

WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL

FULL GOVERNORS COMMITTEE MEETING MINUTES – PART 1

MONDAY 23<sup>RD</sup> SEPTEMBER 2019 at 6.00PM

Present: Mr Iain Braid, Mrs Helen McGinn, Mr Stewart Cuthbertson, Mrs Toni Hanson, Miss Sara Williams, Mr Tom Emery, Mrs Caz Dennis, Rev Rosamund Seal, Mr Richard Nicholas, Mr R West  
 Also present: Mrs C Williams (taking minutes)

Meeting started at 18.00

Agenda Item	Issues	Agreed Action	Responsible
1 Election of Chair		Mr Richard Nicholas was elected Chair. Proposed by SW, Seconded by TH and agreed unanimously	
2 Election of Vice Chair		Mr Iain Braid was elected. Proposed by RN, second by HM and agreed unanimously.	
3 Apologies		Mary Dack	
4 Declarations of Interest		Forms were completed by all members	
5 Minutes of the meeting held on 15 <sup>th</sup> July 2019		The minutes were discussed and accepted. Proposed by IB, Seconded by RN and unanimously accepted.	
6 Matters arising from the minutes		There were none	
7 Head Teacher's Report / Start of Term Update		<p>After comparing the National figures to ours, SC explained the situation.</p> <p>RN asked if the Higher Achievers were being challenged enough? This shows at the top of the school we had 11/12 taking the 11plus exam with 3 last year going on to Grammar/High School.</p> <p>CD asked Do parents know of their child's progress in the school? Yes this is part of the information during Parents Meetings.</p> <p>TE stated that the success of the Oracy programme was developing up through the school having commenced in the EYFS last year.</p> <p>RW enquired about Early Years information, this only appears once the baseline has been done in Term 2.</p>	

8 School Development Plan		The Governor Groups will start their meetings to discuss and populate the plan. Groups will liaise for May.	
9 Staff Update		There are 2 new TA's. Y and A, both in KS1. They are working with children having a SEN need. TM is no longer cleaning and has been replaced with someone starting in October. CBis on Jury Service. TL (Lunch time assistant) is unwell and may need to work in a more suitable position. GY (Lunchtime Assistant) has left (end of summer term). There are no vacancies at the moment.	
10 Clerking and County		County Clerking Service could not supply anyone for tonight's meeting as it was short notice. Complaints procedure. Carried out after investigation. Document has been sent to County 8 to 10 weeks ago and nothing more has been heard.	
11 Buildings Update		New Building finished Toilets finished The Library will be handed back at Half term.	
12 DFE GIAS		The website needs to be updated, and to check that County is updated on Governor details.	
13 Policies	Admissions for 2021 intake.	This is the final version , Proposed by RN and seconded by IB. Accepted unanimously.	TE
	Attendance	Page 9 Green parts to be removed. The Holiday request section: RS suggested it needs to be a single simple comment ie Exceptional Circumstances. This will be adjusted. This is important to show a positive lead on not taking holiday in term time. Perhaps a meeting with Governors may be needed if parents wish their children to take holidays in term time. When this policy is sent out in hard copy to each family there will be a covering letter attached. Policy Proposed by SW, Seconded by IB and accepted unanimously.	TE
	Keeping Children Safe	Staff need to be made aware of the contents. Also, consideration needed to ensure comfort of Children changing for PE especially in Upper KS2. Blinds should be fitted on new doors.	

		Proposed by IB, Seconded by HM and accepted unanimously.	
14 Term Dates		Dates were handed out to the meeting for 2020/2021	
AOB	COSHH	John Sampson has produced a fully documented file which is housed in the office, Thanks for this work.	
	Federation	<p>Consultation: Parents and staff of William Stukeley have filled questionnaires, HM analysing. Mostly positive responses.</p> <p>Consultation Meeting at WS raised 1 parent who introduced many good questions. Whereas at DSN there were zero parents at the meeting. It was decided that another meeting be advertised. Perhaps more people would attend but it had to be done this week. Another suggestion was for 2 governors to be in the KS2 playground available to talk to Parents from 2.30 on Friday 27<sup>th</sup> September. Emails will be sent around.</p> <p>There are still some feelings of staff not understanding the Federation effects upon their jobs. IB and RN have been talking to staff to day to try to allay their fears.</p>	

The meeting closed at 19.25

Signed: .....Chair of Committee

Date: 11<sup>th</sup> December 2019