


Full Governing Body Meeting
Part 1 MINUTES
Wednesday 15 May 2019, 7.30pm

Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of Governing Body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.

Present: Andrew Stear (Headteacher), Luke Bozeat, Emma Hardy (Chaired the meeting), Justin Shreeve, Daniel Keat,

In attendance: Rachel Dunnage (Clerk)

Meeting is quorate 5/10

1.	TOPIC	ACTION Who & when
2.	APOLOGIES FOR ABSENCE <i>(statutory)</i> Mel Wells, Mel Isherwood, Fiona Campbell, Maureen Holland (see 4.b below) AS informed governors that, in the light of our reduced numbers, he has postponed the SEND and safeguarding update until we have our new governors on board; the Inclusion Manager shall therefore not attend this meeting. Governors were content with this decision. Chairman for this meeting Governors agreed that EH, as Co-Vice Chair, should chair this meeting.	
3.	DECLARATION OF INTEREST <i>(statutory)</i> Governors declared no interests in specific agenda items at this meeting.	
4.	CONSTITUTION OF THE GOVERNING BODY (Statutory) <ol style="list-style-type: none"> There have been the following appointments since the last meeting: <ol style="list-style-type: none"> Co-opted Governor, Mrs Fiona Campbell for another term to run from 01.06.19 - 31.05.23 There has been one resignation received with effect from today, 16.05.19. AS informed governors that he has today received the resignation of Chairman Mrs Maureen Holland due to a sudden change in family circumstances. She has asked that it be with immediate effect and so would not attend tonight's meeting. Governors were very sorry to hear that MH is leaving the Governing Body and wished to formally record their thanks to her for her commitment to the school and willingness to take on the Chairman role. They wish her and her family all the best. The Clerk reminded governors that, given this immediate resignation of Chairman, the Co-Vice Chairs become the defacto Co-Chairmen until a new Chairman is appointed. The following governors' terms of office are due to expire within the next year: <ol style="list-style-type: none"> Staff Governor, Mrs Melissa Wells, 01.02.20 Co-opted Governor, Mrs Maureen Holland: FGB have approved another term to run from 25.11.19 – 24.11.23. Vacancies There are the following vacancies: <ol style="list-style-type: none"> 1x Foundation Governor once we have finally received the local authority sealed constitution. 1x Co-opted Governor Given the resignation detailed above, we now have a Co-opted Governor vacancy. The Clerk clarified that the Co-opted governor can be any individual that meets the skills/experience gap needs of the Governing Body and is approved for appointment by the whole Governing Body. We can approach people directly or use the various governor search providers that are available 	

	<p>online.</p> <p>iii. <i>1x Parent Governor – governors to receive update on progress towards election.</i> Governors agreed to delay the election until the new parent intake has settled in late September. They will highlight the vacancy at this term's new parent meetings. AS will send out the new parent meeting dates so that there is a governor representative there. Governors agreed to keep email conversation going about this.</p> <p>The Clerk confirmed that the recently completed Governors Skills audit highlighted weaknesses in :</p> <ul style="list-style-type: none"> • experience of charity law and governance • experience of promoting community cohesion. • experience of school sector risk management, including managing conflicts of interest/loyalty. • experience of property and estate-management • experience of school sector HR policy and processes • experience of reviewing governance structures <p>Governors discussed their priorities at the moment and agreed that the skills they will seek in any new governors will be Finance and Premises. They would also like to add that we are looking for people to take on a leadership role.</p> <p>Governors agreed that in the very short term, the Finance understanding and monitoring should be strengthened by DK meeting with our SBM before she leaves (to join another GLP school in a month's time). DK to meet with SBM as soon as possible.</p> <p>Chairmanship EH cautioned that she only has Tuesdays off work. AS reassured her that he will be flexible about when he meets with the interim Co-chairs to suit their schedules. The Clerk confirmed that we will need to talk to MI and explain the position and that our previous Chairman, JM would undoubtedly be happy to advise them on the role. AS confirmed that he knows JM is happy to help and would be prepared to re-join as a Co-opted Governor.</p>	<p>A Stear 24 May All Gobs On-going</p> <p>D Keat 10 June</p>
5.	<p>SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND) Postponed to when we have recruited our new governors. AS proposed running an update before the July FGB meeting or a running a morning session so that governors can attend a school assembly afterwards.</p>	
6.	<p>SAFEGUARDING Postponed to when we have recruited our new governors. AS proposed running an update before the July FGB meeting or a running a morning session so that governors can attend a school assembly afterwards.</p>	
7.	<p>HEADTEACHER update School Business Manager AS confirmed that the advert for a replacement SBM has been prepared, offering the position as S8 for either 24 or 25.5 hrs (because AS would ideally like hours to be spread over 5 days rather than 4). He confirmed that he has spoken with the other school's Headteacher to see if any of their candidates were worth is approaching and with the Headteacher of another GLP school to see if they were both in a position to start sharing staff. Unfortunately, neither enquiry offered any simple solution.</p> <p>Solar Panels AS asked governors to consider the option of the school having solar panels on site. The company concerned put up solar panels at Rodborough some years ago and they have reduced their energy bills and earned a little money by spare electricity being sold to the national grid. The company survey our site, install and maintain the panels and we benefit from the cleaner energy generated. AS asked that governors read the report which will be sent out after the meeting and come back to him with any questions.</p>	

	<p>LB suggested that it might be worth including a clause that fixes the % discount against the market rate, given that the contract is for 20 yrs. We would also need to assure ourselves that the current rate is competitive.</p> <p>JS will call the Business Manager at Rodborough to find out how they have managed their contract.</p> <p>Possible change to school finish time</p> <p>Parents have again raised with AS the prospect of slightly altering the school day to make it fit more easily for them with the pick-up time at The Chandler, where many have older siblings. He has considered this option and suggests:</p> <ul style="list-style-type: none"> • Registration from: 8.55am to: 8.45am (Note: The Chandler is: 8.55am) • School close from: 3.15pm to: 3.05pm (Note: The Chandler is 3.20pm) <p>This change still keeps us compliant with the legal requirement to provide 380 sessions or 190 days per year. He confirmed to governors that every school day must have two sessions divided by a break. However, the length of each session, break and the school day is determined by the school's governing body. The governing body has the power to revise the length of the school day as it sees fit. There is no requirement to consult parents on revisions to the school day but it can help parents if we do.</p> <p>LB: How many parents have brought this up with AS? Not exactly sure, but under 10.</p> <p>AS explained that he is considering these changes not only because they may help parents, but they may also slightly improve the teaching staff work/life balance: most teachers are in school by 7.30am anyway and will gain some time at the end of the day.</p> <p>LB noted that we do have a before school club but none after school. EH also noted that there is a bus that goes from the Chandler to the Fish and Chip shop. After further discussion, governors agreed that they did not, in principle, have any objection to changing the times of the school day, but would like to ensure that they didn't create different problems for parents.</p> <p>Governors agreed that AS could go ahead with a parental consultation if he wishes to pursue this idea.</p>	<p>J Shreeve 07 June</p>
8.	<p>CHAIR'S REPORT & ACTIONS (<i>statutory</i>)</p> <p>Nothing to note.</p>	
9.	<p>GODALMING LEARNING PARTNERSHIP (GLP)</p> <p>Governors received an update on the Launch of the GLP. AS reported that the in-school launch went well. It was attended by Mel Isherwood and Emma Hardy representing the governors and the Manager of Squires Garden Centre, as our chosen dignitary. He explained that all the GLP schools were having assemblies at exactly the same time and all singing the three chosen songs together at the same time. The songs, chosen to represent the ethos of this new collaborative partnership, were sung with great enthusiasm:</p> <ul style="list-style-type: none"> • All together now • Here comes the sun • This is me! <p>The Clerk, who also works for the GLP and attended the Chandler in-school launch, confirmed that this was exactly the case in their school as well, and that the new words AS wrote for All Together Now were really effective.</p> <p>This group, including 2 children representing Milford, then went to the grand launch at The Chandler. They were treated to inspiring speeches from Godalming Jnr children on the GLP motto <i>Achieving More Together</i>, delicious cakes in the letters G.L and P and a ceremonial cutting of a ribbon by children from all the schools in the GLP. The celebration was watched by Mayors, and Councillors as well as business and education leaders from the local area, county and Diocese.</p> <p>EH: Should the Catholic diocese be included as a Strategic Partner as well as the Anglican? The Clerk explained that at present, the Catholic Diocese did not want to take part in the</p>	

	<p>Partnership as it is focusing its energies on expanding its multi academy trust for all catholic schools.</p> <p>AS will send the Godalming Jnr children's speech to governors.</p>	<p>A Stear 24 May</p>
10.	<p>GOVERNOR MONITORING (<i>statutory</i>)</p> <p>a. Learning Walk</p> <p>Governors conducted a learning walk. They noted:</p> <ul style="list-style-type: none"> • Vegetable area being enlarged with further planters so that every class can have their own veg bed. • The school still benefits from reading dog visits and a volunteer librarian. • Additional chromebooks are being purchased to improve children's ICT experience. • Reception class resource storage has improved with pictures on the front of boxes so that children can access and clear away independently. • Yr2 maths displays were covered up as required during SATs week. • The <i>Big write</i> stories are imagined, planned and written in one morning. • AS has been pleased to note that the writing standards have improved at the end of each year. • The handwriting scheme has proved really effective. • Clear evidence of children enjoying their education. • The Milford Friends plus parents, grandparents and Tuesley Farm have completely renovated the pond area which is now being used regularly. The children are really looking forward to the tadpoles becoming frogs! <p>EH: <i>Is the marking scheme online?</i></p> <p>No because it is being reviewed at end this year after first year of changed system. Happy to put up next year.</p> <p>b. Premises Walk</p> <p>Governors conducted a premises walk to better understand the needs of the school. They noted:</p> <p><i>Exterior:</i></p> <ul style="list-style-type: none"> • Front outside classroom area likely to need updating in next few years. • Security fence at front being replaced in half-term. • Bamboo at back of school by hedge is sprouting and causing real problems. • It will now be possible to clear the edge and remove no longer needed hedge between field and playground to open up access. • Parent volunteer will paint wall at back of playground in summer holiday. • The new Caretaker (since September) has been making a real difference to the school image and maintenance issues. <p>AS informed governors that the recent Accessibility Audit flagged up some issues with the use of disabled toilets but has also given AS hope that the school will be able to get a grant to go towards the ramp at the back of the school.</p> <p>Governors approved of the look of the higher perimeter fencing which is still discreet but so much more secure.</p> <p><i>Interior</i></p> <ul style="list-style-type: none"> • Leaking roof in hall • AS has added a desk in his office for the Deputy HT to use. • Library looks good. • Yr 1 has useful bank of kitchen cupboards along the back wall which allow the teacher to keep the classroom looking much less cluttered. • Staffroom has recently been improved with refurbished chairs. • AS is replacing the desks so they are the appropriate height for staff to work at and will double their work space. • Now have security floodlights in the back playground. • Yr2 toilets smell shocking! It is remarkable that the classrooms are not affected. • Guttering needs replacing outside Willow class resource area. • Caretaker uses phone to record problems. 	

	<p>JS: Are there H&S issues with sufficient space around tables in the Reception class? AS explained that there were not as the various pieces of equipment move once children are not sitting on the carpet.</p> <p>EH: Is the staffroom space undersized? AS agreed that it is small for the number of staff we have but that the changes they are making will help. And they have minimal flexibility to make any changes given the age and configuration of the school building.</p> <p>c. Monitoring plans for remainder of term Governors agreed the monitoring plans for the remainder of this term.</p> <ul style="list-style-type: none">i. DK is coming in to cover British Values and financeii. LB and EH to have presentation from JF as part of her course.iii. EH will look at website audit.iv. JS will come attend a Mon or Tues 2.30pm assembly.	Relevant governors to note						
11.	<p>POLICY & DOCUMENT REVIEW <i>Policies and Documents in blue text are statutory requirements</i></p> <p>a. POLICIES</p> <ul style="list-style-type: none">i. Health & Safety JS highlighted one spelling mistake – P2 no.3. AS will update. EH noted that the detail on governance roles will now also need to be changed. Governors ratified the policy subject to the above changes. <p>b. DOCUMENTS</p> <ul style="list-style-type: none">i. Equality Objectives Progress Statement AS confirmed that consultation still needs to be undertaken with other stakeholders (governor consultation completed).	A Stear 20 May						
12.	<p>GOVERNOR TRAINING & DEVELOPMENT</p> <ul style="list-style-type: none">• DK is booked on the E-safety course next month. <p>AS suggested governors keep an eye out for the changes coming in to the Relationship and Sex Education curriculum requirements. He has tasked the DHT with planning how the school will manage the changes.</p>							
13.	<p>MINUTES & MATTERS ARISING (statutory) The minutes of the 30 April meeting were not yet ready for approval. RD to send out for approval by email. Governors can then send updates to their Actions so they can be recorded before the next meeting.</p>							
14.	<p>DATES OF NEXT MEETING AND FUTURE AGENDA ITEMS (statutory)</p> <p>a. Dates of next meetings</p> <table border="1"><thead><tr><th>Date</th><th>FGB FOCUS</th></tr></thead><tbody><tr><td>10 Jul</td><td>HT report ; End of Year internal data FGB dates for 2019-2020 EH</td></tr><tr><td>19 Jul</td><td>Yr2 9.15am leavers performance – all governors welcome.</td></tr></tbody></table> <p>b. Future Agenda items Changes to time of school day All gobs to consider responsibilities for next year and send to RD electronically so they can be agreed at July meeting.</p> <p>Governors thanked EH for chairing the meeting so effectively.</p>	Date	FGB FOCUS	10 Jul	HT report ; End of Year internal data FGB dates for 2019-2020 EH	19 Jul	Yr2 9.15am leavers performance – all governors welcome.	All Gobs 30 June
Date	FGB FOCUS							
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15.	<p>CONFIRM PART 2 BUSINESS (statutory) Governors confirmed one item to be Part 2 business.</p>							

Meeting closed: 9.35pm

Chairman's signature: *Mel Isherwood*

Date: 10.07.19