

MINUTES OF A MEETING OF THE GOVERNING BODY OF
WICKHAM COMMON PRIMARY SCHOOL
Thursday 22nd March 2018

Present:

Sharon Newman (SN) - **Chair**
Jane Walker-Smith (JW) **Vice Chair**
Katharine Cowley (KC)
Debz Smith (DS) **Head Teacher**
Tony Warran (TW)
Philippa Critten (PC)
Heather Walton (HW)
Darren Jenkins (DJ)
Bonita Guntrip (BG)
Gareth Walters (GW)
Karen Wilson (KW)

Approved Apologies:

Jack Hayes
Rebecca Martin

In Attendance:

Anita Dowdell (AD) – **Clerk**

		ACTION
1.	APOLOGIES OF ABSENCE <u>1.1</u> Apologies were accepted from JH and RM.	
2.	DECLARATIONS OF BUSINESS INTERESTS <u>2.1</u> No further declarations of business interests	
3.	LGFL EMAIL ACCOUNTS – BRING IPAD & PHONES IF YOU WISH 3.1 Jack Holloway was introduced by DS. He gave an introduction to “My Drive” and the LGFL email account. A question was raised by GW – If governors attend an appeal panel, how is the information kept private and only seen by the attendees?	To be looked into by JH (ICT) who will report to clerk
4.	APPROVAL OF THE MINUTES AND REVIEW ACTIONS AND MATTERS ARISING FROM PREVIOUS FGB <u>4.1</u> SN has been trying to recruit a new PPC and T & L governor. Sarah Fletcher has agreed to be considered for the post. SN read out her details; the board unanimously agreed to offer her a position. SN to arrange for her to come in and meet the team and have a tour of the school. BL will continue to come until the end of the year. <u>4.2</u> KW has checked the free school meal policy within the MAT. <u>4.3</u> Governors organised and delivered a school assembly. <u>4.4</u> SN congratulated governors who were extremely well organised for Ofsted. <u>4.5</u> Next committee meeting for each committee to look at Briefing sheet	

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	<p><u>4.6</u> School parking is still an issue. A parent has offered to supply cardboard child sized warning signs.</p> <p><u>4.7</u> School website is up and running. SN says she thinks it is very good.</p> <p><u>4.8</u> KW has checked the single central register.</p> <p><u>4.9</u> DS says everyone has sent in their governor Bios- thank you.</p> <p><u>4.10</u> No policy changes</p> <p><u>4.11</u> Governors training records are up to date.</p> <p><u>4.12</u> Nearly all governors have read "Keeping safe in Education"</p> <p><u>4.13</u> KW went to the school council meeting in January. GW has offered to go to the next meeting. Monday 23rd April 2018. Don't think she can make it – GW?</p> <p><u>4.14</u> Governor Skills Audit is completed.</p> <p>Minutes were signed and dated by SN 22nd March 2018</p>	
5.	<p>MINUTES OF COMMITTEE MEETINGS – QUESTIONS</p> <p>PPC</p> <p>BG asked if anyone had any questions. GW asked about safeguarding, any more specific detail? And BG gave a description of what is happening with safeguarding. BG said she had help from the Family worker and BL. BG is happy with the way things are going.</p> <p>E-Safety survey has been taken and BG stated that the results were shocking. BG explained some of the questions and results. BG is going to be producing the data in a readable format and PPC will share this with parents.</p> <p>See committee minutes for more info.</p> <p>T & L</p> <p>DJ asked if anyone had any questions. SN suggested looking at the systems developed by PiXL as there are more effective ways of analysing progress of SEND students. DJ says he wants to make sure we are using the right programme to record the data correctly. See committee minutes for more info.</p> <p>RESOURCES</p> <p>TW asked if anyone had any questions. No questions were asked.</p> <p>See committee minutes for more info.</p>	
6.	<p>SCHOOL FINANCE – A DISCUSSION</p> <p><u>6.1</u> DS gave an overview of the current finances of the school.</p> <p>6.2 Before & After school club Proposal - DS explained that the school is looking into a "Before & Afterschool Club". DS feels that the current provision (Chucklebox) is not effective as the children are taken to a different location after school and therefore can't access Wickham Common's after school activities.</p> <p>KW gave an overview of how Wickham Common would provide the club for up to 20 children per session. DS went on to explain more about how they were hoping to run the provision. The Trust requires a feasibility study to be done.</p>	

		ACTION
7.	OFSTED – A DISCUSSION (CELEBRATION) <u>7.1</u> SN was very pleased with the Ofsted report. She offered huge congratulations to the school and governors.	
8.	DEVELOPING A GOVERNOR’S SEF – (20 QUESTIONS) A DISCUSSION <u>8.1</u> DS handed out the 20 questions. It was agreed for the governors to look over the questions in their committees and come back at the next FGB to look over it as a whole governing body.	
9.	ANY OTHER BUSINESS & CONFIDENTIAL ITEMS HW said the PTA work really hard in all they do. 17 th July the school will be holding an afternoon tea party to thank all the helpers. HW asked if anyone would be able to support this event to show the PTA that the governors are grateful for all that they do. PC said they have an afternoon of creativity if anyone wanted to attend? TW visited the mock SATS and last week thought it was well organised and very well administered. HW also came into school and she said there was a calm atmosphere which supported every child’s needs. TW also went to the Churchill Theatre for the “School Proms” and he thought they were splendid. DJ went to a Link governors meeting. David Carter said governors were “Unsung Heroes”.	
10.	AGREE FUTURE DATE FOR NEXT GOVERNING BODY MEETING The date of the next Governing Body meeting will be 12th July at 7pm The meeting closed at 9:20p.m. Chair Date	
	APPENDICES	