



**GOVERNING BODY
2018 -19**

Meeting 4 – Minutes					
Date/Time:	11 th July 2019 at 18:30		Location:	School	
Attendees	Initials		Attendees	Initials	
LA			Co-opted		
Patrick Neave			Stephen Hyams	SHy	Chair
Parent			Denise Long	DLo	
			Faisal Bachlani	FBa	
Shraddha Kaul	SKa		John Grant	JGr	Vice-Chair
Headteacher			James Bick	JBi	
Darren Norman	DNo		Peter King	PKi	
Nell Webb	NWe		Mark Williams	MWi	
Staff			Sinan Duztas	SDu	
BOLD = Absent					
Apologies			Also attended		
	Initials			Initials	
Faisal Bachlani	FBa		Tim McGough	TMc	Clerk to Governors
Denise Long	DLo				
Darren Norman	DNo				

1.		WELCOME AND APOLOGIES FOR ABSENCE	
		SHy opened the meeting and welcomed those governors present. FBa, DLo and DNo had offered their apologies.	
2.1		DECLARATIONS OF INTEREST	
		There were no declarations of interest in respect of this agenda.	
3.		MINUTES	
3.1		It was agreed that the following minutes be approved and signed: (i) 14 March 2019 FGB; (ii) 16 May 2019 FGB whereby Patrick Neave was elected as a governor for a 4-year term; (iii) 16 May 2019 FGB EGM whereby the budget for the year was approved.	
3.2		Matters Arising (i) Election of Parent Governor This had still to be actioned by the school and is scheduled to be begin in September. (ii) Bluewave training This was not to be pursued as the school was to end using Bluewave. (iii) Website (governors' secure area & governor information on main site) It was agreed that Governors be asked to keep their entries up to date by informing Tim McGough of any changes, with those who had not already done so to be asked to provide a biography. It was agreed that a message be included on the website setting out that previous minutes, other than those published on the website (for the latest 2 year period), were available on request.	DNo ALL Clerk
4.		REPORTS FROM COMMITTEES	
4.1		Finance & Resources (i) Deficit SKa reported that the school was projected to have an in-year budget deficit of £90k in 2019/20, in part due to increased staffing costs, including pensions. Prior to the current meeting, a pre-meeting had taken place to consider possible initiatives going forward. Further discussions will take place in September 2019 at a pre-meeting of the FGB. (ii) Virement The school could have a requirement to reallocate £22,010 from staff costs to an agency teacher. It was agreed that the FGB approve this virement in the event it is required.	

		<p>It was felt that the library could be used more, such as holding events there. One idea was a poetry club. The key could lie in parents making more use of it, via a club. It was in the English Action Plan.</p> <p>(iii) Communication with stakeholders</p> <ul style="list-style-type: none"> • It was felt that the website was much improved. • The shorter weekly school bulletin was better. • There had been more surveys and reminders by Parent mail; • Communication with governors had improved. <p>(iv) LStaff development</p> <p>NWe noted that, while Learning Partnerships had not proved practicable, teachers shared good practice at staff meetings. However, it had been difficult to organise teacher/teacher observations due to staffing issues.</p> <p>SKa noted that The Pay Review Committee had seen evidence of the performance review process, which addressed progress as well as attainment, which was constructive.</p>	
6.		REVIEW OF SEF AND INITIAL THOUGHTS FOR SDP PRIOROTIES NEXT YEAR	
		<p>SHy noted that the SEF and next year's SDP before the meeting were not final versions, as Leadership were due to finalise them on Tuesday 16 July. Three priorities were outlined for next year:</p> <p>1: To Promote the school, leading to a rise in the roll.</p> <p>2: : To reduce variability in the quality of teaching, learning and assessment through effective leadership</p> <p>3: To implement a 'broad and rich' curriculum that reflects the vision and values of the school</p> <p>SHy suggested that the stated strengths should form the basis for promoting the school as per priority 1.</p> <p>The governors agreed that much good work had gone into developing the SEF, which will form a good basis for next year's planning.</p> <p>Next year's SDP will be discussed at the FGB on 18 July, including how the governors will participate in monitoring progress.</p>	
7.		BEHAVIOUR POLICY AND PRINCIPLES WRITTEN STATEMENT	
		<p>The governors noted that the Behaviour policy is for approval by the Head teacher, and that the changes had no impact on the Behaviour Principles Written Statement (which requires governors' approval). On that basis the Behaviour Principles Written Statement was approved.</p>	
8.		2019/2020 TERMS OF REFERENCE AND ANNUAL PLANNER.	
		<p>SHy noted that the papers for the 18 July 2019 FGB would include next year's draft annual planner, to include committee dates for 2019/20, and terms of reference.</p>	

		<p>It is proposed that Engagement & Communications Committee should be renamed the Families, Friends and Communities Committee, with an expanded remit, for further discussion on 18 July.</p> <p>Governors were invited to think about what committees they wish to participate in and the link governor roles of interest. This will also be discussed on 18 July.</p> <p>SHY reported his wish to be re-appointed for a further 4-year term, noting his current term expires in December 2019, and to continue as Chair next year.</p>	
9.		AOB	
		<p>(i) Letter from Chair of Governors to Parents/Carers It was agreed that SHy should prepare a draft and circulate to the FGB for comment by return.</p> <p>(ii) Staff Drinks 19 July Governors are invited to join the staff for end of year drinks.</p> <p>The meeting closed at 8.30pm</p>	
9.		NEXT MEETING: 18 July 2019 (5.30 pre-meeting) 6.30pm	

Signed:

Date: