



		Present: Dr P Ambler (PA), Mrs Billington(AB), Mrs Holohan (SH), Mr Veentjer (PV) &Mrs Davey (JD) (clerk)	Action By	Time scale
1		Apologies: Mr J Tristram (JT)		
2		Pecuniary Interest: Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting.		
3		Minutes of last meeting – 7th July 2016 Governors approved the minutes as an accurate record and they were signed accordingly. Items were discussed as agenda items.		
4		Terms of Reference		
4	1	These were approved with not amendments. It was noted that attendance is to be monitored by the Curriculum and Learning Committee.		
5		Budget		
5	1	2015/16 and 2016/18 The current year’s monitoring statement and the projected budget until 2018 was shared at the full governing body meeting in September and remains unchanged. The meeting went in to Part 2 whilst PV was updated with developments. The shortfall was acknowledged. Governors agreed there was nothing further to do or report at the moment.		
5	2	Voluntary Unofficial Funds – Balances were shared and books available for inspection. A healthy balance is presently showing even though some has recently been used for ICT purposes.		
5	3	Formula Capital – This shows a balance of just under £3000 after commitments. It was acknowledged that the carryforward of just under £5000 from the previous year has already been spent plus some money from 2016/17. Discussion took place about maintenance issues and governors were reminded that the Formula Capital should not be spent on maintenance items but new build, major refurbishments or computer hardware.		
6		Headteacher’s Report		
6	1	All items to be included in the headteacher’s report were shared as part of the School Improvement Plan documents and Self Evaluation documents which had been distributed to governors previously.		
6	2	School Improvement Plan – Priority 1 1. Effectiveness of Leadership and Management <i>1. In the light of challenging financial climate, to ensure there is a sound financial 3-year plan.</i> <i>2. To maintain and improve our effective partnerships with other schools to share and develop outstanding practice across our school and beyond.</i> <i>3. To actively promote the school and Nursery with the aim to increase numbers (July 2016: school = 80; Nursery = 11. September 2016: School = 76; Nursery 5)</i> <i>4. To research and consider whether the FSU will open to 2 year olds when funding is available to vulnerable families in Sept 2017.</i>		

		<p>5. To develop an effective devolved leadership across 3 areas of learning to improve 'subject leadership' across the school, which impacts significantly to improve standards and outcomes for children</p> <p>6. To develop more robust evidence of the existing high quality impact of the Governing Body in securing strong strategic leadership and improvement in standards and outcomes for children.</p> <p>Governors discussed Priority 1 in depth. It was reported that one child in KS1 was absent on School Census day meaning that they did not have a school meal on that day which will be reflected in future funding.</p>		
6	3	The draft action plan distributed to governors in advance under Term 1 listed the number relating to the items listed as part of Priority 1 but had nothing written alongside. AB explained that this was because there was no action for governors during that term. Governors asked that this is not left blank and it was agreed to put 'GB have agreed action to be taken with reference to the budget'.		
6	4	<p><i>Governor question – PA – Do we have to have the 6 points within Priority 1 – isn't it too long?</i></p> <p>Discussion took place about the inclusion or omission of the sentence about actively increasing the numbers on role. Governors acknowledged that the school does this as part of the usual cycle of work and not as part of the SIP. Governors agreed it was important to acknowledge and include this within the SIP and it was agreed to include it as an addition to sentence 1. A governor evaluation question relating to this will be included under sentence 1 eg. What has been done to promote the school? It was agreed that SH will feedback to governors on school promotion.</p>	SH	11/16
6	5	Action Plan 2 – approved with no changes		
6	6	Action Plan 4 – relates to FSU – approved with no changes		
6	7	<p>Safeguarding Lead Governor Terms of Reference</p> <p>As part of the safeguarding audit, it is recommended that the Safeguarding Lead Governor has their own T of R. A model has been personalised and distributed to governors. Governors approved the T of R. It was decided that it was not necessary to appoint a deputy safeguarding governor. Headteacher keeps safeguarding governor and Chair appropriately informed.</p>		
6	8	AB invited any questions from governors. Discussion took place about further governor triangulation. PV said he would like to be involved with AB.	PV/AB	12/16
6	9	SEF – This had previously been distributed to governors. AB had highlighted in red suggested inclusions and highlighted in blue what she suggestions as deletions. She asked governors to make a judgement as to where they think the school is relating to Leadership and Management. After much discussion using OFSTED criteria it was agreed that this would be put at outstanding.		
6	10	Governors discussed the value of the SEF and after much discussion it was agreed that the SEF should be a part of the SIP so reducing paperwork by one document. A judgement will be made at the end of each term.		
7		Appraisal and Pay Review – Pay Committee		
7	1	A date for the Pay Committee will be set when JT returns from holiday at the end of October. Teacher and headteacher performance management need to take place before the end of November. JD to arrange meeting. Governors acknowledge that JT is undertaking Headteacher Performance Management training in November.	JD	11/16

7	2	Pay Policy The new Local Authority Pay Policy has been produced and changes discussed. The main consideration for governors was to decide whether to include the recommended uplift of 1% to all pay ranges and the 1% uplift to TLR payments and SEN allowances. It was agreed that this would be included. The Pay Policy will be updated to reflect decisions made in the previous year. JD will amend the policy appropriately which will be brought to the Pay Committee.	JD	10/16
8		Premises		
8	1	It was agreed that SH, AB and PV would walk around the buildings and grounds and make a list of maintenance jobs. JD to arrange a date.	SH/AB/ PV JD	10/16
8	2	The outside work agreed previously by governors will hopefully be completed soon. This includes items particularly for the FSU as well as other outdoor play items.		
8	3	All work in Oak Class has been completed.		
9		Policies:		
9	1	Finance Policy – Agreed to take revised policy to full governors for approval. No changes made.		
9	2	Charging and Remissions – No changes to be made from existing policy – approved.		
9	3	Governors Allowances and Expenses - No changes to be made from existing policy – approved.		
9	4	Health and Safety - No changes to be made from existing policy – approved.		
9	5	Risk Assessments – SH to go through existing assessments, amend where necessary and report back to govts.	SH	12/16
9	6	Staffing Structure – Approved to be discussed by First Committee		
10		Date of next meeting: to be agreed after discussion with JT	JD/JT	11/16
		The meeting finished at 3.15pm		