



St Paul's CofE Junior School
Meeting of the Full Governing Body

MINUTES

Date: Thursday 12th September 2019

Time: 6:00pm

Present: A Owen – Chair of Governors
J Thompson
M Gould
C Brown
R Goodhand
M Hood – arrived at 6.15pm
L Milton-Downes
A Muggleton
C Partridge

In Attendance: T Roberts – Clerk
C Smart – Deputy Head

Apologies received and accepted from: None

Absent: None

Election of Chair:

Election of Chair took place.

A Owen nominated by C Brown, seconded by C Partridge

Unanimous decision to elect A Owen as Chair of Governors for 2019 - 2020

Election of Vice Chair:

Election of Vice Chair took place.

J Thompson nominated by C Partridge, seconded by M Gould

Unanimous decision to elect J Thompson as Vice Chair of Governors for 2019 - 2020

Pecuniary Interests Register:

Register of interests completed and agreed by GB

Signed J.W. Thompson

Date: 15/1/20

Pecuniary Interests from Agenda Items:

None

Please ensure that Safeguarding is on every agenda.

Governor Code of Conduct:

New template to be sent to all Governors by T Roberts for discussion and agreement at next FGB meeting

Standing Orders:

New template to be sent to all Governors by T Roberts for discussion and agreement at next FGB meeting

Agree Minutes from Previous Meeting:

Agreed and signed as a true record of the meeting

Matters Arising from Minutes:

- Draft letter to CLP schools compiled and read by J Thompson. Letter was very well received by the GB. Agreed that the letter should be sent to all CLP Chair of Governors. T Roberts to action.
- Head Teacher Report has been distributed
- 'My Concern' update – all Governors have been e mailed a login. CP talked through how we are using it in school

Head Teacher Report:

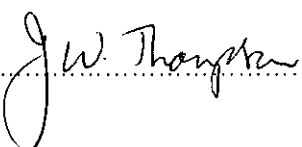
Agree Committee Members:

Performance Management / Pay: A Owen, J Thompson, M Gould, R Goodhand, C Partridge

HT Performance Management: A Owen, J Thompson, M Gould, R Goodhand

Finance: M Gould, A Owen, C Partridge, J Thompson, L Milton-Downes, C Brown, M Hood

Policy Working Party: Agreed that FGB would review 3 policies per meeting

Signed 

Date: 15/1/20.....

Assign 'Key' Governors:

SEND: M Gould

Safeguarding: L Milton-Downes

Health & Safety: C Brown

Pupil Premium: M Hood

RE: A Owen

New Governor posts discussed to help support main areas:

- Year 3 Team Leader – R Goodhand
- Year 4 Team Leader – M Hood
- Year 5 Team Leader – J Thompson
- Year 6 Team Leader – L Milton-Downes

T Roberts to inform Governor Services of new elected positions.

School Development Plan:

3 Priorities for SDP:

1. Raise standard of teaching across the school
2. Ensure that all pupils make good progress, especially more able & PP children
3. Develop the range of activities in non-core subjects and use cross curricular writing and maths links

How we intend to achieve:

1. Raise quality of teaching by staff movement, NQT training

GB challenge – how will we show if quality of teaching is improving? What evidence will the GB see? How can we quality assure?

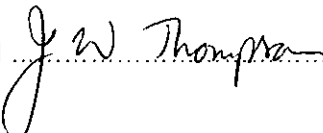
CP – baseline assessments and progress reports

Use of Educater instead of SPTO. Staff still being trained on new assessment software so may take time to become proficient.

GB challenge – Will data be available at the next meeting and will the GB know what to look for in the data?

CP – Yes in a different format than what the GB as used to due to the fact that we now use Educater. Will download data 1 week before each meeting which governors can download from the secure page of the website.

Year 3 baseline assessments currently taking place. This will highlight where 'we' feel the starting point is compared to the 'official results'.

Signed 

Date: *15/1/20*

2. Expectations are met early in school.

CP – new member of staff in charge of Maths

Aim to increase performance in Maths in G&T pupils

Aim to increase expectations especially in girls at 'greater depth'

3. Incorporate non core activities

CP – missed opportunities in the past

Scrutinize 'topic' more

Challenge needs to remain high priority.

New staff, new eyes, new ideas

Danger of just doing 'ok'

Spelling – low throughout whole school. New interventions / phonics programme for Year 3.

GB challenge – are we missing our 'middle band' of pupils? Are we pushing our G&T pupils?

CP – need to celebrate great work more, need to use experiences / opportunities

More. Staff aware that we need to do more for this group of pupils.

Need to review resources and adjust. Need to try new things.

Other GB comments:

Shorter version of SDP much better and easier to challenge.

Can a selection of pupil books be brought to each meeting for review

Are SLT meetings used as a mechanism to share good work?

How are we going to keep momentum / desire going?

Reluctant to increase our pupil numbers anymore.

A.O.B

Safeguarding Files

CP reported that we are still waiting for safeguarding files to be handed over from SMI even though term started 2 weeks ago.

GB – CP must make contact with SMI and insist a handover within 24hours.

Updated Documents:

Staff update given by CP

Actions to be completed:

- Induction training for L M-D
- Safeguarding training for L M-D
- Booking for Diocese training
- Safeguarding folders from SMI

Responsibility

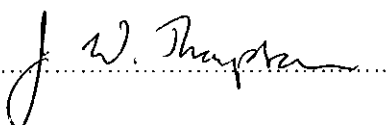
T Roberts

T Roberts

T Roberts

C Partridge

Signed



Date:

15/1/20

- Governor page on Website & DofE website
- Educater training for Governors

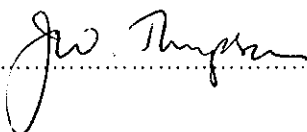
C Partridge / T Roberts
C Partridge

Date of Next Meeting:

FGB Meeting – 15th January 2020 @ 6.00pm

Finance Meeting – 6th November 2019 @ 6.00pm

Signed



Date:

15/1/20