

**St Paul's C of E V C Junior School**  
 Minutes of the **Full Governing Body** Meeting  
 Thursday 17 03 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, Mark Hood, Fran Lenzi, Sally Jefferies, Laura Parfitt, Dawn Gould, David Dixon, Anna Muggleton
041	Prayer AO opened the meeting with a prayer.
042	Apologies SM
043	Pecuniary Interests All signed forms.
044	Agenda Item Interests None declared.
045	Agree FGB Meeting Minutes Chair signed as a true record.
046	Matters Arising from Minutes CLP PFSA appointed. Office Manager appointed. Changes to DBS confidentiality storing of ID has been made.
047	Actions Clerk updated the list.
048	Teaching & Learning Minutes 019 Data packs – will be sharing with SLT. Data is already out of date. 021 PSS – measuring social and emotional progress. Could be purchased by County for schools. 024 met with Union rep. TA appraisal/observation discussions took place. Staff experiencing difficulties section will be added to the Staff Handbook.
049	<u>Feedback from Budget Meeting</u> AO explained to the meeting that the budget that he had set with the CFO earlier, was no longer applicable. The second draft is not available from County so we are unable to ratify. CP and SJ have looked at the budget and have made savings and amended cost codes.  Recommendation: agree in principle to the way it's been presented at this meeting, with CP amendments, with the proviso that the amendments will be put in place before end of March. F&GP will meet to agree budget. They have heard the alterations CP/SJ propose and are confident that the adjustments will balance the budget. Proposal: accept in principle but acknowledge that Governors have not yet seen them in print. CP needs to send an electronic copy before the end of the month. SLT have looked through the budget sent last night, altered and moved some money and used part of contingency. Month 9 report not yet complete, this will confirm a c/f of £70,000. Q: Will we received a copy? A: Yes.  JT proposed:

Signed  
Date

Item		Action
	<p>£46,000 has been moved. We accept adjustments to be made to budget by CP and SJ, send a copy to us</p> <p>We accept in principle but acknowledge that Governors have not yet seen them in print. CP needs to send an electronic copy before the end of the month. SLT have looked through the budget sent last night, altered and moved some money and used part of contingency. Month 9 report not yet complete, this will confirm a c/f of £70,000.</p> <p>MH seconded. All in favour.</p> <p><b>The meeting was assured that funded children will continue to have their extra funding together with the statutory £6,000 paid to central budget allocated to them.</b></p> <p>AO will be emailing CFO immediate superior to record GB disappointment. Valerie Standings.</p>	AO/CP
050	<p>Accident Book Will be reported on at next meeting. Scarlet Fever has been reported in other schools. Winter sickness is taking its toll.</p>	
051	<p>Urgent Business/Correspondence Assessment Analysis document handed out. New style document for governor approval. Would like to see how many children were making progress throughout the year please, e.g. writing p3 GP 5 33.3% are not yet at ARE, 66% ARE in December. The same info for the end of March. <b>Then Governors can see instantly if they have moved on.</b> Get together with Governors to look at report to see exactly how they want the report to look. JP/CP/AO Governors and CP thanked the authors for their work.</p>	CP/SLT  JT/CP/AO
052	<p>Training Not discussed.</p>	
053	<p>Pupil Premium Not discussed.</p>	
054	<p><b>Policy Sign Off</b></p> <p>Proposed to accept: Child Protection and Safeguarding Proposed DD seconder MH all agreed. Some requirements within the policy needs fulfilling CP produce an action plan before next meeting as urgency. We note we are not compliant with this policy.</p> <p>Whistleblowing Policy Some requirements within the policy needs fulfilling CP produce an action plan before next meeting as urgency. We note we are not compliant with this policy. Proposed DG MH seconded all agreed.</p> <p>Behavior Policy Proposed DD MH seconded all agreed.</p>	CP  CP

Signed  
Date

Item		Action
	<p>Curriculum Policy Proposed DD MH seconded all agreed.</p> <p>Finance Policy Proposed AO MH seconded all agreed.</p> <p>Policies will be signed at next meeting.</p> <p>Front sheet stating signed by Chair and date and date of next review required. After that the policy review date should be updated on the policy grid.</p>	CP SJ
055	<p>Finance detail to be added to SDP Completed</p>	
056	<p>All reports and progress will be up to July 2015. Linked into reports</p>	
057	<p>12 class structure SJ presented proposals and talked through some details. Capital money will be spent on this. IT suite will be updated after the summer. AO said we believe we have the budget to support this. Proposal: To move to 12 class structure with single years groups in years 3 5 6 with no major changes in teaching budget. DG proposed. MH seconded. All agreed. Will inform staff next Wednesday. Noted that this has not affected the budget in any way.</p>	
058	<p>Date of next meeting 30 06 16, 6:30. Meeting closed 9.15.</p>	

Signed  
Date