

**WORCESTERSHIRE COUNTY COUNCIL  
FINSTALL FIRST SCHOOL**

**Minutes of the Governing body meeting held on 13<sup>th</sup> March 2017**

**Present:** Mr M Evans  
Ms J Sadler  
Mr A George  
Mr S Longley  
Mrs J Fleming  
Mr D Handford  
Mr S Evans (Head)  
Mr M Mason (Deputy Head) Associate  
Mrs A Barton (Staff)

Prior to the meeting Governors had the opportunity to attend a presentation on 'The Governors' Area of the School Website' and Assessment Information, including 'The Inspection Dashboard'. Each Governor now has their individual access to the Assessment/Dashboard information for future reference.

Before starting the meeting, Martin Evans thanked the Head and Deputy for their presentation on behalf of the other Governors.

**Apologies** had been received and were accepted from Mrs Hall, Mrs C Spencer.

**Declarations of Interest** – Mrs Barton declared an interest in Item 8 on Agenda.

**Election of Parent Governors** – Parents had been notified of the two vacancies for Parent governors and the School had not received any nominations to fill the vacancies. Both Darren Handford and Juliette Fleming had indicated that they would be willing to stand again as Parent governors. The Governing body were in full agreement and both Darren and Juliette were duly re-elected. The Clerk would advise Governor Services of their re-appointment.

**The Minutes of the previous meeting** held on 7<sup>th</sup> November 2016 had been circulated and were signed as a true record by Martin Evans. There were no matters arising from the Minutes.

**Head Teacher's Report** – a comprehensive and detailed report had been circulated to Governors prior to the meeting.

**Approval of SFVS Report** – Governors approved the Report and it was signed by Martin Evans and would be forwarded on to School Finance at the Local Authority. Copies of the Report are available to Governors who wish to receive it.

**Teaching Staff/Non-Teaching Staff** – Mrs Barton left the meeting for this item.

Shanna Bennett is due to return to school towards the end of the summer term, following a period of maternity leave. It was anticipated that she would ask to return on a part-time basis, possibly 3 days/week. Governors discussed the options available following her return and agreed that it would be prudent to extend Mrs Sally Bevins' contract to the end of July thereby ensuring continuity for the pupils. Mrs Bevins had taken over the Year 2 class when Mrs Barton had moved to cover Shanna's maternity leave.

(Mrs Barton returned to the meeting)

**Non-Teaching Staff** – Mrs Kate Bateman had decided to retire and would be finishing at the end of April. Kate was thanked for her many years of service to the School. Six applicants had been short-listed for the post of Class Teaching Assistant in Year 4 and interviews were due to take place on 16<sup>th</sup> March. The applicants would be asked to undertake several tasks, including a teaching task due to the fact that a significant amount of cover supervision would be required.

**Appointment of next Visiting Governor** – this term Steve Longley and Jean Hall would monitor the quality of Teaching, Learning and Assessment as the focus for their Visiting Governor's Report. The Report will be sent out prior to the Summer term meetings.

Leadership and Management will also be the focus of a light touch review this term by Andy George and Caroline Spencer. Their Report will also be sent out prior to the Summer term meetings.

**Agree School Development Plan targets 2017/2018** – All Governors, through the sub-committee meetings had received a report of the 'Evaluation of the School Development Plan 2016/2017' together with a report titled 'Identifying Priorities for the SDP 2017/2018.' The sub-committees had discussed both reports and Governors were requested to formally approve the recommended targets for the SDP 2017/2018:

- To further develop and embed the assessment processes used throughout the School
- To continue to improve the quality of teaching and learning by further developing leadership throughout the School

**Governors approved the targets as detailed in the Head Teacher's report.**

#### **Governor Services SLA**

Governors discussed and agreed to renew this Service Level Agreement in order to continue to receive information and support from Governor Services for the new financial year starting in April.

#### **Governors' Roles and Responsibilities Map/Governors' Area of Website**

Prior to the meeting Governors had received a copy of the above document which was discussed during the training session before the meeting when Governors were given the opportunity to login to their own area of the school website and investigate the updated content. Governors were asked to consider further documents/information which might be included on their area of the website.

#### **Governor Training**

The latest training courses booklet was now available and had been circulated to Governors. Anyone who wished to attend any of the courses should contact the Clerk who would reserve a place for them. The importance of Governors' ongoing training was stressed in order to keep up to date with procedures. The new training booklet was available for Governors to view on the website.

#### **Policies**

The following Policies had been reviewed and approved at Panel meetings by the Governors in brackets:

**Finance** (Martin Evans and Andy George)

**Best Value Statement** (Martin Evans and Andy George)

**Staff Guidance for using Social Networking Sites** (Steve Longley) - a copy to be forwarded to Steve

**English** (Caroline Spencer)

**Maths Calculations** (Martin Evans)

**Assessment, Recording and reporting** (Julie Sadler)

**Coping with a School Emergency** (Martin Evans)

**Lettings** (Caroline Spencer)

**Absconding Policy** (Juliette Fleming)

#### **Policies were approved by Governors**

The following Policies needed approval. They had been reviewed and recommended for approval by the Governors in brackets:

**Health & Safety** (Andy George)

**Governors' Statement on Behaviour** (Juliette Fleming) reflected in the Whole School Behaviour Policy  
**Whole School Behaviour** (Juliette Fleming)  
**Staff Code of Conduct** (Caroline Spencer)

**Governors approved the above Policies**

**Dates of next meetings –**

Finance and Staffing Committee (approve Budget)	Thursday 6 <sup>th</sup> April	4pm
Finance and Staffing Committee	Monday 5 <sup>th</sup> June	5pm
Property and Curriculum Committee	Wednesday 17 <sup>th</sup> May	4.30pm
Full Governing body	Monday 12 <sup>th</sup> June	7pm

**Finance Committee – please note the additional Committee meeting on 6<sup>th</sup> April to approve the budget for 2017/2018**

**Any Other Business** – Governors were reminded to forward a short personal profile to Matt Mason to be included on the School Website, if they had not already done so.

There was no further business and the meeting closed at 8pm. Governors were thanked for their attendance.

JMR/March 2017