



**WILLIAM STUKELEY CE PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING FINAL MINUTES**  
**WEDNESDAY 16<sup>TH</sup> JULY 2018 AT 6.00 PM**

**PART 1**

Present: Mr. Nicholas, Mr S Cuthbertson, Mr T Emery, Mrs H McGinn, Mr. I. Braid, Mr. R. West, Mrs. K. Thorpe, Revd. R. Seal, Revd K Plant, Mrs. C. Williams

Also present: Mrs J. Francis (Clerk to Governors),

*Meeting started at 6.00 p.m.*  
*Prayer given by Revd K Plant*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
1. Welcome and Apologies		Apologies received from Mrs. T. Handson and Mrs. M. Dack	
2. Declaration of Interest		There were no declarations of interest on any item of the agenda.	
3. Minutes of the meeting held on 28 <sup>th</sup> March 2018 and minutes of the meeting held on 23 <sup>rd</sup> May 2018.  <i>Revd. Seal and Mrs. Thorpe arrived at 18.05.</i> <i>Mr. Nicholas arrived at 18.17.</i>	Item 6 under Head Teachers Report for 28 <sup>th</sup> March.	Should read: What is the Mobilise project?  All minutes approved by governors and signed as a true record by Mr. Nicholas.	
4. Matters arising from these minutes	AOB	Q. Has the website been re-vamped? A. No. It is still under review. The initial suggestion was considered to be too corporate. Q. Has a Data Protection Officer (DPO) been appointed? A. Yes the role has been taken by Ms. V. Robinson.	
5. Committee minutes for information	<i>FSB 25<sup>th</sup> January 2018</i> <i>FSB 28<sup>th</sup> February 2018</i> <i>SDC 31<sup>st</sup> January 2018</i>	Minutes for information only	
6. Head Teacher's Report			

	<p><i>Quality of teaching / assessment</i></p> <p><i>GDPR</i></p> <p><i>Report from the Diocese</i></p> <p><i>Travel Plan</i></p> <p><i>Breakdown of staffing for 2018/19</i></p>	<p>Mr. Emery said that the quality of teaching and learning was good to excellent and that staff were now more confident in using Target Tracker. A new plan has been developed for 2018/19</p> <p>Ms Robinson had undergone a half days training and was fitting into the role nicely. Breaches of data security were now being identified and dealt with.</p> <p>Cherry Edwards had written a very positive report about the school. As some governors said they had not seen this it was agreed to re-circulate</p> <p>Mr Emery is currently working on a travel plan. Q. What is a travel plan? A. A plan of action to get more children walking or biking to school.</p> <p><b>EYFS and KS1.</b> Ducks (30 children) – Mrs. Coote, Mrs Stanberry. Mrs Burgess / Mrs Goodley Robins (30 children) – Mrs Jameson, Miss Wright Woodpeckers (28 children) – Mrs Biggs, Mrs Marshall Kingfishers (Y1 14 children and Y2 11 children) – Mrs Twell, Mrs Church. Miss Peacher and Mrs Pretorius. Doves (29 children) – Mrs Cuthbertson and Mrs Glenn</p> <p>Mrs Cassidy (assessment) and Mrs Smith support across EYFS and KS1.</p> <p><b>KS2</b> Herons (31 children) – Mrs. Thorpe, Miss Townsend, Mrs Denman. Mrs Cassidy (AL), Mrs Fry Other (Y3 8 children and Y4 24 children) – Mrs Underwood, Mrs Sewell, Mrs Crowhurst Swans (Y4 16 children and Y5 16 children) – Mrs Ward, Mrs Blanchard, Mrs Rowley, Mrs Crowhurst, Mrs Stevens, Mrs Machin and Mrs Bann. Falcons (Y5 23 children and Y6 7 children) – Mr Cuthbertson, Mrs Barclay, Mrs Sandell Eagles (Y6 – 31 children) – Miss Handson and Mrs Shaw.</p> <p>Mr. Tugwell supports Falcons and Eagles.</p> <p>Mrs Thornley provides support across the school. Ms Markham is leaving in August 2018.</p>	<p>Clerk to re-circulate.</p>
--	---	--	-------------------------------

	<p><i>Behaviour</i></p> <p><i>Other matters</i></p>	<p>Mr. Emery said that behaviour had improved. Several governors said they were impressed with the children's behaviour when on visits etc. There was a noticeable difference to that of other schools.</p> <p>Baytree Nurseries have offered to undertake a publicity stunt for the school using owls.</p> <p>A big thank you to Vick Robinson and her team who have raised £9186.47 this year for the school. Approximately £5500 has already been spent on things like wet weather clothing and the trim-trail.</p> <p>Due to an Andrew Lloyd Webber initiative we were lucky enough to have Carly Paoli, an opera singer in school for a day. The children really enjoyed it. Several other events, including outings have also taken place this term.</p> <p>The Oracy Project will help to develop children coming in below the expected level by improving speech and language. Schools in the cluster have each contributed £500 towards the costs. Ms Cassidy will initially assess 60 children. The Mobilise Project will provide continued funding for the project.</p> <p>There will be a review of the reporting system, observations and the Sports Day next year.</p> <p>Mr Emery would like a move around week rather than a day. He would also like the first 3 days undertaken before school starts in September.</p> <p>There will be a presentation on Writing at first FGB in September 2018.</p>	
<p>7. Buildings Update</p> <p>Works</p>	<p><i>Library</i></p>	<p>We are due to start the move to the library on 17<sup>th</sup> July. Once the books have been moved we will be able to put boards etc. up in the new Owls classroom. The furniture is expected to arrive in the next few days.</p>	

8. Proposed Meeting Dates		There were no objections to the set timetable of meetings for 2018/19	
9. Steering Group Updates  Revd. Seal left the meeting at 19.20.		<p>Wellbeing Group. The report is being written.</p> <p>Leadership and Management – Report on file.</p> <p>Mr. Braid said that he thought the Steering Groups were not working as well as they could because there had been no specific roll-out. He thought some kind of initial meeting may help.</p> <p>Mr Emery suggested that he and Mr Cuthbertson could provide a plan in order to have a better focus in 2018/19. It was also suggested that the faculties were linked in. As they are subject driven, the links would depend on the area covered by the Steering Groups.</p> <p>Q. Is there a list of what is covered under Wellbeing? A. It is all in the Development Plan.</p>	All Steering Group reports to the Clerk before September 2018.
10. Policies		<p>SEN Policy Proposed: Mr Braid, Seconded: Mrs Williams and carried.</p> <p>Looked After Children Named governor to be changed from Jane Francis to Iain Braid. Proposed: Mr. Braid, Seconded: Mrs. McGinn and carried.</p> <p>Behaviour Policy Page 6 – insert 'modelling' Page 8 – change classes Proposed: Revd. Plant, Seconded: Mr. West and carried.</p> <p>Administering Medicines This policy was brought back to governors following a recent email from County. Governors decided no changes were necessary. Proposed: Mrs. McGinn, Seconded: Mrs Williams and carried.</p> <p>Working at Height Governors questioned whether the policy was being complied with. The authors name was removed from the front cover. Proposed: Mr Braid, Seconded: Mrs McGinn and carried.</p> <p>Best Value Statement Proposed: Mr Nicholas, Seconded: Mrs McGinn and carried.</p>	

		<p>Home School Agreement Several changes were recommended. The policy was then Proposed: Mr West, Seconded Mrs Williams and carried.</p> <p>Finance Policy Proposed: Mr Nicholas, Seconded: Mrs McGinn and carried.</p> <p>Teacher Appraisal Policy Proposed: Mr West, Seconded: Mrs Williams and carried.</p> <p>Appraisal Policy (Support Staff) Proposed: Mr. Nicholas, Seconded: Mrs Williams and carried.</p>	
11. AOB		<p>Mr. Nicholas asked for a volunteer to help Mrs. C. Williams with the Health and Safety role.</p> <p>Mrs. Thorpe has resigned as a governor and Mr. Nicholas thanked her for her valuable contribution.</p>	Mrs. McGinn agreed to undertake.

The meeting closed at 8.10 p.m.

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_