

**St Mary & St John CE Primary School Full Governing Body Meeting  
Tuesday, 5 February 2019, 7.00 pm (Term 3)**

## 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, 3 December 2018 (Term 2)</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: 5%;"></th> <th style="width: 65%;">Action (by Term 3 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 (report Term 4)</td> </tr> <tr> <td>Action 2</td> <td>CB and MAS to carry out pupil voice visits, report to GB meeting.</td> <td>CB, MAS</td> <td>Item 8</td> </tr> <tr> <td>Action 3</td> <td>EK to work with LB on examples of short questionnaires for staff views and well-being.</td> <td>EK, LB</td> <td></td> </tr> <tr> <td>Action 4</td> <td>SF to contact governor from St Andrews Primary School about joint governor training.</td> <td>SF</td> <td>Completed (report Term 4)</td> </tr> <tr> <td>Action 5</td> <td>LB to post on school website or write to parents with news of appointment of new PE Lead teacher.</td> <td>LB</td> <td></td> </tr> <tr> <td>Action 6</td> <td>SB/SC to report to Curriculum Committee (Term 4) on progress in swimming teaching and learning.</td> <td>SB/SC, Curr'm C'tee</td> <td>In progress (report Term 4)</td> </tr> <tr> <td>Action 7</td> <td>Comper/M&amp;J Working Group governors to meet again with Comper governors before Term 3 GB and report on outcomes and actions arising.</td> <td>C/M&amp;J WG governors</td> <td>Item 9</td> </tr> <tr> <td>Action 8</td> <td>MAS to meet with Comper safeguarding governor to confirm process for joint checks of the Single Central Records of the two schools.</td> <td>MAS</td> <td>In progress (report Term 4)</td> </tr> <tr> <td>Action 9</td> <td>EK/SF to amend school website to include contact details for responses to Admissions policy consultation.</td> <td>EK, SF</td> <td>Completed</td> </tr> <tr> <td>Action 10</td> <td>RG to report to GB (Term 3) with update on any issues arising from local authority Health &amp; Safety monitoring visit.</td> <td>RG</td> <td>Item 10</td> </tr> <tr> <td>Action 11</td> <td>LB to investigate how other schools are approaching the requirements of GDPR in relation to permissions for use of photographs of children. LB to write to parents clarifying school policy and procedures on this.</td> <td>LB</td> <td>Item 12</td> </tr> <tr> <td>Action 12</td> <td>All governors to review governor training programme brochures in the dropbox and identify relevant training opportunities. Chairs of Committees to prompt members of their committees on this.</td> <td>All governors</td> <td>In progress (report Term 4)</td> </tr> </tbody> </table>		Action (by Term 3 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 (report Term 4)	Action 2	CB and MAS to carry out pupil voice visits, report to GB meeting.	CB, MAS	Item 8	Action 3	EK to work with LB on examples of short questionnaires for staff views and well-being.	EK, LB		Action 4	SF to contact governor from St Andrews Primary School about joint governor training.	SF	Completed (report Term 4)	Action 5	LB to post on school website or write to parents with news of appointment of new PE Lead teacher.	LB		Action 6	SB/SC to report to Curriculum Committee (Term 4) on progress in swimming teaching and learning.	SB/SC, Curr'm C'tee	In progress (report Term 4)	Action 7	Comper/M&J Working Group governors to meet again with Comper governors before Term 3 GB and report on outcomes and actions arising.	C/M&J WG governors	Item 9	Action 8	MAS to meet with Comper safeguarding governor to confirm process for joint checks of the Single Central Records of the two schools.	MAS	In progress (report Term 4)	Action 9	EK/SF to amend school website to include contact details for responses to Admissions policy consultation.	EK, SF	Completed	Action 10	RG to report to GB (Term 3) with update on any issues arising from local authority Health & Safety monitoring visit.	RG	Item 10	Action 11	LB to investigate how other schools are approaching the requirements of GDPR in relation to permissions for use of photographs of children. LB to write to parents clarifying school policy and procedures on this.	LB	Item 12	Action 12	All governors to review governor training programme brochures in the dropbox and identify relevant training opportunities. Chairs of Committees to prompt members of their committees on this.	All governors	In progress (report Term 4)	
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<b>6.</b>	<b>Headteacher's reports</b>																																																					
	<ul style="list-style-type: none"> <li>• Headteacher's report – short-form report</li> <li>• Comper – report (<i>see also item 9, below</i>)</li> </ul>	LB LB, JG																																																				
<b>7.</b>	<b>Headline updates from committees</b>																																																					
	<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>	CB RMO EK																																																				
<b>8.</b>	<b>School development</b>																																																					
	<ul style="list-style-type: none"> <li>• School development plan, 2018/19 – first review</li> <li>• Pupil voice visits – report (Key Stage 1 visit), planning (Key Stage 2 visit)</li> <li>• Spring 2019 parent consultation (post-it boards) – planning, incl. questions to ask</li> </ul>	LB, CCW CB, MAS SF																																																				
<b>9.</b>	<b>Comper/M&amp;J Partnership</b>																																																					
	<ul style="list-style-type: none"> <li>• Joint working group on partnership structure and funding – report</li> </ul>	CB, EK, RMO																																																				
<b>10.</b>	<b>Policies, procedures</b>																																																					
	<ul style="list-style-type: none"> <li>• Admissions for 2020/21, draft policy – update</li> <li>• Health &amp; Safety, local authority monitoring visit – update</li> </ul>	EK RG																																																				

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**AGENDA**

*Continued*

<b>11.</b>	<b>Schools partnership and academy options – update</b> <i>Standing item</i>	LB, SF
<b>12.</b>	<b>General Data Protection Regulation – update</b> <i>Standing item</i>	LB
<b>13.</b>	<b>Visits to school by governors</b> <i>(since Term 2 meeting, 3 December 2018)</i>	All
<b>14.</b>	<b>Training undertaken by governors</b> <i>(since Term 2 meeting, 3 December 2018)</i>	All
<b>15.</b>	<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> <ul style="list-style-type: none"> <li>• Comper/M&amp;J Partnership Group – <i>meeting 17 January 2019 (deferred from Term 2)</i></li> <li>• Curriculum Committee – <i>meeting 31 January 2019</i></li> <li>• Finance, Premises &amp; Staffing Committee – <i>meeting 5 February 2019</i></li> <li>• PTA – <i>meeting 14 January 2019</i></li> </ul>	SF CB RMo PTA
<b>16.</b>	<b>Dates of meetings for governors, 2018/19</b> <i>Please note changes.</i>	SF
<b>17.</b>	<b>Any other urgent business</b> <i>(ref. item 2)</i>	
	<b>Future agenda items</b> <ul style="list-style-type: none"> <li>• Spring 2019 parent consultation (post-it boards) – report (Term 4/5)</li> <li>• Pupil voice visits – report (Key Stage 2 visit) (Term 4)</li> <li>• Review of progress on goals, priorities for the year – GB, committees, etc. (Term 4)</li> <li>• GB development – review of governor training plans (Term 4)</li> <li>• See also <i>Year plan of key Mary &amp; John Governing Body tasks and dates, 2018/19</i></li> </ul>	
	<b>Next Full Governing Body meeting (Term 4) Monday 25 March 2019, 7.00 pm</b>	

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