

	<p>The focus on Reading across the school will continue with a particular focus on involving parents/carers. Parents/carers now have a better understanding of what is expected of them and for those pupils that are unable to receive that support from home there is provision put in place at school. The school will also use volunteer readers, reading buddies, PAT dog, guided reading, bonkers for books, and novels; extended writing books are also carefully selected for both interest and meaning to raise the profile of Reading and to suit the needs of the pupils (Thrive). A Phonics programme is being trailed in Year 1.</p> <p>Rigorous monitoring of pupil progress is taking place across the school allowing provision to be amended where necessary to ensure all pupils are making expected progress and highlight gaps in provision.</p> <p>New progression grids for teachers and development of a child friendly version to support in target setting and allowing pupils to be fully involved in setting targets has also been introduced. There will also be an hour focus on Art based on the National Curriculum (NC).</p> <p>Governors were pleased to note that the development and use of Restorative Justice has had a significant impact on behaviour and pupils taking ownership of their actions.</p> <p>Governors thanked Melina Burrowes and Becky Sullivan for attending the meeting and for their informative presentation and requested that an electronic copy be provided and distributed to Governors for further digestion.</p>	MB / BS
2	<p>Routine Governance</p> <p>a. Welcome & apologies for absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Nicola Johnson.</p> <p>b. Attendance/pecuniary interests register</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <p>c. Election of Chair and Vice Chair & Approval of Terms of Reference</p> <p>The Chair and Vice Chair's Terms of Reference previously distributed were agreed.</p> <p>There was one nomination for Rebecca Golder for the position of Chair. As there were no oppositions and all members were in support, Rebecca Golder was duly re-elected for a term of office of 1 year.</p> <p>There was one nomination for Warren Pickles for the position of Vice Chair. As there were no oppositions and all members were in support, Warren Pickles was duly re-elected for a term of office of 1 year.</p> <p>d. Approval of Committee Structure, Membership & Terms of Reference</p> <p>Governors considered and agreed the Committee structure, membership and TOR that had previously been distributed subject to minor amendments.</p> <p>Governors discussed the Associate Members' TOR and the purpose of appointing Associate Members and agreed that due to the Senior Leadership Team (SLT) restructure and realignment of responsibilities, and as the SLT attends 3 of the 5 Teaching & Learning Committee meetings, it was not necessary at this time to appoint any members as an Associate Member specifically regarding the Committee meetings; the Headteacher will inform Simon Penrose of the Governing Body's decision and rationale behind it. Governors also agreed that as the School Business Manager and Caretaker regularly attend Finance & Resources Committee meetings, it was not necessary to appoint them as Associate Members.</p> <p>Governors however, agreed to re-appoint Simon Futchter, Deputy Headteacher, as an Associate Member to each of the Committees until he leaves the school at the end of Term 2 to take up his new Headteacher's post; it was agreed that the Headteacher will ask both Assistant Headteachers if they would like to join the Governing Body as Associate Members and attend full Governing Body (FGB) meetings.</p>	LM

	<p>e. Appointment of Named/Link Governors & Approval of Terms of Reference</p> <p>Governors considered and agreed the Named Governors that had previously been distributed together with the TOR which had been updated to reflect current terminology and practice. Governors discussed the Link Governor roles and agreed that it would be useful to have a Parent Involvement & Engagement Link Governor to liaise between Governors and parents/carers including identifying representatives from the Governing Body to attend parents evenings and events etc. Governors fully supported the role and agreed to appoint Gil Osman as the Link Governor.</p> <p>Governors further agreed to combine the Governor training and Governor of the Month Link Governor roles and also noted that as the school has subscribed to the Governor Development Service (GDS), training opportunities need to be utilised to provide best value. Rebecca Golder offered to take on this role and will discuss this further with Nicola Johnson.</p> <p>Governors agreed to appoint Warren Pickles Named Governor for Health, Safety & Well-Being / Premises pending appointment of a new Governor with health and safety/premises experience and expertise.</p> <p>Governors discussed the SEN TOR and noted that the SENCo focuses on EAL children and it was therefore agreed that reference to EAL should be included in the TOR.</p> <p>f. Review Governing Body's Scheme of Delegation</p> <p>The Governing Body considered and agreed the Scheme that had previously been distributed subject to a minor amendment to reflect changes in legislation.</p> <p>g. Approval of Minutes of last FGBM held on 18 July 2013</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>h. Carried forward & matters arising:</p> <p>i. Governing Body vacancies</p> <p>Governors were pleased to note that a possible new Governor has been identified who has a background in health and safety; the Office Manager is taking this forward and will update Governors in due course.</p> <p>ii. Governors' monitoring visit form</p> <p>In light of Nicola Johnson's absence, this was deferred until the next meeting.</p> <p>iii. TEN Governor support website</p> <p>Governors fully supported subscribing to TEN Governor which has provided excellent support.</p> <p>i. Policy Adoption/Review:</p> <p>i. Governors' Code of Conduct Policy</p> <p>Governors considered and agreed the Governors' Code of Conduct Policy subject to minor amendments to update the policy in line with current terminology.</p>	<p>RG</p> <p>NJ</p>
<p>3</p>	<p>Information Sharing</p> <p>a. Chair's Report</p> <p>The Chair's Report had previously been distributed; Governors.</p> <p>Governors agreed that it would be useful to add the school's newsletters to the website; the Office Manager will forward a copy to the Clerk to upload and also to forward to Governors.</p>	<p>EJ / MD</p>

<p>b. Headteacher's Report</p> <p>The report had previously been distributed; Governors discussed the suggestion that the Governing Body carries out an exercise regarding identifying what outstanding means in terms of governance as part of the leadership and management Ofsted judgement and whether it would be useful to bring in someone to facilitate this exercise. This will be considered in more detail in due course and possibly form part of the FGB's whole day visit.</p> <p>Governors were concerned to note that there have been significant issues regarding budget monitoring due to the delay in receiving funding from the Local Authority (LA) for the payroll. It appears that this issue has been resolved, although there are still delays with receiving Pupil Premium funding; it is hoped these will be resolved soon.</p> <p>c. Chairs of Committee Reports</p> <p>The draft Committee Minutes had previously been distributed; the Chairs highlighted key areas of discussion at the meetings.</p> <p>d. Named/Link Governor reports and Governor of the Month Visits</p> <p>There was nothing significant to report.</p> <p>e. Feedback from training undertaken</p> <p>Geoff Waters and Gil Osman attended the whole school child protection training which was very informative and useful.</p> <p>The Chair of Governors is also undertaking Chair's training which will take place over the course of the academic year.</p> <p>Governors agreed that it would be useful for all Governors to undertake complaints procedure training and exclusions training as it is important that members of the panels have received appropriate training, particularly noting that these are usually incidents that could happen unexpectedly and at any time. Rebecca Golder will review the GDS training programme and make recommendations to Governors on other useful training opportunities as appropriate.</p> <p>f. AOB</p> <p>The Headteacher's performance management review took place this morning; Governors formally congratulated the Headteacher for the contribution she has made to leading the school forward towards outstanding.</p> <p>g. Date of next meeting</p> <p>Thursday 19 December 2013 at 4.45pm</p>	<p>All</p> <p>RG</p>
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 19 December 2013