

OVERSTONE PRIMARY SCHOOL

Minutes of the THE FULL GOVERNING BODY Thursday 13 June 2019 at 1.00 pm

Present: Andy Halliwell (Chair of meeting), Janice Mardell (Head), Dee Dawson, Ellen Higgs, Stephanie Welsford, Veronica Trotter, Pat Thompson and Nick Barber

In attendance: Kathryn Berrill (Clerk)

Min No.	Subject	Action
1.	ABSENCE AND APOLOGIES	
1.1	Apologies received and accepted from Kathryn Hamilton, Veronica Trotter and Bridette Ledgerwood. In Kathryn Hamilton's absence, the meeting was chaired by Andy Halliwell.	
1.2	A subject presentation was not made and it was agreed that the presentation at the next meeting will be on the statutory end of year data, including SATS.	
2.	PECUNIARY INTERESTS AND DECLARATIONS OF INTEREST	
2.1	No changes.	
3.	MINUTES OF PREVIOUS MEETING	
3.1	The minutes from the previous meetings were signed as an accurate record by the Chair.	
4.	MATTERS ARISING	
4.1	All matters arising will be dealt with in the main body of the business.	
5.	HEADTEACHER'S REPORT	
5.1	The headteacher's report had previously been distributed. Janice Mardell (JM) confirmed that current attendance is 97.1%.	
5.2	JM highlighted that, further to the notes in the Headteacher's report regarding recruitment, the TA has been appointed and will start in September.	
6.	GOVERNORS' IMPROVEMENT PLAN	
6.1	The updated Governors' Improvement Plan had been uploaded to Governor Hub. The TLS committee meeting on 6 June has been postponed until 26 June. Therefore, the GIP has not been reviewed by this committee since the last FGB meeting. The outstanding items were discussed.	
6.2	Item 1.3 Early Years GLD monitoring: This item is still outstanding and Pat Thompson (PT) will be meeting with the EYFS Lead before the TLS meeting on 26 June.	PT
6.3	Item 1.4 Coaching: This item requires a review. Sue Collins met with Sarah Adams on 4 June and will produce the report. Governor monitoring reports to be submitted by 26 June.	SC

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6.4	Item 1.9 Reading: Sarah Adams will report back after SATS results. Governors were advised that there were 500-600 more words than previous years and some pupils struggled to finish the Reading paper.	
6.5	Item 1.11 Foundation subjects: Ellen Higgs (EH) to speak to Bridette Ledgerwood for a progress update.	EH/BL
6.6	Item 1.12 Science: AH to meet with the Science Lead before the next TLS meeting.	AH
6.7	Item 2.1 Governors' Newsletter: Each Governor to write a summary of their activities over the year and send to JM by Friday 21 June. The Clerk to send a reminder email and enclose the annual lists of activities as a reference point.	Govs Clerk
6.8	Item 2.2 Governor presence at school events: Governors are invited to attend Rose Day on 21 June, Sports Day on 5 July and the Leavers Assembly on 24 July.	
6.9	Item 2.3 website: This item is still outstanding. New photos and information about staff to be uploaded.	JM
6.10	Item 3.1 Mapping of Governor Roles: To be dealt with at the next meeting.	Clerk
6.11	Item 3.2 Delegation of responsibilities: In preparation for September, this will be dealt with at the next meeting.	Clerk
6.12	Item 3.3: This item relates to the School Improvement Plan and is ongoing.	
7.	RENEWAL OF CO-OPTED GOVERNORS	
7.1	Following re-constitution 4 years ago, the terms of office for Sue Collins, Veronica Trotter, Stephanie Welsford and Pat Thompson will be ending on 24 June 2019. The Clerk confirmed that all four Governors have stated their wish to continue as a Governor. Each candidate left the meeting individually whilst the Governing Body ratified their re-appointment. It was felt that all four Governors' contribute immensely to the work of the school and their skills and experience are invaluable. They were unanimously re-elected.	
7.2	There was concern that four Governors' term of office ends at the same time and, should all Governors leave at the same time, replacing four at one time could prove difficult. The Clerk proposed that each Governor has a different period of office to mitigate the issue, as follows: <ul style="list-style-type: none"> • Veronica Trotter (4 year term) to finish on 23 June 2023 • Stephanie Welsford (4 year term) to finish on 23 June 2023 • Pat Thompson (3 year term) to finish on 23 June 2022 • Sue Collins (2 year term) to finish on 23 June 2021 	
7.3	The proposal was adopted.	
8.	SCHOOL IMPROVEMENT PLAN (SIP)	
8.2	After next TLS meeting and HT performance management, a new SIP will be written. JM gave a progress update on the current SIP:	
8.3	Maths: Work is on-going especially within the Early years and JM reported that the GLD result will be	

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8.4 8.5 8.6	<p>improved on last year. Last year's cohort were low in their social and personal development (lack of maturity with a considerable number of Summer born children). Although the academic progress was good, the data was affected by the poor results in personal, social and emotional development.</p> <p>Coaching: Sarah Adams has discussed this with Sue Collins and it will continue to run within the school (although not included on the SIP) because it has been effective.</p> <p>Work continues on the development of literacy and spelling. JM explained about the strategies in place to improve spelling.</p> <p>Governors asked do teachers and Governors write the SIP as a whole? It will be produced by the SLT but mental health and the new Ofsted framework, which is based around the wider curriculum, will be part of training for staff in September. The priorities from the Ofsted framework and the results from the summer date will be used to set the SIP. An Ofsted inspection will be due in the summer term of 2020 and the Clerk will send the new Ofsted framework to Governors.</p>	Clerk
9. 9.1 9.2 9.3	<p>POLICIES AND DOCUMENTS</p> <p>TLS policies: There are no TLS policies for ratification.</p> <p>Resources policies: The Resources committee presented the following policies and documents to the FGB and they were duly ratified: Statement of Internal Control, Statement of Delegation, Health & Safety Policy (including Risk Assessment) and Financial Risk & Control Checklist (R52).</p> <p>Kathryn Hamilton, as Chair of Governors, has signed the Statement of Internal Control and Statement of Delegation.</p>	
10. 10.1 10.2 10.3	<p>COMMITTEES</p> <p>Resources: A virement of £7,046 from Teachers' Salaries to PE Sports Grant: This was due to LGSS crediting the sports premium monies to the wrong ledger code. The virement was ratified by the Governing Body.</p> <p>Governors asked for an update on the cleaning issues. JM and SW carried out an inspection and the items which had been picked up had been completed, with the exception of one major repair. No further action to be taken at this point. However, on-going monitoring will continue.</p> <p>TLS: The TLS meeting on 6 June was postponed. Therefore, there are no minutes or policies to view.</p>	
11. 11.1	<p>GOVERNOR VISITS, TRAINING COURSES, FUTURE TRAINING PLANS</p> <p><u>Governor Visits:</u> Pat Thompson</p> <ul style="list-style-type: none"> • Attend school every Friday morning from 9.30 to 12 to assist in Class2 until 10.30 and then class 4 <p>Sue Collins</p> <ul style="list-style-type: none"> • Reading with Class 3 every Friday • Tuesday 14 April - Shortlisting - TA vacancy -Reception 	

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	<ul style="list-style-type: none"> • Friday 24 May - Interviewing - TA vacancy - Reception • Tuesday 4 June - Meeting with Sarah Adams on Coaching. <p>Ellen Higgs</p> <ul style="list-style-type: none"> • 23 May: Meeting with the Headteacher. <p>Stephanie Welsford</p> <ul style="list-style-type: none"> • 5 June: Premises Walk and meeting with the School Business Manager. 	
12.	CORRESPONDENCE	
12.1	None received.	
13.	ANY OTHER BUSINESS	
13.1	None.	
14.	DATE AND TIME OF NEXT MEETING	
14.1	The next meeting will be on Wednesday 10 July at 6.30 pm and will address the SATS results (as opposed to having a separate meeting) as well as the usual business of the FGB.	
14.2	The clerk to email the dates of the 2019 2020 meeting to the governors.	Clerk

There being no further business the meeting closed at 1.40 pm.

Signed: (Chair) Date: