



Denmead Junior School

Meeting Minutes

for the

Full Governing Body Meeting

Date / Location	Start Time	End Time
17 th January 2019 DJS, Bere Road, Denmead	6pm	8.46pm
Present (100%)	Apologies for Absence	In Attendance

Elaine Viner (*Headteacher*)

Shirley Nellthorpe (*Chair*)

Pamela Allsop-Smith

Gary Dawe

Graham Goddard

Natasha Jones

Ros Owen

Glenn Taylor

Andrew Turk (*arr 6.03pm*)

Mark Willoughby (*arr 6.03pm*)

Linda Wilson (*arr 6.06pm*)

Tracy Jones (*LA Clerk*)

Sherry Rogers (*Admin Manager*) *Item 1*

Tom Stapleton (*English Lead*) *Item 2*

Item	Subject																												
1/19	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. All Governors were present from 6.06pm and the meeting was quorate throughout.</p>																												
1.1	<p>Quarter 3 Budget Deficit Update</p> <p>Sherry Rogers (SR) provided an update on the budget. A copy of the budget document and a commentary on key items had been circulated prior to the meeting.</p> <p>Key Points</p> <table border="1" data-bbox="336 618 1275 987"> <thead> <tr> <th data-bbox="336 618 788 651">Quarter 3 (end of January)</th> <th data-bbox="788 618 952 651">2018/19</th> <th data-bbox="952 618 1123 651">2019/20</th> <th data-bbox="1123 618 1275 651">2020/21</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 651 788 685">Number on roll (October Census)</td> <td data-bbox="788 651 952 685">283</td> <td data-bbox="952 651 1123 685">295</td> <td data-bbox="1123 651 1275 685">321</td> </tr> <tr> <td data-bbox="336 685 788 719">Teacher FTE</td> <td data-bbox="788 685 952 719">12.64</td> <td data-bbox="952 685 1123 719">12.7</td> <td data-bbox="1123 685 1275 719">12.6</td> </tr> <tr> <td data-bbox="336 719 788 752">In-year surplus / (deficit)</td> <td data-bbox="788 719 952 752">(74,161)</td> <td data-bbox="952 719 1123 752">1,612</td> <td data-bbox="1123 719 1275 752">47,476</td> </tr> <tr> <td data-bbox="336 752 788 831">Brought forward balance surplus / (deficit)</td> <td data-bbox="788 752 952 831">(1,500)</td> <td data-bbox="952 752 1123 831">(75,661)</td> <td data-bbox="1123 752 1275 831">(74,049)</td> </tr> <tr> <td data-bbox="336 831 788 909">Cumulative balance surplus / (deficit)</td> <td data-bbox="788 831 952 909">(75,661)</td> <td data-bbox="952 831 1123 909">(74,049)</td> <td data-bbox="1123 831 1275 909">(26,573)</td> </tr> <tr> <td data-bbox="336 909 788 987">Variance from the approved deficit recovery plan</td> <td data-bbox="788 909 952 987">(1,634)</td> <td data-bbox="952 909 1123 987">11,328</td> <td data-bbox="1123 909 1275 987">19,673</td> </tr> </tbody> </table> <ul data-bbox="301 1025 1417 1279" style="list-style-type: none"> • Q3 shows an improvement on Q2. This is partly due to a £5000 top up grant in respect of the Teachers Pay Award (Budget line 7697) • Deputy Head leaving date now confirmed as 22nd April 2019. Internal recruitment of 2 Assistant Heads to take place during the Summer Term. • Moved NQT to start Sept 2021 to Sept 2020 due to increase of number on roll (may need further revision to September 2019 due to high pupil numbers. • Added a new TA (Agency) to support a child 1:1, mornings only <p data-bbox="301 1317 839 1350">Q: Is the new TA a long-term appointment?</p> <p data-bbox="301 1350 1098 1384">A: No, it is not long term – it is until the end of the summer term.</p> <p>Expenditure</p> <ul data-bbox="301 1496 1414 1637" style="list-style-type: none"> • Line 3103 Training – reduced to £5000. Much more training is being completed internally using existing staff skills and experience. • Line 4362 – Car Allowances – reduce to £200 as less training and also HT not claiming for travel claims due to deficit budget <p data-bbox="301 1675 1414 1742">Governors unanimously agreed that the Headteacher should be claiming for necessary travel expenses and the budget will be amended to reflect this.</p> <p data-bbox="301 1780 1366 1814">Q: Has the school / PTA issued a letter to parents requesting funding support recently?</p> <p data-bbox="301 1814 1414 2029">A: A letter was issued in July. The school has reviewed all parents who have made payments /contributed towards trips. Those who are likely to pay contribute for the entire year rather than on a termly basis. It did not seem the right time to issue another letter on the run-up to Christmas. The July letter may not have reached parents of the new intake in September. It may be better to issue the letter at the start of term as part of the welcome pack to ensure that everyone is included.</p>	Quarter 3 (end of January)	2018/19	2019/20	2020/21	Number on roll (October Census)	283	295	321	Teacher FTE	12.64	12.7	12.6	In-year surplus / (deficit)	(74,161)	1,612	47,476	Brought forward balance surplus / (deficit)	(1,500)	(75,661)	(74,049)	Cumulative balance surplus / (deficit)	(75,661)	(74,049)	(26,573)	Variance from the approved deficit recovery plan	(1,634)	11,328	19,673
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Signed: S Nellthorpe (Chair) _____

Date: _____

Q: How did the teacher's pay grant compare to the amount the school had to pay?

A: The grant was based upon a 1% contribution. The budget had planned for a 2% pay uplift. The school has more higher band staff so overall there was a very small benefit upon receipt of the grant.

Q: When are the pension increases to take effect?

A: 1st April 2019. They are built into the budget model but there has been no mention if there will be a top up grant. The contributions move from 19-25%

It was noted that HCC had recently issued a note of their internal audit findings following a review of a number of schools. This included the observation that schools were not charging for residential trips in line with DfE guidance. The only **charge** that can be made is in respect of the actual cost of board and lodgings for the pupil on the trip. In addition to the above charge the school can request a **voluntary contribution** for other costs associated with the trip (transport etc.) However, it is difficult to separate board and lodgings as the fees charged are inclusive of the activities and not broken down. Parents are being invited to the school on the 29th January to discuss the Calshot Residential trip and a letter detailing the costs will be published shortly after that. It has been agreed that the Finance Sub Group will meet to discuss the trip funding issues and how best to inform the parents/carers.

ACTION: FSG to meet to discuss charging for the Calshot Residential trip 24th January.

Having fully reviewed the Quarter 3 Budget Return Governors approved the document and it was signed by the chair, in readiness for submission to HCC.

2/19

English Presentation – Tom Stapleton

Tom provided a presentation on the English programme at DJS, providing Governors with a useful handout covering the priorities from last year.

Priorities Last Year: (see the presentation attached to these minutes, for the full text)

- To improve the quality of writing through use of quality 'texts' (this may be any media format, not just books)
- Improve the quality of writing through improvements to teachers' knowledge of learning journey planning, with a focus on the use of drama and word level activities.
- Use of a wider range of guided reading tasks
- Robust data analysis
- Preparation and planning work for the introduction of mixed aged classes

Outcomes: (see the presentation for the full list)

- Improvement in writing outcomes
- Class teachers are using a wider range of tasks in the learning journey. The children are much more emotionally engaged in the characters that they are learning about.
- Staff are demonstrating improved confidence using a wider range of quality texts.
- LSA's are more confident in supporting pupils in a wider range of guided reading.
- Improved reading and SPAG results

Priorities this year:

- To continue to improve the progress in writing through development of medium term plans for writing linked to quality 'texts'

Signed: S Nellthorpe (Chair) _____

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- Continued improvement to the teachers' knowledge of learning journey planning
- To improve reading progress ensuring teachers use clear strategies to teach explicit reading skills.
- Improve progress of pupils identified through tracking as achieving GDS at the end of KS2
- Improve the use of quality vocabulary in writing.

Outcomes to date:

- Clearer learning journey and planning leading to improvements in progress for all pupils.
- Staff are more confident using a new format moderation. (MS1 moderation completed)
- Support given to all class teachers about how to raise the standards of selected children to GDS.

Focus Areas:

- Improve pupils knowledge of what makes a good reader.
- Need to encourage boys to read more.
- Develop text reading for both the Upper and Lower School.
- Continue to develop vocabulary and working walls.

Q: What is Decision Alley and Hot Seating?

A: For Decision Alley, the class split into two groups and line up facing each other. They then have to be either for, or against making a particular decision that a fictional character may have been faced with and they ask questions about the issue. They have to discuss their thoughts and feelings. All of the class have to think about incisive questions, so it is very participative, and it deepens their understanding.

Hotseating is where one child sits in the hot seat at the front of class, role playing a particular character, answering questions from their perspective. For example, in a recent exercise, Tom played the role of an eyewitness astronomer commenting upon events from War of the Worlds. The vocabulary used by the children is recorded and tracked. Everyone has to think of questions. The less confident children, who may not wish to be in the hot seat, have the opportunity to ask questions. The session is very interactive and carefully planned to ensure that everyone participates.

Tom confirmed that he helps other teachers with aspects of the drama and role play. He also completes learning walks and provides feedback. The HCC Literacy advisor attended the Lower School Planned Literacy Session that looked at learning Journeys. There are a lot of observations and team talks, along with book reviews to see the evidence of drama activity in the curriculum. 'Nuggets' from Core Provision are used to remind staff of the focus areas. When looking at vocabulary, language levels tier 1 are words in regular usage, tier 2 occasional usage, tier 3 are technical and rare words. The aim is to increase the tier 3 words in discussion. Word lists are on display in classrooms on the working wall.

It was noted that a text being used this year is the War of the Worlds musical version. This has great subject matter and amazing vocabulary. Words like indefatigable and tranquil are being used in the writing. Parent feedback on the activities has been very good and a number of Governors noted that the children were highly engaged with their reading.

GD to recommend an Airbus Technical staff member to present to the children, to complement the themes of 'War of the Worlds'

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	<p>Tom confirmed that there is renewed enthusiasm for reading across the school. However, during recent pupil conferencing, the children could not fully describe the habits of a confident reader. This will be a focus for the rest of the term. Emma Scribbens the LA Advisor has recently provided training on the last part of the learning journey – edit, refine, evaluate. The aim is to increase reading stamina in readiness of the Year 6 reading SATs, with the continued use of different media. Internal training and lesson observations will continue.</p> <p>Q: Is there more use of the library? A: Yes. There was a Harry Potter quiz in October and this raised money for more resources and The Book People provided support. We now have a better quality and wider range of books. Teachers have presented to the children discussing the books that they liked at school. The Summer Reading Challenge for pupils was to read a book that their parents had read and enjoyed as a child. We are focussing upon building good reading habits – knowing what books you like, knowing the authors you like and trying new things.</p> <p>Q: What is the hardest thing about the role of English Lead? A: English is a very complex subject, and it is very variable. For every rule (I before E except after C) there is an exception (what about weird?) As a subject it is full of contradictory challenges. That makes it a very creative and enjoyable subject to teach.</p> <p>Governors thanked Tom for a very interesting presentation and he left the meeting at 6.48pm.</p>
3/19	<p>Declaration of Pecuniary Interest</p> <p>None declared.</p>
4/19	<p>Minutes and Actions from the meeting held on the 19th November 2018</p> <p>The minutes of the last FGB meeting had been previously circulated. The Governors reviewed the minutes and agreed that they were a true and accurate record of the meeting. They were duly signed by the Chair.</p> <p>All outstanding actions have been completed unless otherwise noted.</p> <p>71 – It has been agreed not to add a ‘monitoring group – other’ tracking code</p> <p>74.3 - Parish Council Grants have been closed for this year but it has been agreed that a grant application will be made for 2019 before the October closing date. E-Safety remains a popular topic with a clear benefit to the entire community. The grant applications are considered quickly after the closing date so it is possible an event could be booked for the Autumn Term if the grant was successful.</p> <p>ACTION: Review Parish Council Grant application in the Summer Term for an application to be made early Autumn.</p> <p>Q: Is it possible a teacher from the Junior School could provide IT/Internet safety guidance for free?</p>

Signed: S Nellthorpe (Chair) _____

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	<p>A: Most schools would find it hard to release their staff and there might be a cost to release the teacher.</p> <p>75.3 – GG confirmed that he had reviewed the Health and Safety Policy and it does include reference to Premises Management. The next review is Spring 2020. Although the policy would benefit from a little strengthening it is entirely fit for purpose and compliant so it is not necessary to bring forward the review date.</p> <p>76.1 – The Safeguarding handover date is under discussion. It was noted that MW is awaiting the release of the HCC 2019 list of training courses to book a Safeguarding Course. However, he has received Safeguarding Training in the course of other activities.</p>
5/19	<p>GB Business</p> <p>1. <u>SLAs for renewal 2019/20: LA Clerking Service</u></p> <p>Governors discussed the LA Clerking Service. Costs had risen slightly for 2019/20. Governors agreed to renew the contract with a slight amendment to the hours. In 2019-20 there will be one annual Pay Committee Meeting (rather than two.)</p> <p>2. <u>Training Report Update</u></p> <p>It was noted that the annual training contract continues to provide good value for money with an annual contract cost of £1525. Actual training costs (had events been individually purchased) would have been £3700, calculated to the end of March 2019. The annual training SLA will continue upon existing terms and with prices capped at 2018/19 levels.</p> <p>The training report had been circulated prior to the meeting, detailing all training attended and future bookings. MW noted that he will be attending Prevent Training on the 18th March 2018.</p> <p>3. <u>H&S Update</u></p> <p>GG confirmed that he met with the Site Manager on the 19th November to review progress and outcomes against actions identified in the 2018/19 Premises and Health & Safety Action Plan.</p> <p>Following a recent power outage, the water temperature was not achieving the desired temperatures of 60° flow and 50° return. Swift remedial action was taken including fitting a new pump and descaling the system over the Christmas shutdown and water temperatures are now satisfactory. The Site Manager has advised that the boiler may need upgrading or replacement as it is under strain at peak times, and this will continue to be monitored.</p> <p>The recently introduced Planned Maintenance Programme (School Improvements) meetings are proving to be productive, and children and staff continue to benefit from a safe, welcoming and improved site – walking/exercise track.</p> <p>During the Spring Term there will be a parent and child hedge planting day along the border by the neighbouring houses.</p>

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A water leak has occurred in the roof over room 40. This has now been fixed but it is worth noting that the School is nearly 50 years old. The initial life expectancy of the roof was 25 years so it has performed well but will need replacement in due course. HCC prioritise such works based upon the number of leaks being reported. The school would also like to install a new double gate entrance and double front entrance doors. These issues have been discussed with Property Services but there are funding constraints. It may be that works could be arranged to coincide with the school's 50th birthday celebrations. Governors discussed possible fundraising ideas, and noted that the local Scouts run a lottery, tickets cost £5 per month with a £100 prize. The Scouts have a lottery licence but it is not known if there are any constraints should the school wish to consider something similar.

4. SFVS Update

PAS confirmed that she will be meeting with Sherry Rogers to complete the SFVS assessment. There are no changes to the format since last year and the draft submission will be ready for FGB review prior to the deadline submission of 31st March.

5. Inset day 25th February Governor Event

The Chair and Headteacher have agreed that Governors should provide a short presentation to staff at the next Inset Day on the 25th February. This would include the nature of the Governor role, the monitoring responsibilities, participation in recruitment and disciplinary panels etc. This will help staff understand the nature of the Governor role and their monitoring duties. It will also assist in the recruitment of a new Staff Governor that will be required in the near future. The Chair, PAS and LW will be able to attend the briefing and it was noted that the recent Governor Induction Training may include some material that could be used for the discussion.

ACTION: Governors to check availability for a staff briefing on the morning of 25th February.
ACTION: Chair/PAS/LW to liaise regarding the briefing content.

6. Expiry of Governor Terms of Office

Several Governors Terms of Office are due to expire on the 30th March 2019. The Chair regretfully announced that she will be standing down from the role at that point, with her last formal meeting being the FGB on the 22nd March. The Chair advised that she had very much enjoyed her tenure on the Governing Body, during which time the school had progressed from Special Measures to Good. All Governors present thanked the Chair for her leadership and support across the years, and for helping to move the school forward. She would be greatly missed.

Governors discussed the composition of the Governing Body and the need to appoint a Local Authority Governor and a replacement Chair, acknowledging that this does not have to be the same person. GT agreed to stand as Local Authority Governor, which would lead to a Parent Governor Vacancy.

Of those Governors whose terms of office are due to expire, NJ confirmed that she was to leave the school at Easter, having successfully gained a Headteacher role at a school in Gosport. All those present warmly congratulated NJ on the appointment. Recruitment of a Staff Governor would take place after Easter.

Signed: S Nellthorpe (Chair) _____

Date: _____

	<p>ACTION 1: RO/AT to consider if they wish to stand for re-appointment to the Governing Body when their terms of Office expire.</p> <p>ACTION 2: Clerk to contact the Local Councillors to seek their endorsement of GT as Local Authority Governor.</p> <p>ACTION 3: Any Governor wishing to stand for the role of Chair, to notify the Clerk in readiness for the next FGB.</p>
6/19	<p>Headteacher's Report and Self Evaluation</p> <p>1. <u>RASP and SEF Update</u></p> <p>The Headteacher discussed the Raising Attainment and School Improvement Plan (RASP) and Self Evaluation, which had been circulated prior to the meeting. It was noted that the documents are very comprehensive, containing more staff voice – with greater emphasis on English, Maths and Inclusion.</p> <p>The document is colour coded as follows: Bright Red – shows outstanding data / internal prompts to the Headteacher to update information Red/orange text – actions not yet complete Amber/yellow text – part completed Green text - completed Purple text – highlights the Governor monitoring activities and data</p> <p>Q: Is this a rolling report? A: A new report is completed, twice a year. The next report will commence after the Local Authority Visit on Tuesday. Some themes/items may be carried over, other tasks will have been completed or superseded.</p> <p>Q: Reading is doing well. Why is writing less successful? A: Writing is a harder skill. Writing is teacher assessed, not tested, so it is more subjective. There are book reviews and monitoring. Every 4 years the Local Authority complete a review. During the January Inset day workshop exercises were completed to unpick the barriers to learning and improve the children GLD writing. It is a not a tick box improvement. Writing must flow and the challenge is to write like a reader. The children need to demonstrate this in their work.</p> <p>Q: Do they read out their own work? A: Yes, and they have reading partners so they see and hear each other's work. They concentrate on what a good one looks like (WAGOLL) but developing tone and structure takes time and skill to develop.</p> <p>Q: Do you have any concerns with the progress? A: No. We have made good progress. Staff Professional Development, tighter monitoring that has been embedded, ongoing improvement planning is now routine. There is better staff understanding as to what is required. During the next Local Authority visit the staff are very much running the day as it is to assess leadership. They will demonstrate the benefits of the training and how people are being held to account.</p>

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Q: What are the critical issues going forward?

A: The departure of the Deputy Head (NJ). The DH joined the school in January 2015 and will be a great loss. The school will be looking to recruit 2 Assistant Heads from current staff. It is possible 4 staff may apply. The appointments will have a ripple effect creating vacancies elsewhere and those who are not successful may be disappointed and will require support. The school must not lose momentum. Recruitment will start after the May half term and SATs.

Q: How will you manage your personal workload in the interim?

A: It will be managed. Some other things will have to be put on hold.

It was noted that one Governor will be needed on the Assistant Headteacher Recruitment Panel. The aim will be to include a Headteacher from another school to bring fresh eyes to the recruitment panel.

2. Staffing Update

As detailed, the DH will be leaving at Easter.

The Headteacher advised that the school is finding it difficult to recruit high quality support staff and lunchtime staff. Although job offers have been made, applicants have pulled out having not resolved their childcare requirements. Recruiting from agencies is more expensive but currently necessary.

Q: Are there any LSA's able to increase their hours to cover lunches?

A: Many do that already.

3. Update on the status of review of discretionary policies

The school has a number of policies that do not require Governor approval – but many of those policies require review and update. Some policies: Teaching & Learning and Assessment/Marking & Feedback will require a number of changes following the January Inset Challenge day.

It has been agreed that the DH will review the list of outstanding policies and allocate a number of staggered review dates in priority order, that will be achievable and will enable ongoing reviews to be completed. The GB will continue to monitor progress.

ACTION: DH to review the policy review list and agree revised review dates.

4. Results from the Annual Surveys

Annual results following the surveys of staff, children and parents, had been circulated prior to the meeting.

Governors discussed the results for the statement 'the school deals effectively with bullying' had fallen since the 2017 survey. There had been very few comments relating to this item and if the responders had no experience with the issue they would not be in a position to comment. It was agreed that for the next survey all 'not applicable' responses would be removed from the overall percentage results.

	<p>22% of pupils perceived that behaviour in class is good. Governors debated how the children may judge good behaviour. The survey statements are not explained in detail to the children. It may be that very diligent pupils are distracted by others and may find it hard to concentrate. All classes have a traffic light warning system in operation to help manage the children's behaviour but the pupils will not be fully aware of the controls that are in place.</p> <p>96% of staff like their job although only 29% feel the school works hard to help maintain a good work life balance. In the last year the school has introduced 'magic moments' 'even better ifs and staff breakfasts. PPA schedules were amended to reflect staff feedback and the desire to have more combined (rather than individual) PPA time. The school is always seeking more efficient ways of working.</p> <p>Q: Is employee wellbeing and good time management well publicised – in teaching journals etc?</p> <p>A: HCC offer Employee Support Services. The SLT have discussed time management, and the best time to answer emails for example. However, schedules vary. Some staff prefer to do their emails later in the evening. No one wants to come in to a backlog of emails but to some extent this needs to be managed individually.</p>
7/19	<p>Governors' Monitoring</p> <p>1. <u>Visit Reports</u></p> <p>The Chair commended the GB on the quality of visit reports and the number of visits being completed.</p> <p>A Governor observed that the children did not wear high visibility vests whilst walking to Church for the Carol Service. Should they be in use?</p> <p>ACTION: HT to consider purchase of hi vis vests for children participating in walking events.</p>
8/19	<p>Statutory Policy Review</p> <p>1. <u>Accessibility and Equality Plan</u></p> <p>The Accessibility and Equality Plan had been extensively reviewed and amended from the original model policy. This included two Governor review meetings and a site walkaround. The policy contains an annual review date, for the appendices must be updated annually.</p> <p>Q: Page 4 states we consult on the policies and activities - Do we have evidence of the consultation?</p> <p>A: It has been difficult to get eligible people to come to the above meetings. The school will signpost the updated policy and ask for feedback from families.</p> <p>Q Page 7. None of the children on the school council are from a minority group. Can this be improved?</p> <p>A: There are 20 Children on the Council and the children stand for election and vote for the successful candidates. All of the children are white British and this is broadly reflective of the local school community.</p> <p>2. <u>Social Media Policy</u></p> <p>Q: Are the school social media accounts monitored?</p>

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Date: _____

	<p>A: Yes, we have an account administrator</p> <p>3. <u>SEND</u></p> <p>It was noted that the review date for this policy requires amendment to January 2019.</p> <p>Subject to the minor amendments noted, all policies were approved for publication.</p>
9/19	<p>Forthcoming Events</p> <p>The Chair advised that the SE Governor Forum takes place at 7pm on the 4th February at Henry Cort School, Fareham. The Forum is a useful networking event involving Governors across Hampshire. At present Governor attendance levels are dropping and with the departure of the Chair alternative representation is encouraged.</p> <p>The Headteacher advised of the following school events: -</p> <p>Monday 21st January 9am. Beat the Blues Brilliance Day – LW/GT to attend. Pupils will be handing out daffodils to the village and Cowplain band will be playing. Parents are invited and will help make designs to be produced into bunting.</p> <p>Tuesday 22nd January– LA Inspection – 2.30pm – LW, GT, SN, MW, PAS, Possibly RO</p> <p>Weds 30th January – Pupil Progress Review 3.45pm GT attending</p> <p>Thurs 31st January Maths Lead Local Authority Learning Walk – am time tbc. MW tbc</p> <p>Weds 6th February 3.45pm Curriculum Staff Meeting – LW to attend</p> <p>Tuesday 5th March Parents Evening -LW.</p> <p>7th March Parents Evening GG / PAS</p> <p>Wednesday 13th March 3.45pm – Pupil Progress Meeting – LW tbc</p> <p>Wednesday 3rd April Upper School Walk to church leaving 1.30pm – support requested</p> <p>SLT book looks on a Monday evening. HT to email the agenda to Governors for information.</p> <p>ACTION: All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed.</p>
10/19	<p>Effective Governance & Equality Considerations</p> <p>The Governors reviewed the topics discussed during the meeting and agreed that the following demonstrated effective governance: -</p> <ul style="list-style-type: none"> ➤ Budget review ➤ Lots of challenge to the items under discussion – including RASP ➤ English Lead presentation ➤ Equality Policy – review of text and inclusivity ➤ Succession and recruitment. ➤ Analysis of survey results
11/19	<p>Date of Next Meeting– Friday 22nd March 2019 at 9.15am.</p>
12/19	<p>Close</p> <p>With all business concluded the Chair thanked the attendees and closed the meeting at 8.46pm.</p>

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Date: _____



Full Governing Body Meeting held on the 17th January 2019

ACTION SHEET

Item	Subject	Action	Date Due
1/19	FSG to meet to discuss charging for the Calshot Residential trip 24 th January	FSG	24 th Jan
2/19	GD to recommend an Airbus Technical staff member to present to the children, to complement the themes of 'War of the Worlds'	GD	22 nd March
4/19	Review Parish Council Grant application in the Summer Term for an application to be made early Autumn.	MW	Summer 2019
5.5/19	1. Governors to check availability for a staff briefing on the morning of 25 th February. 2. Chair/PAS/LW to liaise regarding the briefing content	All Chair/PAS/LW	asap
5.6/19	1. RO/AT to consider if they wish to stand for re-appointment to the Governing Body when their terms of Office expire. 2. Clerk to contact the Local Councillors to seek their endorsement of GT as Local Authority Governor. 3. Any Governor wishing to stand for the role of Chair, to notify the Clerk in readiness for the next FGB	RO/AT Clerk All	22 nd March 22 nd March 22 nd March
6.3/19	DH to review the policy review list and agree revised review dates.	DH	22 nd March
7/19	HT to consider purchase of hi vis vests for the children to use when participating in walking events	HT	22 nd March
9/19	All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed.	All	ASAP

Signed: *S Nellthorpe (Chair)* _____

Date: _____