

MINUTES

<p>Attendees: Paul Adair (PA) Sean Bennett (SB) Audrey Daley (AD) Saira Malik (SM) Trudy Papafio (TP) Faiza Subhani (FS) Edmond Yeo (EY) Also in attendance: Naomi Dowd (ND) Amanda Deery (AD) Rohini Shah (RS)</p>	<p>Actions</p>
<p>1. Welcome FS introduced RS and then asked everyone to introduce themselves.</p> <ul style="list-style-type: none"> • Has worked in the insurance sector for 12 years. • RS studied law in India. • RS has a 4 year old who started Reception last week. • FS explained the commitment. • RS lives locally. • RS is flexible with availability. • A vote was taken, and RS was elected as a Co-opted Governor unanimously. • RS will join the management committee. • TP will mentor RS. 	
<p>2. Apologies for absence Apologies were received from Keith Ford (KF).</p>	
<p>3. Authorised / Unauthorised absence The absence for KF was authorised.</p>	
<p>4. Declaration of any other business There were no declarations of other business.</p>	
<p>5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.</p>	
<p>6. Headteacher's Verbal Update</p> <ul style="list-style-type: none"> • We have appointed 4 Teachers. <ul style="list-style-type: none"> ○ All are doing well. • Responsibilities have been allocated. • We are advertising internally for a year 3 / year 4 phase leader. • Next years residential trip will be to Mill Rythe in Hampshire. <ul style="list-style-type: none"> ○ We have used this venue 3 times previously. ○ Children will be accompanied by the year 6 teachers and 3 additional adults. ○ The cost is £252.75 per child. <ul style="list-style-type: none"> ▪ Up £40 on last year. ▪ Payment can be made over 6 instalments. ▪ We will make an allowance for Pupil Premium children. ▪ PA said that we would have to absorb any increase and not pass it on to the children. ○ APPROVED. 	

<ul style="list-style-type: none"> • The LIP is to be updated; the priorities are: <ul style="list-style-type: none"> ○ Curriculum. ○ Develop Subject Leaders. ○ Writing. • <u>PA asked that the structure chart be updated to include names.</u> 	AD
<p>7. Review / Update Declarations of Pecuniary Interests These were reviewed, agreed and signed by all Governors.</p>	
<p>8. What have I done since the last meeting <u>Carried forward.</u></p>	Agenda
<p>9. Governors with their Term of Office ending this Academic Year SB: 2/9/2019</p> <ul style="list-style-type: none"> • SB gave notice that he cannot commit in the long term to continue as a Governor due to work commitments. • SB confirmed that he would remain as a Governor until a successor is in place. • A vote was taken, and SB was re-elected unanimously. • <u>AON to update Governor records.</u> <p>KF: 09/2020</p> <ul style="list-style-type: none"> • FS advised that KF was standing down as a governor. • <u>AON to update Governor records.</u> <p>FS: 02/2020</p> <ul style="list-style-type: none"> • FS confirmed that she will standing for re-election. 	AON AON
<p>10. Governor Vacancies</p> <ul style="list-style-type: none"> • 3 x Co-opted <ul style="list-style-type: none"> ○ Local Vicar? ○ <u>AD to make contact.</u> • 2 x Parent <ul style="list-style-type: none"> ○ AD said that she was aware of a couple of prospects. 	AD
<p>11. Election of Chair of Governors</p> <p>a) Term of Office</p> <ul style="list-style-type: none"> • 3 years was agreed. <p>b) Election</p> <ul style="list-style-type: none"> • FS said that she would be prepared to stand again. • There were no other nominations. • A vote was taken, and FS was elected unanimously. 	
<p>12. Election of Vice Chair of Governors</p> <p>a) Term of Office</p> <ul style="list-style-type: none"> • 3 years was agreed in line with the CoG. <p>b) Election</p> <ul style="list-style-type: none"> • SB and TP agreed to act as Co-Vice Chairs of Governors. • A vote was taken, and SB & TP were elected unanimously. 	
<p>13. Management Committee</p> <p>a) Membership</p> <ul style="list-style-type: none"> • SB, AD, TP, RS, EY. <p>b) Committee Chair</p>	

<ul style="list-style-type: none"> • SB. <p>c) Committee Vice Chair</p> <ul style="list-style-type: none"> • TP. 	
<p>14. Teaching & Learning Committee</p> <p>a) Membership</p> <ul style="list-style-type: none"> • PA, AD, SM, FS. <p>b) Committee Chair</p> <ul style="list-style-type: none"> • PA. <p>c) Committee Vice Chair</p> <ul style="list-style-type: none"> • <u>To be decided at next committee meeting.</u> 	PA
<p>15. Meeting dates 2019 – 2020 These were agreed.</p>	
<p>16. Governor Visits Each Governor will be expected to do one visit per term.</p>	
<p>17. Link Governor Responsibilities 2019 – 2020 <u>To be allocated when the LIP has been updated.</u></p> <ul style="list-style-type: none"> • AD advised that the updated LIP will be available before half term. 	Agenda
<p>18. School Business Manager’s Verbal Update AD provided the update in the absence of OB.</p> <ul style="list-style-type: none"> • Budget – TP will follow up with OB and update Resources committee. <ul style="list-style-type: none"> ○ Teachers <ul style="list-style-type: none"> ▪ Variance £36,028 as 1 Teacher is not joining until January. ○ HLTA & TA <ul style="list-style-type: none"> ▪ Variance (£17,923) increased hours for 1 HLTA (+ 3 hours per day). ○ 3 year plan <ul style="list-style-type: none"> ▪ This will enable us to cost aspects of the curriculum. • Healthy Streets <ul style="list-style-type: none"> ○ STARS have been fantastic / supportive. ○ We have appointed 4 junior travel ambassadors from year 6. • Website upgrade <ul style="list-style-type: none"> ○ Our website did not reflect our learning – there was more focus on the building. ○ Upgrade cost £3K. ○ PA said that £3K was reasonable. <ul style="list-style-type: none"> ▪ AD added that other quotes were considerably more. • Fire Drill <ul style="list-style-type: none"> ○ There was a fire drill last Tuesday which went very well. 	
<p>19. Governor Training</p> <p>a) New Ofsted Framework</p> <ul style="list-style-type: none"> • The Governor briefing paper was pre-circulated. • PA stressed that Internal Data was still important for internal reviews. • <u>PA asked for an update on the curriculum review at the next T&L meeting.</u> 	PA
<p>20. Agree the minutes of the Full Governing Body Meeting on 12/07/2019 These were agreed as a true and accurate record and were signed by FS.</p>	

<p>21. Matters arising from the Full Governing Body Meeting on 12/07/2019</p> <p>a) Link Governor – School Travel</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>b) Governor visit schedule 2018 – 2019</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>c) ND to provide details of 2017 – 2018 attendance</p> <ul style="list-style-type: none"> • Closed. • ND pointed out that we had been hit with chicken pox. • AD pointed out that parents were accepting the fines and going on holiday anyway. <p>d) Updated Residential Trip data to Management Committee.</p> <ul style="list-style-type: none"> • Closed. <p>e) Governor Training – New Ofsted Framework</p> <ul style="list-style-type: none"> • Closed. <p>f) AD to circulate an updated crib sheet re changes to the Ofsted framework</p> <ul style="list-style-type: none"> • Closed. <p>g) AD to produce an updated structure chart</p> <ul style="list-style-type: none"> • Closed. <p>h) AD to consider if we can include “Equality & Diversity” into the Mission Statement</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • Yes – WIP <p>i) Report on the number of parenting contracts to Teaching & Learning Committee</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>PA</p>
<p>22. Policies / Documents for adoption There were no policies / documents for adoption.</p>	
<p>23. Any Other Business as agreed above There were no items of other business.</p>	
<p>24. Date and time of next meeting: Friday 6 December 2019 at 9:30 AM</p>	

Meeting closed at 10:40 AM