

St Andrews CofE Primary School

Nursery Waye, Uxbridge, Middlesex, UB8 2BX

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
Also Present		
Dan Tomlin (DT)	Clerk to Governors	Non-voting
Marion Calder	Asst Head	Non-voting

GB Core Functions (reference key for agenda items)

- **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,	JJO	
	The opening prayer was led by 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	

17-18/004	Statutory Duty Declaration of Any Other Business NE declared 4 AOB		
17-18/005	Statutory Duty Approval of the Minutes from the Last Meeting CT questioned if IF should be PCC not Deanery. DT to check Misspelling of Georgina Priestley. DT to alter Marion Calder is Asst Head not Dep Head. DT to Alter NF/CT/JJF didn't meet, carry forward JJO to sign once amended	DT	
17-18/006	Matters Arising from the Minutes of the Previous Meeting not on		
	the agenda for today's meeting.		
	No Matters arising not covered by Agenda		
17-18/007	Statutory Duty Report on Membership of the Governing Board to include any vacancies, (Forthcoming) Elections, Appointments and Forthcoming Expiration of any Terms of Office		
	NF has resigned from FGB he will remain in post until the end of term		
	CT has resigned from FGB she will remain in post until end of term (poss until October if replacement not found)		
	FGB wishes to thank both for service		
	NE/JJO to apply to LDBS for CT replacement.		
	Any further resignation to be received by next FGB		
	"Thank you" card from Father Andrew was received and circulated.		
17-18/008	Statutory Duty Reporting on Delegated Functions, Educational Performance of the School and Recommendations to the Full Governing Board:		
	i. Chairs Report	JJO	
	JJO reported on the Hard work NE, Staff and Governors have been doing and this to be officially recognised at FGB		
	ii. Minutes of Committee Meetings and Link Governor Reports	DT	
	All minutes have come in.		
	T&L: Minutes previously circulated and approved		
	Resources: Minutes previously circulated and approved. IF highlighted minutes: Care Fund Letter was Ratified London Living Wage was Ratified		

	SVFS: Ratified, signed and sent off.		
	iii. Head Teacher's Report A report had been sent to Governors prior to the meeting.	NE	
	IF challenged 8 children leaving, NE explained that these were children placed at school while waiting for placements in other schools.		
	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.		
	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.		
	GB agreed report.		
17-18/009	Statutory Duty Review and Approval of the following Policies for ratification: • Complaints Agreed and ratified.	ALL	
	Capability Agreed and ratified.		
17-18/010	Planning, Reporting Back and Impact of Governors' Visits to School and Training Attended	ALL	
	Learning walk to be rearranged		
	TM & NF attended the GSS run "Intro to Governance" training. Both found it very interesting, perhaps daunting if not a teacher		
	NF & CT attended the GSS run "safeguarding" training. Both agreed very informative and interesting. FGB should all have School emails. MC to arrange.		
	NF attended "Potential Chair" & "Understanding SDP"		
	DT advised FGB of remaining courses		
	Access to The Key, had been cancelled for governors due to lack of use. MC still has access if required.		
	JJO asked FGB to ensure they visit school at least once a term.		
17-18/011	Update re Breakfast & After School Clubs NE reported on a slow start, only 7 children, possibly looking to extend hours		

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.	NE	
	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.		
17-18/013	Update re Water Supplier	NE	
	New Supplier found, (agreed at Resources, Ratified at FGB) OFWAT involved in previous company, all resolved.		
47.49/04.4	Undete ve IT Contract	NIT	
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	
17 10/010	GP/TM gave a presentation on Skills Audit data collected,	OI / I W	
	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		
17 10/017	future training and Committee members tom be sent to JJO		
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 in needed. NF asked is staff could do this, NE advised		
17-18/019	this requires specialised training. AOB		
17-10/019	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 ahs shown interest in		
	hiring hall on a Sunday, NE to get more info.		
	NE: need Volunteer for IOW trip NF to check availability. GP: badfeed back 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		