

**St Mary & St John CE Primary School Full Governing Body Meeting
Monday, 25 March 2019, 7.00 pm (Term 4)**

AGENDA

Please note – the meeting will start promptly at 7.00 pm.

1.	Welcome, apologies, quorum			
2.	Declarations of any other urgent business			
3.	Declarations of business/pecuniary/other personal interest in any agenda item			
4.	Minutes of Full Governing Body meeting, 5 February 2019 (Term 3)			
5.	Matters arising from the minutes			
		Action (by Term 4 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 GB meeting.	CB, MAS	Item 8
	Action 3	EK to work with LB on examples of short questionnaires on staff views and well-being.	EK, LB	In progress
	Action 4	LB to communicate to parents news of appointment of new PE Lead teacher.	LB	Completed
	Action 5	MAS to meet with Comper safeguarding governor to confirm process for joint checks of the Single Central Records of the two schools.	MAS	Completed
	Action 6	All governors to review governor training programme brochures and identify relevant training opportunities (OPL/Oxfordshire County Council and EIG/Oxford Diocese – see dropbox). Chairs of Committees to prompt members of their committees on this.	All governors / Chairs of Committees	Item 13
	–	SC to report on impact of school development plan measures to improve outcomes in English (Curriculum Committee).	SC	CC agenda item (Term 5)
	–	CCW to report on results of school survey of views of pupils eligible for Pupil Premium funding (Term 6 GB).	CCW	GB agenda item (Term 6)
	Action 7	Spring 2019 parent consultation (post-its) – SF to circulate timetable and sign-up sheet; all (non-staff) governors to sign up.	SF / All (non-staff) governors	In progress (item 8)
	Action 8	Pending response to email enquiry confirming budget requirements, Comper/M&J Working Group governors to meet again with Comper governors and report to next M&J GB meeting.	C/M&J WG governors	Item 9
	Action 9	Comper/M&J Working Group governors to confirm terms of reference for the group with Comper governors.	C/M&J WG governors	Item 9
6.	Headteacher's reports			
	<ul style="list-style-type: none"> • Headteacher's report – long-form report (<i>incl. school self-evaluation report</i>) • Comper – report (<i>see also item 9, below</i>) 		LB LB, JG	
7.	Headline updates from committees			
	<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"> • Curriculum • Finance, Premises & Staffing • Admissions & Attendance 		CB RMO EK	
8.	School development			
	<ul style="list-style-type: none"> • Pupil voice visits – report (Key Stage 1, Key Stage 2) • Spring 2019 parent consultation (post-it boards) – interim feedback • New school website – report; compliance review 		CB, MAS SF LB; JW, RMO	
9.	Comper/M&J Partnership			
	<ul style="list-style-type: none"> • Joint working group on partnership structure and funding – report 		CB, EK, RMO	
10.	Policies, procedures			
	<ul style="list-style-type: none"> • Admissions for 2020/21, policy and procedures – update 		LB	

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Continued

11.	Visits to school by governors <i>(since Term 3 meeting, 5 February 2019)</i>	All
12.	Training undertaken by governors <i>(since Term 3 meeting, 5 February 2019)</i>	All
13.	Governing Body development <ul style="list-style-type: none"> • Parent governor election – update • Review of progress towards goals/priorities for the year – GB, committees, etc. • Governor skills audit • Review of governor training plans 	RMo CB, RMo, SF RMo SF, All
14.	Schools partnership and academy options – update <i>Standing item</i>	LB, SF
15.	General Data Protection Regulation – update <i>Standing item</i>	LB
16.	Reports from committees/other groups <i>Not for further discussion at this meeting. Notice only, of minutes circulated or to be circulated.</i> <ul style="list-style-type: none"> • Comper/M&J Partnership Gr'p – <i>Term 4 meeting (6 March 2019) cancelled; seeking alternative date</i> • Curriculum Committee – <i>meeting 12 March 2019</i> • Finance, Premises & Staffing Committee – <i>meeting 21 March 2019</i> • PTA – <i>meeting 4 March 2019</i> 	SF CB RMo PTA
17.	Any other urgent business <i>(ref. item 2)</i>	
	Future agenda items <ul style="list-style-type: none"> • Spring 2019 parent consultation (post-it boards) – report (Term 5) • School development plan, 2018/19 – second review (Term 5) • Statement of school's Freedom of Information Publication Scheme • See also <i>Year plan of key Mary & John Governing Body tasks and dates, 2018/19</i> 	
	Next Full Governing Body meeting (Term 5) Monday 13 May 2019, 7.00 pm	

Meeting should be finished by 9.00 pm.