

**St Mary & St John CE Primary School Full Governing Body Meeting  
Monday, 3 December 2018, 7.00 pm (Term 2)**

## AGENDA

<b>1.</b>	<b>Welcome, apologies, quorum</b>																													
<b>2.</b>	<b>Declarations of any other urgent business</b>																													
<b>3.</b>	<b>Declarations of business/pecuniary/other personal interest in any agenda item</b>																													
<b>4.</b>	<b>Minutes of Full Governing Body meeting, 11 October 2018 (Term 1)</b>																													
<b>5.</b>	<b>Matters arising from the minutes</b>																													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 60%;">Action (by Term 2 GB meeting, unless stated otherwise)</th> <th style="width: 15%;">Who</th> <th style="width: 15%;">Outcome</th> </tr> </thead> <tbody> <tr> <td>Action 1</td> <td>LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at GB meeting.</td> <td>LB</td> <td>In progress</td> </tr> <tr> <td>Action 2</td> <td>CB and MAS to carry out pupil voice visits, report to Term 1 or Term 2 GB meeting.</td> <td>CB, MAS</td> <td>In progress (report Term 3)</td> </tr> <tr> <td>Action 3</td> <td>Comparison data to be included in future reporting to GB on attendance (including comparisons with figures from the previous term and for the same period last year).</td> <td>LB, CCW</td> <td>Completed (see item 6)</td> </tr> <tr> <td>Action 4</td> <td>Governors to hold usual parent consultation (post-it boards) in March 2019, alongside Term 4 parent-teacher meetings.</td> <td>All non-staff governors</td> <td>Pending (Terms 3, 4)</td> </tr> <tr> <td>Action 5</td> <td>SF to communicate to the relevant governors at Comper the responses of the M&amp;J GB to their recent letter on structure and funding of the Comper/M&amp;J partnership.</td> <td>SF</td> <td>Completed (see item 10)</td> </tr> <tr> <td>Action 6</td> <td>SF/RMo to convene a working group of M&amp;J governors to liaise with Comper governors on plans for Reception funding and future Comper and M&amp;J partnership working, and report at the next GB meeting.</td> <td>SF, RMo</td> <td>Item 10</td> </tr> </tbody> </table>		Action (by Term 2 GB meeting, unless stated otherwise)	Who	Outcome	Action 1	LB to confirm requirements of Public Sector Equality Duty Statement and discuss Equality Objectives with the Leadership Team, and report at GB meeting.	LB	In progress	Action 2	CB and MAS to carry out pupil voice visits, report to Term 1 or Term 2 GB meeting.	CB, MAS	In progress (report Term 3)	Action 3	Comparison data to be included in future reporting to GB on attendance (including comparisons with figures from the previous term and for the same period last year).	LB, CCW	Completed (see item 6)	Action 4	Governors to hold usual parent consultation (post-it boards) in March 2019, alongside Term 4 parent-teacher meetings.	All non-staff governors	Pending (Terms 3, 4)	Action 5	SF to communicate to the relevant governors at Comper the responses of the M&J GB to their recent letter on structure and funding of the Comper/M&J partnership.	SF	Completed (see item 10)	Action 6	SF/RMo to convene a working group of M&J governors to liaise with Comper governors on plans for Reception funding and future Comper and M&J partnership working, and report at the next GB meeting.	SF, RMo	Item 10	
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<b>6.</b>	<b>Headteacher's reports</b>	LB LB, JG																												
	<ul style="list-style-type: none"> <li>• Headteacher's report – long-form report (<i>incl. school self-evaluation report</i>)</li> <li>• Comper – report (<i>see also item 9, below</i>)</li> </ul>																													
<b>7.</b>	<b>Headline updates from committees</b>	CB RMo EK																												
	<p><i>Standing item to improve communication and understanding by the whole GB of recent work of each of the main committees. Format: brief (two minutes) verbal report from the chair of each committee. Limited time available for questions, or reference to minutes. Longer discussion, if required, to be scheduled for later.</i></p> <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Finance, Premises &amp; Staffing</li> <li>• Admissions &amp; Attendance</li> </ul>																													
<b>8.</b>	<b>School development</b>	LB																												
	<ul style="list-style-type: none"> <li>• PE &amp; Sport Premium annual statement – review, approval</li> </ul>																													
<b>9.</b>	<b>Comper/M&amp;J Partnership</b>	CB, EK, RMo																												
	<ul style="list-style-type: none"> <li>• Joint working group on partnership structure and funding – report</li> </ul>																													
<b>10.</b>	<b>Child Protection &amp; Safeguarding</b>	LB, MAS																												
	<ul style="list-style-type: none"> <li>• Schools Annual Safeguarding report, 2018 – review, approval</li> </ul>																													
<b>11.</b>	<b>Policies, procedures</b>	EK RG LB LB																												
	<ul style="list-style-type: none"> <li>• Admissions for 2020/21, draft policy – update</li> <li>• Health &amp; Safety, local authority monitoring visit – report</li> <li>• Data Protection policy – review, approval</li> <li>• Privacy Statement – review, approval</li> </ul>																													
<b>12.</b>	<b>Governing Body development</b>	SF, All																												
	<ul style="list-style-type: none"> <li>• Governor training needs – discussion</li> </ul>																													
<b>13.</b>	<b>Schools partnership and academy options – update</b> <i>Standing item</i>	LB, SF																												
<b>14.</b>	<b>General Data Protection Regulation – update</b> <i>Standing item (see also item 11)</i>	LB																												
<b>15.</b>	<b>Visits to school by governors</b> ( <i>since Term 1 meeting, 11 October 2018</i> )	All																												
<b>16.</b>	<b>Training undertaken by governors</b> ( <i>since Term 1 meeting, 11 October 2018</i> )	All																												

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**AGENDA**

*Continued*

<b>17.</b>	<p><b>Reports from committees/other groups</b> <i>Not for further discussion at this meeting. Notice only, of minutes circulated or to be circulated.</i></p> <ul style="list-style-type: none"> <li>• Comper/M&amp;J Partnership Group – <i>meeting 8 November 2018 (deferred – new date to be confirmed)</i></li> <li>• Curriculum Committee – <i>meeting 19 October 2018</i></li> <li>• Finance, Premises &amp; Staffing Committee – <i>meeting 3 December 2018</i></li> <li>• PTA – <i>meeting 5 November 2018</i></li> </ul>	<p>CB/SF RMO/SF PTA</p>
<b>18.</b>	<p><b>Any other urgent business</b> <i>(ref. item 2)</i></p>	
	<p><b>Future agenda items</b></p> <ul style="list-style-type: none"> <li>• Pupil voice visits – report (Term 3)</li> <li>• School development plan, 2018/19 – first review (Term 3)</li> <li>• See also <i>Year plan of key Mary &amp; John Governing Body tasks and dates, 2018/19</i></li> </ul>	
	<p><b>Next Full Governing Body meeting (Term 3) Tuesday 5 February 2019, 7.00 pm</b></p>	

**Meeting should be finished by 9.00 pm.**