

1. Apologies		Apologies received in advance from all 4 governors not attending. See above.	
2. Declaration of Interest		There were no declarations of interest on any item of the agenda.	
3. Minutes of the meeting held on 6 th December 2017		Item 8. of confidential minutes relating to performance bonuses. Mr. Emery confirmed that this was a proposal. The minutes were amended accordingly and then approved by governors and signed as a true record by Mr Nicholas.	
4. Matters arising from these minutes		Item 4. Mobile telephone policy – Mr. Nicholas is still looking at this matter. Item 11. Mr Emery confirmed that it was too early to estimate any cost savings.	
5. Committee minutes for information	<i>FSB 15th November 2017</i> <i>FSB 24th January 2018</i> <i>SDC 11th October 2017</i>	Minutes for information only	
6. Head Teacher's Report		Governors were asked if they had any questions from the head teacher report. Q. Looking at the Year 3 breakdown on page 5, do the SEN children need ECHP's? Would any of them benefit from an ECHP? A. An ECHP is needed to get the additional funding and not all children are going to qualify. It is a difficult process requiring substantial amounts of work. Proof is required that a child is not making progress. Q. Should the middle table on page 8 read year 6 rather than year 4? A. The wrong table has been printed. Q. Is there an Easter school this year? A. Yes. It is inclusive but not all the children you would like to attend come along. Q. What is the Mobilise Project? A. It is designed to enhance the expectations of TAs and ensure they move up those expectations.	Mr. Emery to forward the correct table for circulation
7. Ofsted Report		Mr Emery said that both committees had already discussed Ofsted in some depth. He also confirmed previous thoughts that the school may have adopted a more critical approach to work than its peers. This had been shown to be true when Mrs. Handson took year 6 books to moderation. The work of our children was graded good or better. Q. What are we going to do? A. We have to go with where we are.	

		<p>Mrs. Handson said she felt the whole thing was very political. She confirmed that in other schools if a spelling was shown to be correct once, then even if it was incorrect when used again that it was accepted that the children knew how to spell that word.</p> <p>Q. Were staff pleased with the outcome?</p> <p>A. The feeling was that staff wanted a bit more. They knew where they had come since the last inspection which was also rated as good.</p> <p>Mr. Emery praised the staff for the way they had handled the whole process.</p> <p>Governors requested a presentation at a future FGB on writing i.e. where we are going, expectations etc.</p>	Mr. Emery to arrange.
8. Over-offer		<p>Mr. Emery confirmed that a letter would go out to parents, post-Easter.</p> <p>Q. Are there concerns that we could only have 27 children in a class when we have a PAN of 40?</p> <p>A. It would mean that we could let additional children in. However, Mr. Emery highlighted the need for accurate predictions and that we would soon go to a PAN of 60.</p>	
9. Buildings Update		<p>Two meetings have now been held in relation to the new classroom and plans are now being drawn up. It is expected that the building work will be completed by the spring of 2019. In the meantime, the library will be utilised as a classroom. Mr. Emery confirmed that there would be inevitable disruption to the school but that heavy building work would be undertaken outside school times where possible.</p> <p>Work on the toilets and the new blinds will take place over Easter.</p>	
10. Health and Safety		<p>Mrs. Williams has completed a Health & Safety course. Mrs. Williams is currently looking at a re-write of the schools Health and Safety Policy.</p> <p>Mrs. Williams and Mr. Nicholas had walked around the school to consider any issues. However they want to re-instate the more formal process which also involves the caretaker – Mr. Munn and / or the children.</p> <p>A fire risk assessment is being undertaken by an external contractor next term.</p>	
11. Steering Group Update		<p>Mr. Braid provided updates on school recent school visits and the MSA Training day</p>	Mr. Braid to share with all governors
12. Policies	Safeguarding	<p>1.3 Need to add in what sign-posting the school has and where it is available including children, staff and parents.</p>	

	Attendance	<p>2.4 Should read pupil and adults.</p> <p>3.1 Will need updating to incorporate changes in May 2018 i.e. GDP</p> <p>10.3 Q Do volunteers have a code of practice?</p> <p>A. Everyone working within the school has a code of practice.</p> <p>10.8 Mr. Nicholas confirmed that the training is available online.</p> <p>10.6 Q. Do we have risk assessments in place for breakfast club, sports clubs etc.</p> <p>A. Yes and they are checked by Mr. Emery.</p> <p>The policy was adopted subject to the said amendments having been proposed by Mr. Braid and seconded by Mrs. McGinn.</p> <p>The policy was proposed by Mr. Braid, seconded by Mr. West and formally adopted.</p>	Mrs. Francis to check when county intend to update to take account of GDP.
AOB		<p>Mr. Cuthbertson said that the company who look after the website had offered to re-vamp it with no extra cost to make it more Smart phone and IPad friendly. Governors agreed that this was a good idea.</p> <p>Q. Do the children use the Website?</p> <p>A. They do but the Facebook page is more popular.</p> <p>Concern were raised about governors' access to the global address book and children's emails. Mr. Cuthbertson confirmed this was not an issue because of encryption.</p>	

The meeting closed at 7.30pm

Signed: _____ Chair of Governors

Date: _____