

MINUTES OF FULL GOVERNORS MEETING
Held on Tuesday 6th December 2016
(Portland Road Site)

Present: Jeff Nixon (Chair) Maddie Southern
 Shahena Bashir (Vice Chair) Joanna French
 Sarah Shaw Mike Lawson
 Mark Drayton Stephen Terry
 Jo Corbett Nicole Reeves
 David Swindells Charlotte Freeman (Clerk – minutes)

1. Apologies for absence

Apologies were received and accepted from Lisa Marshall.

2. Notification of any urgent business

JN thanked Jo French on behalf of everyone for the work put into the production of the first Governors' newsletter. It is something we can all be proud of.

No new matters raised.

3. Declaration of Interest

None declared for the meeting.

4. Minutes of the last meeting/matters arising

The minutes were reviewed and agreed from the previous meeting held on Tuesday 18th October. Signed copy on file.

-Currently two governor vacancies – one co-opted and one parent. The recent newsletter invited expressions of interest. **MS to directly write to parents about vacancies. JC to provide an annotation on her own experience within the role to promote interest.**

-Staff governor maternity vacancy to be kept open for RD's return.

-SS shared the feedback from her Finance Link Governor visit (LM) – monitoring report from this visit is available on the GVO (Finance overview 02/12).

5. Reports from committees

Minutes and monitoring visit reports had been previously circulated to all governors.

- Chairs of Committees held on 03/11.
 - Safeguarding held on 26/11.
- Both were agreed as true accounts of meetings.

The monitoring visit reports were reviewed and all agreed the value these added to both the governing body and the school.

- Year Leaders (JN) 05/10
- Data Review and Target Setting (JN) 10/10
- Data Summary Report (Schools Partnership Adviser)
- Review of Teaching and Learning by external consultant 21/10
- English Subject Lead Curriculum Link Governor (ML) 07/11
- Teaching and Learning Focus learning walk (LM) 11/11
- Pupil Voice (JN/DS) 25/11
- Finance overview (LM) 2/12

Copies of individual reports are available on the GVO.

- JC has agreed to take on the role of Maths Subject Lead Curriculum Link Governor and an initial meeting is being organised.

MD and JN to circulate report on SEND meeting.

-MD brought a copy of the Parent Council Meeting minutes to the meeting. It was agreed that these should be a standing item within FGB.

6. Achievement For All Update

-Each teacher has four children they identified as their AFA children. These are normally focused on hard to reach parents.

Initial meetings with the structured conversations have been held and feedback from these from teachers has been positive. Records of each meeting have been recorded within the child's time talk record. They have agreed key actions with the parents and come up with manageable steps.

Looking forward contact will be kept up with the parents and another meeting planned for March. The children will be continually monitored – data driven.

AFA is discussed at SEND meetings and teachers have the full support of the SLT.

The School Action Plan and templates for AFA are available to view on the GVO.

Where more than four children have been identified as needing support MS has met with the teacher and looked at individual needs and additional children have been added.

Should a child no longer need this level of support they can be put on a maintenance programme and the teacher is then able to choose another child to focus on.

It was thought that a selection of AFA pupils could be used for the next pupil voice to get a wider cohort of children to feedback on the school.

7. Governors' Code of Conduct

After initial consultation through email and the GVO the FGB were all in agreement that the Code of Conduct would be adopted by the Governing Body as of 6th December 2016. A copy of this is available on the GVO and going forward will be part of the Governor Induction Pack.

8. AOB

Date of next meeting: **Tuesday 7th February 2017.**