



Learn. Enjoy. Achieve.



Minutes for the Meeting of the Full Governing Body Monday 2nd December 2019 at 6.30pm

Present:

Ellen Barrett	Co-opted Governor	Christopher Muwanguzi	Parent Governor
Penny Conway	LA Governor	James Purser	Co-opted Governor
Katie Delgado	Staff Governor	Paul Warmington	Parent Governor (late)
Neil Donoghue	Co-opted Governor	Austin Willett	Parent Governor
Richard Fairbairn	Co-opted Governor	Rebekah Jenkins	Associate Member
Nickie Moore	Head Teacher		

In attendance:

Gemma Pearce Clerk

1. Welcome and introductions

Penny Conway opened the meeting and welcomed new Parent Governor Austin Willett to the Governing Body (GB).

2. Apologies for absence

Apologies received from:

Tim Gawler	Parent Governor
Gemma Manning	Co-opted Governor

No apologies received from:

Anna-Sofia Conway	Parent Governor
David Jones	Co-opted Governor
Victoria McAuley-Eccles	Co-opted Governor

3. Declaration of interests

No interests declared

4. Minutes of the last meetings and Matters Arising (not on this agenda)

- **Minutes of Full Governing Body meeting (30.9.19)**
There is a typing mistake in Section 4 which states EB was nominated as Chair (should be Vice-Chair). With this correction these minutes were agreed and signed off.
- **Minutes of Resources Committee (14.10.19)**
Agreed and signed off.
- **Minutes of Curriculum Committee (16.09.19)**
Agreed and signed off.

5. Actions update

Actions carried forward from previous meetings

FGB	Action	Who	When Status
2019/2020 - 001	Governors to consider RAG-rating for the school's performance in all areas (see Ofsted framework)	Chair	Autumn term Complete
2019/2020 - 002	To investigate possibilities for a new website and ways of securing funding for this	SBM	Autumn term Deferred to spring term
2019/2020 - 003	Curriculum group to complete monitoring of the core subjects	ASC/RF/PW	Autumn term Ongoing
2019/2020 - 004	Investigate if a fourth person could be trained as a DSP	NM	Autumn term Decided not be necessary
2019/2020 - 007	To monitor Online Safety	RF/PW/ASC/EB	Autumn term Initial visit complete (08.10.19)
C&S Committee			
2019/2020 - 008	Governor monitoring visit – follow up visit to review data 2018/19 Y4 and Y5 (now Y5 & Y6)	EB	Summer 2020
2019/2020 - 013	To arrange open evening for parents to explain the new curriculum and hold Q & A session	HT/CLT	Autumn term 2019 Complete (26.11.19)
2019/2020 - 014	To review and update the SMSC Policy	CLT	C & S meeting in Spring Term
2019/2020 - 015	To review and update the Educational Visits Policy	CLT	C & S meeting in Spring Term
2019/2020 - 016	Governor monitoring visit to impact of strategies in place to improve writing	RF and ASC follow up visit required	Autumn term Follow up visit required
2019/2020 - 017	Governor monitoring visit to look at provision in maths for pupils working at greater depth	ASC, RF and PW	Autumn term 2019 Governors have made initial contact with staff to arrange a date
2019/2020 - 018	Governor monitoring visit to look at provision in reading for all pupils including those working at greater depth		Autumn term 2019 Visit has happened and report is pending – will be presented at next C&S meeting
Resources Committee			
2019/2020 - 024	To consider quotes received for: <ul style="list-style-type: none"> • ICT support contract • ICT equipment • Refurbishing Heron classroom 	Resources Committee/ HT	Next Resources meeting Complete
2019/2020 - 025	Discuss budgeting for ongoing replacement of ICT equipment with School Finance Adviser	Chair of Resources /HT/CoG	Autumn term Complete

2019/2020 - 026	Governor visits to review operation of the Internal Financial Procedures	JP/RF	Autumn term Visit arranged- 6.12.19
2019/2020 - 027	PW agreed to visit to look at Pupil induction	PW	Autumn term Visit arranged- 5.12.19
2019/2020 - 028	Add Governor visit to monitor TA deployment to agenda in Autumn term	Resources Chair /Clerk	Autumn term Visit planned for next term
2019/2020 - 030	Arrange meeting of staff and governors to review the school's vision and values	HT/PC/EB	Next term Staff have already begun, HT to email governors with details
2019/2020 - 031	Review of policy for Managing with allegations of staff misconduct	Clerk/ Resources Chair	Next Resources meeting Complete
2019/2020 - 032	To update Whistleblowing (and CP summary)	HT	Next Resources meeting Complete

Actions from FGB 30.09.19

FGB	Action	Who	When
2019/2020 - 033	To update Register of Interests including collecting outstanding forms	Clerk	By next Resources Committee meeting Complete for info provided, Clerk to contact governors yet to return the form
2019/2020 - 034	To correct Minutes of the last FGB meeting (8 th July 2019) and circulate	PC	ASAP Complete
2019/2020 - 035	To circulate comments on Minutes of C&S Committee (16 th September 2019)	All Governors	By next Resources Committee meeting Complete
2019/2020 - 036	Clerk's name is to be edited to reflect the current clerk in the Standing Order document point 3.	Clerk	ASAP Complete
2019/2020 - 037	To update ToR's to reflect new committee structure	PC	ASAP Complete
2019/2020 - 038	To review SEF and SDP	All Governors	ASAP Complete
2019/2020 - 039	To arrange governor visits as agreed	See point 21	Ongoing
2019/2020 - 040	To attend parents evening	Any governors available	14 and 16 October Complete
2019/2020 - 041	To prepare some questions about the introduction of the school dog for parents at parents evening	PC	ASAP Complete
2019/2020 - 042	To prepare some questions on transition for parents at parents evening	RJ	ASAP Complete

2019/2020 - 043	To provide feedback on what the GB does well and could do better	CLT	ASAP On agenda
2019/2020 - 044	To finalise pay policy with agreed uplifts	PC/Clerk	ASAP Complete
2019/2020 - 045	To finalise Child Protection and Safe-guarding policy using only parts relevant to mainstream primary school	NM/PC/Office	ASAP Complete
2019/2020 - 046	To save 2019/20 versions of all policies and update on website	PC/Clerk	ASAP Complete

Actions from resources Committee 14.10.19

2019/2020 - 049	PP and Sports funding proposals and review of previous plans	HT/SBM	For next RC meeting
2019/2020 - 050	Implement ICT provider switch	SBM	Before end of current contract Update at meeting – this is proving more difficult than anticipated. Contract with ICT Service has been extended to enable further discussion of possibilities. Update to be given at next Resources meeting
2019/2020 - 051	Update school rents and send to those affected	SBM	ASAP In hand
2019/2020 - 052	Arrange H&S meeting for all school users	SBM	Before next RC meeting Meeting held 27.11.19
2019/2020 - 053	Governor visit to monitor TA deployment	EB and RF	Spring term
2019/2020 - 054	Governor visit to review staff induction process	ND and KD	Spring term
2019/2020 - 055	Update and save all policies agreed in this meeting	Clerk	ASAP Complete
2019/2020 - 056	Draft CCTV policy	SBM	ASAP On agenda
2019/2020 - 057	Record knowledge from ND on school sites and facilities	SBM/ND	ASAP Ongoing

6. Head-teacher's Report

(PW arrived during this item)

- **Pupil numbers and school organisation**

Since the report was sent to the Governing Body (GB) there have been some additional pupil movements and the school now has 362 pupils, and 2 more arriving in January including into Y4. **QU: Are these just normal movements for people in and out village?** NM - Yes **QU: Can we fit more children in to Y4?** NM - Yes if we look at moving 6 children from Y4 to Y5 during the afternoon sessions when the classes are split anyway. The two Y3 and two Y4 classes are separate in the morning but are mixed as three Y3/Y4 classes in the afternoon as this is all that our funding will permit. As the Y5 classes are smaller (22 in each) we will create two Y4/Y5 classes in the afternoon. This will enable us to admit additional Y3 and Y4 pupils. **QU: How would the children be selected?** NM - Children selected would be those working at greater depth and with the maturity to work with older children. **QU: Would these**

children feel out of place to their peers? RJ - The children are used to moving between classes for these sessions anyway and so it would not be unusual for the children involved, they would just move to a different classroom to previously. QU: Has this been discussed with parents and was this well received? NM - Not yet but in previous experience such a move has not been a problem with parents. QU: Is this just because of capacity? Yes, Y4 are moving towards capacity. In the afternoons 3 classes have 35 children. There would be no other way of taking children in to Y3 and 4 but the school would not want to turn children away, as this would lose both them and any siblings, and it is key for the school to continue to build numbers.

The GB agreed with this proposal so long as a minimum of 3 children from Y4 were selected to work with each Y5 class, to ensure that, in case of one being absent, nobody would be on their own.

QU: There were 3 fixed term exclusions since the last GB, why is this? NM – Consistent with the behaviour policy it had to be shown that the outcomes for poor behaviour in this policy were not just threats but would be implemented where necessary. None of the exclusions were for extended periods. The correct procedure was followed in each instance. QU: Were these all for the same child? No, these were for different children.

Has behaviour changed as a result? NM – Behaviour has been much better since, generally across upper KS2 where these occurred and particularly amongst the pupils in question. QU: What was parents' response? Generally they were well accepted, they understood why the exclusion was necessary as in each case there was a clear incident which resulted in the exclusion. This was effectively communicated to the parents involved.

QU: The report notes an on-going bullying issue, is this in hand? There have been a number of issues around bullying this term, all involving a particular child. These have all been thoroughly investigated and, where bullying had occurred, this has been dealt with robustly. However, there have also been a number of unsubstantiated accusations. These have also been thoroughly investigated and those children and staff involved have been supported. A governor with a child in the affected year group confirmed that, for their perspective, the school had dealt with the matter in a sensitive and professional manner and there was effective safeguarding of children and staff affected.

QU: The report notes a homophobic incident, what happened? NM – The Homophobic comment was a casual comment from a naive child who seemed to have no idea that what they were saying could be offensive, however the correct procedure was followed and it was recorded. The situation was discussed with the child and their parent. The parent was happy with how this was dealt with.

- **Child Protection and Safeguarding**

The figures provided were noted, there were no questions

- **SEN/Inclusion/Pupil Premium**

QU: Are high needs and closely monitored numbers getting more or less. The numbers are fairly steady but taking up a smaller percentage of staff time as systems are now in place to support.

QU: Please can you provide an update on the SENDCo appointment as in the last GB it was discussed that Rebekah Jenkins (RJ) would take on this role on a temporary basis?

Although we had not received any suitable applications for the SENDCo post and therefore couldn't appoint we had a late application and decided to call the applicant for interview. The applicant was known to the HT who felt she would be a good candidate for the temporary appointment. She was originally in discussion with the school about a teaching role in Y1 however upon visiting the school and further discussion it was clear that she had good potential for the SENDCo role. The HT from Houghton supported the interview process (as had happened during the original interviews) and confirmed the candidate's suitability. As a result, Jo Lyon has been appointed as SENDCo on a temporary contract for 2 terms. She started her hand over today. QU: Is she SEN qualified? No but she is keen to undertake the necessary training if this becomes a permanent role. She will receive support from the SENDCo at Fourfields who has been mentoring the current SENDCo and is qualified. QU: Are you happy with this RJ? RJ – Yes, I was prepared to take on the role however I'm very happy that I can now focus on teaching and learning during the time out of the classroom, in order to work closely with the teaching staff and give them extra support. QU: Financially how does this impact? This does not provide the financial saving discussed at the previous GB as a SENDCo is now being employed, however it is

financially viable and provides dedicated SEN support and allows RJ to maximise her impact on teaching during her time out the classroom.

The Pupil Premium report has been finalised (see later in this meeting – agenda item 9).

- **Attendance**

Pupil attendance was 97.24% as at 15/11/19. This is a good level and there were no concerns other than for one child whose attendance is very poor. The child has particular needs which the school has worked the LA to meet. The EWO is already in contact with the family about the child's attendance record. It had been suggested that school staff might visit the child's home to encourage school attendance but this was felt to be inappropriate and the EWO was better placed to support the family.

- **SDP/SEF – progress against Development Plan**

The updated SEF was provided to Governors prior to the meeting. The HT explained the colour coding in the document.

QU: Some of the comments relating to Governors are in yellow indicating improvements can be made – what can we do better? There are areas where more support could be offered, it was noted that much of this would be discussed as part of the Leadership and Governance review in January. **QU: Is this continually updated?** Yes, other members of staff are currently reviewing and providing their input and it will be reviewed again by the CLT in the Spring Term, around February.

- **Outcomes for Pupils**

The data in the report was noted. There were no further questions

- **Staff update**

An update was provided on staff departures and appointments.

QU: A TA has resigned, what is the plan for child she is supporting after Christmas?

NM – We are in contact with an agency who can offer specialist support for the child.

The changes in staff structure across Y1/2 (which had already been communicated to parents) were explained to the GB. Miss Thorne is leaving at Christmas as she is re-locating to Salisbury, she is very sad to leave the school. Current school staff have been re-deployed to fill this vacancy and a new part-time teacher has been recruited in to Y1 – Nicky Fairbairn. This is a temporary appointment for 2 terms. It was noted that Richard Fairbairn had no involvement in the recruitment of his wife in to this role. It was commented that this re-arrangement has allowed some staff to remain in school who were considering leaving, it has resulted in staff in positions in which they are happy and every effort has been made to minimise disruption to pupils. The CLT were complemented on their handling of this situation. **QU: What was feedback from parents?** NM – Generally parents have been supportive. A couple of Y1 parents were concerned that it would be unstable for their children but they have been reassured and follow up meetings have been arranged with them in January to make sure they are happy after move.

The changes in Y3 that were discussed in the previous FGB have now been communicated to parents and children **QU: how did people take the news that RJ would be moving out the classroom?** The children were all fine with the situation and are very happy that Maria Button will be their teacher. Parents have been generally supportive and understand that MB is well suited to the role and will be fully supported by RJ. **QU: Part of the reason for RJ to stay with her class in to Y3 was to ease the transition to KS2, how has this gone and are you confident that the children will not be impacted by you leaving the classroom?** RJ – Parents were asked about the transition at parents evening and there were lots of very positive responses. In school the atmosphere in lower KS2 is very positive. Through the plans put in place there has been much less of a jump between KS1 and KS2 and so children have handled it well. The mixed Y3/4 class time is also working well, teachers have clear expectations of what the two age groups can achieve and so manage it well. Parents and carers are happy. **QU: Would you plan to repeat it with current Y2 teachers moving to Y3?** Not necessarily, this year has set new

expectations of what Y3 will look like, which could just as easily be implemented by a new teacher. The decision on the best deployment of teachers will be made when planning starts for 2020/21.

- **Premises update**

The roof has been repaired following theft of lead flashing. It has been replaced with an alternative material.

- **Health & Safety**

There were 4 accidents recorded in the playground this term QU: Was there any pattern to these? NM – No they were all isolated incidents and just accidents.

There was a Health & Safety meeting on Wednesday 27th November for all organisations using the school premises. QU: [Did anything come out of the H&S meeting?](#) No. There was poor attendance with few users represented.

- **Home/School links**

Parents' evenings were held on 14th and 16th October for parents to meet class teachers.

A reading and phonics evening was held for EYFS parents on October 30th and this was well attended.

A curriculum evening was held for parents on November 14th. 17 parents attended the meeting - this is a low turnout for the number of families (268) we have at school - those who attended were very supportive and said they found the evening useful and informative.

- **Enrichment Activities**

Children have participated in several trips this term including Cinema trips for Y1-6 and a trip to Paxton Pits for EYFS/1. It was commented that pupil behaviour was exemplary on all trips.

A report was provided on Science Week which was very well received by teachers and parents. QU: [Will this be repeated?](#) NM – Yes this will be run again as it was a very worthwhile week for children

7. **Annual LA Safeguarding Return**

The GB had received the latest Annual LA Safeguarding Return prior to the meeting and there were no questions relating to this document.

8. **Meeting with Finance Adviser**

The GB were provided with notes from the finance meeting which took place on 15th November. The GB were also provided with a summary of the school financial outlook that was provided to parents (this was a letter, in conjunction with other schools, setting out likely budget implications).

QU: [What could parents do after the letter on funding?](#) The letter was more just for information but helps them to understand why certain decisions, which may not be popular with parents, have to be made.

The projected budget deficit and the uncertainty in the carryforward (c/f) figure were discussed. It was noted that the GB is not permitted to set a deficit budget and that the c/f amount is still uncertain. Depending on the c/f and the final agreement for school funding, the deficit could be anywhere between £50-100k. If it reaches this high level this is not sustainable and some difficult decisions on spending would have to be made when the next budget is set in April. The importance of carefully considering different scenarios for the c/f and the resulting deficit was discussed and it was agreed that some scenario planning should be carried out in time for the next Resources Committee meeting.

9. **Pupil Premium Grant and Sports Funding**

The GB received copy of the Pupil Premium report prior to the meeting. There were no questions relating to the document however it was noted that the report was much more detailed than in previous years and recognised the effort that has been put in by the school in developing this area.

The sports funding report was deferred to the next Resources Committee meeting.

10. Performance Management

The Head Teacher Performance Management (HTPM) Panel met with the HT and the appointed External Adviser to review 2018/2019 and agree objectives for 2019/2020. The HT has met with other teaching staff to review performance in 2019/2020 (support staff appraisal meetings are held in the spring term).

The Salary Committee met on 1st November 2019 to consider and agree recommendations from the HTPM Panel about the HT's salary and from the HT about teachers' salary.

11. School Catering

During the autumn term 2019 the school have experienced several problems with the current caterers. These have included insufficient quantities of food being prepared to feed all the children having school dinner, poor quality food being prepared, and in some cases days where supply catering staff were either not qualified for the role or did not turn up at all. The school have asked parents for feedback on the caterers to support their own concerns and have arranged a meeting with senior representatives of the company to discuss these. The current catering contract does not come to an end until October 2020. However, given the current situation, it was agreed that school should negotiate to exit the arrangement early due to breach of contract. **QU: Has the contract been reviewed?** The SBM has reviewed the contract and identified areas where the agreements in the contract have not been met by the caterers. **QU: Will there be financial compensation?** This will form part of the discussion but the key is to terminate contract as the current food served to children is not good enough. **QU: Have any preparations been made for finding new caterers?** The HT and SBM have identified one company that they are keen to invite to tender for the contract and provide quotes and terms. They will also invite other companies to do so to obtain the necessary 3 quotes. **QU: Will it be possible to get a new caterer quickly if the current contract is terminated?** This will form part of the discussion with companies who tender to understand what the school would need to provide and how quickly the arrangements could be put in place. **QU: What can be learnt from the situation with the current caterers?** Despite the school using the services of a Catering Consultant, the contract is very poor and has proved very difficult to get out of. There was very little flexibility for the school to end the contract prior to the end of the term, despite many issues arising. The contract with the new caterer will be thoroughly reviewed by a legal expert to ensure that this situation does not arise again. There must be the opportunity with the new caterer to exit the contract should the quality of the meals being delivered to the children become unsatisfactory.

12. Policy Review

- **Equality Policy** – annual update to equality information
QU: The List of objectives don't seem to relate to the groups listed to be concerned with, how were the objectives set? They were set by looking at outcomes for children (in data). **QU: Is this a model policy?** The policy is based on a model policy but the objectives are set by the school. **QU: Within the policy it says a member of the GB has a watching brief, who is this?** RF volunteered to act as this and to work on the policy to ensure that the list of objectives fit with the key groups identified in the policy, and to ensure it does not conflict with other school policies. This will be reviewed at the next FGB meeting (2nd March 2020).
- **Data Protection Policy (DPP)**
This had been updated in line with recent statutory changes, the GB agreed the DPP.
Several related policies were also submitted for review:
 - **CCTV policy**
It was discussed that a CCTV policy is important since there is CCTV on-site and this policy (based on a model policy) was agreed.
 - **Camera and mobile phone policy**
This policy was taken from a model policy.
QU: Do staff have access to pool phones when out on school trips? No, there used to be however they are no longer available for use. Currently staff have no choice but to use personal phones however they do not store any parent contact details in their phones and are careful to block their number when dialling out. It was discussed that without access to

pool phones this policy was ineffective as it would prevent teachers from having any way of contacting parents in an emergency.

It was agreed that is important for school to purchase and maintain some mobile phones for use by staff on school trips. They should be kept by the SBM and signed out for specific purposes. It was commented that it is possible to maintain a basic phone on a simple contract for minimal cost (around £10 per month per phone). It was also agreed that the policy should be amended such that 'Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device' be changed to 'Only in emergency circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device', just in case there were ever a situation where a pool phone were unavailable and a teacher needed to contact a parent urgently. With the provision that pool phones are available and this change made this policy was accepted.

- **ICT and internet policy**

This was taken from a model policy

QU: On P3 it is not clear who is authorised personnel, similarly on P9 section 8.5 it is not clear who are the 'ICT team'. It was agreed that it should be added to the document to refer any questions on who these are to the SBM

It was also commented that in Appendix 1 the list should be called guidelines not rules. The policy was agreed on the provision that these minor amendments be made.

- **Absence Management Policy (staff).** This was taken from an EPM model policy. QU: Does it tie in with Terms & Conditions for staff? Yes, as these are also provided by EPM. QU: Do you need it if have covered in T&C? Yes, as it goes beyond T&C and deals with return to work. This policy was agreed.

13. Parents Evenings

- **Autumn Term 2019** – thank you to EB and ND and who joined the Chair, PC, at Parents' Evenings to meet with parents. Parents were asked their views on Luna the school dog in a questionnaire. Feedback was very positive. A summary of responses to the questionnaire was provided to parents. Other comments arising related to parking outside the school and asking for clarification of arrival times for children. Clarification on these points was provided to parents in an email after the Parents' Evening. Parents commented that it would be nice to have photos of the GB so they know who they are. PC asked Governors to send photos of themselves to her to arrange this.
- **Spring Term 2020** – The dates of parents' evenings in the spring term are yet to be confirmed by the school. HT to let the GB know once these dates have been decided to Governor attendance can be arranged. School will consider if there is any particular topic they would like governors to talk to parents about.

14. Governor Training

- PC shared an update from Budget consultation meetings held on 20th November. The presentation notes from this were circulated to all governors. It was noted that, despite past assurances about the introduction of fairer funding, funding will continue to be an issue in almost all Cambridgeshire schools.
- There are no Governor Briefing sessions in Cambridgeshire next term, although governors may attend a briefing session in Peterborough on 28th Jan 2020, 7.00 – 9.00pm at Hampton Gardens (note: whilst some of this will be applicable to governors in any school, some will be tailored to governors on Peterborough)
- Annual Cambs Governor Conference on Saturday 45th March 2019, 9.15am – 1.00pm at Swavesey Village College
- New governors are asked to undertake induction training as soon as is practicable; existing governors should ensure they keep themselves informed and updated by attendance at relevant courses.

15. Governor Visits to School

The following visits have already been agreed and should have been completed this term:

- **SEN – meeting with new SENDCo**
The SEN governor (EB) completed the visit on 01.10.19 and a report was provided to Governors.
[QU: Will there be another visit with the new SENDCo?](#) Yes, this will be the regular termly meeting between SENDCo and the Governor for SEN. The next meeting will be scheduled for after half term in Spring Term. The report was accepted by the GB.
- **Online Safety – monitoring how children are kept safe when using the internet**
The visit was completed 08.10.19 and a report submitted to the GB. The report was accepted
- **Core Curriculum** – Continue to monitor the delivery of the core subjects (reading, writing and maths) including provision for vulnerable groups and the more able – ASC, RF and PW – in liaison with school these visits will be spread across all 3 terms and include:
 - impact of strategies in place to improve writing – the report of the initial visit in December 2018 was presented previously - follow up visit to be arranged
 - provision in maths for pupils working at greater depth - Governors have made initial contact with staff to arrange a date
 - provision in reading for all pupils including those working at greater depth - Visit has happened and report is pending and will be presented at next C&S meeting
- **Review operation of Internal Financial Procedures** – meeting with relevant office staff
The meeting is scheduled for 06.12.19 with JP and RF. A report will be submitted for review at the next RC meeting.

The following visits have already been agreed for next term (governors should arrange mutually convenient dates with the staff concerned):

- Marking and Assessment – visit to include new in-class assessment as part of the draft Marking and Assessment Policy review - ND and DJ - January /February 2020 (before February Half Term)
- Core Curriculum – Continue to monitor the delivery of the core subjects (reading, writing and maths) including provision for vulnerable groups and the more able – ASC, RF and PW
- Safeguarding procedures – Safeguarding governor (EB) – annual monitoring
- Induction for pupils new to the school – visit to look at how new pupils are rapidly assessed after entry and supported to settle in quickly to ensure good progress from their start - PW – arranged for Thursday 5th December
- Staff Induction - to discuss with new starters if their induction had followed the agreed policy and if they were happy with induction process - ND and KD
- TA deployment – to discuss with teaching staff how new deployment of TAs is working - EB and RF

16. Governor vacancies

There are currently no Governor vacancies.

17. Correspondence received

There was no correspondence received to discuss.

18. Any other urgent business

Prior to the meeting the School Business Manager (SBM) submitted details of quotes for the school photocopier contract which is due to be renewed this month. Based on the quotes submitted the SBM had recommended to remain with the current provider (Konica) with an upgraded machine and the addition of Papercut. The SBM had stated that we have had good service from Konica and are happy to keep this relationship going. The new machine shouldn't be too dis-similar to the one currently in school. The Papercut option offers an opportunity to see what is being printed by whom, to reduce wasted print and monitor non-school users of the photocopier. The SBM was confident that the Papercut will pay for itself in savings. The new contract would give an annual saving of £2,350 without savings in reduction of printing. [QU: Who will monitor and look at the data provided](#)

from Papercut to ensure its efficacy? This would be monitored by the SBM. Based on the information submitted the GB were happy to take the recommendation of the SBM to remain with Konica with the addition of Papercut.

PC reminded the Governors that representatives of the Local Authority will be in school on 8th January for a Leadership and Governance Review. Any Governor who is available on this day was asked to let PC know. PC will circulate a full timetable for the day when it is available.

ND reminded the Governors that 2022 marks the school's 50th anniversary and in due course consideration should be made of how to mark this.

The Governing Body were invited by RJ to attend the KS2 outdoor carol service on 9th December 6-7pm

19. Dates of next meetings

- Date of next Curriculum & Standards meeting: Monday 13th January 2020 at 6.30pm
- Date of next Resources Committee Meeting: Monday 27th January 2020 at 6.00pm
- Date of next full Governing Body Meeting: Monday 2nd March 2020 at 6.30pm

The meeting closed at 8.49 pm

Actions carried forward from previous meetings

FGB	Action	Who	When
2019/2020 - 002	To investigate possibilities for a new website and ways of securing funding for this	SBM	Spring term
2019/2020 - 003	Curriculum group to complete monitoring of the core subjects	ASC/RF/PW	Autumn term
2019/2020 - 033	To update Register of Interests including collecting outstanding forms	Clerk	ASAP
2019/2020 - 039	To arrange governor visits as agreed	See point 21	Ongoing
2019/2020 - 043	To provide feedback on what the GB does well and could do better	CLT	ASAP
C&S Committee			
2019/2020 - 008	Governor monitoring visit – follow up visit to review data 2018/19 Y4 and Y5 (now Y5 & Y6)	EB	Summer 2020
2019/2020 - 014	To review and update the SMSC Policy	CLT	C & S meeting in Spring Term
2019/2020 - 015	To review and update the Educational Visits Policy	CLT	C & S meeting in Spring Term
2019/2020 - 016	Governor monitoring visit to impact of strategies in place to improve writing	RF and ASC follow up visit required	Spring term
2019/2020 - 017	Governor monitoring visit to look at provision in maths for pupils working at greater depth	ASC, RF and PW	Autumn term 2019
2019/2020 - 018	Governor monitoring visit to look at provision in reading for all pupils including those working at greater depth		Autumn term 2019
Resources Committee			
2019/2020 - 026	Governor visits to review operation of the	JP/RF	Autumn term

	Internal Financial Procedures		Visit arranged- 6.12.19
2019/2020 - 027	PW agreed to visit to look at Pupil induction	PW	Autumn term Visit arranged- 5.12.19
2019/2020 - 028	Governor visit to monitor TA deployment	Resources Chair /Clerk	Spring term
2019/2020 - 030	Arrange meeting of staff and governors to review the school's vision and values	HT/PC/EB	Spring term
2019/2020 - 049	Sports funding proposals and review of previous plans	HT/SBM	For next RC meeting
2019/2020 - 050	Implement ICT provider switch	SBM	Update to be given at next Resources meeting
2019/2020 - 051	Update school rents and send to those affected	SBM	ASAP
2019/2020 - 053	Governor visit to monitor TA deployment	EB and RF	Spring term
2019/2020 - 054	Governor visit to review staff induction process	ND and KD	Spring term
2019/2020 - 057	Record knowledge from ND on school sites and facilities	SBM/ND	ASAP

New actions from this meeting

FGB	Action	Who	When
2019/2020 - 058	To correct meetings of FGB 30 Sept 19 and circulate	PC/Clerk	ASAP
2019/2020 - 059	To circulate minutes of RB and C&S agreed in this meeting	PC/Clerk	ASAP
2019/2020 - 060	Scenario planning for budget carryforward and deficit	HT/SBM	Next RC meeting
2019/2020 - 061	Arrange tenders for school catering	SBM	ASAP
2019/2020 - 062	Review and improve Equality Policy	RF	Next FGB meeting
2019/2020 - 063	Finalise Data Protection and Related Policies	PC/Clerk	ASAP
2019/2020 - 064	Purchase school pool mobile phones	SBM	This term
2019/2020 - 065	Arrange next Governor visit with SENDCo	EB	Spring term
2019/2020 - 066	Provide headshot photo to Chair	All Governors	ASAP
2019/2020 - 067	Suggest possible topics to raise with parents at the next parents evening in the spring term	HT	Next C&S meeting