



**WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING MINUTES  
WEDNESDAY 20<sup>TH</sup> MARCH 2019 at 5:30PM**

**PART 1**

Present: Mr. T Emery (Head-teacher), Mr. R. Nicholas (Chair), Mr. I. Braid (Vice-Chair), Mr S. Cuthbertson, Mrs C. Williams, Mrs. H. McGinn, Ms S. Williams, Revd K. Plant, Mrs. M. Dack, Revd. R. Seal (joined the meeting at 17.50)

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

Prayer given by: Revd. K. Plant

*Presentation: 17.30*

*Meeting started at 17.55*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
Presentation by the Health and Wellbeing Faculty		Mrs Jameson gave an informed presentation on Patchett Lodge Pals in which children from the school attend the home for the elderly for a 1 hour session with the purpose being to: play co-operatively with others, form positive relationships, be confident about trying new activities and be confident to speak in a familiar group. It was agreed that other year groups would benefit from a similar activity. Mrs Underwood spoke about an organised Sports Week in the spring term and the various activities taking place each day.	
1. Apologies		Apologies were received from Mr. R. West and Ms. T. Handson.	
2. Declaration of Interest		There were no declarations of interest on any of the agenda items.	
3. Minutes of the meeting held on 5 <sup>th</sup> December 2018		The minutes were proposed by Mrs Dack, seconded by Mrs. C. Williams and agreed.	
4. Matters Arising		Item 6 and Item 11 – both covered later in the meeting.	
5. Committee minutes		For information only.	
6. Head Teacher's Report		A written report was circulated by email to all governors in advance of the meeting.	



		<p>September (INSET day) to help with taking the ORACY project across the whole school.</p> <p>Q. Can we have some input on ORACY?</p> <p>A. It would be good to have a presentation that includes starting points, why we are doing the programme etc.</p>	Mr Emery to organise.
7. Buildings Update		<p>The start date for the new build is 1<sup>st</sup> April 2019. We want to resist any heavy work until the holiday period.</p> <p>Following the recent FSB, Mr. Nicholas wrote to Tracey Scoot, Project Manager, who was disappointed that the work had not commenced. The promise is still that work will be completed before the end of the academic year.</p> <p>Q. How is the library going?</p> <p>A. It is not only being used as a library but also put to good use for cluster meetings and meetings with outside organisations. That said, County are keen to get it back.</p>	Mr. Emery to write to neighbours and advise that there may be some disruption in the neighbourhood during the building works.
8. Steering Groups		<p>Mr Nicholas gave a presentation to governors on the role of the Steering Groups.</p> <ul style="list-style-type: none"> <li>- Each group will have one lead person</li> <li>- Each group will produce 3 written reports per academic year in November, March and July</li> <li>- Written reports will be based on the monitoring questions raised for their groups in the new SDP (School Development Plan).</li> <li>- Each group to meet and discuss how they will undertake the task</li> <li>- Each group to submit their plan to the Chair and Administrator</li> <li>- Administrator will collate the plan, including timelines.</li> </ul> <p>The Steering Groups are:</p> <p>(1) Personal Development, Behaviour and Attitudes – Mr Braid, Revd. Seal and Ms S. Williams</p> <p>(2) Leadership and Management – Mr. Nicholas and Mrs Dack.</p> <p>(3) Quality of Education – Mr. West, Ms Handson, Mrs. McGinn, Mrs C. Williams, Mr Cuthbertson</p> <p>(4) Administrator – Mrs Francis</p> <p>Q. Will you allocate policies to individual steering groups?</p> <p>A. Each group will be responsible for monitoring appropriate</p>	

		<p>policies. Policies will be allocated when adopted at meetings.</p> <p>It was agreed that the process should start after Easter with group sessions and the plan to be in place by July 2019.</p> <p>Mr Emery walked through the SDP 2019 with governors and explained how it is set up. He confirmed that there was still a small amount of work to be undertaken on the document.</p> <p>Governors talked about the master document and how they could access e.g. One Drive.</p>	<p>The lead person of each group to submit a plan to Mr Nicholas and the Clerk before the next FGB in July 2019.</p> <p>Mr Cuthbertson agreed to see what was possible.</p>
10. Safeguarding	<i>Safeguarding Policy</i>	<p>The policy was proposed by Mr Braid, seconded by Ms Williams and agreed.</p> <p>Governors confirmed that they had covered safeguarding during their visit to the school today.</p> <p>The chair said that more people needed to undertake the safer recruitment training. Mr Emery said that there was a course at Tydd St Mary on 4<sup>th</sup> April. Ms Williams and Mr Braid agreed to attend</p>	<p>Clerk to pass to the office for the website</p> <p>Mr Emery / Clerk to forward details</p>
11. Note from Clerk's Networking Group		For information.	
12. NGA		<p>Mrs Francis confirmed that all governors should now have access, with the exception of Ms Williams.</p> <p>Mr Nicholas said that all governors needed to look at the available training and undertake where necessary. Each module has an assessment and once completed a certificate can be printed. Governors need to advise Mrs Harlock of any courses undertaken for training records.</p>	Mrs Francis to contact NGA and have new governors put on.
13. Policies	<p><i>Anti-bullying</i></p> <p><i>Banned Items in Lincolnshire Schools</i></p> <p><i>Staff Code of Conduct</i></p>	<p>Proposed by Mrs McGinn, seconded by Mrs Dack and accepted.</p> <p>The importance of monitoring policies was reiterated.</p> <p>It was agreed that the policy related specifically to children. Proposed by Mrs Dack, seconded by Mr Braid and accepted.</p> <p>Q. Have we got a staff handbook?</p>	

	<p><i>Homework Policy</i></p> <p><i>ICT Policy</i></p> <p><i>Use of Photographic and Video images Policy</i></p> <p><i>Use of Film</i></p> <p><i>Voluntary Helpers</i></p> <p><i>Whistleblowing</i></p> <p><i>Mobile Phone Safety and Acceptable Use</i></p> <p><i>Admission Policy for 2020 Intake</i></p>	<p>A. We have but it is not up to date. Proposed by Mrs Dack, seconded by Ms Williams and accepted.</p> <p>Proposed by Mrs McGinn, seconded by Revd. Plant and accepted.</p> <p>Q. Do staff, particularly new staff, get ICT training? A. Yes – for example, Target Tracker training. Proposed by Mrs Dack, seconded by Ms Williams and accepted.</p> <p>Amendment – Page 1 – list of legislation – 3<sup>rd</sup> item: should read: General Data Protection Regulation, Data Protection Act 2018</p> <p>Proposed by Mr Braid, seconded by Mrs Williams and accepted.</p> <p>Q. Do films used in schools have a rating for suitability? A. All use of film in school is checked by members of staff in advance of its use. Proposed by Revd. Plant, seconded by Mrs Williams and accepted.</p> <p>Amendments – Page 1, first bullet point to read: ‘Keep information strictly confidential’. Page 2, under ‘the volunteer’ to read: Keep information strictly confidential Proposed by Revd. Plant, seconded by Mrs Dack and accepted.</p> <p>Amendments – Page 3, last line to read: ‘genuine concerns even if they are unfounded’. Proposed by Ms Williams, seconded by Mrs Williams and accepted.</p> <p>Amendment – Page 4 – include the telephone number of Childline i.e. 0800-</p>	<p>Clerk to advise office to forward to County and place</p>
--	---	--	--

		11-11 Proposed by Mrs McGinn, seconded by Ms Williams and accepted.  Proposed by Mrs Dack, seconded by Mrs McGinn and adopted	on website
--	--	---	------------

The meeting closed at: 19.30

Signed: \_\_\_\_\_ Chair of Committee

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