and discussed the requirement to have the full picture available of where each class is. Data and reports are required. Report should show how each class is progressing and then enable Governors to ask challenging questions. Governors stated they are aware that staff are very busy and this is not intended to put pressure on them. When the authors have updated their section, they will be in a position to produce the data required at a slower pace.</p> <p>St Paul's baseline will be used.</p> <p>Governors noted the new system is complicated and a huge task to complete.</p>	<p>LC agenda Item</p> <p>CP</p> <p>LC Agenda Item</p> <p>CP</p> <p>CP/T&L</p>
	<p>Date of next meeting: 17th March 2016 6:30 – Finance and General Purposes meeting – Committee members only. FOLLOWED BY: 7:30 - FGB Meeting – All Governors.</p>	

Signed:
Date: