



WILLIAM STUKELEY CE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING FINAL MINUTES
WEDNESDAY 20th SEPTEMBER 2017 AT 5.30PM

PART 1

Present: Mr. R. Nicholas (Chair), Mr. I. Braid (Vice Chair), Mr. S. Cuthbertson, Mrs. K. Thorpe, Mr. R. West, Mrs. C. Williams, Revd. K. Plant, Mrs. M. Dack, Mrs. H. McGinn, Revd. R. Seal and Mr T. Emery (Head teacher)

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

Apologies received: Mrs. T. Handson

World Culture Faculty Group Presentation by Mrs Underwood, Mrs Sewell and Mrs. Jamieson

Meeting started at 5:30 p.m.
Prayer given by Revd. Rosamund Seal
Revd. Seal left the meeting at 18.55 p.m.

Agenda item	Issues	Agreed Action	Responsible
World Culture Faculty Group Presentation <i>Meeting started at 17.55 p.m.</i>	<i>A summary report was produced outlining action taken and next steps planned.</i> <i>The team are also looking into installing a track as part of the walk the mile initiative.</i> <i>Details were provided on participation in the Lincs S.E. School Sports Partnership and associated costs.</i>	Q. Has the school ever been involved in the Key Steps gymnastics initiative? A. Mrs. Underwood confirmed they had not participated. However it was agreed that gymnastics would provide a great opportunity. Q. What has happened to the walking bus? A. Mrs. Underwood confirmed that it was in the action plan. Mr. Emery highlighted the importance of working within the school cluster. He was also keen to undertake a survey with the children about lunchtime.	Mrs. Thorpe to find more information on the gymnastics initiative.
1. Election of Chair		Mr Nicholas confirmed that he was happy to stand again. His re-election as chair for 2017/18 was proposed by Mr. Braid and seconded by Mrs. Dack. All Governors present voted in favour.	
2. Election of Vice Chair		Governors agreed to re-elect Mr Braid as Vice Chair for 2017/18 Proposed: Mr. Nicholas; Seconded: Mrs. Dack	
3. Apologies		Apologies were received from Mrs. Handson.	

		Mr. Nicholas confirmed that Mr. Munn had now resigned from the governing body. He also confirmed Mr. Braid's appointment as a Foundation Governor and Mr. West and Mrs. Thorpe as parent governors.	
4. Declaration of Interest		Governors present completed their annual declarations of interest. There were no declarations of interest on any item on the agenda.	
5. Minutes of the meeting held on 13 th July 2017		Minutes approved by governors and signed as a true record by Mr. Nicholas.	
6. Matters arising from these minutes		Item 11 – Mr. Nicholas confirmed that the governing body still needed a Health and Safety representative. Mrs. Williams agreed to take up the role. Item 14 – Mr. Braid confirmed that the steering group update for Leadership and Management remained outstanding.	
7. Head Teacher's Start of Term Update	<i>Lesson study</i>	<p>A new spelling programme has been introduced.</p> <p>Tom confirmed that the new cohort of Reception children had settled well.</p> <p>A formative assessment on children had taken place to monitor any slippage over the summer holiday.</p> <p>The emergency lockdown drill helped to highlight issues with the new policy. The main problem being that Early Years did not hear the bell. Contractors are coming in to sort this.</p> <p>Domestic abuse training will take place on Wednesday 27th September.</p> <p>The process at the end of the day is a little inefficient at present. New boundaries will be set including a coned area.</p> <p>Mrs. Dack is currently looking at possible funding streams for a pre-school.</p> <p>A different approach to lesson observations is to be introduced; Lesson Study. Staff will work in pairs, they will discuss a lesson, deliver it, talk about what happened and then make any necessary changes. Some lesson observation will continue as before.</p>	

		<p>Pupil Premium Governor – Mr. Nicholas (Mrs. McGinn to shadow).</p> <p>Educational Visits Governor – Mr. Nicholas</p> <p>Early Years Governor – Mrs. Thorpe</p>	
14. Steering Group Update		<p>The Steering Groups for 2017/18 are:</p> <p>Achievement of Pupils: Mr. Cuthbertson, Mr. West and Mrs. Williams.</p> <p>Behaviour and Safety of Pupils: Revd. Seal, Revd. Plant and Mr. Nicholas.</p> <p>Quality of teaching: Mrs. Thorpe, Mrs. Dack and Mrs. Handson.</p> <p>Leadership and Management: Mr. Braid and Mrs. McGinn</p> <p>There were no Steering Group updates.</p>	
15. Policies	<p>Asthma Policy</p> <p>EAL Policy</p> <p>Emergency School Lock-down Policy</p>	<p>Policy reviewed and was subject to some minor amendments. The policy was accepted with the suggested amendments by all governors.</p> <p>Policy reviewed and all governors accepted.</p> <p>Tom Emery confirmed that a trial run had taken place in order that staff could assess the situation and make any necessary amendments.</p> <p>Q. Why was there a different instruction for Swans?</p> <p>A. Mr. Emery confirmed that there was not adequate security in their classroom.</p> <p>Q. Instead of dangerous dog why not refer to any dangerous animal</p> <p>A. Mr. Emery said you had to stop somewhere.</p> <p>There was some discussion on where and when personal mobile phones should be used.</p> <p>The policy was proposed by Mr. Braid, seconded by Ms. McGinn and adopted by all governors present.</p>	<p>Clerk to Governors to amend as agreed and provide a revised copy for signature.</p> <p>Mr. Nicholas to look at the use of personal phones and report back</p>
16. AOB	<p>School Governors Day</p> <p>Parent interaction</p>	<p>Staff have requested feedback from the governors on how the day went.</p> <p>Mr. Nicholas asked governors to think about how they interact with parents since some previous initiatives had not always been successful. The following ideas were put forward:</p> <p>Governor newsletter with every ones photograph on.</p> <p>Governors to be available at going home time and to mingle with parents collecting children (perhaps on a rota basis)</p> <p>Governors to attend parent's evenings.</p>	<p>Any governors who attended are asked to provide a short written report of the day.</p>

		Mr. Nicholas said that a photo session for governors was needed and that perhaps Andrea Marshall could attend a governors meeting.	Photo session to be organised.
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The meeting closed at 7.30 pm

Signed: _____ Chair of Governors Date: _____

