

Present: Nick Hassall (Chair), Fiona Crascall (HT), Nicky Loveless, Bill Vennart (Vice-Chair), Carl Watson, Neil Gault, Liz Parker, Tom Wacher, Paula Miller In attendance: Julie Wilkinson (SENCo), Jonathan Cane (Clerk)

ltem No.	Purpose/description	Action
1	Opening prayer	
	This was led by NH	
2	Welcome and apologies for absence	
	The Chair welcomed Julie Wilkinson, SENCo, who will be attending alternate FGBs, also the two new governors attending their first FGB – Tom Wacher and Paula Miller. No apologies received – all Governors present.	
3	Declaration of Business Interests	
	CW wished to advise that he is Treasurer of the PTFA. Governors noted his declaration and had no objections to him participating in the meeting.	
	Governors signed their 2018-19 Declaration of Business Interests and handed to the Clerk for the records.	
4	Minutes of FGB meeting 11 July– for approval and signature	
	The Minutes were approved, and signed by the Chair	
5	Matters arising from last FGB meeting/Action Points	
	No matters arising, other than a reminder that the Finance Policy will be up for review and approval at the November FGB	Clerk
6	Finance and Resources	
	Following the recent resignation of Adam Johnson, it was agreed that the new signatory should be Tom Wacher, along with existing signatories NH and BV. BV will liaise with NatWest Bank.	BV
	HT stated that the 6-month monitoring will be ready for review at the	Clerk
	November FGB. A visit will take place in early November by CW and TW. TW to be copied on previous reports/figures.	CW
7	Governance	
	Monitoring pairs are to be reviewed, given the recent "churn" of governors. Standing Orders will also need to be updated. NH asked governors to briefly explain their specific responsibilities, for the benefit of the two new governors. The schedule of three monitoring	
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visits per annum was touched on, along with the minimum of two training courses per annum which governors are expected to complete. EP mentioned that a feedback form should be completed as soon as possible after each training or meeting attended. Safeguarding training must be done annually. Access to CPD and KLZ need to be arranged for the new governors – HT will meet with TW and PM to arrange this.	HT, TW, PM	
CW asked if any governors were using the new Sharepoint App for KLZ. He will look into the matter for next meeting.	CW	
NH distributed the Monitoring Register, which revealed a number of vacancies in the Monitoring Pairs. Efforts would be made to match governors' strengths/experience with the requirements for Monitoring Pairs.		
It was noted that GDPR would now be included under Safeguarding.		
HT commented that the Circle Model should be kept stable and steady in the months leading up to the next Ofsted, with no changes unless absolutely unavoidable.		
A governor asked how often collective worship should be monitored, and who should do it. NL volunteered for T1, BV for T2 and LP for T3.		
Chair suggested that Learning Walks be combined with Monitoring Visits. A really valuable tool in getting to know teachers and classes, and not just with the Head, but subject leaders too. HT – all LWs should be based around key SIP criteria, allowing the reports to be linked into the SIP. For example, it is already planned for the Head and Chair to look at Target Tracker. A governor suggested that the Monitoring Visits register be part of each FGB. Clerk to add to future agendas.	Clerk	
Regarding the 2018-19 Code of Conduct, it was agreed that the Clerk would draw up a cover sheet to be circulated with the updated Code, in order for governors to give their approval electronically.		
For the 2018-19 Terms of Reference/Circle Model and Governor Visits Policy, NL agreed to check amendments before governors signed off at the November FGB. Clerk to send draft amended documents to NL.	Clerk	
Christian Strapline and Vision – some governors had not had an opportunity to see and approve this, so the selected wording (from HT email 04 September) would be distributed again and governors would signal their approval by email. [Post-meeting: this has now been done, and all governors responded in the affirmative – Strapline/Vision agreed]		
It was agreed that the Decision Planner should be an item on either the January or March FGB agenda.	Clerk	



	FGB dates for the year were agreed and the "new" starting time of 6pm	
	would continue.	
	It was noted that this was JACs last meeting as Clerk. His replacement, Trisha Ferrus, would start from the November FGB, and a handover was being arranged for October. Chair asked for the minutes to record governors' thanks for JACs service to the GB over the last 15 months.	
	The HT Performance Management panel (BV, NH and Jenny Jones) will be meeting at 10am on 19 September.	
	GDPR – governors were happy for their photos and biographical details to appear on the website. HT asked if new governors could supply her with a photo and brief biography. School email addresses have now been assigned to all governors.	TW, PM
8	School Improvement (to include HT Report, School Plan, monitoring visit reports, PP, Sports Premium, LA NOVs, H&S)	
	The HT had uploaded the SIP to KLZ prior to the meeting. HT commented that this year's plan was a key document and will be central to all FGBs and Monitoring Visits. The plan was much more focused than last year. Key areas were as follows:	
	 Development of foundation subject leadership Reading with a focus on year 2 Spreading good practice across the school Use of manipulatives in Maths Restorative justice Vision, values and Strapline PP children EYFS Unit 	
	HT confirmed that he Chair had been invited to be present in pupil progress meetings with HT and staff while targets are being discussed. Governors commented that the plan was well laid out, very clear and very focused. A governor asked when data would be entered, and the HT replied that this would happen after pupil progress meetings and after teacher targets have been agreed. It was felt that the document should be viewed regularly and together as a GB. SIP was approved by governors at this point.	
	HT mentioned the SEF, which is a summary of strengths and progress, along with areas for improvement. It will be updated termly. Although not a statutory document, HT commented that it is always the first thing HMIs ask for!	
9	SIAMs	
	BV stated that SG had been working tirelessly in this regard. Collective	
GB 17	70918 3 Initials.	



	Worship for the whole year had now been planned.	
	The Collective Worship policy was then reviewed by governors, who were happy to approve it. A few typos would need to be corrected, which BV offered to do, and then NH would come into school to sign it off.	BV, NH
10	Data presentation	
	Data was not yet available, said CW, but an analysis would be done in time for the November FGB.	CW
	Chair asked if HT could give a brief overview of KS1 and KS2. HT replied that regarding combined KS2 data, there was no difference between boys and girls, but in Writing, girls were performing better, but in terms of SPAG boys performed better. The Combined R/W/M figures were 71% (as compared with 46% in 2017 and 34% in 2016) Greater Depth was in line with national levels, but the strongest progress was in fact in Maths. The new SIP is therefore focusing more on Writing, Grammar and Punctuation. HT will send a data overview to be included with these minutes The HT informed governors that progress next year from KS1 to KS2 may not be strong as the KS1 data in 2015 was very high, with an average of 90% of pupils being expected in year 2. This was not evident in subsequent years, nor in the current attainment of the class. Mobile children in year 6 would also affect the data so this would be disaggregated. Moderation was discussed briefly, and governors noted the importance of the Hub in terms of sharing best practice and facilitating collaboration.	HT
11	Governor Training and Development	
	LP had met recently with NH to review the latest NGA Skills Audit template, and it was decided that this would be used with immediate effect. LP will distribute to governors so that it may be completed in time for the next FGB (November). LP mentioned the importance of having an "audit trail" of training and development, especially in terms of the next Ofsted. HT confirmed that membership of the NGA had been continued, at a cost of £260 for the year. NL to update member emails for all governors to be able to access this resource. NH recommend the NGA website for not only general information but also for q's and a's on governance. The next Dover & District governor briefing will take place on 02 October - LP and either NH or BV will be attending.	



12	Website	
	NG commented on how well laid out and organised the website is – everything looks good and up to date. There is a good "vibe" about it! Everything on the checklist is there, reported NG.	
13	Policies	
	(See Item 9 above, for Collective Worship Policy)	
	The Safeguarding Policy was approved by governors.	
14	Safeguarding	
	There were no further issues.	
15	Good news from the school community	
	The Spiritual Garden, with water feature and sensory plants, was a great success. It was designed to represent the "Community" Value. It is open to parents after school, and children have been treating the resource with great respect (they have to ask an adult if they wish to use it). The pond area was fenced in the holidays, and pond-dipping will be promoted via teacher-training led by the Head. Chair commented that the new welcome letters are impressive, and thanks are due to Alison Craddock, who designed them.	
16	Any other business	
	NH mentioned that Kirsty (from the School Office) had shown interest in becoming a governor. She has experience at a previous school, and NH thought it might be appropriate to invite her to become an LA governor. CW, whose term of office expires in November, was happy to continue, and NH will be meeting shortly with NG, whose term also expires in November, to discuss options.	
17	Confidentiality	
	There were no items of confidentiality and the meeting adjourned at 7.55 pm	



18	Date of next meeting: 06 November 2018 at 6pm	
	Signed: Dated:	