



GOVERNING BODY 2013-14

Meeting 3 - Minutes					
Date/Time:	Tuesday 28 January 2014 6.30pm – 8.30pm		Location:	School	
Attendees	Initials		Attendees	Initials	
LA - 1			Co-opted - 9		
Jean-Francois Burford	JBu		Loreto Branford	LBr	
			Katie Ljungdahl	KLj	
Parent - 2			Jenny Mikkelsen	JMi	(Vice-Chair)
Katie Rodney Smith	KRS		Laura O'Connor	LOc	
Joana Santos	JSa		Sabina Mangosi Regan	SMR	
			Jane Spencer	JSp	(Chair)
Headteacher - 1			Andrew Kitchen	AKi	
Michael Dillon	MDi		Vacancy		
			Vacancy		
Staff - 1					
Julie Smith	JSm		Total 12 of 14		

Bold = absent

Also attended	Initials	
Glen Kirton	GKi	Clerk
Sonia Malik	SMa	Dep Head
Elaine England	EEn	LBRuT

Apologies	Initials	
Jean-Francois Burford	JBu	

	<p>She stressed the importance of governors' knowing about the school, its strengths and weaknesses, and where it stood in the performance benchmarking comparisons. Knowing the data was important, but so was going into school during working days. Parent governors had a huge advantage in knowing the school through their children.</p> <p>Performance management was increasingly significant. The school had asked Governor Support for some specific training in this area. Governors explained to EE that there was a debate between governors and staff about the purpose of visits. The guidelines were well established, but staff are sensitive about the use of the term "monitoring." EE offered advice on how the visits should be presented. Staff governors could play their part in ensuring that staff were properly informed and reassured.</p> <p>Views differed on the advisability of 1 to 1 observations. It was felt that some teachers might be intimidated by having multiple observers in the classroom, while others were not concerned. JSp pointed out that all visits being 1 to 1 only would result in more visits.</p> <p>Another possibility was for staff to do a presentation on a topic and then for governors to observe how that topic is taught over the course of a term. Whatever the mechanics adopted, it was essential to agree the method of reporting back to the FGB.</p> <p>Governors wished to be sure that they had the capacity to understand what they were observing. Some felt that witnessing a high standard of teaching Maths or English, for example, was more straightforward than looking at emotional intelligence. EE felt that briefings for governors should take place beforehand, and that one of the best ways of ensuring a successful briefing was to undertake a learning walk. Such a learning walk could form part of every new Governor's induction.</p> <p>JSp wished to have an updated Policy/guidance covering governor visits and requested governors to work with MDi and SMa to put this together. It was agreed that the next meeting of the Curriculum and Achievement Committee should consider this matter and that MDi would come to the meeting with suggestions.</p>	GK/MDi	06.02.14
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4.	SELF-EVALUATION AND SKILLS AUDIT		
	<p>LBr and KRS presented the preliminary findings of the Skills Audit (attached). The following was agreed:</p> <ul style="list-style-type: none"> • All areas appeared to be covered • It would be useful to get someone with stronger Health and Safety experience • Sport is perhaps a little thin • Training should be a regular agenda item • Getting a wider range of people, including community governors, involved in governor recruitment was a need • Project-planning skills would be a useful addition. <p>The proposed actions were examined. It was agreed that some could be dealt with in committees. As a first action, Curriculum and Achievement will look at the next steps. JSp pointed out that governors had, in the past, been involved in writing the SDP. She asked governors to give thought to how the implementation of the SDP might best be tracked.</p> <p>With the announced retirement of DMa, governors were also asked to consider whether it would be advisable to continue receiving advice from LMS or some other source.</p> <p>It was agreed that a PPG/PEG Working Party would meet once a term to talk about the impact of PPG and PEG.</p> <p>LBr will now update the Skills Audit in the light of these discussions. Governors congratulated LBr and KRS on a thorough job well done.</p> <p>Governors thanked EE for her time and for her extremely useful input.</p>	<p>All</p> <p>All</p> <p>LBr</p>	<p>31.03.14</p> <p>31.03.14</p> <p>31.03.14</p>
5.	ANY OTHER BUSINESS		
	<p>(i) <u>Andrew Kitchen</u></p> <p>AKi announced that he had decided to leave the Governing Body at the end of the term. JSp, on behalf of</p>		

	SUMMARY OF ACTIONS	
ITEM	ACTION	RESPONSIBLE
2.2 (i)	Liaise re governor candidates	JSp/SMR
2.2 (ii)	Attend meeting re Pupil Attainment	JMi/SMR/KRS
3.	Ensure governor visits masterplan considered at CAC	GKi/MDi
4.	Suggest dates for governor visits	All
4.	Consider how implementation of SDP might be tracked	All
4.	Consider whether advice required following DMA retirement	LBr
5.(i)	Put governor candidate in touch with JSp	AKi
5.(ii)	PPG/PEG Working Group to meet after half-term	JSp