

St Mary & St John CE Primary School

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Headteacher: Elizabeth Burton



Full Governing Body Meeting – Term 1

Monday, 14 October 2019, 7.00 pm, Meadow Lane

AGENDA

1.	Welcome, apologies, quorum		
2.	Declarations of any other urgent business		
3.	Declarations of business/pecuniary/personal interest		
	<ul style="list-style-type: none"> Declarations of business/pecuniary/personal interest in any agenda item Annual return All Governors, Associates – if you have not done so already, please bring your completed form with you to the meeting. (Guidance notes and blank form to print are available in the dropbox.) 		
4.	Minutes of Full Governing Body meeting, 26 June 2019 (Term 6)		
5.	Matters arising from the minutes		
	Action (by Term 1 GB meeting, unless stated otherwise)	Who	Outcome
Action 1	EK to work with LB on examples of short questionnaires on staff views and well-being.	EK, LB	In progress
Action 2	Actions from website compliance review – LB & JG to update data and items identified. <i>In progress. Longer-term plans required formatting. Next year the school will take a different approach. JW and RMo to confirm when current update completed.</i>	LB, JG JW, RMo	
Action 3	Actions from website compliance review – Clerk & RMo to review governor record gaps. <i>In progress. JW and RMo to confirm when completed.</i>	JW, RMo	
Action 4	OCC Education Quality Guarantee visit, March 2020: LB to contact OCC to request extra half-day of System Leader input, for visit to include Comper Head.	LB	Completed
Action 5	LB to ensure new school Complaints Procedure based on updated local authority model is uploaded to the school website.	LB	Completed
Action 6	SF and MAS to organise GB training on the new Ofsted framework (Spring 2020).	SF, MAS	Term 2/3
Action 7	BG to present at an INSET or staff meeting and explain her role as staff governor and the role of other teachers who attend the GB as associate members.	BG	In progress
Action 8	LB to hold a parent workshop (Spring 2020) on the school's approach to managing behaviour.	LB	Term 3/4
Action 9	BG to confirm the updated SEND Information Report for Parents is published on the school website.	BG	Completed
Action 10	LB to amend Equal Opportunities policy equality objectives and confirm the policy is published on the school website.	LB	Completed
Action 11	RMo to draft an updated statement of Freedom of Information Publication Scheme, for discussion by GB (Term 1/2).	RMo	Term 2
Action 12	SF to contact all governors individually for review conversations.	SF	Completed (report in Term 2)

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6.	Minutes of Full Governing Body meeting, 23 September 2019 ('Term 0')																														
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8.	Headteacher' reports <ul style="list-style-type: none"> Headteacher's report – short-form report Comper – report 		LB LB, JG																												
9.	Headline updates from committees <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> <ul style="list-style-type: none"> Curriculum – incl. data headlines; CC goals, priorities for 2019/20 Finance, Premises & Staffing – incl. budget headlines; FPS goals, priorities for 2019/20 		JW RMO																												
10.	School development <ul style="list-style-type: none"> School development plan, 2018/19 – final review School development plan, 2019/20 – discussion, approval; plans for monitoring 		LB LB																												
11.	Child Protection & Safeguarding <ul style="list-style-type: none"> Keeping Children Safe in Education, Parts 1 & 2 – review, confirmation read by all All Governors, Associates – please read through the latest update of this important document (available in the dropbox). You will be asked to sign the KCSIE register to confirm that you have read both Part 1 and Part 2. Child Protection & Safeguarding policy – approval 		All LB, MAS																												
12.	Provision for children in vulnerable groups <ul style="list-style-type: none"> Pupil Premium annual statement – approval Looked After Children annual report to Governing Body – approval SEND (special educational needs/disabilities) annual report to Governing Body Accessibility policy & plan, 2019/20 – approval 		LB, CCW LB, BG BG, MAS BG, MAS																												
13.	PE/Sports Premium annual statement – approval		LB																												
14.	Admissions for 2020/21, draft policy – short report		EK																												
15.	Schools partnership and academy options – update <i>Standing item – deferred to Term 2.</i>		–																												
16.	General Data Protection Regulation – update <i>Standing item – deferred to Term 2.</i>		–																												
17.	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"> Curriculum Committee – meeting 3 October 2019 Finance, Premises & Staffing Committee – meeting 10 October 2019 PTA – meetings 16 September, 30 September 2019 		JW / CB TF / RMO PTA																												
18.	Dates of meetings for governors, 2019/20 <i>Now confirmed</i>		SF																												
19.	Any other urgent business (ref. item 2)																														
	Next Full Governing Body meeting (Term 2) Tuesday 10 December 2019, 7.00 pm																														

Meeting should be finished by 9.00 pm.