



ST ANDREW'S SCHOOL GOVERNING BODY
Full Governing Body Non-Confidential Minutes of Meeting
Held on 25th April 2018, 19.15pm

| Governors | Governor Category | Other info (Chair/HT/Voting) |
|-------------------------|-------------------------------|------------------------------|
| Nicola Edwards (NE) | Head Teacher (ex officio) | HT |
| John Jones (JJO) | Foundation Governor (LDBS) | Chair of Governors |
| Ingrid Farmer (IF) | Foundation Governor (Deanery) | Vice Chair of Governors |
| Carol Turner (CT) | Foundation Governor (LDBS) | Voting |
| Toni Meadows (TM) | Foundation Governor (PCC) | Voting |
| Georgina Priestley (GP) | Foundation Governor (PCC) | Voting |
| Judy Cooper (JC) | LA Governor | Voting |
| Alexandra McGregor (AM) | Staff Governor | Voting |
| Jo Jefferies (JJE) | Parent Governor | Voting |
| Nigel Fullard (NF) | Parent Governor | Voting |
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| Also Present | | |
| Dan Tomlin (DT) | Clerk to Governors | Non-voting |
| Marion Calder | Asst Head | Non-voting |
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GB Core Functions (reference key for agenda items)

- 1 Ensuring clarity of vision, ethos and strategic direction** – *engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.*
- 2 Holding the Head teacher to account for the educational performance of the school and its pupils and the performance management of its staff** – *appointing Head; self-evaluation including working with data, monitoring visits and responding to reports; performance management.*
- 3 Overseeing the financial performance of the school and making sure its money is well spent** – *annual report; Pupil Premium and PE and Sport Budgets.*

| Agenda Item | Meeting Commenced at 19:30 hours New Activity Wall was demonstrated to FGB | Action agreed by who & when | GB Core Functions Ref Nos |
|-------------|--|-----------------------------|---------------------------|
| 17-18/001 | Welcome was made by Chair, The opening prayer was led by JJO. | JJO | |
| 17-18/002 | Statutory Duty Quorum Ascertained Lateness from TM (20:00 arrived),IF(19:40 arrived),JJF (20:00 arrived) | ALL | |
| 17-18/003 | Statutory Duty Declaration of Interest/Pecuniary Interest There was none declared. | ALL | |

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| | <p>SVFS: Ratified, signed and sent off.</p> <p>iii. Head Teacher's Report A report had been sent to Governors prior to the meeting.</p> <p>IF challenged 8 children leaving, NE explained that these were children placed at school while waiting for placements in other schools.</p> <p>GP challenged about what is being put in place to support lower years to prepare for SATS. NE explained that there are Interventions in Yr 2 & Yr 6.</p> <p>IF challenged persist absences. NE explained that some children have genuine sickness, 3 have been taken on holiday, previous holiday had been granted by past heads. NE advised parents this is no longer acceptable.</p> <p>GB agreed report.</p> | NE | |
| 17-18/009 | <p>Statutory Duty Review and Approval of the following Policies for ratification:</p> <ul style="list-style-type: none"> • Complaints Agreed and ratified. • Capability Agreed and ratified. | ALL | |
| 17-18/010 | <p>Planning, Reporting Back and Impact of Governors' Visits to School and Training Attended</p> <p>Learning walk to be rearranged</p> <p>TM & NF attended the GSS run "Intro to Governance" training. Both found it very interesting, perhaps daunting if not a teacher</p> <p>NF & CT attended the GSS run "safeguarding" training. Both agreed very informative and interesting. FGB should all have School emails. MC to arrange.</p> <p>NF attended "Potential Chair" & "Understanding SDP"</p> <p>DT advised FGB of remaining courses</p> <p>Access to The Key, had been cancelled for governors due to lack of use. MC still has access if required.</p> <p>JJO asked FGB to ensure they visit school at least once a term.</p> | ALL | |
| 17-18/011 | <p>Update re Breakfast & After School Clubs NE reported on a slow start, only 7 children, possibly looking to extend hours</p> | | |
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| 17-18/012 | Update re Sports Fund Activity Wall and Notice Boards have been purchased with the sports fund and the grant from the sugar tax. It has had a great response from Staff, Pupils and Parents, It is used in many lessons PE, ICT, Math etc. Boards can be used to display Parent messages, Links to Classroom Boards too. | NE | |
| 17-18/013 | Update re Water Supplier New Supplier found,(agreed at Resources, Ratified at FGB) OFWAT involved in previous company, all resolved. | NE | |
| 17-18/014 | Update re IT Contract New supplier found (agreed at Resources, Ratified at FGB) | NE | |
| 17-18/015 | Update SFVS Done under 17-18/008 | | |
| 17-18/016 | Update re Skills Audit GP/TM gave a presentation on Skills Audit data collected, Highlighting skills and training undertaking, 12 surveys collected Handout circulated, copy put in FGB File. Powerpoint to be put on website. JJO Congratulated GP/TM on great work. Recommendations of future training and Committee members to be sent to JJO | GP/TM | |
| 17-18/017 | Update re DBS GSS have advised that DBS checks last 5 years now. FGB agreed to keep to 3 years. | | |
| 17-18/018 | Update re GDPR Comes into force on 25/05/18. Training cancelled due to no attendance, this is to be rescheduled. KM has acquired three quotes from companies to provide training. ASTECH are best value. An External DPO is needed. NF asked if staff could do this, NE advised this requires specialised training. | | |
| 17-18/019 | AOB JJO: Budget, KM/NE have been working on the Budget, with 3 year predictions, the School Surplus is over the LA agreed limits, we have written to LA to explain this. Surplus to be spent on School Improvement and Maintenance. NE: Lettings Uxbridge Christian Fellowship has shown interest in hiring hall on a Sunday, NE to get more info. NE: need Volunteer for IOW trip NF to check availability. GP: bad feedback RE Pantry – catering suppliers, NE to speak to LA regarding this, IE falling numbers. | | |
| 17-18/020 | Closing Prayer CT led the closing prayer. Meeting ended at 21:30. The next GB meeting date TBA, JJ to liaise with DT,NE,IF | | |